

## Department Overview

SEMS administers the districtwide Medicaid fee-for-service program to generate revenue for equipment and supplies for students with disabilities. Medicaid-eligible related services are prescribed in the students' IEP and logged in EasyTrac. The logs are vetted and Medicaid claims are submitted for reimbursement.

The mission of the SEMS department regarding the Medicaid fee-for-service program is to develop and implement a process that maximizes Medicaid revenue while safeguarding program compliance with federal and state regulations in an effort to secure program solvency in an efficient, effective manner with a high level of customer satisfaction.

## Performance Measures

SEMS developed key performance indicators and reviews them monthly:

- Related services
- Billable services
- Medicaid Consent for students with disabilities
- Medicaid Eligibility for students with disabilities
- Billable Services and Medicaid Consent
- Medicaid Eligibility and Medicaid Consent
- Medicaid Eligibility & Billable Services
- Medicaid Eligibility, Medicaid Consent, and Billable Services

SEMS analyzes revenue and services by provider type and reviews the results with the Director of Related Services.

## Department Services

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- Liaison to NV Division of Health Care Finance and Policy (DHCFP) to represent CCSD's Medicaid fee-for-service program.
- Oversees the MOU with DHCFP for the Medicaid fee-for-service program.
- Oversees the scope of work of the company contracted to generate and submit Medicaid claims, including auditing the claims for compliance and tracking the rate of claims processed.
- Responds to federal and state audit requests.
- Tracks and analyzes Medicaid revenue by generating Trial Balance reports and developing financial reports.
- Develops an annual Intergovernmental Transfer (IGT) schedule for the Business and Finance division.
- Requests IGTs (transfer of funds) to support the submission of Medicaid claims.
- Reconciles the IGTs and revenue using financial reports.
- Collaborates with other SSD departments to develop an annual Medicaid-funded budget.
- Collaborates with other SSD departments to reconcile and manage their Medicaid-funded budgets.