

December 12, 2008

Dear Nonpublic Special Education Service Provider:

I am pleased to inform you that the Office of the State Superintendent of Education (OSSE) is now responsible for paying special education services as described in further detail below. As announced several months ago, the OSSE and the District of Columbia Public Schools (DCPS) have been collaborating on this transition to facilitate a smooth transfer of responsibilities. This letter provides basic and time sensitive information for the submission of invoices to the OSSE **beginning January 5, 2009.**

Billing Operations Transitioning to the OSSE

The following billing operations are transitioning to the OSSE:

- a) Invoices of nonpublic special education schools, day and residential.
- b) Invoices of public schools in surrounding counties serving District Wards with Individualized Education Plans.
- c) Related services, including compensatory education and evaluations, delivered to students in category a) or b) above.

The following billing operations are not transitioning to the OSSE:

Invoices of private related service providers, including evaluation and compensatory education providers, serving students enrolled in DCPS public schools (whether or not delivered on school premises). Providers will be required to issue separate invoices for services to students enrolled in DCPS-run public schools.

Date of Transition

The first *Petties* billing cycle to be handled by the OSSE will be **January 5, 2009.** Any invoice sent to the OSSE will not be processed until that date.

After January 5, 2009, the OSSE will process invoices covering services provided on or after October 1, 2008. An invoice for any service provided prior to October 1, 2008, must be sent to DCPS.

Petties Payment Timeline

The timeline for the payment process will NOT change as a result of this transfer. All invoices covered by the *Petties* court orders will continue to be processed according to the *Petties* payment time frames and guidelines.

Addresses

OSSE Invoices

Postmarked Invoices (U.S. Mail)

Non Public Payment Program
P.O. Box 77167
Washington D.C. 20013-8167

Hand Deliveries/Express Mail

Non Public Payment Program
Office of the Chief Financial Officer
Office of the State Superintendent of Education
441 4th Street NW, Suite 350 North
Washington, DC 20001

DCPS Invoices

Postmarked Invoices (U.S. Mail)

DCPS Office of the Chief Financial Officer
P.O. Box 75047
Washington, DC 20013
Attn: Special Education Payment Unit

Hand Deliveries/ Express Mail

DCPS Office of the Chief Financial Officer
825 North Capitol Street NE, 7th Floor
Washington, DC 20002
Attn: Special Education Payment Unit

Forms (nonpublic schools only)

The OSSE asks that nonpublic schools use the following two forms with your invoices, which will help the OSSE expedite its processing and cross-checking of expenditures. These forms are included with this letter and are also available online at www.osse.dc.gov.

1. Monthly Billing Cover Sheet

This is a summary cover sheet for each invoice.

2. Special Education Student Profile

We ask that schools assist us in improving our tracking of students by attaching this form to the invoice each time a student enters or leaves the school, or begins to receive a different level of service based on a change to his or her IEP. Please also use this form when a decision is made to add or remove Extended School Year services. If your invoice differs each month due to differing numbers of days or service encounters in the month, you do not need to use this form.

If you have questions related to these forms, please contact Yvonne Smith at 202 724 2294 or by email at Yvonne.Smith@dc.gov.

The required content of invoices remains as defined in the *Petties* order. A suggested format for this information is also available for your convenience at www.osse.dc.gov.

The OSSE is encouraging all vendors to participate in an electronic payment process.

The District of Columbia Office of the Chief Financial Officer now provides District of Columbia vendors with the opportunity to receive payments electronically through the Automated Clearing House (ACH) system. Payments made through the ACH system will be made with a direct deposit into a bank account rather than with a check. This method has proven to be satisfactory to other vendors and has enabled fast and timely deposits.

We strongly recommend that you participate in the ACH system for direct deposits. Further explanatory information, including the ACH authorization forms, is available on the OSSE website (osse.dc.gov).

Disputes

OSSE will follow the dispute resolution process as set forth in the *Petties* Order. For any issues related to disputed invoices the OSSE contact is:

Yvonne Smith, Lead Invoice Verification Specialist
Office of the State Superintendent of Education, Department of Special Education
51 N St, NE
Washington, DC 20002
202 724 2294
Yvonne.Smith@dc.gov

Additional Important Information

The remainder of this letter repeats information provided in our earlier letter of September 29, 2008.

Medicaid

As discussed at the September 18, 2008 providers' meeting, responsibility for Medicaid recovery for nonpublic schools will **not** transition to OSSE with the billing function. All Medicaid recovery functions will remain the responsibility of the DCPS Medicaid Recovery Unit. Therefore, as referenced in the September 29 letter, you will now be required to send your Medicaid information separately from your invoice.

On behalf of the DCPS Medicaid Recovery Unit, the OSSE would again like to take this opportunity to clarify health-related documentation requirements to claim allowable federal Medicaid reimbursements.

As discussed at the September 18, 2008 meeting, the Centers for Medicare & Medicaid Services (CMS) require the following health-related service documentation to claim school-based Medicaid reimbursements from October 1, 2008:

- Date of service delivery
- Type of services i.e., Speech, O/T, P/T, counseling, psychology, etc.
- For therapy, whether it was *group* or *individual* therapy
- Dated and signed progress notes
- All services must be logged within 15 days of delivery
- Schools must separate tuition, room and board, and related services. *If you are a school that "bundles" related services and tuition together, we ask that you please separate the related services costs in the invoice. You may contact the Medicaid Recovery Office for detailed guidance on this requirement.*

There are two options for submitting this information:

- *Option 1: SEDS (Easy IEP) EasyTRAC.* For providers using the Special Education Data System (SEDS), the program includes a user-friendly health service logging feature called EasyTRAC, which, with the click of a button, generates monthly provider reports. Having information in this format greatly assists the District of Columbia in maximizing its Medicaid recovery, and for that reason, DCPS strongly prefers this documentation method and encourages providers to use it. If electing this option, please print and sign the Service Tracker Form at the end of each calendar month, file a copy in the student's file, and send a copy by US Mail to the Medicaid Recovery Office, c/o Ms Deborah Duarte, 825 North Capitol Street NE, Suite 7125, Washington, DC 20002, **by the 15th of the following month.**

OR

- *Option 2: Health Encounter Tracker Form.* A copy of DCPS' Health Encounter Tracking Form is included with this letter. A HETF must be submitted for every student and every service on a monthly basis, including Progress Notes. If you would like an electronic version of the HETF, please email Deborah.duarte@dc.gov, who will email it to you. You may choose either to enter your data electronically and print out, or to hand-write your information onto the paper HETF. Please print and sign your HETFs at the end of each calendar month, file copies in the student's file, and send copies by US Mail to the Medicaid Recovery Office, c/o Ms Deborah Duarte, 825 North Capitol Street NE, Suite 7125, Washington, DC 20002, **by the 15th of the following month.**

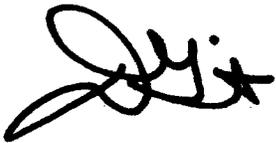
Reminder: SEDS (Easy IEP) sign-up

As you know, the OSSE strongly encourages the use of our new SEDS, also known as Easy IEP. All DCPS schools and the vast majority of Public Charter Schools are now using the system. Nonpublic Special Education Schools interested in participating in SEDS for the next iteration should please contact Kendra Hill, Business Analyst for the SEDS Project Implementation Team, by email (Kendra.hill@dc.gov), telephone (240-472-9205) or mail (SEDS Project Implementation Team, Office of the State Superintendent of Education (OSSE), 1150 5th Street, SE, 3rd Floor, Washington, D.C. 20003). **There is also a SEDS Call Center for all SEDS-related issues. The call center can be reached at 202-719 -6500.**

For schools not using SEDS, we ask that you transition from using the old DCPS IEP form, which is being phased out this school year, to using a new statewide paper form compatible with the SEDS system. If you have questions about this new form, please contact Kendra Hill.

Our purpose is to implement a system for timely payments, conform to federal and District of Columbia requirements, and ensure students receive special education services to meet their individual needs for an excellent education. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Gist', with a stylized flourish at the end.

Deborah A. Gist
State Superintendent of Education