Division of Business Services
Department of Fiscal Services
Office of Third Party Billing

Annual Report
July 2018 – June 2019

Supporting Student Achievement
Through the Generation and Retention of
Revenue from Third Parties
Baltimore County Public Schools
Office of Third Party Billing
Mission Statement

The Office of Third Party Billing of Baltimore County Public Schools (BCPS) is dedicated to strengthening student achievement through the reimbursement of funds collected from Medicaid and other third parties.

Key Goals and Objectives for the Office of Third Party Billing

- Train school-based staff to identify and document services provided to Medicaid-eligible special education students who receive case management and health-related services to ensure the success of the Third Party Billing program.
- Provide quality fiscal management for all funds generated through the Third Party Billing program to ensure compliance with state and federal regulations.
- Collaborate with other offices within BCPS to ensure the accuracy, effectiveness, and efficiency of the billing systems.
- Ensure that all billing data and supporting documentation are in compliance with federal and state regulations, and effectively bill Medicaid and other third party payers for services provided in schools.
- Administer the BCPS Autism Waiver program.
- Monitor and provide timely feedback to schools regarding documentation submitted for services provided at the schools.
- Provide outreach efforts to families who do not have insurance and are interested in applying for Medical Assistance.
- Collaborate with the Maryland social services agencies and BCPS Office of Pupil Personnel Services to ensure accuracy in the Out-of-County Living Arrangement program data, billings, and collection.

Historical Overview

In 1988, President Reagan signed into law Public Law 100-360, the Medicare Catastrophic Act. While the law made major changes to the Medicare program, it also permitted the billing of school-based health services to Medicaid.

In 1992, the Office of Third Party Billing of Baltimore County Public Schools (BCPS) began to recover health care costs from Medicaid for health care services provided to BCPS’ students. The Infants and Toddlers program can also bill Medicaid. The Office of Third Party Billing commenced Infants and Toddlers program billing in 1994 and school-based health center billing in 1998.

The office assumed responsibility for the Autism Waiver program in 2004 and the Out-of-County Living Arrangement (OCLA) program in 2008.
Office of Third Party Billing Revenue

During fiscal year 2019 (FY2019), the Office of Third Party Billing generated $6,739,288 in revenue from Medicaid and private insurances. The office bills Medicaid for case management, health-related services, transportation, and autism waiver services for eligible students. An eligible student must have an Individualized Education Program (IEP), an active Medical Assistance number in the state of Maryland, and parental consent. The office also bills Medicaid and private insurances for school-based wellness center services.

There was a decrease in revenue from the previous year. This decrease can be attributed to a decrease in the number of Medicaid eligible students, the number of parents consenting to Medicaid billing, and the number of providers submitting billing documentation. In order to increase revenue, the Office of Third Party Billing has changed its procedures to require only one parental consent signature upon entry to the program. Additionally, the annual parental notification of billing medical assistance for services provided, and of changes in case managers will not require parental signature. Both procedures are permitted by federal law. School administrators will be provided with new reports of eligible students with outstanding parental consent forms. The new billing system will also provide school administrators and the Office of
Special Education with more information on billed services in order to identify unbilled services that should be documented in the system to generate additional revenue.

**Case Management**

Case management is a service that reflects the coordination of all services in a student’s IEP, and is typically conducted by the special education teacher or speech language pathologist. The service includes activities such as parental communication, IEP team meetings, and consultative services. The services may be billed on a monthly basis.
Health-related Services
Health-related services are provided by qualified speech language pathologists, occupational therapists, physical therapists, psychologists, social workers, nurses, counselors, and audiologists. Below is a graph of the number of paid health-related services by service type for FY2019.

Transportation
The Centers for Medicare and Medicaid Services allow school systems to bill for transportation services on days when a child receives a health-related service. The transportation must be on a specialized bus. The Office of Transportation prepares log sheets for drivers of specialized buses and submits the completed logs to the office of Third Party Billing monthly. The data is then entered into a database and compared to both services documented by health-related service providers and daily student attendance records. All data matches are billed to Medicaid for payment.

Autism Waiver Program
The Medicaid Home and Community-Based Autism Waiver program is a Medical Assistance program that was developed as a joint effort between the Maryland State Department of Education (MSDE) and the Maryland Department of Health (MDH) The program offers services including intensive individual support services, respite care, environmental accessibility adaptations, family consultations, residential habilitation, and adult life programming.
Eligibility for waiver services is determined at the MDH by technical, financial, and medical criteria. Openings are filled on a first-come, first-served basis with an eight year registry wait in the state. The waiver program has 1,200 participants statewide as of July 1, 2019, and will increase to 1,500 participants over the next three years. Openings become available when a current child on the waiver reaches the age of 21, moves out of the state, is no longer enrolled in school, or no longer meets eligibility requirements.

Four autism waiver service coordinators work in the Office of Third Party Billing. They coordinate home and community-based services for Baltimore County students on the autism waiver program, for which The Office of Third Party Billing is able to bill Medicaid. The number of Baltimore County students continues to increase.

![BCPS Autism Waiver Students](image)

**School-Based Wellness Center**

The Office of Third Party Billing bills private insurance companies and Medicaid for services provided at the school-based wellness centers.

The Office of Health Services oversees thirteen school-based wellness centers throughout the county. The centers are staffed jointly by BCPS and the Baltimore County Department of Health. They are designed to keep students who may have health-related issues in school. The centers are typically used by students who may not receive health care due to a multitude of barriers, including a lack of health care coverage, parents without adequate transportation, as well as parents who are unable to take time off from work to take the student to the doctor.
Infants and Toddlers Program
The Infants and Toddlers program is a joint initiative between BCPS and the Baltimore County Department of Health and serves children from birth to prekindergarten age and their families. Last year 2,579 children and families received services throughout the year (cumulative count).

The Office of Third Party Billing bills Medicaid for services provided to eligible Infants and Toddlers students. The Infants and Toddlers program oversees the expenditure of the funds received. The revenue shown below is not included as part of the Office of Third Party Billing (school age program) revenue. Medicaid billing for infants and toddlers services generated $593,032 revenue for the program in FY2019.
Office of Third Party Billing Expenditures

The Office of Third Party Billing manages the expenditure of funds received from Medicaid (school age program) and the school-based wellness centers. Funds were provided to schools, health-related services offices, and the Office of Third Party Billing, as well as an administrative fee paid to MSDE. Detailed below is a breakdown of the use of Third Party Billing funds in FY2019.

**Funds Distributed to Schools**
A portion of the revenue generated is returned to schools to purchase supplies, materials, professional development, and contractual services to enhance special education and/or health-related services. The funds are distributed to schools based on the documented number of case management services provided to eligible students by the school in the previous year.
Training
The Office of Third Party Billing provides an array of training sessions to BCPS’ employees. These sessions are provided to health-related service providers, IEP chairs, and case managers. During FY2019, the Office of Third Party Billing provided 22 face-to-face case management training sessions for new providers. Online training was provided through Schoology for 562 existing case managers. The documentation of all special education services is completed electronically using the Student Planning System service capture module. Training sessions help to ensure that all billing data and supporting documentation are in compliance with federal and state regulations.

Accountability
The Office of Third Party Billing places accountability reports in an electronic shared directory for IEP chairs and case managers to review on a monthly basis. These reports show each case management service record that is outstanding. The Office of Third Party Billing also distributes reports to principals bimonthly. These reports show each case management service record submitted and outstanding. School-based staff use these reports as a receipt to ensure that all data were received and to determine what data still must be submitted. The dissemination of this information usually leads to an increase in the service records submitted to the Office of Third Party Billing and allows principals to effectively manage the third party billing process in their school.

The Office of Third Party Billing performs school compliance reviews throughout the year. Additionally, the office completes an annual review of Medicaid reimbursements in conjunction with the Office of Internal Audit. The reviews are designed to improve compliance and assist schools in becoming better prepared for audits performed by external government agencies such as the Interagency Medicaid Monitoring Team.
Additional Programs Within the Office of Third Party Billing

Out-of-County Living Arrangement Program
In 2008, the Office of Third Party Billing assumed responsibility for billing for the Out-of-County Living Arrangement program (OCLA). The intent of the OCLA program is to determine which students are placed in Baltimore County through a social services placement, primarily foster care, and bill the home jurisdiction for the cost of educating the student. Baltimore County has more foster homes than any other jurisdiction in the state. The state of Maryland also contributes toward the cost of educating these students. In FY2019, the office billed other school districts for 341 students and generated $3,056,598 in revenue for the general fund. The majority of OCLA students (66.1 percent) come to Baltimore County from Baltimore City residences. The following chart illustrates the jurisdictions where students reside but attend BCPS through the OCLA program.

Medical Assistance Outreach
The Office of Third Party Billing hired a contractual outreach worker in 2011 to assist families with applying for Medical Assistance and to follow up on referrals from school-based personnel. Many of the referrals come from school social workers, nurses, staff at the school-based wellness centers and the ESOL Welcome Center. During FY2019, 613 students received Medical Assistance benefits with the help of the outreach worker. Additionally, the outreach worker assisted 238 immigrant students not qualified for traditional Medicaid to find alternative resources
for health care such as Emergency Medical Assistance, Children’s Medical Services, and sliding fee scale clinics.

**Summary**

The Office of Third Party Billing generates revenue for the school system from Medicaid billing for special education students who have Medical Assistance, from third party insurances for students who receive health services in school-based wellness centers, and payments from school systems outside of BCPS where students attend BCPS through the OCLA program. In BCPS, the Medicaid revenue from this program is used to support and enhance special education and health-related services in accordance with state of Maryland policy.

The Office of Third Party Billing continues to work with schools and offices in order to determine ways to sustain and enhance these revenue sources. The office will continue to provide training and assistance to case managers and health-related service providers, and conduct audits to ensure compliance with applicable federal and state regulations. During the 2019–2020 school year, the office plans to increase accountability and revenue by generating new reports through the Student Planning System to assist school-based staff. These reports will assist with identifying missing parental consent forms and billing data. A new billing system was purchased from Sivic Solutions Group, Inc. in FY2019 and will be operational for FY2020. This is expected to increase revenue by improving the ability to identify eligible students and capture all billable services.