



Orange Board of Education

Office of Special Education and Behavior Intervention

Special Education Medicaid Initiative (SEMI) Handbook

Special Education Medicaid Initiative (SEMI)

Orange Board of Education participates in the Federal Program, Special Education Medicaid Initiative - SEMI. This program provides school districts with the opportunity to be reimbursed for medically-related services listed on the student's Individualized Education Program. The services include Evaluations, Occupational Therapy, Physical Therapy, Speech/Language, Counseling, Nursing and Transportation Services.

***This reimbursement for these services does not affect the student's Medicaid benefits.*

Obtaining Parental Consent

In accordance with the Family Educational Rights and Privacy Act, 34 CFR §99.30 and Section 617 of the IDEA Part B, consent requirements in 34 CFR §300.622 require a one-time consent before accessing public benefits. This consent establishes that your child's personally identifiable information, such as student records or information about services provided to your child including evaluations, and services as specified in my child's Individualized Education Program (IEP) (occupational therapy, physical therapy, speech therapy, psychological counseling, audiology, nursing and specialized transportation) may be disclosed to Medicaid and the Department of the Treasury for the purpose of receiving Medicaid reimbursement at the school district.

***This consent can be revoked at any time by contacting the administrator at your child's school.*

Claiming Related Services

Any direct therapy or other related service shall be prescribed in the related services section of the pupil's IEP prior to submitting a claim to Medicaid for reimbursement.

All services submitted to Medicaid for reimbursement shall be rendered by a Medicaid qualified practitioner, or rendered by a provider under the supervision of a Medicaid qualified practitioner. The following table outlines the required documentation for each related service provider:

Discipline	Certification	Services Can Provide
Social Worker	NJDOE Cert	Counseling
Physical Therapist	NJDOE Cert	Physical Therapy
Occupational Therapist	NJDOE Cert	Occupational Therapy
Nursing	NJDOE Cert/Nursing License	Nursing Services
Speech Therapist	NJDOE and ASHA Card NJDOE and License	Speech Services

Practitioners who are not Medicaid qualified can deliver services under the direction of Medicaid qualified practitioners. These include certified occupational therapist assistants (COTAs), physical therapist assistants (PTAs) and speech correctionist.

Contracted Service Providers and Out of District Providers

Contracted Agencies must comply with the Office of Special Education Semi Process. This process includes submissions of documents (license, certifications, DRA, and email address) and training. Contract agencies must also provide copies of background checks on employees monthly.

State of New Jersey debarment list (mandatory)

<http://www.nj.gov/comptroller/divisions/medicaid/disqualified/>

Federal exclusions database (mandatory):

<https://exclusions.oig.hhs.gov/>

N.J. Division of Consumer Affairs licensure databases (mandatory):

<http://www.njconsumeraffairs.gov/Pages/verification.aspx>

N.J. Treasurer's exclusions database (mandatory):

<http://www.state.nj.us/treasury/revenue/debarment/debarsearch.sh>

N.J. Department of Health licensure database (mandatory):

<http://www.state.nj.us/health/guide/find-select-provider/>

Out of District Providers are required to submit the following documents (license, certifications and email address.

SEMI Training

The Office of Special Education provides SEMI training for all new therapists who services students. This is one-day training whereas the SEMI Coordinator and Data Manager provides an overview of Easy IEP. The training includes:

1. Login EdPlan
2. How to build student caseloads
3. How to log services
4. How to write IEP's
5. Random Moment Time Study
6. Review of the Deficit Reduction Act

Random Moment Time Study

RMTS is an online, five question survey completed by a subset of randomly selected staff in the state. Each 'moment' is randomly assigned. Participants are asked to document their activity during that assigned 'moment'. Every minute of a work day that students are in session and every minute of a work day considered paid time for staff participants will be included in the sample universe of eligible 'moments'. Only days that are designated federal or local holidays or days on which students and district staff will not be in attendance are excluded from the sample universe.

Participants in the RMTS are selected from the Staff Pool Lists submitted by districts. Staff can include related service providers, child study team members, and administrative staff. Selected participants will receive an email from npmac@pcgus.com with the subject line of: "Urgent Do Not Delete Random Moment Time Study five days, three days, and one day prior to the assigned moments. Each notification will include a link to the RMTS System, where the questionnaire must be completed.

Deficit Reduction Act

This policy reiterates Orange Public Schools commitment to complying with the standards of conduct established by Section 6032 of the Deficit Reduction Act of 2055. In accordance with this law, OBOE shall assist in preventing, addressing, and deleting fraud. OBOE shall make available to all OBOE employees, contractors, and agents, including all independent contractors providing services to and/or on behalf of the OBOE, written (or web-based) information regarding compliance with relevant federal and state claims.

Procedure for Reporting Compliance Concerns

Any OBOE employee, contractor, or agent who discovers or reasonably believes that another OBOE employee, contractor, or agent may be involved in an activity prohibited by the DRA or other fraud and abuse law is required to immediately report such belief to his or her supervisor in the normal chain of command. Agents and contractors should contact the OBOE employee most directly responsible for the activities from which the concern arises.

Any supervisor or administrator who receives a report of activity prohibited by the DRA, or other fraud and abuse law shall review the facts associated with the report and refer any material concerns to the Executive Comptroller in the Office of Financial Services for review or consultation.

If a reporting employee, contractor, or agent is uncomfortable speaking with a supervisor or the employee most directly responsible for the activities from which the concern arises, the reporting employee, agent, or contractor may report his or her concern anonymously:

OBOE Fraud Hotline	(973) 733-7033
New Jersey Department of Health and Human Services	(609) 826-4701
Toll Free	(888) 937-2835
Centers for Medicare and Medicaid Services	(800) 447-8477
New Jersey Medicaid Fraud Division	(888) 937-2835

If callers choose to identify themselves, their confidentiality shall be protected to the extent permitted by law.

Non Retaliation

The OBOE shall not take or tolerate any retaliatory act against an individual who, in good faith, makes a report of practices reasonably believed to be a violation of the law. Anyone who retaliates against an individual who, in good faith, makes a report of suspected violations of the law shall be subject to corrective action, including possible termination. Anyone who acts intentionally and unreasonably to report a possible concern with conduct they know was not improper shall be subject to corrective action, including possible termination.

The OBOE shall not take, or tolerate, any intimidating or retaliatory act against an individual who, in good faith, makes a report of practices reasonably believed to be a violation of this Policy.

Compliance Monitoring

The OBOE has established internal systems and controls to monitor its coding and billing practices on an ongoing basis to ensure compliance with the DRA and similar federal and state laws.

SEMI Contact

Name	Title	Email Address	Phone Numbers
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