



**COMMONWEALTH of VIRGINIA  
Department of Education**

**DATE:** July 28, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT: Training Opportunity: Medicaid and Schools**

The Virginia Department of Education (VDOE) will offer a training opportunity in Medicaid reimbursement and documentation procedures on Monday, October 2, 2017 - Wednesday, October 4, 2017, at the DoubleTree Hotel in Charlottesville, Virginia.

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

On Monday, there will be two sessions, one designed for the primary Medicaid contact(s) in a school division. The second session is a presentation about Medicaid and Schools Psychiatry, Psychology, and Mental Health Services. Multiple breakout sessions will be offered on Tuesday. On Wednesday, a repeat breakout session will be provided on cost-based reimbursement. A question and answer panel will provide participants with the opportunity to clarify session content and ask questions. This year, a Continuing Education Units (CEUs) session for Psychologist is provided.

Other topics to be addressed include the following:

- Medicaid legislative updates
- Medicaid eligibility matching
- Random Moment Time Study (RMTS) – Medicaid administrative claiming
- Early Periodic Screening, Diagnosis, and Treatment (EPSDT)
- Rehabilitative/habilitative services
- Nursing services
- Physical therapy, occupational therapy, and speech-language pathology services
- Audiology services
- Personal care assistant services
- Medical evaluations
- Transportation services
- Submission of claims

The VDOE will provide breakfast and lunch on Tuesday and breakfast on Wednesday for all registered participants. There will be a Medicaid Coordinators Meeting (only for those that represent a school division as the Medicaid contact) immediately following the Annual Medicaid and Schools Training. Lunch will be provided at the Medicaid Coordinators Meeting. Exhibitors will be available on Monday from noon to 5 p.m., and from 7:30 a.m. to 5 p.m. on Tuesday.

Participants are responsible for their own lodging and other travel costs. The DoubleTree Hotel will offer rooms at government rates per night (plus tax), until the room block is sold out. The DoubleTree Hotel is located at 990 Hilton Heights Road in Charlottesville, Virginia. Please call (800) 494-9467 to make reservations and reference “Medicaid and Schools.”

The cost of registration is \$25 per participant. A check must be submitted with two copies of the registration form. The check must be made payable to the “Treasurer of Virginia.” No charge cards or purchase orders can be accepted. The conference registration form is attached and must be returned by September 15, 2017. Late registrations will not be accepted. No refunds after September 15, 2017. Please mail the registration form and payment to:

Attn: Fiscal Services  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120

An email with the link to training materials will be sent to all registered participants a week and a half prior to the event. Questions and technical assistance requests may be directed to Amy Edwards at [Amy.Edwards@doe.virginia.gov](mailto:Amy.Edwards@doe.virginia.gov); telephone (804) 692-0150.

SRS/ae

### **Attachments:**

- A. [Medicaid and Schools Annual Training Registration Form](#) (Word)
- B. [Medicaid and Schools Annual Training Tentative Agenda](#) (Word)