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PROGRAM REQUIREMENTS

The Louisiana Department of Health (LDH) requires that all EPSDT Health Services providers enrolled in Medicaid give the following statement in writing to each Medicaid-eligible beneficiary and/or caregiver at the time a written plan of care is developed.

Your child is eligible to receive services to meet his/her needs. The services may be provided by the school system or you may take your child to another provider that accepts Medicaid.

EPSDT Health Services program requirements for reimbursement are as follows:

- All services must be furnished through a child specific authorizing document: IEP, 504 plan, individual health plan or medically necessary written plan of care. Only services provided through one of these care plans may be billed to Medicaid under the EPSDTs Health and School-Based Services program;
- LEAs (local education agencies) are eligible to receive reimbursement for services provided to children ages three through age 20;
- Health care practitioners and staff must be licensed and qualified to provide the services that meet state and Medicaid practitioner standards regarding professional licensure, certification, and supervision. Current documentation of practitioner and staff licensure, certification, education and skill verification must be provided to Medicaid as part of the enrollment and monitoring process. Refer to Section 20.1 of this manual chapter for applicable qualifications;
- All Medicaid reimbursement from health services provided to students must be spent on the provision of health related services to children regardless of their Medicaid status;
- Expenditures should be prioritized for expanding service delivery through additional employed or contracted staff before allocating funds for equipment and supplies, administrative support activities, capital improvements, or meeting the individual needs of children with disabilities; and
- Medicaid funds should not be used for strictly educational or non-medical purposes.

Type 1 and 3 Charter Schools in Orleans Parish:

- Upon enrollment, Orleans Parish Charters will be required to submit acceptable documentation (board minutes, letter from the school board, etc.) that authorizes the

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charter school to act as its own LEA. Likewise, in order to receive a cost settlement, confirmation that authorization is still in good standing with the school board will be required to accompany the submission of the cost report. Failure to provide this documentation at the time when the cost report is filed will cause the cost report to be non-compliant. The Department is currently exploring language to align the LDH School-Based Cost Report procedures with rules that guide other providers that are required to submit cost reports.

- **Updated Contact Information:**

It is imperative that LDH is immediately notified of any contact changes such as name, email address, or phone number for the following positions:

- Medicaid Coordinator;
- Business Manager; and
- Special Education Director.

- **Closing LEAs:**

- LEAs that terminate business must notify the Louisiana Medicaid fiscal intermediary, immediately. Instructions will need to be provided to LDH/Rate Setting and Audit and/or LDOE as to the final disposition of cost settlements and previous dollars owed to or from Louisiana Medicaid. The following criteria must be met regarding LEAs:
 - For LEAs that transfer to new management companies and owe the Department, the new owners shall assume all obligations of repayment for the new LEA. Overpayments will be recouped from future earnings of the new management company; and
 - For separating LEAs that are owed reimbursements, the Department will issue a supplemental check to the LEA or the new management company. However, failure to provide instructions to the Department within 10 days of closure may result in forfeiture of payment.