



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Special Education
 Old Capitol Building
 PO Box 47200
 Olympia WA 98504-7200

POTENTIAL MEDICAID ELIGIBLE STUDENT WORKSHEET

Instructions for 2016-17

All districts providing special education services to Medicaid eligible students should complete the Potential Medicaid Eligible Student Worksheet (Form SPI 1679), pursuant to Bulletin 009-17. Use the district's Medicaid eligibility reports provided by the district's billing consultant to maintain the district's database of potential billable Medicaid eligible students. Complete this form with the final count of potential billable Medicaid eligible students as of March 31, and return it to the Office of Superintendent of Public Instruction (OSPI) no later than **June 30**.

Form SPI 1679 is required for all safety net award applicants. The information provided on this form will be used by OSPI when calculating the 2016-17 safety net awards. Pursuant to WAC 392-140-675, special education safety net awards will be reduced for those districts not maximizing Medicaid billing for special education students.

Required School District Demographic/Contact Information:

- Billing Consultant Name (use drop down list)
- District (use drop down list)
- Date Completing Form
- Date of Final March 2017 Eligibility Report
- Name of person completing this form
- Email of person completing this form
- Phone
- Fax (if submitting via fax)

Line Item Instructions:

Section 1. Medicaid Eligible Students: Insert the total number of **unduplicated** Medicaid eligible special education students listed on the March 2017 eligibility report provided by the district's billing consultant company.

Section 2. Non-billable Medicaid Eligible Students: Insert in sections a–e the appropriate number of **unduplicated** Medicaid eligible special education students that would be considered non-billable. This includes all students that did not generate a billing:

- a) The student(s) is/are no longer enrolled in this district.
- b) The student(s) has/have exited Special Education.
- c) The student(s) receive(s) Specially Designed Instruction (SDI) in academic areas only, and is/are not scheduled to be re-evaluated during this school year.
- d) The student(s) receive(s) services delivered by a non-billable provider.
- e) The student(s) receive(s) services covered by third-party insurance.

Section 3. Potential Billable Medicaid Eligible Students: Section 3 automatically subtracts the student total in Section 2 from Section 1. This will provide the total number of potential **billable** Medicaid eligible students (including students who were evaluated and found eligible for special education, students who were re-evaluated, and students receiving services from a billable provider).

Email (in Excel format) or fax completed worksheet to:

medicaidreports@k12.wa.us

Phone: 360-725-6075 ~ Fax: 360-725-6107