Quality Assurance and Desk Review Process

School-Year 2013 – 2014

- May 12, 20014 – June 13, 2014: School districts will send one (1) Medicaid file for a child that receives Medicaid reimbursed Health related services.
    - The District will send information for the time span of July 1, 2013 – December 31, 2013 for each file sent.
    - The file will include **all information** that identifies rule compliance for Medicaid reimbursed services, such as but **not limited** to:
        - Documentation on how a student qualified for Medicaid services identified on the IEP (must include all assessments and evaluations that demonstrate eligibility)
        - Documentation of evaluations and assessments billed to Medicaid
        - Physician's recommendation(s) for evaluations and IEP services
        - IEP
        - Service Detail Reports
        - 120 day reviews
        - Supervision documentation
        - Any additional documentation related to Medicaid reimbursed services
        - The file will also include staff information that demonstrates minimum qualifications for the service they are providing as outlined in IDAPA rule.

Please send the files to one of the below locations:

- State Department of Education Secure Remote File Manager (information below) OR

- Mail to:

  IDHW-Medicaid
  Attention: Frede Trenkle-MacAllister
  3232 Elder Street
  Boise, Idaho 83705

- ***PLEASE DO NOT EMAIL FILES**
- ***PLEASE DO NOT SEND ORIGINAL DOCUMENTS**
- The documents sent in will not be returned

- All files must include the Quality Assurance and Desk Review Cover Sheet; this form can be found at www.sbs.dhw.idaho.gov under "Forms".

- Medicaid will conduct a file review on each file sent in.
- Each District will receive a report back from Medicaid after the review has been completed.
- The information from the reviews will be compiled to identify statewide systemic issues that will be addressed in the Fall Trainings.

State Department of Education Secure Remote File Manager

Please post the Desk Review files to the secure remote file manager located on the State Department of Education, Special Education website.

Below is the link to login to the secure remote file manager:
https://seciis-2.sde.idaho.gov/remotefilemanager/specialeducation/

If the link is not working this is how you would get to the secure remote server:

- Go to the SDE Special Education Website: https://www.sde.idaho.gov/site/special_edu/
- Click the link (**Child Count**)
- Click on the link that is third from the top called **Secure Remote File Manager**
    - (it will send you to a 'problem with security' site – click continue, not recommended – the second option listed)
- You will reach the login page for the secure remote file manager - Enter in your login information.

Please contact Grace Dehner (gdehner@sde.idaho.gov) about help with secure server password questions.