

# Medicaid in Education Alert

New York State Department of Health (DOH), Office of Health Insurance Programs (OHIP)  
New York State Education Department (NYSED)  
Preschool/School Supportive Health Services Program (SSHSP)  
Medicaid in Education

Issue #16-03

TO: All SSHSP Medicaid Providers

FROM: NYS DOH OHIP Preschool/School Supportive Health  
Services Program (SSHSP) & NYSED Medicaid in  
Education Unit

DATE: April 11, 2016

SUBJECT: Transition Schedule and Resources for Direct Billing of SSHSP Claims

In March 2016, [Medicaid Alert 16-02](#) was issued informing all SSHSP providers that Medicaid reimbursement processing will change during the 2016/17 school year. Specifically, school districts and counties will be authorized to begin direct claiming to the State Department of Health's Medicaid Management Information System (MMIS). The Central New York Regional Information Center (CNYRIC) will no longer serve as SED's contractor for submitting SSHSP claims beyond the 2016/17 school year. Medicaid Alert 16-03 is being issued to provide additional information regarding this transition process.

The schedule for transition to direct claiming is provided in this Medicaid Alert to assist school districts and counties in this process. The schedule provides for training sessions and the issuance of training / informational documents to be used as resources. These resources will be posted on the [Medicaid in Education Website](#) to provide school districts and counties with step-by-step instructions on the direct claiming process, along with DOH and Computer Sciences Corporation (CSC) contact information.

**School districts and counties may implement direct claiming starting in July 2016.** While this means that there will no longer be a requirement to submit claims using CNYRIC, CNYRIC will continue to be available for claiming until March 2017, as shown in the schedule. School districts and counties must notify their local Regional Information Center (RIC) representative of how they intend to handle the transition (direct billing by the district/county or direct billing through a third-party Medicaid Service Bureau) by January 2017.

## Transition Schedule

### **April 2016**

- Mandatory regional (RIC) training sessions on billing transition from CNYRIC to direct claiming commence (training scheduled from the end of April through May - see your local RIC for training times and dates).
- Training / informational materials posted on SED's [Medicaid in Education website](#).

### **July 2016**

- Requirement ends that SSHSP claims be submitted only through CNYRIC
- School districts and counties may begin direct claiming by use of ePACES or through DOH-enrolled third-party Medicaid Service Bureau of their choosing

### **July 2016 – March 2017**

- CNYRIC available for continued submission of SSHSP claims as SED-contracted Medicaid Service Bureau
- Department of Health, State Education Department, Computer Sciences Corporation (DOH fiscal agent), Regional Information Centers (RICs) available to school districts and counties to support planning and implementation of transition to direct claiming
- Computer Sciences Corporation (DOH fiscal agent) conducts regional and individual training for Medicaid-enrolled school districts, counties, and vendors

### **January 2017**

- School districts and counties have all notified their local RIC of how transition to direct billing will be implemented (direct billing by use of ePACES or through a third-party Medicaid Service Bureau)

### **March 2017**

- ***All participating school districts and counties must complete transition to direct billing or use a Medicaid Service Bureau***
- ***CNYRIC makes final monthly submission of SSHSP claims as SED's SSHSP clearinghouse***

### **April – June 2017**

- As necessary, final resolution of SSHSP claims previously submitted through CNYRIC (school districts / counties and CNYRIC)

## In-person Training

Annual Spring SSHSP training provided by NYS will focus on the transition to direct billing, including the option to direct bill using the Electronic Provider Assisted Claim Entry System (ePACES) or contract with a Medicaid Service Bureau for claims submission, an overview of use of the ePACES system, steps required to end use of CNYRIC and implement a successor billing process, and a brief overview of program updates for SSHSP Medicaid policies. This training is mandatory for the person(s) designated

by their school district or county as being responsible for Medicaid claim processing. Other relevant employees and contractors may attend as appropriate and space permitting. Pre-registration with the local Regional Information Center (RIC) is required. Please consult the schedule posted on the Medicaid-in-Education website for session dates and locations.

#### Medicaid Service Bureau Enrollment

Entities wishing to enroll as a Medicaid Service Bureau, and submit claims to the State's MMIS on behalf of SSHSP providers, need to complete the enrollment process administered by the DOH's Bureau of Provider Enrollment. Please see their website for further information:

<https://www.emedny.org/info/ProviderEnrollment/svcbur/index.aspx>

As a reminder, official directives applicable to the SSHSP, including those related to transition to direct billing of SSHSP claims, are issued by the NYS Department of Health and NYS Education Department, and are posted to the [Medicaid in Education website](#).

If you have any questions or comments regarding this Alert, please contact the NYS Department of Health at (518) 473-2160 or SSHSP@health.ny.gov, your local Regional Information Center representative, or the NYS Education Department, Medicaid Unit at: [medined@nysed.gov](mailto:medined@nysed.gov).