

## CHECKLIST: BILLING PERSONAL CARE IN A SCHOOL DISTRICT

ELIGIBILITY	YES	NO	Resources/Help
District has active Personal Care Provider Number. (# ends in 32)			- Contact <a href="#">ISEP</a> - Medicaid <a href="#">Website</a>
District has signed Parental Consent form in place for students.			- <a href="#">Consent Form</a> - <a href="#">Consent Form - Spanish</a>
Student is in Medicaid System.			Parent/guardian contacts local/county DHS for enrollment
*Student is ELIGIBLE in Medicaid System.			Parent/guardian contacts local/county DHS for eligibility.
Student has ARKids-B Insurance.			<b>YES: Ineligible for PC Billing</b>
RN is Registered in Medicaid MMIS Portal.			- <a href="#">MMIS Portal Instructions</a>
RN is registered in eQHealth Portal in eQSuite®			<a href="#">Registration Link</a>

*\*Students listed in Medicaid system does not necessarily mean they are currently active in the Medicaid system and may not be eligible for billing.*

**ON FEBRUARY 24, 2021, AFMC WILL NO LONGER BE APPROVING STUDENT PAS. ALL STUDENT PAS (DMS-618 FORMS) WILL HAVE TO BE SUBMITTED ON EQHEALTH IN THE EQSUITE® SYSTEM.**

#### **eQHealth Resources:**

Personal Care Services Under 21 – PPT Training – Using eQSuite system [Overview](#)

#### **Pre Recorded eQSuite® [Training](#)**

- “New” Help Ticket Video Tutorial
- How to Register for the Portal Video Tutorial

PROFESSIONAL DEVELOPMENT/TRAINING	YES	NO	Resources/Help
Completion of 40-hr PC training curriculum. (24 Hrs. Classroom, 16 Hrs Supervised Practical Hrs.)			- <a href="#">ADE</a> - <a href="#">ISEP Website link</a> - CHNS in Education Coops.
<b>Requirements for Personal Care Aides to be certified:</b>			
• Complete Foundations, Behavior and Special Healthcare Needs training modules (12h).			- <a href="#">ADE</a>
• Complete additional personal care related training modules (i.e. Crisis Prevention Intervention, Cultural Awareness, etc.),			additional modules can be found at <a href="http://ideas.aetn.org">http://ideas.aetn.org</a> (12h).
• Complete a Medicaid in the Schools Personal Care Training class and pass the certification exam (10h).			
• Complete CPR/AED/First Aid certification training (6h)			
Complete 12 hours of personal care related in-service training each year			



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## CHECKLIST: BILLING PERSONAL CARE IN A SCHOOL DISTRICT *(CONTINUED)*

GENERAL	YES	NO	Resources/Help
Student has a completed Optum Assessment.			- Parent/guardian can contact Optum to schedule assessment. 844-809-9538
RN/Staff Develops Detailed Personal Health Care Service Plan for student.			- DMS-618 Form
<b>Personal Care Description of Services:</b> Schools will need to use: T1019 – U4 Personal care for school/cooperative based Beneficiary, aged under 21, per 15 minutes.			
Parent Signature on Student Health Care Plan Obtained.			Parent/Guardian signature is good for one calendar year.
RN Submits DMS-618 Personal Care Assessment and Service plan on eQSuite Portal.			<a href="#">eQSuite Portal</a> Log-in <a href="#">eQSuite Directions</a> How to Use eQSuite system
Student Prior Authorization is Approved by eQHealth. PAs can be checked on the eQSuite portal. Student PA Authorization status will NOT be provided in the MMIS portal after 2/24/2021.			- <a href="#">eQSuite Portal</a>
ALL eQHealth Authorization numbers will begin with "V", such as V0123456789.			
• Student PA Letter: <b>Certified in Total:</b> *Letter by eQHealth is obtained. ( <i>*Only accessible electronically via eQSuite®</i> )			Student Eligible for billable PC services.
• Student PA *Letter: <b>Partially Certified.</b> Will provide required/approved modification(s) in letter. ( <i>*Only accessible electronically via eQSuite®</i> )			Student is eligible for billable services, but modifications to the approved request have been applied.
• Student PA *Letter: <b>Not Certified.</b> Will provide reason(s) why it was denied. ( <i>*Only accessible electronically via eQSuite® or MMIS portal</i> )			- Submit Help Ticket on eQSuite®. - Contact eQHealth customer support line 1-888-660-3831 - **Contact <a href="#">AFMC Outreach Specialist</a> . - Contact <a href="#">ISEP</a>

\*\*Note from AFMC: Please make a note that your Outreach Specialists are for escalated issues and that for any eligibility questions, password resets, portal issues, Electronic Fund Transfer questions, etc. your first point of contact should be the Gainwell Provider Assistance center; 800-457-4454 In-state toll-free, 501-376-2211 Local and out-of-state and 800-805-1512 Voice Response System



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