

SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

In accordance with N.J.A.C.6A:23A-5.3 (f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the pre-budget year or that has failed to comply with all program requirements set forth in N.J.A.C.6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent as part of the district's proposed

County Somerset District Franklin Township Date February 26, 2016

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
Procedures for obtaining parental consent forms including the Parental Consent Best Practices which are available from the Department.	In order to increase the consent rate for parent consent, the district has implemented the following strategies: 1. Quarterly mailings in English and Spanish to obtain parental consent. 2. Presentation of SEMI consent forms at CST meetings by case managers to explain the purpose of the SEMI consent. 3. PD to CST on the need to obtain signatures and the purpose of the SEMI consent form. 4. Clarify parental concerns regarding SEMI consent and the effect on insurance.	SEMI coordinator, CST case managers	2016-2017 school year	Signed SEMI consent forms, Creation of document in IEP Directo as attachment to IEP to secure consent	ongoing

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<p>Establish a benchmark of <u>90</u> percent for the 2016-2017 school year or for the first year that the district does not have an approved waiver pursuant to the provisions of (b) above, whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year;</p> <p>4The benchmarks for the 2016-2017 school year or for the first year that the district does not have an approved waiver pursuant to (b) above, whichever is applicable, for achieving maximum participation shall at a minimum close the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year; and</p> <p>The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form for each eligible student. This should include documentation of parental refusal to give consent.</p>	<p>In order to increase parental consent to the suggested 90%, the following activities will take place: A dedicated SEMI Coordinator will manage the parental consent process and institute the following procedures to obtain consent.</p> <ol style="list-style-type: none"> 1. Compile lists of SEMI eligible students from Franklin Twp data base and from student Medicaid Eligibility lists from PCG 2. Compile student demographic information from Franklin Twp data base 3. Mail SEMI introduction letters along with parental consent sheet to each student's home (including a self addressed stamped envelope for parent to return signed consent to district) 4. Document the date that letters were sent to parents 5. Document the date that signed consent forms are returned to district 6. As consent forms are returned, log parental consent signature date into SEMI website 7. If parent consent forms are not returned within 30 days, a follow up letter along with another parental consent form and self addressed stamped envelope will be resent to parents 8. Send parental consent letters home with elementary school children in bookbag 9. Include Parental Consent with every IEP 	Michelle Kouridakis SEMI Coordinator	Current / On-Going	<p>Contact with PCG is current and on-going</p> <p>List of eligible students will be maintained by the SEMI Coordinator</p>	-

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Procedures to ensure that all SEMI eligible IEP meetings are documented in the third-party administrator's system. Evaluation Services/IEP meetings are only claimable if a Medicaid qualified practitioner is present.	Attendance sheets from IEP meetings are utilized to document IEP's Run the IEP Evaluation Services to be Logged Report and follow up with appropriate staff	Child Study Team Case Managers	On-Going	IEP Direct Data Base, signature sheets	On Going
Procedures to ensure that all SEMI eligible related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator's system.	Letter of introduction and forms for documentation forwarded to entities that service SEMI Eligible students	Michelle Kouridakis SEMI Coordinator	Fall 2016	Quarterly Review of outstanding RMT emails for compliance	On-Going
Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator's system for each SEMI eligible student for whom parental consent has been obtained.	District data base for IEP development is maintained and coordinates nightly with the district Student Information System for consistency.	Child Study Team Case Managers	On-Going	IEP Direct data base review	On-Going
Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator's system.	Out of District Providers to send certification to SEMI Coord Provider certificates on file in district Personnel Office for In District Staff	SEMI Coord Franklin Twp Personnel Office	On-Going	Semi Coord to keep copies of provider certifications for 7 yrs Personnel records indicating employment of appropriately certified staff	On-Going
Procedures to ensure that staff participate in relevant training opportunities provided by the third-party administrator, including but not limited to Regional Meetings and Online Training.	SEMI Coordinator to attend off site training and online training	Michelle Kouridakis SEMI Coordinator	On-Going	Attendance taken at off site training and on line training	On-Going

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Procedures to ensure that all selected participants of the Random Moment Time Study are responding in a timely manner via the third-party administrator's system.	Run RMTS Compliance Report Follow up on all late notification sent to SEMI Coord SEMI Coordinator to follow up with staff via email with reminders of the importance of RMTS SEMI Coordinator to make sure all staff email addresses are correct	Michelle Kouridakis SEMI Coordinator	On-Going	SEMI Coordinator sent list of non compliant RMTS participants	On-Going
Procedures to ensure that quarterly and annual financial information is certified under the timeframes required in the implementation of cost settlement via the third-party administrator's system.	SEMI Coordinator to work with district Business Administrator and Personnel Staff to gather information needed for quarterly/yearly reports	Michelle Kouridakis SEMI Coordinator	Quarterly / Annually	Reports completed and certified by specified due date	Quarterly
Procedures to ensure that the quarterly Staff Pool List is certified under the timeframes required in the implementation of cost settlement via the third-party administrator's system.	SEMI Coordinator to update staff pool list as staff leave district or new staff are hired.	Michelle Kouridakis SEMI Coordinator	Quarterly	Staff pool list completed and certified by specified due date	Quarterly
Procedures to ensure that out of district providers are adequately informed of training opportunities needed for districts to maximize SEMI participation.	N / A				