

General Questions

Q1. Will the PowerPoint for this training be distributed to all attendees?

A. Yes. The PowerPoint presentation will be distributed to all attendees, along with the questions and answers from the September 2021 New LEA Coordinator Training.

Q2. How do stakeholders join the LEA Program listserv in order to receive e-blasts?

A. Subscribe to the LEA BOP listserv using this DHCS website link:
<http://apps.dhcs.ca.gov/lists/subscribe/default.aspx?list=DHCSLEA>

Q3. Where can LEAs find the LEA provider manual?

A. The LEA BOP provider manual contains policy guidance for all LEA BOP covered services and practitioners. The provider manual is found on the LEA BOP website:
<https://www.dhcs.ca.gov/provgovpart/Pages/LEAProviderManual.aspx>

Q4. I'm new to LEA BOP and have some questions on the MOVEit software system. Who can I reach out to for help?

A. Any questions regarding MOVEit can be directed to DHCS via the LEA BOP e-mail address: LEA@dhcs.ca.gov.

Q5. What is a LEC/LGA and how can LEAs determine who their designated representative is?

A. LEC stands for Local Educational Consortium and LGA stands for Local Governmental Agency. DHCS contracts with LECs/LGAs to administer the school-based services Random Moment Time Survey (RMTS) in California, as well as to assist DHCS with claiming for the School-Based Medi-Cal Administrative Activities (SMAA) Program. LECs/LGAs are identified on the following link, along with their contact information: <https://www.dhcs.ca.gov/provgovpart/Pages/MapLECsLGAs.aspx>

Q6. For educating providers who require taking an "LEA approved TCM course" is it sufficient to provide the education via a PowerPoint presentation or does it need to be an actual course?

A. DHCS does not require Targeted Case Management (TCM) providers to enroll in an independent course that is designed by a third-party. The LEA may develop a PowerPoint presentation to educate their TCM practitioners using LEA BOP materials, including prior training materials and the LEA Provider Manual. If LEAs would like to enroll their practitioners in a third-party course on TCM, they are also able to use this approach to meet the LEA BOP TCM training requirement.

Reports

Q7. When will the new Annual Report be sent out?

A. The Annual Report is in the final stages of approval and will be sent out shortly to LEAs via e-blast. ***DHCS sent out the Annual Report to the list serv on November 8, 2021.***

Q8. When is the next Cost and Reimbursement Comparison Schedule (CRCS) due?

A. The next CRCS report will be due March 1, 2022 (for SFY 2020-21). After that, the SFY 2019-20 report will be due April 30, 2022. Please see the [CRCS webpage](#) for the list of CRCS due dates.

Q9. Where can LEAs find more information on the CRCS?

A. The LEA BOP webpage contains information on the CRCS, including forms applicable to each state fiscal year and a table with the upcoming due dates. See [the LEA BOP website](#) for additional information.

Q10. Who should LEAs contact with questions about the RMTS in their particular district?

A. Questions should be directed to your district's RMTS coordinator. If you are unaware of who your coordinator is, please e-mail the [LEA inbox](#) and include your LEA's name and city so that DHCS can assist you in locating your LEA's contact person.

Service Authorization

Q11. For dispensing medication, does a student need an Individualized Education Plan (IEP)? For example, if a student has ADHD but is not considered a special education student, can we bill for them?

A. In order to bill for services under the recent State Plan Amendment, the service must be authorized in a student's IEP, Individualized Family Service Plan (IFSP) or other Care Plan (such as a nursing plan, 504 plan, Individualized Health and Support Plan, etc.). For medication administration, the service would need to be explicitly authorized in a care plan for the non-IEP/IFSP student.

Q12. If a student is being transported to another district to receive services because we cannot meet the IEP service requirements, is that billable?

A. Yes. Specialized medical transportation is billable, but only for students with IEPs/IFSPs. Rules for transportation billing are located in the LEA BOP provider manual in the [transportation section](#). Note that for a transportation service to be billable, the following conditions must be met on the day of service:

- The student must receive an LEA BOP-covered medical service (other than transportation) at the service site;
- The covered medical service (other than transportation) must meet all requirements to be a billable LEA BOP service; and
- Both the covered service and the transportation must be authorized in the student's IEP/IFSP.

Q13. Do we need to have a consent form signed at each IEP meeting?

A. **For IDEA students**, you must do the following **before** accessing public benefits or insurance *for the first time* (required per *34 CFR Section 300.154(d)*):

- Obtain a **one-time written consent** from the parent/guardian
- Provide **written notification** to the child's parent/guardian (completed before obtaining one-time written consent, and must be completed annually thereafter)

Q14. Can the written authorization for assessment be contained in an assessment report?

A. No. The assessment report is written after the assessment is conducted. The authorization to assess a student – whether requested from a parent, teacher or practitioner – should be obtained prior to the assessment taking place.

Q15. As far as the periodicity table, must one be placed in every student's cumulative file for documentation purposes?

A. No. If the periodicity table is used as authorization for billable screening services, a copy of the table may be kept in the LEA's central files. This information does not need to be maintained in each student's cumulative file.

Q16. Is a 504 Plan considered to be a "care plan"?

A. Under the LEA BOP, services may be authorized for non-IEP/IFSP students using an Individualized Health and Support Plan (IHSP). IHSPs are often referred to by other names, including a nursing plan, plan of care, 504 plan and individual service plan.

Poll Results

During this training, DHCS polled participants on several concepts using the WebEx polling functionality. Polling responses are included below for informational purposes only.

- 1. How long have you been a LEA Coordinator for LEA BOP billing?**
 - A. Less than 3 months (31 responses – 19%)
 - B. 3 months to 6 months (3 responses – 2%)
 - C. 6 months to 12 months (9 responses – 6%)
 - D. Over a year (35 responses – 22%)
 - E. N/A – I’m not a LEA Coordinator (17 responses – 10%)
 - F. No Answer (67 responses – 41%)

- 2. Will your LEA bill for TCM services through the LEA BOP this year?**
 - A. Yes, we plan to bill (21 responses – 8%)
 - B. No, we don’t plan to bill (45 responses – 17%)
 - C. I’m not sure (57 responses – 22%)
 - D. N/A – I’m not an LEA employee (6 responses – 2%)
 - E. No Answer (135 responses – 51%)

- 3. Will your LEA bill for Specialized Medical Transportation services (limited to students with IEPs/IFSPs) through the LEA BOP this year?**
 - A. Yes, we plan to bill (35 responses – 13%)
 - B. No, we don’t plan to bill (41 responses – 16%)
 - C. I’m not sure (46 responses – 17%)
 - D. N/A – I’m not an LEA employee (7 responses – 3%)
 - E. No Answer (135 responses – 51%)

- 4. Do you also coordinate claiming under the School-Based Medi-Cal Administrative Activities (SMAA) Program?**
 - A. Yes, I coordinate both school-based programs (94 responses – 35%)
 - B. No, we don’t participate in the SMAA Program (5 responses – 2%)
 - C. No, another staff member is responsible for the SMAA Program (36 responses – 13%)
 - D. N/A – I’m not an LEA employee (7 responses – 3%)
 - E. No Answer (127 responses – 47%)

- 5. Has your LEA participated in the RMTS for LEA BOP for any quarter since October 2020?**
 - A. Yes, we have participated in RMTS for one or more quarters (117 responses – 43%)
 - B. No, we are new to RMTS this year (14 responses – 5%)

- C. N/A – I'm not an LEA employee (7 responses – 3%)
 - D. No Answer (131 responses – 49%)
- 6. Are you aware of the recent program expansion to include new services and practitioner types for billing LEA BOP covered services (SPA 15-021)?**
- A. Yes, I've attended some trainings and am aware of program changes (74 responses – 29%)
 - B. No, I'm not aware of these changes (102 responses – 40%)
 - C. No Answer (80 responses – 31%)
- 7. Have you been involved in compiling information for the CRCS?**
- A. Yes, I've been involved in the CRCS submission process (53 responses – 21%)
 - B. No, I'm not involved in the CRCS and don't plan to be (31 responses – 12%)
 - C. No, I haven't been involved in the CRCS but will be involved this year (40 responses – 16%)
 - D. N/A – I'm not an LEA employee (8 responses – 3%)
 - E. No Answer (118 responses – 47%)
- 8. Are you the person responsible for submitting required forms to the LEA BOP?**
- A. Yes (67 responses – 27%)
 - B. No, there's another person responsible for this (50 responses – 20%)
 - C. N/A – I'm not an LEA employee (9 responses – 4%)
 - D. No Answer (124 responses – 50%)