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Memorandum of Understanding Between BLaST Intermediate Unit 17 and Wellsboro Area School District

The purpose of this letter is to summarize the agreement between BLaST Intermediate Unit 17 (IU) and Wellsboro Area School District (District) relating to the provision of Medical Access billing services.

Services to be rendered and District responsibilities:

1. The District will assign a staff point-of-contact to communicate with and assist the IU's assigned Medical Access biller with needed information.
2. The District holds the IEP meeting and secures Parental signatures on the IEP, Parental Notification and the Parental Consents. The District will then provide these documents to the IU within 10 days of the meeting. The importance of this timeframe is because billing cannot start until the date the Medical Authorization form is signed by the physician.
3. Copies of this documentation are then provided to the IU within 10 days of the IEP meeting by either uploading to DaRTS, by emailing a scanned document, or by mail. It is the District's responsibility to provide the IEP to the IU for processing. If uploading to DaRTS, a follow-up email should be sent to the IU's Medical Access biller informing them of the upload, so that the paperwork can be printed to start the process of obtaining the Medical Authorization.
4. Parental Consent dates will be entered into DaRTS by the IU if necessary.
5. The IU will process the paperwork provided by the District to obtain Medical Authorization from the doctor or CRNP in a timely manner. The IU will record the Medical Authorization dates into DaRTs upon receiving them back from the doctor or CRNP.
6. For services requiring the approval of a doctor or CRNP, the district may utilize the medical provider(s) under contract with the IU for authorization. The District will reimburse the IU for the actual costs associated with obtaining this authorization, and the IU will provide billing backup for these costs to the District upon request.

Attachment XI-1E

7. District staff or District contracted staff will enter their MA billing directly into DaRTs by the 5th of each month. On the 6th of each month (or the next working day thereafter), District staff or District contracted staff will print, get appropriate signatures, and email or mail their Medical Access billing logs to the appropriate MA biller at the IU.
8. District will send any signed paper logs to the IU on the 6th of each month (or the next working day thereafter) via email or mail.
9. IU will provide training to staff for entry and printing as needed.
10. The District is responsible for completing the monthly mandated provider checks. The IU will provide guidance as needed.
11. The IU will verify for accuracy and proceed appropriately to create upload files for submission to Easytrac. IU processes upload file, completes submission, and addresses any errors from Easytrac.
12. The IU will process and address any exception reports monthly. The IU Medical Access biller will need to be listed to receive exception report emails on behalf of the District.
13. The IU will manage the RMTS per directive from District for updates to staff on a quarterly basis. Management of RMTS includes, Direct Service cost pool, Administrative Support cost pool, and setting up School Calendars. The District will provide the IU with data needed to develop these accurately.
 - Direct Service cost pool – qualified direct service providers – employees or contractors who are providing or could provide health-related services in an IEP
 - Administrative Support cost pool – include any staff who are not direct service providers who spend most of their time (on a typical day) supporting the Special Education program and/or health-related services in an IEP.
 - School Calendars
14. The District will obtain and maintain staff licenses/certifications on all relevant staff and contracted staff.
15. The District is responsible for ensuring that providers have the appropriate credentials.
16. The District supervisor will review logs and ensure that daily progress notes are measurable, specific to the IEP goal, and not cloned (i.e. copied from a previous submission with minor or no changes).
17. The District will ensure that student service descriptions and durations are entered into DaRTS in a timely fashion so that IU staff can pull student service information for billing backup. If DaRTS is not utilized, the parties will agree on an appropriate similar database with the required functionality.

18. The District will manage the MCRCS. The IU will assist with IEP ratio, if needed.
19. The IU will notify the District contact of any updates or reports from PCG Easytrac or new state requirements. It is expected that the District participate in annual statewide trainings.
20. IU staff will meet with District supervisors and clerks to review these processes upon request.

Fees and costs:

The fee for school-age Medical Access billing services, with the division of responsibilities as listed above, is as follows:

The IU will be entitled to compensation in an amount equal to 10% Medical Access revenue secured. This will include 10% of Net Claims to be Paid, according to the District's Claim Status Report. The IU will invoice for this amount on a quarterly basis. Upon the End-of-Year Cost Settlement process, the District is responsible for sharing a Cost Settlement summary with the IU, and the IU will invoice for 10% of any additional revenue secured through Cost Settlement.

Term:

This agreement will be for a term of one (1) year, beginning July 1, 2018. Either party may terminate the agreement by providing notice prior to the expiration date in any year. In the absence of a notice of termination, the agreement will automatically renew for additional one (1) year terms.


Executive Director

BLaST Intermediate Unit 17

Superintendent

Wellsboro Area School District

Date: 6/29/18