# Superintendent’s Memo #132-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: June 7, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Training Opportunity: Medicaid and Schools

The Virginia Department of Education (VDOE) will offer a training opportunity for Medicaid reimbursement and documentation procedures Tuesday, October 22, 2019, through Thursday, October 24, 2019, at the Doubletree Hotel in Charlottesville, Virginia.

The training is designed for occupational therapists, physical therapists, speech-language therapists, nurses, psychologists, social workers, special education aides, and clinic aides (both school divisions and contracted personnel). Special education directors and supervisors, school nurse coordinators, school financial officers, and Medicaid coordinators will also receive information on how to implement and manage the Medicaid billing program.

Topics to be addressed will include:

* A Medicaid 101 session for school division personnel new to the Medicaid and Schools billing program
* Medicaid legislative updates
* Medicaid eligibility matching
* Random Moment Time Study (RMTS) – Medicaid administrative claiming
* Early Periodic Screening, Diagnosis, and Treatment (EPSDT)
* Medical evaluations
* Submission of claims
* Billing Compliance Review (BCR)
* Medicaid Coordinators Meeting (Thursday afternoon)

A list of sessions and topics is included in the draft agenda in Medicaid and Schools Annual Training Draft Agenda.

The VDOE will provide breakfast and lunch on Wednesday and breakfast on Thursday. Participants are responsible for their own lodging and other travel costs. The training will be held at the Doubletree Hotel by Hilton Hotel Charlottesville, located at 990 Hilton Heights Road in Charlottesville, Virginia. For reservations by telephone, call 1-800-222-8733 and reference the “School Health and Medicaid Conference.” For online reservations please visit [Doubletree by Hilton Hotel Charlottesville](https://doubletree.hilton.com/en/dt/groups/personalized/C/CHOSHDT-HMC-20191021/index.jhtml?WT.mc_id=POG.).

The room block and government rate for lodging will be held until October 8, 2019. The cost of [registration](https://www.surveymonkey.com/r/WBPWB2H) is $30 per participant.

Participants are asked to provide and mail a copy of the registration confirmation email, from Survey Monkey, along with a $30 check payable to “Treasurer of Virginia” to:

Attn: Fiscal Services

Virginia Department of Education

P.O. Box 2120

Richmond, Virginia 23218-2120

No charge cards or purchase orders can be accepted. Late registrations will not be accepted and no refunds after October 11, 2019. An email with the link to training materials will be sent to all registered participants prior to the event. Questions and technical assistance requests may be directed to Amy Edwards by telephone at (804) 692-0150, or email at [Amy.Edwards@doe.virginia.gov.](mailto:Amy.Edwards@doe.virginia.gov)

JFL/AE/rge

### Attachment

A. [Medicaid and Schools Annual Training Draft Agenda](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/132-19a.docx) (PDF)