



# Arizona MAXMessenger



DSC

## Regional Information Sessions (RIS)

MAXIMUS would like to thank Pendergast, Amphitheater, Flagstaff, and Chandler School Districts for generously allowing us to use their facilities for the RIS the week of November 3, 2008.

Thank you all for the great turnout, interest, questions and feedback. The presentation and handouts for the RIS will be available on our Website shortly. We are always happy for the opportunity to meet with LEA representatives. If you have any additional questions or comments on the RIS, please contact your assigned MAXIMUS Account Manager.

## COTA and PTA Requirements

A question arose during the RIS regarding supervision of Certified Occupational Therapy Assistants (COTAs) and Physical Therapy Assistants (PTAs) and how that impacts clinical notes.

COTAs have delegated authority from an Occupational Therapist (OT) and are supervised at the appropriate level designated by the supervising OT. Close supervision by an OT requires daily contact with the COTA, routine supervision requires contact at least once every 15 days per patient, general supervision requires contact at least once every 30 days per patient, minimal supervision requires contact at least once every 30 days. The supervising OT would determine whether they need to sign off on the COTA's clinical notes. For details, see AAC R4-43-101 through 406.

PTAs must provide the name and license number of the supervising Physical Therapist (PT) in the medical record, whether they consulted with the PT during the course of treatment and if so, the subject of the consultation and any decision made. The supervising PT would determine whether they need to sign off on the PTA's clinical notes. For details, see AAC R4-24-303.

## Speech Therapists Updates

When a Speech Therapist (ST) with a Temporary License registers with AHCCCS, they must submit a letter from their supervising ST, stating that they are supervising the ST seeking registration, and include their name, title and ASHA/CCC number OR a copy of their full license. The registering ST then must complete their fellowship within 2 years or their registration will be terminated. This has been the AHCCCS policy for all STs with temporary licensure throughout their programs since 2003.

Reminder: A ST changing their registration from Provider Type 26 to Provider Type 15 after 12/1/08 must submit a whole new Provider Registration Packet. Until that date, they only need to send a copy of their full license.



**Wishing you and yours  
a Happy, Healthy  
Thanksgiving!**



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## Electronic Signature

Another discussion during the RIS involved the Electronic Signature process and what it means to LEAs. If the system that the LEA uses for IEPs and/or billing is approved by MAXIMUS for electronic signature, the LEA does not have to print the provider's Progress Reports, Clinical Notes and/or Provider Logs and have them signed and dated at the time of audit. Auditors may review these on the LEA's system.

The Instructions and the Questionnaire will be available on our Website before the end of November at [www.maximusschools.com](http://www.maximusschools.com).

## PERM Audit

The Payment Error Rate Measurement (PERM) program is sponsored by CMS to measure the accuracy of Medicaid payments made by States. They are reviewing claims paid under all

programs at AHCCCS, including School Based Claiming. Some school districts may receive notification from the administrator of the program at AHCCCS that their LEA submitted claims selected for review. Please be aware of their existence and cooperate fully with their requests. MAXIMUS is confident that schools have the appropriate documentation and processes in place to be in full compliance with this audit.

## MAXIMUS Staff

There are a few new staff members that you may have the opportunity to have contact with over the coming months.

Cindi Carter became the assigned MAXIMUS Account Manager for several school districts in October. She has been with MAXIMUS since February 2008, and has learned much about both the DSC and MAC Programs during that time. She has already contacted her LEAs to introduce herself and is in the process of scheduling meetings with individual districts to assist them with any questions they may have regarding both Programs.

Marilyn Caylor will be taking over the recently created DSC Coordinator position with MAXIMUS and will be assisting with DSC claim filing, pursuing stale checks and sending out Certification of Match forms, among other assignments. She has already

been sending out Remittance Advices and Provider Files to Billers/Self-Billing LEAs, recording returned Certification of Match forms and a host of other duties.



## MAC



## MAXIMUS Update

As LEAs are probably aware by now, MAXIMUS is exiting their school based claiming practice as each of its contracts is renewed. Because our contract with AHCCCS ends 6/30/09, the last MAC Claim that will be filed by MAXIMUS to meet that deadline will be Q1-09. This allows us enough time to complete the MAC Claim calculation, file it with AHCCCS, and make any necessary corrections before 6/30/09.

Any further updates to this plan will be communicated immediately

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