

Medicaid Process Changes in ACHIEVE

Service Coordinators (AEA/CHSC)

- **Obtaining Consent for Medicaid Reimbursement:** IFSP teams are required to obtain an approved *Consent for Medicaid Reimbursement* in ACHIEVE in order for learner information to appear on the Medicaid Eligibility report.
- **Early ACCESS Intake Accordion Menu:** A new *Medicaid Reimbursement* accordion menu will appear for Early ACCESS learners during the Intake process. This accordion provides teams with a prompt to review information about Medicaid reimbursement and the option to discuss and seek consent for Medicaid reimbursement.
- **Obtaining Consent to Release and Exchange:** FERPA requires that parents provide written consent before educational agencies or institutions disclose educational records on behalf of a learner. Prior to requesting an ICD-10 letter from a medical provider, IFSP teams must have an approved *Consent to Release and Exchange Information* in ACHIEVE.
- **New ICD-10 Request Letter:** Early ACCESS providers have previously utilized a standardized ICD-10 letter in ACHIEVE, but Special Education teams have not. All ACHIEVE users will now use a standardized ICD-10 letter to obtain diagnosis information. Early ACCESS teams will continue accessing the ICD-10 letter from Intake.

IEP Facilitators (AEA/LEA)

- **Obtaining Consent for Medicaid Reimbursement:** IEP teams are required to obtain an approved *Consent for Medicaid Reimbursement* in ACHIEVE in order for learner information to appear on the Medicaid Eligibility report. Since the launch of ACHIEVE, many IEP teams have obtained consent for Medicaid reimbursement using the consent process in ACHIEVE.
 - If consent was obtained via a paper consent form prior to the launch of ACHIEVE and a *Consent for Medicaid Reimbursement* has yet not been created in ACHIEVE, teams will be required to request this consent in ACHIEVE, upload a copy of the previously signed paper consent form, and change the consent status to “approved” before learners will be included on the Medicaid Eligibility report.
 - Moving forward, all ACHIEVE users should complete the *Consent for Medicaid Reimbursement* process in ACHIEVE.
- **Obtaining Consent to Release and Exchange Information:** FERPA requires that parents provide written consent before educational agencies or institutions disclose educational records on behalf of a learner. Prior to requesting an ICD-10 letter from a medical provider, IEP teams must have an approved *Authorization to Release and Exchange Information* in ACHIEVE.
- **New ICD-10 Request Letter:** Early ACCESS providers have previously utilized a standardized ICD-10 letter in ACHIEVE, but Special Education teams have not. All ACHIEVE users will now have a standardized ICD-10 letter to obtain diagnosis information. Special Education teams may download this letter from the Documentation stepper after requesting a *Consent to Release and Exchange Information* in ACHIEVE.
- **Draft IEP Accordion Menu:** If a reimbursable service is added to a draft IEP for Special Education learners, a new accordion menu will also display on the IEP Profile page. This accordion provides teams with a prompt to review information about Medicaid reimbursement and the option to discuss and seek consent for Medicaid reimbursement.

Medicaid Billing Agents (AEA/CHSC/LEA)

- **New User Role:** AEAs, LEAs, and Signatory Agencies must [complete this form](#) to identify individuals who require the Medicaid Reporting user role in ACHIEVE to access the Medicaid Eligibility report.

- *Note: The Iowa Department of Education will assign/remove this user role. Access to Medicaid Eligibility information within ACHIEVE will be limited. ACHIEVE will track who has access to the Medicaid Eligibility information to share with the Iowa Department of Health and Human Services on a regular basis.*
- **Medicaid Eligibility Report:** A *Consent for Medicaid Reimbursement* and a billable service on a finalized IFSP/IEP are required before learners will be included on the Medicaid Eligibility report in ACHIEVE. By the 5th of each month, a new report displaying learners who are eligible for Medicaid will be published in ACHIEVE. In cases of a duplicative name match, a value of 'null' will be displayed on the report and ACHIEVE users will need to utilize Iowa Health and Human Services (HHS) Eligibility and Verification System (ELVS) to determine eligibility. This report will be replaced each month and will only be available for those with the Medicaid Reporting user role.
- **Medicaid Eligibility Stepper:** A new Medicaid Eligibility stepper will appear on the Learner Management page for those who are assigned with the Medicaid Reporting role. This stepper will allow Medicaid billing staff to review a summary of eligible services and Medicaid eligibility on a case-by-case basis.