

MAYFIELD CENTRAL SCHOOL DISTRICT

Mayfield, New York 12117

(518) 661-8222

Superintendent

CHRISTOPHER HARPER

FAX (518) 661-7666

High School Principal

CHRISTOPHER WOJESKI

FAX (518) 661-7666

Elementary Principal

KATRIA HITRICK

FAX (518) 661-6590



November 12, 2019

Office of New York State Comptroller
Jeffrey P. Leonard, Chief Examiner
One Broad Street Plaza
Glens Falls, New York 12801-4396

Tel (518) 793-0057 – Fax (518)793-5797 – Email: muni-glensfalls@osc.state.ny.us

Re: Mayfield CSD Corrective Action Plan

Unit Name: Mayfield Central School District
Audit Report Title: Medicaid Reimbursements
Audit Report Number: 2019M-149

For each recommendation included in the audit report, the following is our corrective action(s) taken or proposed.

1. Establish policies and procedures to ensure all documentation requirements are met to submit Medicaid claims for reimbursement for all eligible services provided.

The Director of Student Services will review the current district policies and procedures in place that ensure all documentation requirements are met for submission of Medicaid Claims for reimbursement. Updates and additions will be made and the revised documentation will be shared with all staff responsible for tracking services for all students, including those eligible for Medicaid Reimbursement.

2. Improve error reporting and notify providers to ensure they sign session documentation within 10 days of providing services.

Every two weeks the Special Education Office will review all claims for completion utilizing a report available in the Medicaid software. A reminder will be sent to any provider with outstanding signatures. The district will target a signature within 10 days of the provision of services but will allow for submissions beyond the 10 days on a case-by-case basis to be determined by the Director of Student Services. All USO/UDO signatures must be signed within 45 days of the completion of the service. No submission will be allowed for signature beyond the 45 days.

“ALL STUDENTS CAN LEARN”

3. Review documentation of claims submitted for reimbursement by the vendor on the District's behalf.

Prior to submission for reimbursement all claims are validated using the software to determine if a valid claim. No claim will knowingly be submitted without ensuring all validation rules have been met. The settings in the software are defaulted to maximize the validation rules for Parental Consent, correct orders/referrals, completion of requirements for session notes, signatures, etc.

4. Reconcile the amounts claimed for Medicaid reimbursement with the amounts received, and review any rejected or disallowed claims to determine whether they may be resubmitted.

Upon remittance of each claim file, the vendor provides the Special Education Office with a report indicating any claims denied or rejected. Each of those claims will be reviewed by the Special Education Office, corrected if possible and resubmitted. Those claims not able to be corrected will be subtracted from the claim submission.

5. Provide oversight and training to ensure providers document all service encounters in the related service logs and retain the related service logs and session notes.

The Special Education Office will provide a review training session on an annual basis for all related services providers in the use of RS Log in the IEP software and correct data entry for Reports and Assessments, also in the IEP software, completed on all students with disabilities. Training documentation will be distributed to all providers as well as access to recorded videos. One on one instruction will be made available upon request from the provider.

6. Review all the unclaimed services identified in this report and submit any eligible claims for reimbursement.

Using the Medicaid Toolkit, the Special Education Office will review all services provided within the last 15 months that are indicated as "Needs Review" to determine if any can be submitted for reimbursement. Going forward, this will be completed on a regular basis in collaboration with the vendor and the special education office. In addition, those claims denied/rejected (within the 15 month billing window) will also be reviewed, corrected if possible and resubmitted.

7. Review records for the Medicaid-eligible students not included in our audit to determine whether the District is entitled to additional reimbursements for unclaimed services.

This will be done in conjunction with number 6 above.

Implementation Date: October 1, 2019

Person Responsible for Implementation: Jennifer Sanford, Director of Student Services



Christopher Harper, Superintendent



Date