

# **September 2011 Special Education Update**

## **IDEA Part B Application and Funding for 2011-12**

Districts should be aware of the following important dates and conditions affecting IDEA Part B funding and the application process.

### **Submitted IDEA Part B application with all required reports ON OR BEFORE July 1, 2011 at 5:00pm:**

- Districts that submitted their 2011-12 IDEA Part B application, budget matrices and Assurances through iGrants (form package 267) and all required reports (including, but not limited to, a hard copy of your signed Assurances) **by 5:00pm on July 1, 2011**, may claim reimbursement for costs incurred from July 1, 2011.

### **Submitted IDEA Part B application with all required reports AFTER July 1, 2011 at 5:00pm:**

- Districts that submitted their 2011-12 IDEA Part B application, budget matrices and Assurances through iGrants (form package 267) and all required reports (including, but not limited to, a hard copy of your signed Assurances) **after 5:00pm on July 1, 2011**, may claim reimbursement for costs incurred on or after the date all required information is received.
- To receive reimbursement for costs incurred from July 1, 2011, the district must submit a request through the iGrants system by inserting a note\*\* (see sample below) on the Notes tab of the district's IDEA Part B form package 267. Otherwise the district will only receive reimbursement for costs incurred on or after the date all required information was received.

### **Submitted IDEA Part B application WITHOUT ALL REQUIRED REPORTS:**

- Districts that submitted their 2011-12 IDEA Part B application and budget matrices through iGrants (form package 267), but have outstanding required information due to the Special Education office, will not receive budget approval to spend or claim IDEA funds. Check the Notes tab in form package 267 to see the required information that is needed. (This could be a hard copy of your signed Assurances, additional CEIS information, etc.)
- After budget approval is received, districts may claim reimbursement for costs incurred on or after the date all required information was received at OSPI.
- To receive reimbursement for costs incurred from July 1, 2011, the district must submit a request through the iGrants system by inserting a note\*\* (see sample below) on the Notes tab of the district's IDEA Part B form package 267. Otherwise the district will only receive reimbursement for costs incurred on or after the date all required information was received.

\*Note to all districts:

- **The final deadline to submit form package 267 for 2011-12 funding was September 1, 2011.** If the LEA does not plan to apply for IDEA Part B Sections 611 and 619 funds, notify Tara Canlett at [tara.canlett@k12.wa.us](mailto:tara.canlett@k12.wa.us) to request the letter indicating that the LEA is not submitting the LEA Application. The district will need to sign this letter and send back via fax or mail. Waiver of funding does not relieve the LEA of the federal and state requirements and its obligations under 34 CFR and WAC 392-172A.
- Districts may receive a "HOLD on Funds" if any of the pages in form package 267 have not received final approval 30 days after receiving feedback from OSPI.
- 2010-11 regular IDEA grants have 100% carryover into 2011-12. The budget revision deadline was August 31, 2011 with a final draw down deadline of November 17, 2011.  
**2011-12 IDEA grants are limited to a 10% carryover into 2012-13.**

\*\*Sample note to request reimbursement for costs incurred from July 1, 2011 (this note must be inserted on the Notes tab of the district's IDEA Part B form package, 267):

EXAMPLE: *"Please allow my district to submit a reimbursement request for start-up activities occurring between July 1, 2011 and September 1, 2011.*

*27-2 \$1,000*

*27-3 \$500*

*27-4 \$250"*

If you have any questions regarding the IDEA grant **process**, please contact Tara Canlett at 360-725-6075 or by email at [tara.canlett@k12.wa.us](mailto:tara.canlett@k12.wa.us). Questions regarding application **content** should be directed to your reviewer.

## **Bulletin 049-11 Use of Funds: Individuals with Disabilities Education Act (IDEA 2004), Part B**

This bulletin informs districts of the requirements pertaining to use of funds provided under Part B of the Individuals with Disabilities Education Act (IDEA 2004). Local Education Agencies (LEAs) should be aware of this information when planning and authorizing 2011–12 expenditures. LEAs must assure operation consistent with all requirements of 20 U.S.C. 1400 et seq. (IDEA 2004) and WAC 172A and adopt policies and procedures in compliance with the federal and state requirements. This bulletin is located at: <http://www.k12.wa.us/BulletinsMemos/bulletins2011/B049-11.doc>

### **Federal Funding Accountability and Transparency Act Requirements – Updated**

School districts should be aware that the Federal Funding Accountability and Transparency Act of 2006 and associated amendments require that the prime recipient of federal funds, OSPI, report on a monthly basis:

- **Initial** grants equal to or over \$25,000;
- Subsequent grant modifications when the total award is equal to or over \$25,000;
- Subsequent modifications should funding be de-obligated and the total award amount falls below \$25,000.

### **Updating District Contact Information in iGrants**

Districts **MUST** update their contact information in iGrants frequently.

There are two places where districts need to update their contact information.

1. The Required Pages section, District ID tab. This tab includes the district’s iGrants Administrator.
2. The Contact tab within each form package.

Click [here](#) for the iGrants tutorial on Required Pages.

### **2011-12 Special Education Directory Changes**

The Special Education and Institutional Education Directory for the 2011-12 school year has been updated. To access the directory, click on the following link: <http://www.k12.wa.us/SpecialEd/pubdocs/SpecialEdDirectory.pdf>. The directory is updated monthly, on the first working day of every month. Changes to the directory should be submitted to [speced@k12.wa.us](mailto:speced@k12.wa.us) throughout the year.

### **ESD Liaison Assignments**

The Special Education Section at OSPI is pleased to announce the following ESD Liaison assignments for 2011-12.

ESD 101	John Bresko	<a href="mailto:John.Bresko@k12.wa.us">John.Bresko@k12.wa.us</a>
ESD 105	Val Arnold	<a href="mailto:Valerie.Arnold@k12.wa.us">Valerie.Arnold@k12.wa.us</a>
ESD 112	Janice Tornow	<a href="mailto:Janice.Tornow@k12.wa.us">Janice.Tornow@k12.wa.us</a>
ESD 113	Leslie Pyper	<a href="mailto:Leslie.Pyper@k12.wa.us">Leslie.Pyper@k12.wa.us</a>
Olympic ESD 114	John Bresko	<a href="mailto:John.Bresko@k12.wa.us">John.Bresko@k12.wa.us</a>
Puget Sound ESD 121	Pam McPartland	<a href="mailto:Pamela.McPartland@k12.wa.us">Pamela.McPartland@k12.wa.us</a>
ESD 123	Sheila Ammons	<a href="mailto:Sheila.Ammons@k12.wa.us">Sheila.Ammons@k12.wa.us</a>
North Central ESD 171	Sarah White	<a href="mailto:Sarah.White@k12.wa.us">Sarah.White@k12.wa.us</a>
Northwest ESD 189	Jennifer Story	<a href="mailto:Jennifer.Story@k12.wa.us">Jennifer.Story@k12.wa.us</a>

ESD Liaisons attend (either in person or via K-20) the ESD regional meetings and should be considered as a contact person for each of the respective ESDs. However, districts should always feel free to contact any member of the OSPI Special Education staff at (360) 725-6075 with any questions they may have at any time.

## **Data Verification for 2011 Determination Levels**

Each district has an opportunity to **review and verify data** related to three of the indicators that will impact the district's Determination Level in November 2011. Districts may review these data located in the District Profiles located on the web site at: <http://www.k12.wa.us/SpecialEd/Data/default.aspx>. Districts should notify Sandy Grummick at [specialeddata@k12.wa.us](mailto:specialeddata@k12.wa.us) or (360) 725-6075 if the data are not accurate. Districts must provide revised, accurate data **no later than September 30, 2011. After this date, these data will be considered final for the purposes of district Determinations and issuance of non-compliance findings.**

The indicators open for review are limited to:

**Indicator 11:** Percent of children who were evaluated within 35 school days of receiving parental consent for initial evaluation. (*Determination criteria 4a*)

**Indicator 12:** Percent of children referred by Part C, found eligible for Part B, and for whom an IEP was developed and implemented by their third birthday. (*Determination criteria 4a*)

**Indicator 20:** Number of district data reports that are accurate and submitted on time. (*Determination criteria 3*)

## **Post-School Survey (Indicator 14) Timeline – Reminder**

The online post-school survey data collection period for the 2010 leavers (students who graduated/dropped out in 2009-10) opened June 1, 2011, and must be completed **no later than November 1, 2011**. Timeliness with this report will impact the district's determination level to be issued November 1, 2012. Please contact the Center for Change in Transition Services (CCTS) at (206) 296-6494 or [ccts@seattleu.edu](mailto:ccts@seattleu.edu) if you have questions about the survey.

## **IDEA Part B and C Regulations**

On September 6, 2011, the Department released a notice of proposed rulemaking (NPRM) to amend the IDEA Part B regulations. Changes are being proposed to the regulations regarding when a State or local educational agency seeks to use a child's or parent's public benefits or insurance (e.g., Medicaid) to pay for Part B services. These proposed amendments to the Part B regulations would ensure the protection of the rights of parents and children and ensure that children with disabilities receive FAPE while addressing concerns raised by state educational agencies and local educational agencies regarding the burdens imposed by the current regulation.

On September 6, 2011, the U.S. Department of Education also released the final regulations for the early intervention program under Part C of the Individuals with Disabilities Education Act (IDEA). These final regulations will help improve services and outcomes for America's infants and toddlers with disabilities and their families.'

The official versions of both documents can be found at: <http://www2.ed.gov/about/offices/list/osers/news.html>

## **Resolution Sessions – Due Process – New Tracking Form**

When parents file a request for a due process hearing, districts are required to hold a resolution session with the parent to try and resolve the issues identified in the due process hearing request. Resolution sessions must be scheduled and held within 15 days of the date the district received the parent's request, or within 7 days of the request if the hearing is expedited, unless parties agree to waive the resolution session or agree to participate in mediation. OSPI has developed an information sheet and Resolution Session Forms to assist you in this process. You will find this document, called "Information and Forms on Resolution Sessions" on OSPI's dispute resolution web site at: <http://www.k12.wa.us/SpecialEd/DisputeResolution/DueProcess.aspx>, in the Quick Links box.

When OSPI receives notice of a parent's due process hearing request, OSPI will send the district's special education director an email detailing the requirement to hold a resolution session, unless the parties agree in writing to participate in mediation or waive the resolution session. Additionally, the district will be required to complete and return a Resolution Session Tracking Form to Thanh Le, [Thanh.Le@k12.wa.us](mailto:Thanh.Le@k12.wa.us) at OSPI. If you have any questions contact Pam McPartland at (360) 725-6075 or [Pamela.McPartland@k12.wa.us](mailto:Pamela.McPartland@k12.wa.us).

## **2011-2012 Guide for Critical Activities, Reports, and Grant Packages**

The “2011–2012 *Guide for Critical Activities, Reports and Grant Packages*” has been posted to OSPI’s Special Education web site. This *Guide* alerts districts of future important activities, reports and grant package and includes: (1) the name, description and the date action needs to be taken by the district/ESA, (2) whether the activity, report or grant is required or optional, and (3) a list of what area(s) are impacted. Please note that the *Guide* is not inclusive of all possible activities, reports, and grants throughout the school year. If you have any questions about the *Guide*, please contact Janice Tornow at (360) 725-6075. The *Guide* is located on the Special Education Home page under the Quick Links box on the right hand side of the page: <http://www.k12.wa.us/SpecialEd/default.aspx>.

## **Pacific Northwest Institute on Special Education and the Law Conference – Repeat**

The 28th Annual Pacific Northwest Institute on Special Education and the Law, is scheduled for September 26-28, 2011 at the Portland Hilton and Executive Tower, in Portland, Oregon. The conference provides an annual overview of selected legal issues of interest to special education administrators, general education administrators, teachers, parents and advocates.

The conference includes speakers from the northwest region and nationally and allows participants to:

- Learn from special education law experts
- Build professional relationships and network with colleagues
- Stay current on recent legal decisions and interpretations of special education law and litigation
- Expand knowledge of emerging legal issues and trends

Please visit the web site, [www.uwschoollaw.org](http://www.uwschoollaw.org), for an agenda and secure online registration.

Questions? Call Mary Jane Shirakawa, (206) 221-3936 or e-mail [slawd@u.washington.edu](mailto:slawd@u.washington.edu)

## **Private School Q&A**

The Office of Special Education and Rehabilitative Services (OSERS) revised their [\*Questions and Answers on Serving Children with Disabilities Placed by Their Parents in Private Schools\*](#) document in April 2011. Questions have been added to address the **consultation process**, the process for developing a **services plan**, the difference between a services plan and an individualized education program (IEP), **child find**, **child count**, and **response to intervention (RTI)**. Some of the new questions reflect recent policy letters that have been issued, while others address common questions that OSEP receives.

New topics added include:

- Location of Services and Transportation—addressing how an LEA determines where equitable services are provided and whether transportation is required.
- Property, Equipment, and Supplies—addressing whether Part B funds for equitable services may be used to place equipment and supplies in a private school or be used for repairs, minor remodeling, or construction of private school facilities.
- Out-of-State Children with Disabilities—addressing the responsibility for determining and paying for services provided to out-of-State parentally placed private school children with disabilities.
- Children in For-Profit Private Schools—clarifying that children attending for-profit private schools would not be included in the proportionate share calculation or be eligible for equitable services.

For additional information about the annual count of parentally placed private school children and the consultation process with private schools, see the [Tips section](#) of the Update on the next page.

---

## ***Tips from the Special Education Section: Reminders to the Field***

### **Parentally Placed Private School Children**

**Annual Count of Eligible Parentally Placed Private School Children:** Under the IDEA 2004, school districts/ESAs are responsible for conducting an annual count of special education eligible students unilaterally placed by their parents in approved private, non-profit elementary or secondary (**K-12**) schools located within the district/ESA. This count must occur annually on a **district selected date between October 1 and December 1** selected by the district (WAC 392-172A-04015). This student count is part of the calculation that the district will use to determine the amount of IDEA Part B funding that must be expended on special education services to parentally placed private school children in the next school year.

Districts are to count children who:

- Are enrolled in grades K-12; and,
- have been evaluated and found eligible for special education and related services (1) but **are not** receiving services OR (2) **are receiving** a service(s) not offered by the private school through either (a) **a services plan** or (b) **an IEP with part-time/dual enrollment in the school district**.

The district should maintain a record of students and schools included on the count, as well as the count date. The results of this count are reported in the following year's federal fund application (form package 267) as part of the proportionate share calculation.

**Consultation with Private Schools under IDEA:** The US Department of Education updated its publication titled [\*Individuals with Disabilities Education Act \(IDEA\): Provisions Related to Children with Disabilities Enrolled by Their Parents in Private Schools\*](#) in March 2011. Districts may find the following description (pgs. 5-6) of the IDEA consultation process [from this document](#) helpful as they design this year's process.

“Consultation is essential for ensuring that LEAs provide parentally placed private school children with disabilities an opportunity for equitable participation in programs assisted or carried out under *IDEA*. LEAs are required to consult with both **private school representatives and parent representatives of parentally placed private school children with disabilities**. The consultation process should occur **throughout the school year** so that parentally placed private school children with disabilities identified through the child find process can meaningfully participate in special education and related services as determined as a result of the consultation process.

**Consultation meetings** should include a discussion of the following topics:

- The **child find process**, including:
  - how children suspected of having a disability can participate equitably; and
  - how parents, teachers, and private school representatives will be informed of the process.
- The determination of the **proportionate share** of federal *IDEA* funds, including how that share was calculated.
- **How, where, and by whom special education and related services will be provided** including a discussion of:
  - the types of services, including direct services and alternate service delivery mechanisms;
  - how special education and related services will be apportioned if funds are insufficient to serve all parentally placed private school children with disabilities; and
  - how and when these decisions will be made.
- The **consultation process** among the school district, private school representatives, and representatives of parents of parentally placed private school children with disabilities, including how the process will operate **throughout the school year** to ensure meaningful participation of these children in special education and related services.
- How the LEA will provide a written explanation to the private school representatives if the LEA disagrees with their views on the provision of services or the types of services.

At the **conclusion of the consultation process** for the school year, the district/ESA must obtain a **written affirmation** from the private school representatives who participated in the consultation process that timely and meaningful consultation occurred over the school year. OSERS advises in the Private School Q&A that, “Some have asked if signing an attendance sheet at a meeting is all that is needed to document adequately that timely and meaningful consultation has occurred. Though these attendance sheets provide an accounting of who has attended meetings, the sheets themselves do not provide evidence that ongoing consultation has occurred. Therefore, the written affirmation signed by the representatives of the participating private schools should reflect that those officials have indeed participated in timely and meaningful consultation that has continued throughout the school year. If the representatives do not provide the affirmation within a reasonable period of time, the LEA must forward the documentation of the consultation process to the SEA” (Question A-3).

Additional information about the IDEA consultation process can also be found throughout the [Questions and Answers on Serving Children with Disabilities Placed by Their Parents in Private Schools](#) discussed on [page 4](#) of this month’s Update.

## **Transportation**

The beginning of the school year raises transportation issues for school districts. When teams address whether the student needs transportation as a related service, some of the considerations are:

- The ability of a student to safely access the regular route and bus.
- Any special procedures required by the student, and the effect of needed procedures to access the regular route and bus.
- Pick-up and drop off locations for a student.
- Communication with the transportation department.

OSEP issued a [question and answer document](#) addressing transportation in November 2009.

---

## ***News from Assessment and Research***

### **WAAS-Portfolio for 2011-2012 School Year**

OSPI is concluding several programmatic improvements that will apply to this year’s administration of the WAAS-Portfolio. We expect to have new program information and a schedule of training opportunities posted to the website within a couple weeks. Please be sure to frequent the link provided (<http://www.k12.wa.us/assessment/AlternativeAssessment/default.aspx>) to get the latest information regarding these program’s improvements and when and how to sign up for training in your area.

For students taking assessments this fall please refer to the guidelines for 2010-2011 as these retesting administrations should follow the same protocols as the previous year.

### **Accommodation Guidelines for 2011-2012**

The accommodation guidelines applicable to the 2011-2012 assessment administration are slated to be posted to the website before the end of September. Please refer to the link provided (<http://www.k12.wa.us/assessment/AlternativeAssessment/Accommodations.aspx>) to look for the new release. We will also provide notice of the release through your District Assessment Coordinator office once the updated guidelines are posted.

For students taking assessments this fall please refer to the guidelines for 2010-2011 as these retesting administrations should follow the same protocols as the previous year.

## **WAAS: Reporting Enhancements for WAAS-Portfolio Shipment of Reports and Rosters – Repeat**

Measured Progress has enhanced the sorting and packaging process procedures for WAAS-Portfolio reports and rosters. Reporting documents will be processed for shipment by shrink wrapping reports at a school level and applying slip sheets (colored paper) between grade levels. This will help to eliminate the individual student level packaging of reports.

## **FERPA Proposed Changes – Repeat**

The U.S. Department of Education released the new proposed amendments to regulations for the Family Educational Rights and Privacy Act (FERPA). The proposed amendments can be viewed at this website:

<http://www.federalregister.gov/articles/2011/04/08/2011-8205/family-educational-rights-and-privacy>.

Key Areas of Proposed Change (summarized by the Council of Chief State School Officers)

### **State and local data systems:**

The proposed regulations would broaden access to data by:

- Broadening the categories of individuals/entities that may receive data for evaluation/audit purposes.
- Authorizing disclosures from postsecondary institutions to K-12 officials/data systems for the purposes of evaluating/auditing K-12 programs.
- Broadly defining education programs under the law's evaluation/audit provisions.
- Authorizing state or local agency disclosures for research studies.

### **New Privacy Safeguards:**

The proposed regulations would balance the provisions for expanded access, described above, with new provisions to protect the privacy of student records, including:

- Reasonable methods to ensure compliance.
- Written agreements with authorized representatives.
- Debarring access for violations.
- Expanded jurisdiction for investigations and enforcement.

### **Other proposed provisions:**

The proposed regulations include other provisions, all regarding directory information:

- Student ID numbers as directory information.
- No opt out for student IDs/badges.
- Limited recipients/purposes for directory information disclosures.

## **Locally Determined Assessment – Repeat**

The current procedures guiding the Locally Determined Assessment (LDA) are for districts to administer commercially available assessments (e.g., Woodcock-Johnson) to students receiving special education services as an alternative to fulfilling graduation requirements in reading, writing and mathematics. Specifically, the procedures identify particular versions of the designated assessments for use with students, for example, the KTEA-II, Woodcock-Johnson-III or WIAT-II in mathematics. The underlying foundation of the LDA is the established grade equivalency score set for each test or subtest in the specific content area assessed and not the specific test version. As such, OSPI will accept more current versions of the prescribed test types – KTEA, WIAT or Woodcock-Johnson – in the applicable content area.

As a reminder, the LDA option is available for students receiving special education services to fulfill high school graduation requirements if they are not able to meet the high school assessment requirements with the High School Proficiency Exam (HSPE), End of Course (EOC) exams with or without accommodations, or through one of the other state-approved alternatives. Scores from an LDA are to be submitted during the student's 12<sup>th</sup>-grade year after at least one unsuccessful attempt at the HSPE/EOC if the student's IEP team determines that the LDA is the appropriate assessment for the student to demonstrate the requisite skills and knowledge to graduate. Scores can also be submitted for 11<sup>th</sup> or 12<sup>th</sup>-grade students who transfer from out of state or from a private or home-school environment.

---

## News from Health Care Authority (HCA)

### Update on the Status of the School Based Health Care Services Program for Children in Special Education

On September 9, Christine Bess and Cheryl Vance of the HCA issued the following e-mail to school district business managers clarifying the contracting and funding structure for the school based services for special education eligible students. The accompanying September 1 letter sent to school district and educational service district superintendents, special education directors, and business managers is attached.

“Since our emailed announcement went to you on September 1 (copy attached again FYI), we’ve been receiving many phone calls with questions about the new contracting and funding structure for the School Based Services for Special Education program. For the most part, the questions pertain to:

- Why a contract with the state is needed this year;
- Districts who have a contractual agreement with a billing consultant; e.g., Leader Services;
- How to complete the [Contractor Intake Form](#) (attached again FYI – we also need your W-9); and
- When districts can begin billing for services.

Because the funding for the program and the requirement to set up new intergovernmental transfers came so quickly, we are on a fast track to get these contracts out, understanding there are many questions and requests for more information about the program.

Please help us help you by responding quickly with the contractor intake information as soon as possible. Faxing or scanning and emailing both work. Below is a contracting process “guideline” and a request for a **return email** (do not use reply to all) with specific contact information we need to get started.

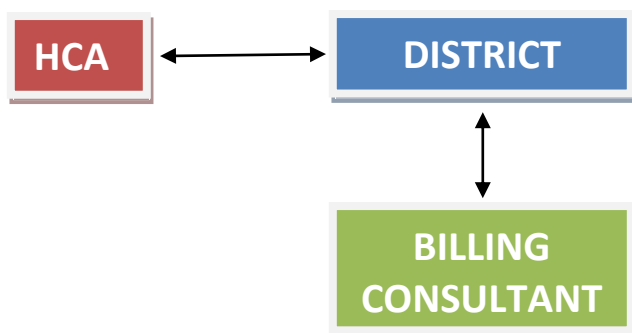
Please do call with any questions at **360.725.1726** and my **FAX number is 360.664.0261**

#### **HCA – SCHOOL DISTRICT CONTRACTING PROCESS “GUIDELINE”**

**Purpose:** The purpose of the proposed contract between Health Care Authority (HCA) and your district is to give HCA the ability to reimburse you (via Intergovernmental Transfer or IGT) for Medicaid covered services you provide to eligible special education students. We’ve never required contracts with districts for this purpose in the past, so this is new.

**Note:** If your district chooses to contract with a billing consultant to assist you in submitting claims to HCA, that is completely independent and separate from HCA’s relationship with you. HCA has *no affiliation with any billing consultant*.

We’ve received many inquiries from districts about this. Please see this visual for clarification...



**Contractor Intake Form:** Each of you received this with our September 1, 2011 email announcement. Please complete this form to the best of your ability, have it signed and return to us ASAP. Disregard the check off list at the bottom of the form EXCEPT for the requirement for your district's W-9. We need that.

**When Billing and Payment Begin:** HCA can begin reimbursing for services provided on or after September 1, 2011, **IF** we receive a signed contract no later than the end of October. This is why it is so important to act quickly with this email and your Contractor Intake Form. We anticipate sending contracts via email to districts by October 10th."



STATE OF WASHINGTON  
**HEALTH CARE AUTHORITY**

626 8th Avenue, SE • P.O. Box 45530 • Olympia, Washington 98504-5530

September 1, 2011

**TO:** School District and Educational Service District

- Superintendents
- Special Education Directors
- Business Managers

**FROM:** Christine Bess, MA  
Family Health Services Section Supervisor  
Division of Health Care Services/Office of Community Services

**SUBJECT: Medicaid in Education 2011-2012**  
**School Based Health Care Services for Children in Special Education (SBS)**

### **Introduction**

This letter is to update you on the status of the SBS program.

First I want to advise you that all Medicaid programs joined the Washington State Health Care Authority (HCA) <http://www.hca.wa.gov/>, on July 1, 2011. The purpose of this merger is to make the state's health care programs more efficient and effective.

The Legislature appropriated funds in the 2011-2013 Budget proviso "... *solely for continued provision of school-based medical services by means of an intergovernmental transfer (IGT) arrangement. Under the arrangement, the state shall provide forty percent (40%) and school districts sixty percent (60%) of the nonfederal matching funds required for receipt of federal Medicaid funding for the service.*"

### **What does this mean?**

The School Based Health Care Services Program for Children in Special Education has returned.

Participating school districts and educational services districts may begin billing HCA for Medicaid covered services provided on or after September 1, 2011. Please refer to the program WAC at <http://apps.leg.wa.gov/wac/default.aspx?cite=182-537> and Billing Instructions at [http://hrsa.dshs.wa.gov/download/Billing\\_Instructions/School\\_Based\\_Health/SchoolBasedHealthcareServices\\_BI.pdf](http://hrsa.dshs.wa.gov/download/Billing_Instructions/School_Based_Health/SchoolBasedHealthcareServices_BI.pdf). Covered services remain the same (speech therapy, occupational therapy, physical therapy, audiology, nursing services, counseling services and psychological assessment) as do the requirements for billing and reimbursement.

School District and Educational Service District

- Superintendents
- Special Education Directors
- Business Managers

September 1, 2011

Page 2

Please note: The HCA SBS program reimburses school districts and educational service districts for IDEA Part B services.

### **A new funding structure – what you need to know**

Prior to September 2007, the Office of Superintendent of Public Instruction (OSPI) provided the nonfederal funds required for receipt of federal matching Medicaid funding, and between September 2007 and January 2011, HCA (formerly the Medicaid Purchasing Administration) included the state matching funds in our budget forecast. Due to the state's deep economic recession and resultant budget deficit, HCA could no longer provide the entire state matching funds for SBS as an *optional program* (not required) in its budget forecast.

Over the next few months, we will provide opportunities for extensive discussions with participating school district and educational service district business managers about the mechanics of the newly required IGT process. What is important to know at this time is that IGTs can only be administered via a contractual agreement. Effective September 1, 2011, school districts and educational service districts must contract with HCA to participate in the SBS program. The contracts will include specifics about the IGT and will require you to identify key contacts for both the financial and direct service sides of your business.

### **Next steps**

Enclosed with this letter is a HCA Contractor Intake Form (CIF). If you choose to participate in the SBS program beginning September 1, 2011, you must complete the CIF and return to HCA no later than September 16, 2011. Please send your completed CIF to:

Cheryl Vance  
Health Care Authority  
Division of Health Care Services  
P.O. Box 45530  
Olympia, WA 98504-5530

If you have questions about completing your CIF, please call Cheryl Vance at 360.725.1726. The CIF can also be faxed to her at 360.664.0261, no later than September 16, 2011.

Participating school districts and educational service districts will be contacted by October 7, 2011, with additional information. In late October, a contract will be sent to the contact you indicated on the CIF. The fully-signed contract will be retroactively effective September 1, 2011.

School District and Educational Service District

- Superintendents
- Special Education Directors
- Business Managers

September 1, 2011

Page 3

**Communication during this time will be important.**

The SBS program will soon have a website with reference documents, resources and updates including frequently asked questions. If you have any questions regarding this information or upcoming activities at this time, please contact me at 360-715-1668 or [christine.bess@hca.wa.gov](mailto:christine.bess@hca.wa.gov).

Enclosure – Contractor Intake Form (time sensitive)

cc: Preston Cody, Assistant Director, Division of Health Care Services, HCA  
Todd Slettvet, Community Services Section Manager, DHS, HCA  
Cheryl Vance, Administrative Assistant, Community Services, DHS, HCA  
Doug Gill, Office of Superintendent of Public Instruction  
Gayle Thronson, Office of Superintendent of Public Instruction  
Mary Ellen Parish, Office of Superintendent of Public Instruction  
Rebecca Kirby, Office of Superintendent of Public Instruction  
Karen Walker, Department of Early Learning  
Physical Therapy Association of Washington  
School Nurse Organization of Washington  
Washington Association of School Administrators  
Washington Association of School Social Workers  
Washington Occupational Therapy Association  
Washington Speech-Language and Hearing Association  
Washington State Association of School Psychologists  
Janette Benham, Washington State Department of Health  
Greg Morris, Leader Services  
Jill Donnelly, Public Consulting Group