

## MEDICAID SCHOOL SERVICES PROGRAM



# Washtenaw Intermediate School District

### **NEWSLETTER**

#### May/June | 2025



## **End of the Year Medicaid Checklist**



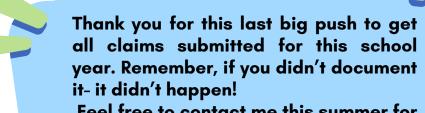
$\bigcap$	Check your "My Medicaid Caseload" for any
	missing Plan of Care <b>Medical Signature</b>
	forms. The student's name will be in red if the
	form is not yet finalized. This is currently the
	main reason for held claims. Please give me a call if you need me to walk you through the process.
	Check your "My Medicaid Caseload" for any

- missing **Medicaid consents**. The column for Medicaid consent will be blank if we do not yet have one.
- Complete all service records and monthly summaries by your last day if you are not working in the summer.

Otherwise:

- ☐ June services due July 15
- ☐ July services due August 15

- Run reports to check for missing monthly summaries and incomplete service records. In PSSP: Click on reporting > Medicaid-Teachers and Direct Service
- Complete all random moment time studies and follow-up questions.
- Paras/TAs: Send all **personal care log sheets** to aisapewashtenawisd.org by June 15 or your last day of work for the school year. Make sure the services are inputted into PSSP.
  - Supervisors of Limited Licensed Staff: Email supervision logs to aisap@washtenawisd.org and make sure all records have been approved in PSSP/Relay by your last day or July 15th.



Feel free to contact me this summer for anything you need, either for ESY or when prepping for the next school year.

GO TEAM!