



Documentation for Medicaid-Eligible Services

Amended Iowa Code Section 282.18

[SF 260](#) amended section 282.18, subsection 8, Code 2021, by adding the following new paragraph:

c. For children requiring special education, the receiving district shall complete and provide to the district of residence the documentation necessary to seek Medicaid reimbursement for eligible services.

Necessary Documentation

Documentation necessary to seek Medicaid reimbursement that must be provided to the district of residence includes each of the following items, as applicable to the particular student for which service were provided.

- The Individualized Education Program (IEP) that ordered that the service be provided and in place on the date of service to be billed.
- Parent-signed consent form allowing the resident district to exchange information with Iowa DHS.
- Full name, date of birth, and last four digits of the social security number of each individual delivering the eligible direct service.
- Documentation/log forms for each day of service completed by and signed by the individual who delivered the service (paraprofessional, nurse, bus driver). Signatures must be clearly readable. Log forms can show initials instead of the signature if a signature page with full name written out and signature is provided.
 - Completed readable documentation/ log forms must include date and time of service, intervention delivered and student response to intervention.
- If service provided is a paraprofessional for health, completed log forms co-signed by the school nurse.
 - If service provided is a paraprofessional for health, the student's Individualized Health Plan from the school nurse and in place on the date of service.
- If service provided is a paraprofessional for behavior, completed documentation/ log forms co-signed by the special education teacher or a mental health professional (LISW, LMSW, LMHC, LMFT, School Psychologist, School Social Worker, BCBA).
 - If service provided is a paraprofessional for behavior, completed weekly summary covering the date of service signed by a mental health professional.
 - If service provided is a paraprofessional for behavior, the IEP must include a Behavior Intervention Plan in place on the date of service and showing a mental health professional's name as a co-creator.
- If service provided is specialized transportation, completed log forms signed by the driver must be provided.
- If service provided is a transportation escort, completed log forms signed by the escort must be provided.

Questions and Additional School-Based Medicaid Resources

If you have questions regarding these items, please contact Jim Donoghue at jim.donoghue@iowa.gov. For additional guidance and resources, please visit the Department's [School-Based Medicaid](#) webpage.