

## Staff Roles for MA Billing

### Principals

1. Oversee that all work expectations are followed in order to maximize MA billing revenue - supervise any employees who are not meeting expectations.
2. Inform your staff if you want them to complete the IEP Case Manager Checklist and fax or email to River Bend.

### Case Managers

1. Write IEP/IFSP which includes specifics about billable services.
2. Give Procedural Safeguards to parents annually and explain third party billing.
3. Complete the MA billing consent with parents for new students in your district.
4. Complete IEP/IFSP Case Manager Checklist and fax or email to River Bend - Optional
5. Inform Qualified Professional of **billable** PCA services.
6. Sign off monthly on PCA Service Logs.

### District MA Contacts

1. Communicate with MA Billing Specialist at River Bend.
2. Collect PCA service logs **monthly**. Check for dates, signatures, and supervision if applicable. Must be entered in Sped Forms.
3. Send completed originals to River Bend by the 15<sup>th</sup> of the following month.
4. Report to principal any staff who is not meeting expectations.

### Qualified Professionals who provide PCA Supervision

1. Develop and monitor the Care Plan - review with **each** PCA/para assigned to the child.
2. Provide direct PCA supervision within the first 14 days of starting to provide regularly scheduled services and then at least every 90 days based on school calendar year.  
(Paras are required to take the DHS test **before** assisting the child. Send copy of certificate to River Bend. Para subs need DHS certificate/training/supervision if services are to be billed.)

### Qualified Professionals who provide billable IEP services (Speech, OT, School Psychs, Nursing, PCA)

1. Enter ICD-10-CM codes in Sped Forms.
2. Complete service logs in Sped Forms.
3. **FINALIZE** service logs by the 15<sup>th</sup> of the following month.

### PCA/Paraprofessionals

1. Communicate with Case Manager/Qualified Professional.
2. Complete 10-day time study. Give to Case Manager when complete.
3. Maintain **daily** documentation of PCA Service Logs.
4. Give completed PCA Service Logs to Case Manager by the 5<sup>th</sup> of every month.
5. Provide the service according to the Care Plan. Report any changes to Case Manager or Qualified Professional.