**Wyoming Department of Education and Wyoming Department of Health**

**Guidance on School-Based Services (SBS) Program Documentation Requirements**

**Last Updated: June 15, 2022**

# **Section 1: Document Background**

On April 1, 2021, Governor Mark Gordon signed into law the Medicaid billing for school-based services bill. The new law authorizes school districts to bill for school-based services for Medicaid eligible students.

The Wyoming Department of Health and the Wyoming Department of Education are publishing this documentation memo to provide guidance to SBS Program providers. The guidance is designed to provide clarity on the requirements of documenting services delivered to Medicaid eligible students to receive Medicaid reimbursement under the SBS Program.

If you have additional school-based questions, please contact the Wyoming Department of Health via email at [wdh-schoolbasedservices@wyo.gov](mailto:wdh-schoolbasedservices@wyo.gov) or [justin.browning1@wyo.gov](mailto:justin.browning1@wyo.gov) or by phone at (307) 777-7491.

For more information on Wyoming’s school-based services program visit <https://health.wyo.gov/healthcarefin/medicaid/school-based-services/>

# **Section 2: Guidance on SBS Program Documentation Requirements**

SBS Program providers must retain medical and financial records, including information regarding dates of service, diagnoses, services provided, and bills for services, for at least six (6) years from the end of the State fiscal year (July through June) in which the services were rendered. If an audit is in progress, the records must be maintained until the audit is resolved. Services provided by assistants must be supervised by a licensed professional, and the documentation must be co-signed by the supervising, licensed professional in accordance with the supervisory requirements for the provider type. Documentation is required each time a Medicaid service is delivered to a student. Each Local Education Agency (LEA) must establish a Medicaid billing process that ensures that all supporting documentation satisfies all requirements necessary for Medicaid billing and allows for Medicaid claims to be completed and submitted timely.

LEAs are responsible for maintaining records that fully document the basis upon which a claim is made for Medicaid reimbursement. Note that this documentation generally aligns with professional documentation standards for licensed practitioners.

Documentation required to substantiate a claim for SBS Program reimbursement includes, but is not limited to:

* The student’s complete Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). The plan must contain the relevant provider signatures when used to meet prescription/referral/recommendation requirements;
* All evaluation reports (with relevant provider signatures);
* Service encounter documentation, including progress notes;
* Practitioner credentials and licenses for service providers (may be kept in a central file);
* Authorization for the service (including signature of licensed provider on the prescription, referral or recommendation)
* Parental consent form (may be kept in a central file); and
* Billing records.

Each Medicaid eligible service must be documented and include the following:

* Date of service
* Name of student
* Name of LEA rendering the service and their National Provider Identifier (NPI) number
* Name of provider rendering the service, along with their clinical discipline and their NPI number
* Type of service and specific services provided
* Nature, extent, and units of service
* Service time – Start and End Time
* Place of service
* Signature of provider

Required supporting documentation describing the nature or extent of service includes, but is not limited to the following:

* Progress and case notes
* Contact logs
* Nursing and health aide logs

SBS Program services must be billed according to the provisions of the student’s IEP or IFSP including service type(s), number and frequency of SBS Program services, and length of treatments, as applicable.

SBS Program providers must:

* Agree to keep necessary records for at least six (6) years from the end of the State fiscal year (July through June) in which the services were rendered.
* Furnish these records and any information regarding payments claimed for rendering the SBS Program services, on request, to the Wyoming Department of Health; the Wyoming Department of Education; the U.S. Department of Health and Human Services; and any other regulatory agency or their duly authorized representatives.