IOWA | **Department of Education**

Documentating Medicaid Consent in ACHIEVE

Historically, the Medicaid consent form was available in the legacy system and on the Department's [School-Based Medicaid webpage](#). Currently, three unique Medicaid consent forms are also available in ACHIEVE:

1. **Early ACCESS**: Consent for Medicaid Reimbursement for IFSP Services

2. **Special Education**: Consent for Medicaid AEA

3. **Special Education**: Consent for Medicaid LEA

Families may provide consent allowing each respective agency to access Medicaid insurance information to determine eligibility and, if eligible, to seek reimbursement for agency-provided services in the following ways:

1. Digitally sign the existing Medicaid Consent in ACHIEVE,

2. Physically sign a printed copy of the existing Medicaid Consent in ACHIEVE (a copy of which must be uploaded into ACHIEVE while manually changing consent status), OR

3. Physically or electronically sign a Medicaid consent form available in the legacy system or from the [School-Based Medicaid webpage](#) (a copy of which must be uploaded into ACHIEVE while manually changing consent status).

To support the rollout of new Medicaid eligibility reports in ACHIEVE, learners must have Medicaid consents documented in ACHIEVE, including those previously signed on a consent form outside of ACHIEVE.

Documenting Medicaid Consents for Early ACCESS Learners

IFSP Service Coordinators, IFSP Service Providers, and AEA Staff assigned with an edit user role for the learner's AEA may complete the following steps:

1. Navigate to the **Learner Dashboard** for the corresponding learner.

2. In the **Documentation** stepper, navigate to the **Family Consent** accordion.

3. Select the *Add New* button.
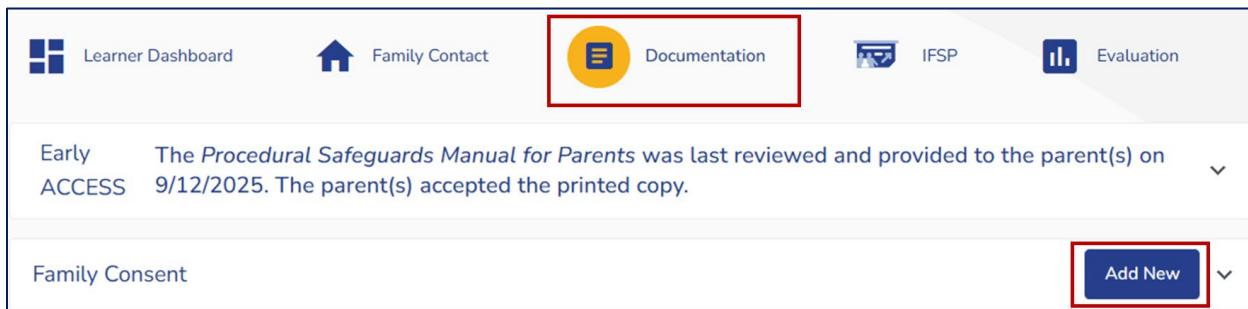
4. A pop-up modal allows you to request a new *Consent for Medicaid Reimbursement of IFSP Services*.

   a. *Note: For learners for whom a signed consent has been obtained prior to requesting the consent in ACHIEVE, a **backdated Request Date** should be entered when adding the new consent to align with the timeframe in which the consent was originally provided to the family.*

Add New Consent

Type of Consent
Consent for Medicaid Reimbursement for IFSP Services

Notes

Status
Requested

Date
10/01/2024

Cancel   Complete

5. Discuss implications of Medicaid consent form with family and determine whether family agrees to provide consent for the agency to access Medicaid insurance information to determine eligibility and, if eligible, to seek reimbursement for agency-provided services.

6. Consent may be documented in ACHIEVE in several ways:

    a. Family member signs ACHIEVE consent electronically via the ACHIEVE Family Portal.

    b. Family member signs ACHIEVE consent electronically during an in-person meeting.

        i. To allow family to sign consent electronically during an in-person meeting, expand the Medicaid consent accordion menu.

        ii. Select the kebab next to the corresponding family member's name.

        iii. Select *Sign*.

	Consent Type	Notes	Status	Date	
⋮	Consent for Medicaid Reimbursement for IFSP Services		Requested	12/22/2025	⌃

Signatures

View   Add Signatures

Actions	First Name	Last Name	Signature Status
⋮	Example	Parent1	Pending
✏ Sign	Example	Parent2	Pending
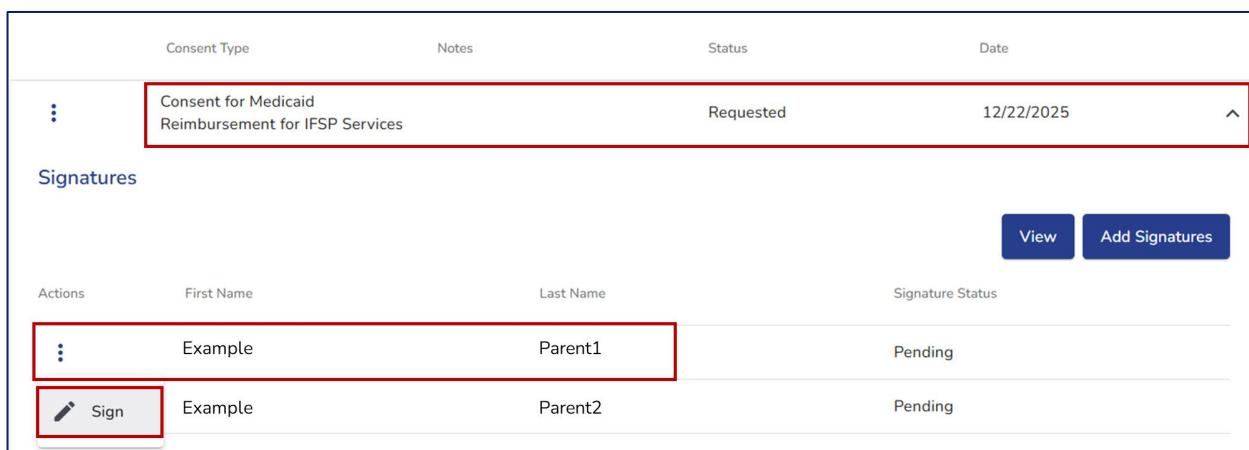
    c. Family member physically or electronically signs a non-ACHIEVE consent form.

        i. When this option is used, consent status must be manually changed by the **IFSP Service Coordinator** by selecting the kebab to the left of the Medicaid consent. This will display the option to upload a document, update notes, and/or add a status.

Consent Type	Notes	Status	Date	
Consent for Medicaid Reimbursement for IFSP Services		Requested	12/22/2025	⌄

Upload Document

Update Notes

Add Status

ii. Select *Add Status* to manually update the consent status to Approved or Declined, enter the Date Received, Date Signed, and name of person provide consent. A copy of the signed consent form may also be uploaded here.

iii. *Note: Only the **IFSP Service Coordinator** will have option to select **Add Status** and manually change consent status. Service Providers and other AEA staff will not be able to complete this process.*

Update Consent for Medicaid Reimbursement for IFSP Services

Status Type *

Notes

Date Received*

Signed By*

Date Signed*

Upload Document

Cancel   Ok

# Documenting Medicaid Consents for Special Education Learners

IEP Facilitators, IEP Service Providers, and LEA Staff assigned with an edit user role for the learner's LEA may complete the following steps:

1. Navigate to the **Learner Dashboard** for the corresponding learner.

2. In the **Documentation** stepper, navigate to the **Family Consent** accordion.
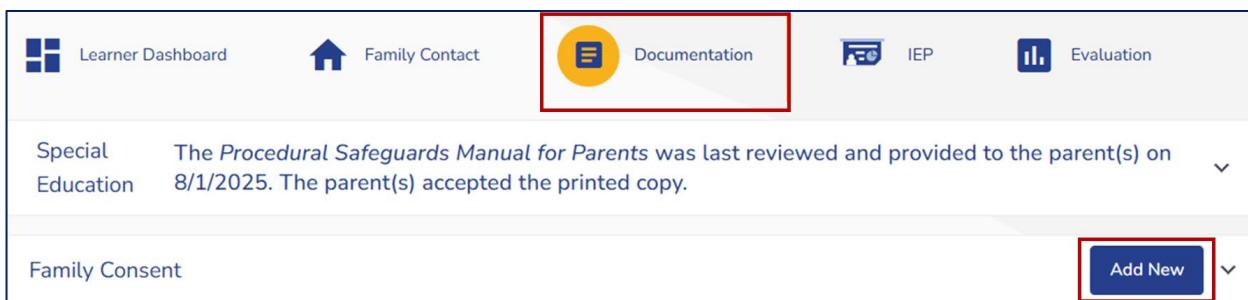
3. Select the *Add New* button.

4. A pop-up modal will allow you to request a *Consent for Medicaid AEA* or *Consent for Medicaid LEA*. You will be required to indicate the corresponding AEA or LEA requesting permission for Medicaid reimbursement within this pop-up modal.
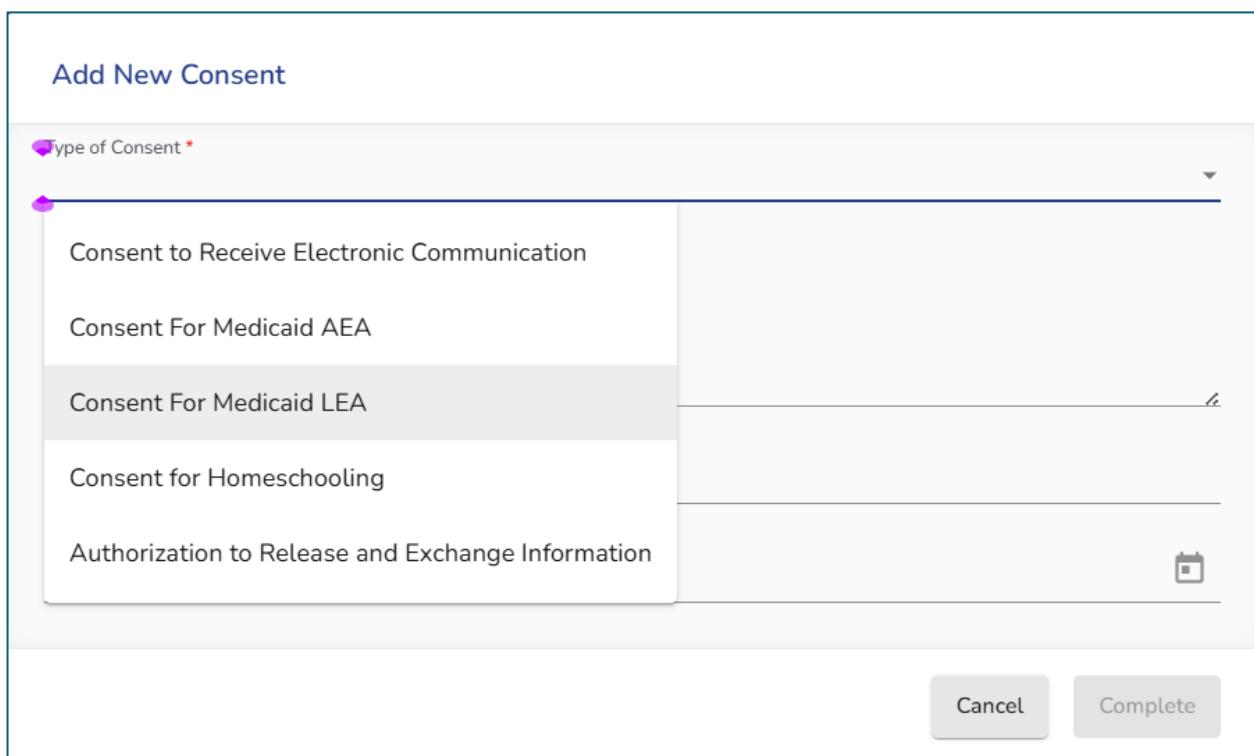
   a. *Note: For learners for whom a signed consent has been obtained prior to requesting the consent in ACHIEVE, a **backdated Request Date** should be entered when adding the new consent to align with the timeframe in which the consent was originally provided to the family.*

Add New Consent

Type of Consent
Consent For Medicaid AEA ▾

AEA *
A value must be selected from the list

Notes

Status
Requested

Date
10/01/2024 📅

Cancel   Complete

5. Discuss implications of Medicaid consent form with family and determine whether family agrees to provide consent for the agency to access Medicaid insurance information to determine eligibility and, if eligible, to seek reimbursement for agency-provided services.

6. Consent may be documented in ACHIEVE in several ways:

   a. Family member signs ACHIEVE consent electronically via the ACHIEVE Family Portal.

   b. Family member signs ACHIEVE consent electronically during an in-person meeting.

      i. To allow family to sign consent electronically during an in-person meeting, expand the Medicaid consent accordion menu.

      ii. Select the kebab next to the corresponding family member's name.

      iii. Select *Sign*.

| ⋮ | Consent for Medicaid AEA (AEA Name) – OR – Consent for Medicaid LEA (LEA Name) | Requested | 10/3/2025 | ⌃ |

Signatures

View   Add Signatures

Actions	First Name	Last Name	Signature Status
⋮	Example	Parent1	Pending
✏ Sign	Example	Parent2	Pending

c. Family member physically or electronically signs a non-ACHIEVE consent form.

   i. When this option is used, consent status must be manually changed by the **IEP Facilitator** by selecting the kebab to the left of the Medicaid consent. This will display the option to upload a document, update notes, and/or add a status.

Family Consent

Click on the consent to view/sign.

	Consent Type	Notes	Status
⋮	Consent For Medicaid AEA		Requested

Upload Document

Update Notes

Add Status

   ii. Select *Add Status*. Manually update the consent status to Approved or Declined, enter the Date Received, Date Signed, and name of person provide consent. A copy of the signed consent form may also be uploaded here.

   iii. N*ote: Only the assigned **IEP facilitator** will have the option to select **Add Status** and to manually change consent status. Service Providers and other LEA staff will not be able to complete this process.*

Update Consent For Medicaid AEA

Status Type*   ▼

Field is **required**

Notes

Date Received*   📅

Signed By

Date Signed   📅

Upload Document

Cancel   Ok