

# MEDICAID SCHOOL SERVICES PROGRAM



Washtenaw Intermediate School District

## NEWSLETTER

March | 2025



### Edit/Delete Service Record

To edit/delete a service record in PSSP, locate the record on the service capture calendar. If the calendar is very congested, you may want to change to the "Day" view. Double-click on the record and a new screen will show. Select "Edit" or "Delete".

Please see the PSSP Manual on the WISD's Medicaid page [here](#) for more information.

[Service Calendar](#) > Service Record

Edit

Delete

Print



### Random Moment Time Studies

The time study gathers information on the activities that staff are performing and classifies these activities based on whether they are educational or related to the delivery of health services that could be matched by Medicaid. Below are some tips for answering when your activity does not involve completing a direct service:

- If you were in a [training, professional development, or conference](#) - What was the topic of the training and what was being discussed or facilitated during your sampled one minute of time?
- In an [IEP or other Plan of Care meeting](#) - What was the specific topic of discussion at your one minute of time?
- [Working on email](#) - What was the content of the specific email you were reading or writing at your one minute of time?
- [Driving](#) to next location - What was the first activity you participated in once you entered the building at your new destination?
- [Discussing a student](#) - What was the single topic of discussion at your assigned one minute of time?



**Please reach out (contact in footer) if you would like Medicaid training, either as a new hire or if you just need a refresher!**



### POC Medical Signature Forms

Have a look at your My Medicaid Caseload and upload any new POC Medical Signature Forms needed ASAP. The student's name will show up in **red** if this is the case.

Remember, per the Medicaid manual, "By signing the POC, the qualified medical provider is indicating that they have reviewed the POC and it is appropriate for the student's needs. **The qualified medical provider is not taking individual responsibility for the provision or supervision of services, coordination of services, or taking personal liability for the services performed.**"

### Important Dates

March 15 | Feb logged services

and monthly summaries due.

- Supervisors: All records should be approved by March 15th as well.
- Personal Care Providers: Send paper logs to the designated place and by the deadline established by your district.



Answer all random moment time study surveys and follow-up questions within 48 hours. They will be sent from [miaop@pcgus.com](mailto:miaop@pcgus.com) so make sure to check your junk folder as well.



Do not submit any *billable* claims for Spring Break inaccurately.

MARCH 2025						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

ENJOY YOUR *Spring* BREAK!