

Intradistrict Communication

DATE: September 7, 2022

TO: Principals
Special Education Teachers and Related Service Providers
School Psychologists, Clinical Support Staff and School Counselors

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education

SUBJECT: EasyTrac and Medicaid Billing

JSD has been working through the new Medicaid billing processes with USBE for the last several months. Medicaid in the State of Utah has changed how services are billed. Utah was, for many years, the last state in the U.S. that used a bundled rate. Starting this year, the State of Utah is changing to a fee for service pattern of billing. This means services no longer have to be only for students that have a "C" time (self-contained) service pattern and can bill for all services we provide for students.

Information has been inconsistent in the process of making a decision on what the district's responsibilities are in the billing of providers for Medicaid related services. However, it has been determined that all special education teachers, related service providers including school psychologists, school counselors and social workers and paraprofessionals that provide daily living services will be required to turn in service data via EasyTrac so that all services can be sent in for Medicaid reimbursement.

Medicaid funding is generated by the services JSD provides via occupational and physical therapy, speech and language therapy, guidance and counseling services, behavioral services, nursing services and daily care services such as feeding and toileting services. Medicaid funds are critical to the services that are provided to students and require each service provider to enter their service data into EasyTrac. Many providers have been trained on the new Medicaid billing system and many are still waiting for additional dates. Additional EasyTrac training dates will be communicated to you as they become available. However, if you have missed any of the training sessions there will be open office hours with the EasyTrac technicians, as well as recording of previous sessions available for viewing. Kami Ridd is also available for any questions regarding Medicaid or EasyTrac questions.

Services listed in the IEP are billable by Medicaid, so any counseling or therapy service provided by school psychologists, school counselors and clinical support staff (social workers) are required to bill for services under Medicaid. As well as all related services such as OT, PT, and SLP services will be logged into the EasyTrac program. Special education teachers and paraprofessionals providing any billable services will be trained to enter data into EasyTrac.

Please work within your special education teams on when/how to enter data. You are welcome to record your services on paper and pencil and then, once per week enter the data into EasyTrac. The Special Education Department does understand that the initial setting up of your account and learning the program will be the most time consuming, however the funding is vital. Thank you for all that you do to support students, staff and families.