

The purpose of this guide is to support LEAs in hiring medical providers within the school system. Nothing in this guide should be taken to supersede any State or Federal law and these recommendations should be considered within the full context of the LEAs hiring policies.

Step 1: Determine the services the LEA wants to provide.

Even within the same area, different types of licensures can provide different services and may have differing abilities to order those services themselves. An LEA should consider:

- What specific services does this person need to provide?
 - If you are unsure of what different licensure types can do, you can ask the appropriate [licensure board](#).
 - You can also review the types of service Medicaid covers in the school system using the [Covered Services and Qualified Providers](#) guide.
- Does this person need to be able to order those services themselves or is there someone else on staff who can order them?
 - Review the [Covered Services and Qualified Providers](#) guide to ensure the right provider type is selected.
- What other providers of this type or area are already employed by the LEA?
 - Review the current provider list in the LEA.
- Do any of the current employees need to be supervised by the new hire?
 - Review the [Covered Services and Qualified Providers](#) guide to see supervision requirements.
- Will the new hire need to be supervised?
 - Review the [Covered Services and Qualified Providers](#) guide to see supervision requirements.
- Does this person play a role on the special education evaluation teams?
 - Review [Bulletin 746](#).
- Will this role need to be in the RMTS?
 - If they are an LEA employee and provide mostly direct service or reimbursable evaluations, they belong in the time study.

Step 2: Check the licensure and/or training requirements.

Use the [Covered Services and Qualified Providers](#) guide to identify the place to find this providers license. If you hire this person, save a copy of the license and place it in either (or both) the HR file and the SBMP file (depending on your LEAs procedures). Have the SBMP supervisor note the date of expiration in their calendar so they know when to get an updated copy of the license.

Step 3: Check the Medicaid Exclusions Database.

- Make sure the provider is not listed on the [Medicaid Exclusions Database](#).
- For PCS workers, you must also ensure they are not on the [Louisiana Adverse Actions List](#).

*As with all school employees, these individuals must also undergo a background check and the above databases **cannot** be considered a replacement for that background check.

Step 4: Ensure the provider is comfortable with billing Medicaid.

Some providers have a fear of billing Medicaid because they have never done it before and have only heard horror stories about complexity and licensure risk. Additionally, if they have been practicing in a private setting, the way they bill Medicaid in the school will be different. If you have a provider who is hesitant to bill, try to understand where that hesitancy comes from and if better information can help increase their comfort level. There are many resources available at the [School-Based Medicaid Resource Library](#) and you can also reach out to sbmp@la.gov for additional support.

Step 5: Complete an LEA specific School-Based Medicaid training with the provider.

Medicaid billing in the school system can be complex and no provider should be expected to participate in it without intentional and comprehensive training. At a minimum, the provider must understand:

- The LEAs documentation requirements and process for
 - the written plan of care
 - service documentation
 - evaluation documentation
- The billing processing – including any 3rd party biller the LEA uses.
- The RMTS process and accompanying documentation expectations (if applicable).
- Any necessary parental consent requirements that are the providers responsibility.
- The LEAs expectation of the type of licensure they have and are expected to keep during their employment.

***Note about Vendors** – even if the provider is not an employee of the LEA (but is a vendor), the LEA is still responsible for steps 2-5.

Contact sbmp@la.gov with any questions.