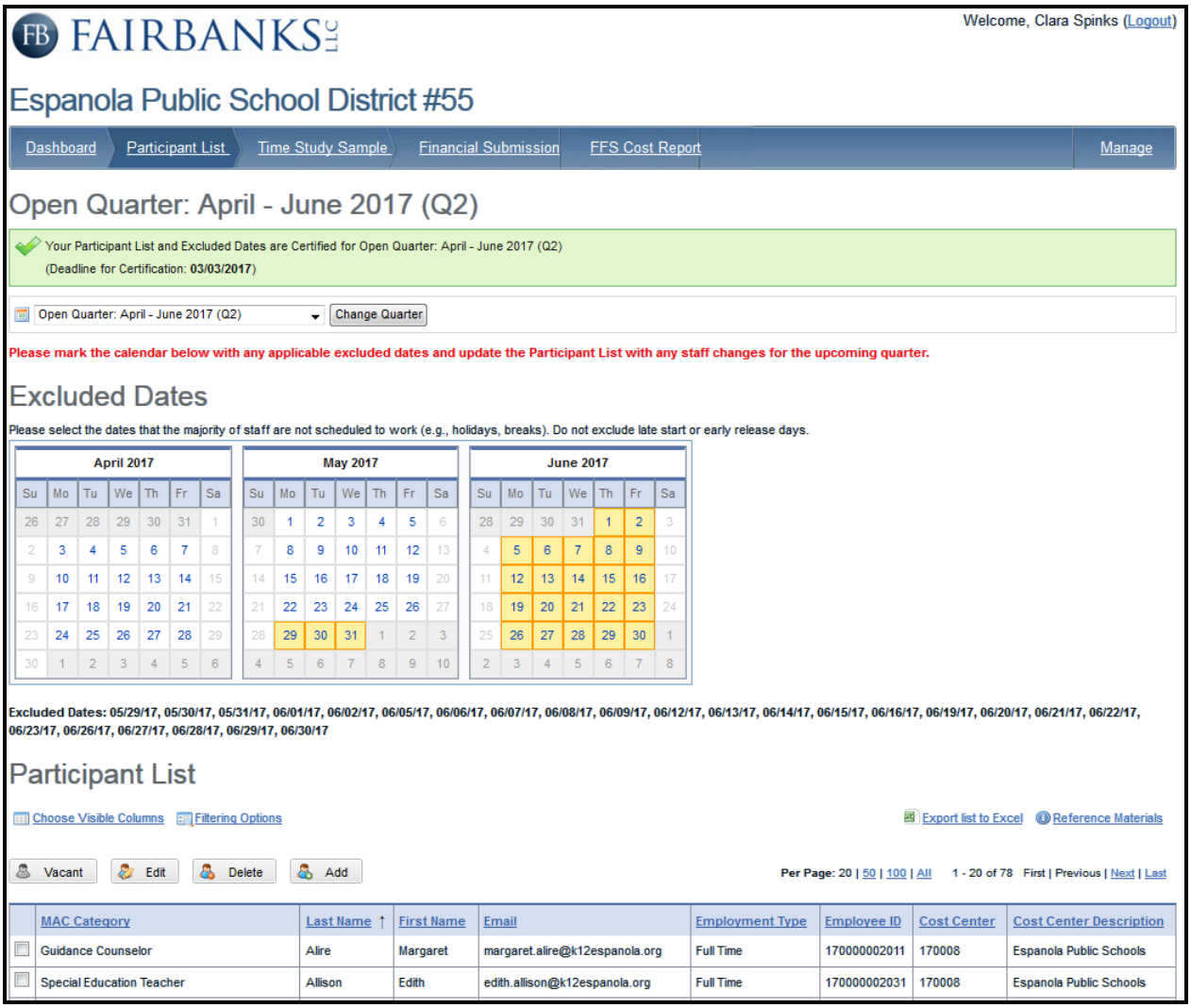
New Mexico
Medicaid School-Based (MSBS) Program
Participant List (PL) Guide



For additional assistance, please contact the Fairbanks Client Information Center at 877-340-1453.

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Participant List Introduction

Participant List (PL) Overview

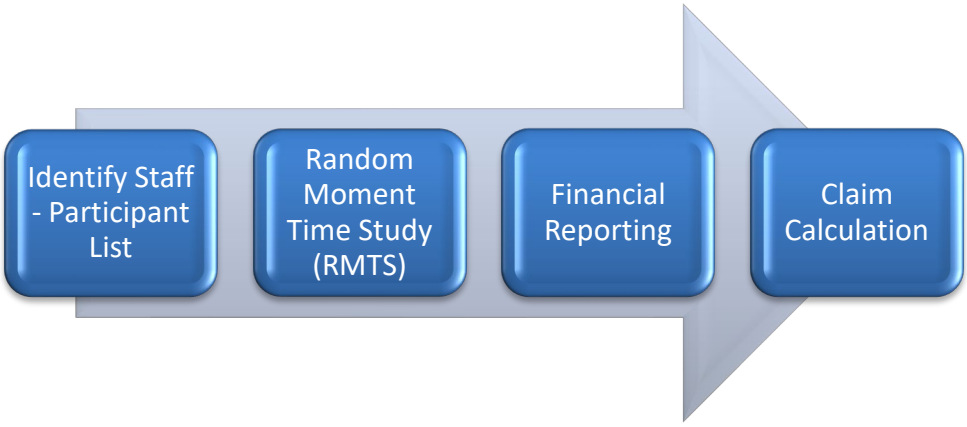
The purpose of this document is to outline the Participant List (PL) process for the Medicaid School-Based Services (MSBS) Program.

Participant Lists are submitted prior to the beginning of each quarter and are submitted four times per year including the summer quarter. The accurate reporting of the Participant List is a critical component of the Medicaid programs:

- Districts submit a list of eligible providers to participate in the Random Moment Time Study (RMTS) each quarter, based on provided guidelines
- The Participant List is used to sample individuals who will participate in the RMTS each quarter
- The Participant List drives the number of eligible participants and determines the financial costs eligible for reporting
- Positions/staff must be reported on the Participant List in order for the district to report costs
- The Participant List process is a critical part of ensuring your program receives the appropriate level of Medicaid reimbursement

The following provides an overview of the quarterly processes. The initial step in the development of the Medicaid claims is the appropriate reporting of the Participant List.

Medicaid Quarterly Processes



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Identification of Participants

Only certain district staff and contractors may be included in the MSBS random moment time study (RMTS). In order to achieve the highest accuracy of the time study, it is important that only appropriate employees are included. The following guidelines should be followed to determine the appropriate inclusion of staff on the Participant List:

1. **Types of Staff** - Time study participants may include district employees, contract employees, part time employees, temporary employees and other individuals receiving pay from the school district. This does not include individuals such as parents or other volunteers who receive no compensation for their work or in-kind contributions.

2. **RMTS Categories** - Staff may be eligible to be included on the Participant List based on the approved RMTS Categories defined in the New Mexico Medicaid Guide for School Based Services. A full listing of the approved RMTS Categories can be found in this document.

3. **Involvement in MAC and/or Direct Service Activities** - RMTS Categories are provided to define the types of staff that typically participate in MAC and/or direct service related activities; however, it does not mean that all staff with a matching job category should automatically be included. Staff reported on the Participant List should be involved in some of the MAC and/or direct service related activities as defined in this document on a periodic basis.

4. **Federal Funding - Staff that is compensated 100% from federal funds must not be included as time study participants**. While employees partially paid from federal funds may be included, all federally funded expenditures must be excluded or backed out from the financial reporting.

5. **Vacant Positions** - Districts may include vacant positions if they plan to fill the position during the quarter. Similarly, for contracted staff obtained through an agency, the district can report the agency name and vacancy until it is known who will fill the position. Reporting these vacant positions allows your Financial Contact the ability to report the related costs (if any) during the financial reporting process for the quarter if the position is filled.

6. **Leave of Absence** - Include all eligible participants, even if they are on some sort of leave (e.g. medical, maternity, family, short-term or long-term disability). If the district is incurring costs for this individual, these costs may be claimed.

7. **Duplicate Participants** - Be sure that no individual is included on the Participant List more than once. If an eligible employee qualifies for more than one category, they should be listed in the category where the employee spends the majority of their time.

8. **Legal Name** - When adding names to the Participant List, ensure that each individual's name matches his or her provider licensure. This will ensure accuracy for an audit. Do not list nicknames on the Participant List.

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9. **Indirect Cost Rate -** Do not include any personnel if they are captured in your district's Indirect Cost Rate (IDCR) calculation. As a general rule of thumb, salaries and benefits of staff are typically not included in the indirect cost rate. Your district's Finance Officer should be familiar with expenditures included in the calculation and can confirm this information. In general terms, costs reported as indirect costs are district-wide, general management costs (i.e., activities for the direction and control of the district as a whole). General management costs consist of those necessary for the general operation of the district, such as accounting, budgeting, payroll preparation, personnel services, and centralized data processing. Since these are not eligible Medicaid costs, there should not be an overlap.

Definition of Medicaid Activities

In order to include staff on the Participant List (PL), staff should be involved in some of the Medicaid Administrative Claiming (MAC) and/or Direct Service activities. Staff does not need to participate in all Medicaid activities to be included on the PL, but as a rule of thumb, they should be involved in at least one of the Medicaid activity types on a continual basis. The following provides examples of eligible MAC/Direct Service activities:

MAC Activities

- **Medicaid Outreach**: Activities to inform eligible individuals about Medicaid and EPSDT benefits and how to access the program. Information includes a combination of oral and written methods that describe the range of services available through Medicaid and EPSDT, the cost (if any), location, how to obtain services and the benefits of preventive healthcare. Includes related paperwork, clerical activities or staff travel required to perform these activities.

- **Facilitating Medicaid Eligibility Determination**: Assisting children and families in establishing Medicaid eligibility, by making referrals to the Income Support Division for eligibility determination, assisting the applicant in the completion of the Medicaid application forms, collecting information and assisting in reporting any required changes affecting eligibility. Includes related paperwork, clerical activities or staff travel required to perform these activities.

- **Transportation-Related Activities in Support of Medicaid Covered Services**: Assisting an individual to obtain transportation to services covered by Medicaid/health-related services. This does not include the provision of the actual transportation service or the direct cost of the transportation, but rather the administrative activities involved in providing transportation. Includes related paperwork, clerical activities or staff travel required to perform these activities.

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- **Translation Related to Medicaid Services**: Translation functions for the school to facilitate access to Medicaid covered/health-related services. Includes related paperwork, clerical activities or staff travel required to perform these activities.

- **Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services**: Activities associated with the development of strategies to improve the coordination and delivery of Medicaid covered medical/dental/mental health services to school-age children, and when performing collaborative activities with other agencies and/or providers. Includes related paperwork, clerical activities or staff travel required to perform these activities.

- **Medicaid Related Training**: Coordinating, conducting or participating in training events and seminars for staff regarding the benefit of medical/Medicaid related services, how to assist families to access such services, and how to more effectively refer students for those services. Includes related paperwork, clerical activities or staff travel required to perform these activities.

- **Referral, Coordination, and Monitoring of Medicaid Services**: Making referrals for, coordinating and/or monitoring the delivery of medical/health-related (Medicaid covered) services. Referral, coordination and monitoring activities related to services on an IEP or other plan of care are included. Includes related paperwork, clerical activities or staff travel necessary to perform these activities.

Direct Service Activities

Services must be medically necessary and appear in the child's IEP, other plan of care, or where medical necessity has otherwise been established. For a detailed description of the allowable assessment services, please review the State Plan Amendment.

- **Audiology Services**
- **Behavioral Health Services**
- **Nursing Services, including Delegated Nursing Services***
- **Nutritional Counseling**
- **Occupational Therapy**
- **Physical Therapy**
- **Speech Language Services**

*Delegated Nursing Services can be provided by a variety of trained unlicensed school personnel when delegated/supervised by a Registered Nurse (RN). Delegated staff may include health assistants, education aides, or other trained unlicensed assistive personnel.

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Allowable RMTS Categories

The following categories can be used to identify and classify district personnel:

Direct Service Providers	
Audiologist	Licensed Registered Nurse (RN)
Certified Nurse Practitioner	Occupational Therapist
Certified Occupational Therapy Assistant	Physical Therapist
Delegated Nursing Service Providers	Physical Therapy Assistant
Licensed Associate Marriage Family Therapist (LAMFT)	Physician
Licensed Bachelor's Level Social Worker (LBSW)	Physician Assistant
Licensed Clinical Social Worker (LCSW)	Psychiatrist
Licensed Dietician	Psychologist, Master's Level Practitioner
Licensed Marriage & Family Therapist (LMFT)	Psychologist, Ph.D., Psy.D., or Ed.D., Ed. S.
Licensed Master's Level Independent Social Worker (LISW)	Speech-Language Pathologist
Licensed Master's Level Social Worker (LMSW)	Speech-Language Pathology Apprentice
Licensed Mental Health Counselor (LMHC)	Speech-Language Pathology Clinical Fellow
Licensed Nutritionist	
Licensed Practical Nurse (LPN)	
Licensed Professional Clinical Counselor (LPCC)	
Licensed Psychiatric Clinical Nurse Specialist (CNS)	

***Delegated Nursing Service Providers:** newly added due to additional covered service of direct services program. May include health assistants, education aides, or other trained unlicensed assistive personnel. Only include staff that will likely be performing delegated nursing tasks during the quarter.

***Certified Nurse Practitioner:** previously in Cost Pool 2 category listing but has been moved to Cost Pool 1 due to inclusion in direct services program

***Licensed Associate Marriage Family Therapists:** newly added to the Participant List and eligible to be billed under the direct services program

***Physician Assistant:** newly added to the Participant List and eligible to be billed under the direct services program

Administrative Staff	
Adapted PE Teacher	Interpreter/Translator
Assistive Technology Specialist	Job Coach, Special Education
Autism Specialist/Applied Behavioral Analyst	Medicaid Presumptive Eligibility Determiner
Behavior Specialist	Music Therapist
Bilingual Specialist	Nurse's Assistant
Child Find Specialist	Orientation & Mobility Specialist
Child Specific Aide	Parent Education Coordinator
Clerical Staff, Health Services/Special Education	Program Administrator (Special Ed Directors/Coordinators, Health Service)
Community Health Advocate	Program and Staffing Specialist
Educational Diagnostician	Recreation Therapist
Facilitator of IEP Services	Special Education Teacher
Guidance Counselor	Vision Services Provider
Health Aide/Clinic Attendant	

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Fairbanks Website – Participant List Submission

The following provides step-by-step instructions and screenshots to complete the Participant List online, including:

- Step 1 – Fairbanks System Login
- Step 2 – Review Eligible RMTS Categories & Fill in District Calendar
- Step 3 – Update the Participant List
- Step 4 – Certify the Participant List

Step 1 – Fairbanks System Login

Each RMTS Program Contact will have a unique login and password to access the web-based Participant List. In order to access the Participant List, RMTS Program Contacts will log in through the Fairbanks website at www.fairbanksllc.com and select "Client Login":



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Upon login to the Fairbanks system, the main home page appears, which serves as the "Dashboard" to access each step in the claiming processes. To access the Participant List, the RMTS Program Contact will select the "Participant List" tab:



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Step 2 – Review Eligible RMTS Categories & Fill in District Calendar

Once you select the Participant List tab from the Fairbanks dashboard, your Participant List will be displayed. You can also select the "View Participant List" link from the Dashboard underneath the Participant List graphic. This page will list all the participants that were reported in the previous quarter that should be reviewed and updated.

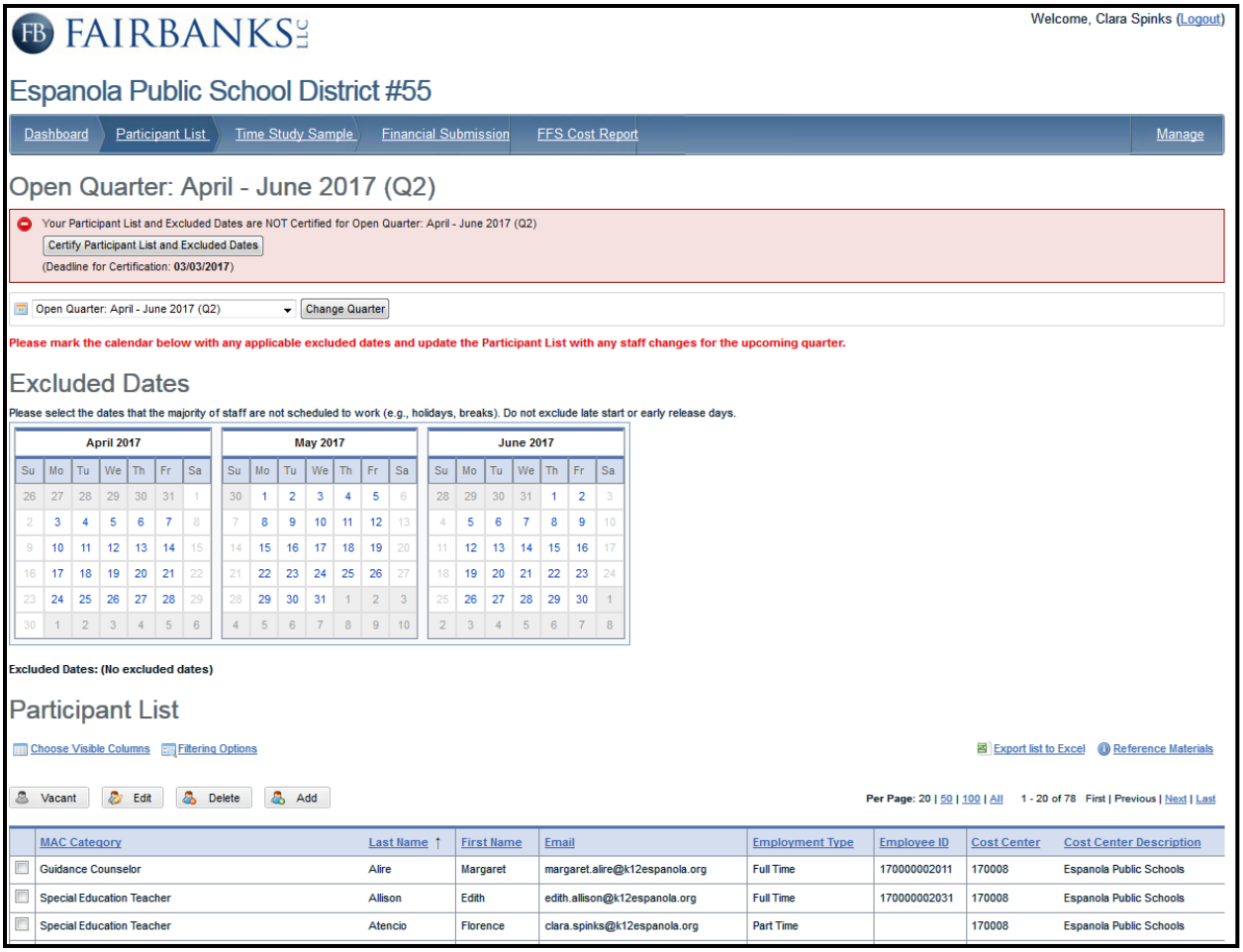
Items included on the Participant List (PL) page include a full summary and count of previously reported staff, the ability to download reference materials regarding the PL process, the ability to make PL edits, the ability to exclude holidays and the ability to download an Excel version of the Participant List.

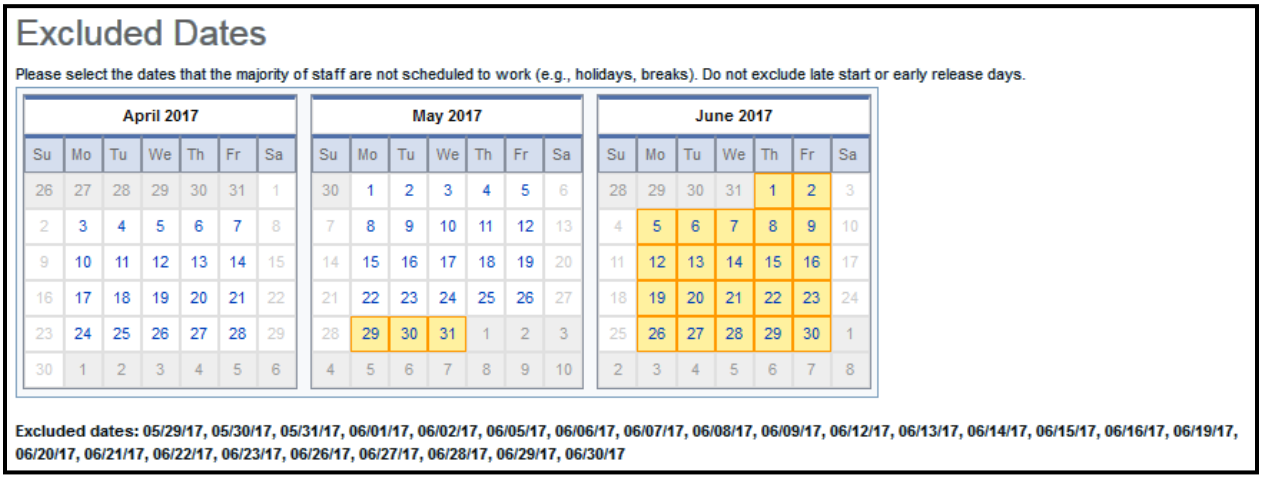
Fill out your school district's calendar for the upcoming quarter by selecting any dates on the calendar in which the majority of staff members will not be working. Do not exclude half days or days in which students are not in attendance, but staff is still working. When possible, Fairbanks will obtain your school district's calendar from the NM Public Eduction Department (PED) and mark holidays and other school closings on the PL page. In this case, you should review these dates and make any necessary adjustments.

Identify excluded dates by clicking the date on the calendar. Excluded dates will highlight and populate in a list visible below the calendar. They will also be viewable after the Participant List is closed for the quarter.

If Fairbanks did not receive your school district's calendar from PED, Fairbanks will email a request for you to submit a copy of this annual calendar to nmcalendar@fairbanksllc.com.

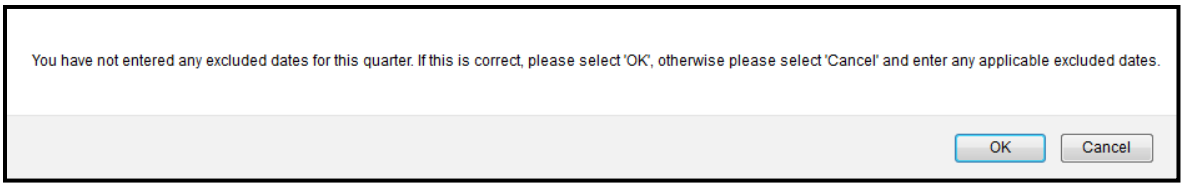
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If no excluded dates are selected, the system will generate a warning upon attempting to certify:



Step 3 – Update the Participant List

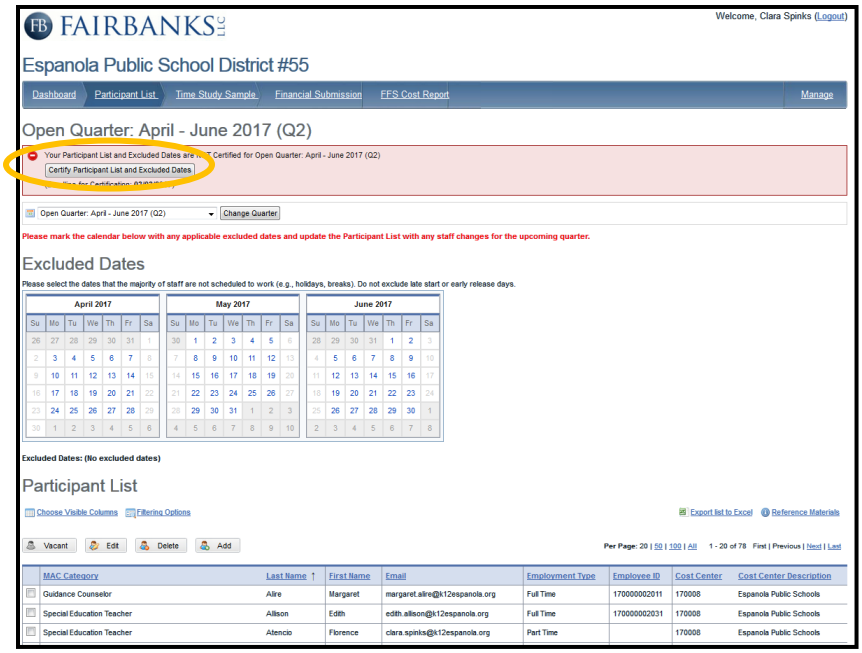
There are five actions that may be taken to update the Participant List:

1. **No Change**
2. **Edit**
3. **Make Vacant**
4. **Delete**
5. **Add**

The following provides an overview and detailed instructions for each of the options:

1. No Change

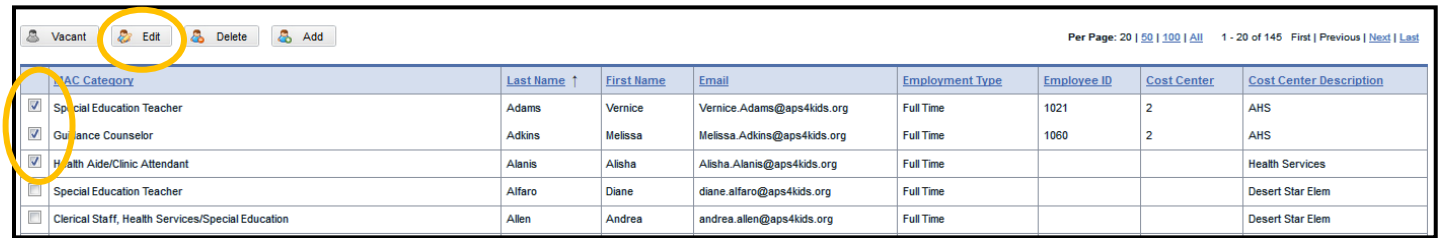
If there are no changes to a participant, there is no need to do anything. Note: If you have no edits, additions or deletions to the entire Participant List, and have no excluded dates for the quarter, you can go directly to the "Certify Participant List and Excluded Dates" button.



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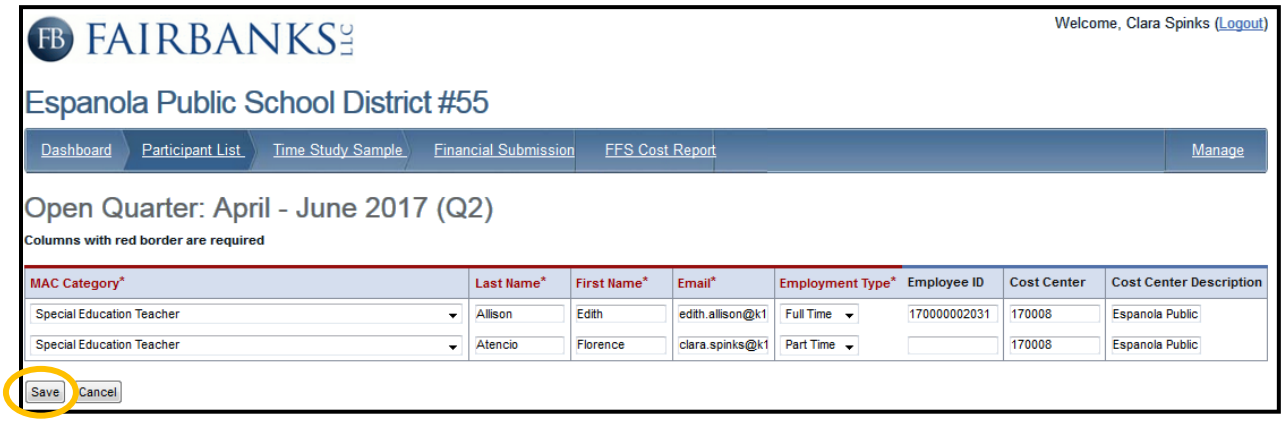
2. Edit

In order to edit a field(s) for an existing participant on the list, check the box next to the individual(s) you wish to edit. You can edit multiple names at the same time. Select the "Edit" button.



MAC Category	Last Name	First Name	Email	Employment Type	Employee ID	Cost Center	Cost Center Description
Special Education Teacher	Adams	Vernice	Vernice.Adams@aps4kids.org	Full Time	1021	2	AHS
Guidance Counselor	Adkins	Melissa	Melissa.Adkins@aps4kids.org	Full Time	1060	2	AHS
Health Aide/Clinic Attendant	Alanis	Alisha	Alisha.Alanis@aps4kids.org	Full Time			Health Services
Special Education Teacher	Alfaro	Diane	diane.alfaro@aps4kids.org	Full Time			Desert Star Elem
Clerical Staff, Health Services/Special Education	Allen	Andrea	andrea.allen@aps4kids.org	Full Time			Desert Star Elem

After selecting "Edit" for a participant, a new window will open.

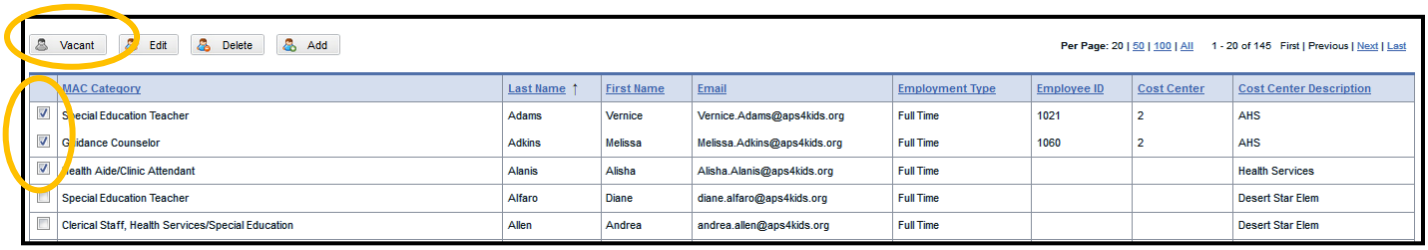


You will now be able to edit the fields that need to be updated. Please make sure that all required fields, highlighted in red, are populated. Once you have updated all the data, select "Save" in the lower left-hand corner. After selecting the "Save" link, it will return you to the main window.

3. Make Vacant

In many cases, you may have an individual who has left the district and your district is looking to fill the position; however, the position has not yet been filled. In these cases, you can make the position "Vacant" by deleting the participant that filled the role previously and then adding a new record with the word "Vacant" for both the first and last name and then enter the RMTS Contacts e-mail address or placing a check next to the names of the positions you wish to make vacant, and then selecting the "Vacant" button at the top of the page.

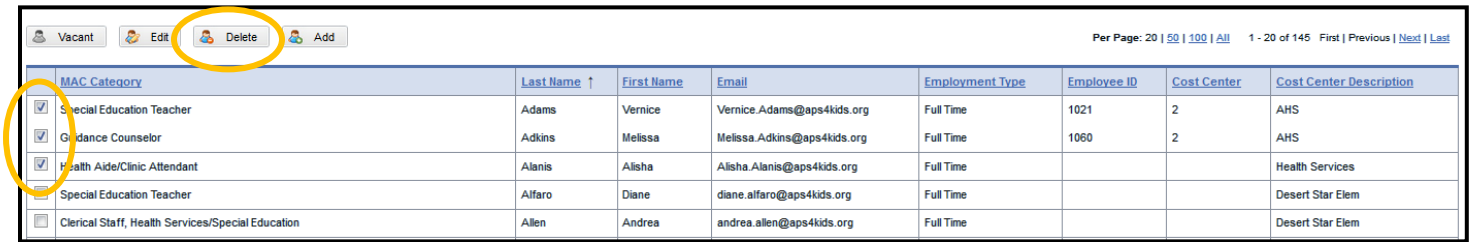
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Clerical Staff, Health Services/Special Education	Allen	Andrea	andrea.allen@aps4kids.org	Full Time			Desert Star Elem

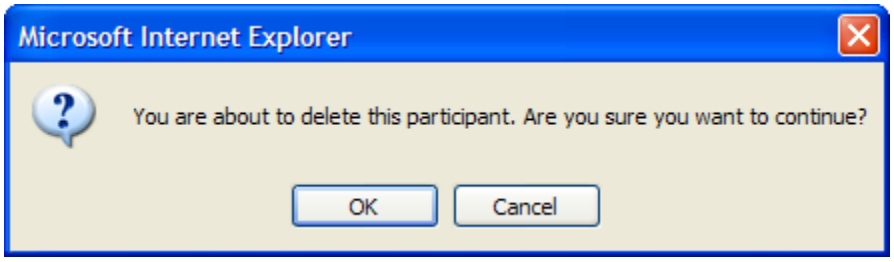
4. Delete

In order to delete a participant on the list, place a check mark next to the name(s) of those you wish to delete. Select the "Delete" button at the top of the page (see below).



MAC Category	Last Name	First Name	Email	Employment Type	Employee ID	Cost Center	Cost Center Description
Special Education Teacher	Adams	Vernice	Vernice.Adams@aps4kids.org	Full Time	1021	2	AHS
Guidance Counselor	Adkins	Melissa	Melissa.Adkins@aps4kids.org	Full Time	1060	2	AHS
Health Aide/Clinic Attendant	Alanis	Alisha	Alisha.Alanis@aps4kids.org	Full Time			Health Services
Special Education Teacher	Alfaro	Diane	diane.alfaro@aps4kids.org	Full Time			Desert Star Elem
Clerical Staff, Health Services/Special Education	Allen	Andrea	andrea.allen@aps4kids.org	Full Time			Desert Star Elem

After selecting the "Delete" button, you will get a message asking:

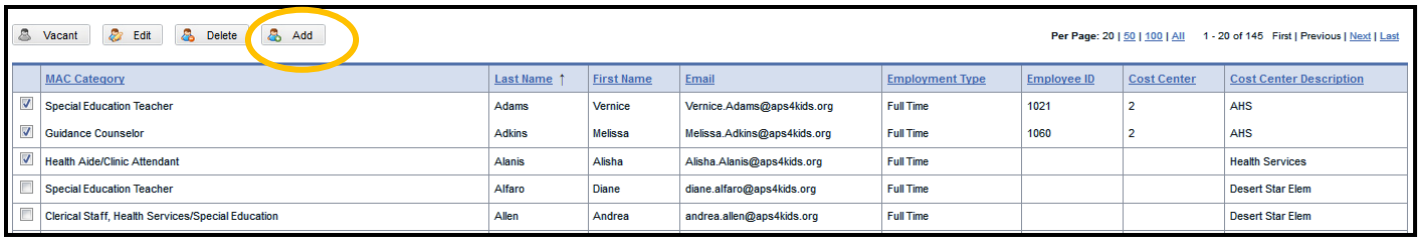


Select "OK" in order to delete the participant **or** select "Cancel" if you do not want to delete. Once you select "OK," the participant will be deleted and it cannot be undone. Removing a participant from the current Participant List that is being updated **does not** remove them from previous Participant Lists that were already completed or the current Time Study Sample.

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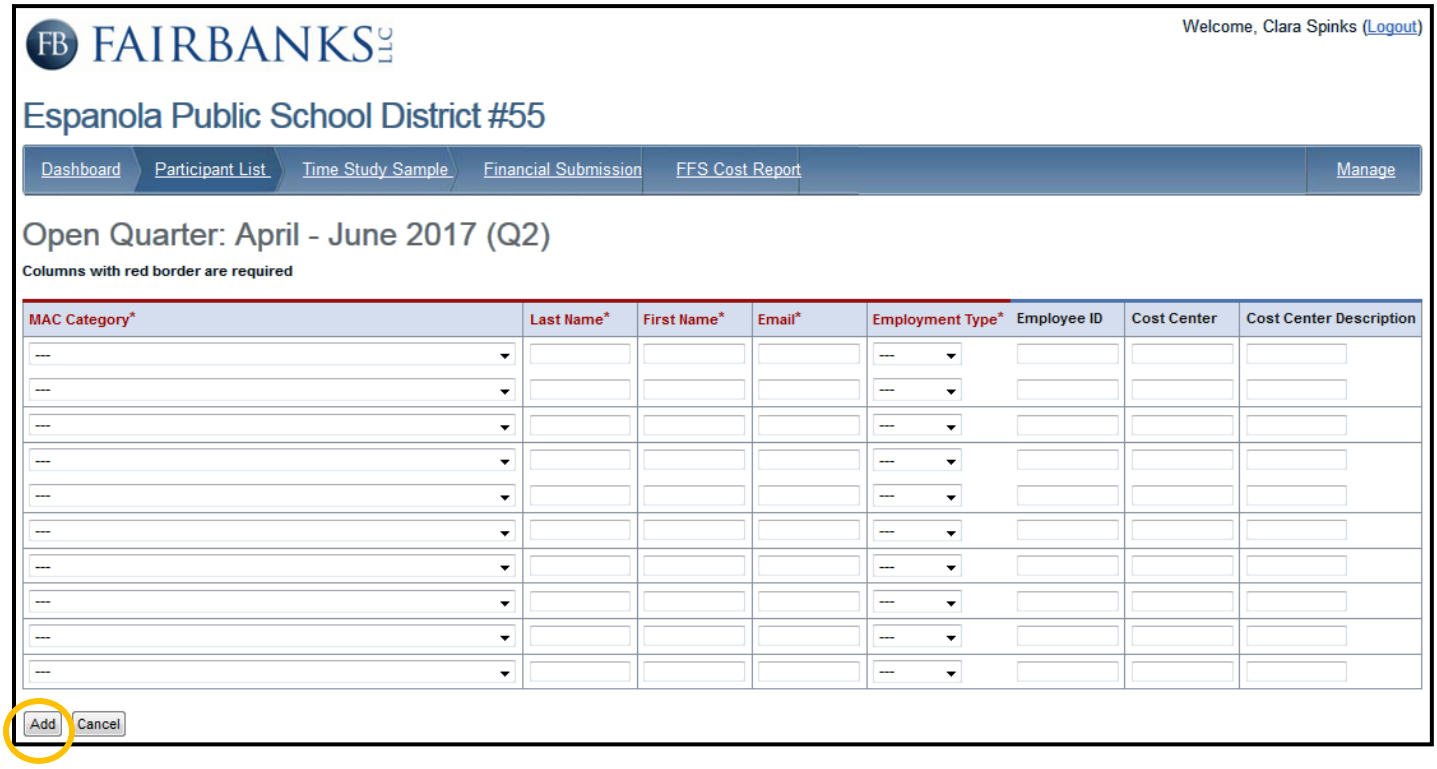
5. Add

In order to add a participant on the list, select the "Add" button at the top of the page.



	MAC Category	Last Name	First Name	Email	Employment Type	Employee ID	Cost Center	Cost Center Description
☑	Special Education Teacher	Adams	Vernice	Vernice.Adams@aps4kids.org	Full Time	1021	2	AHS
☑	Guidance Counselor	Adkins	Melissa	Melissa.Adkins@aps4kids.org	Full Time	1060	2	AHS
☑	Health Aide/Clinic Attendant	Alanis	Alisha	Alisha.Alanis@aps4kids.org	Full Time			Health Services
☐	Special Education Teacher	Alfaro	Diane	diane.alfaro@aps4kids.org	Full Time			Desert Star Elem
☐	Clerical Staff, Health Services/Special Education	Allen	Andrea	andrea.allen@aps4kids.org	Full Time			Desert Star Elem

The "Add" button will open up a window where you can enter the information for the new participant. As seen below, you can add multiple individuals at one time. Any field in red is required and you must enter information in each of these columns. The other columns are optional for your district's use.

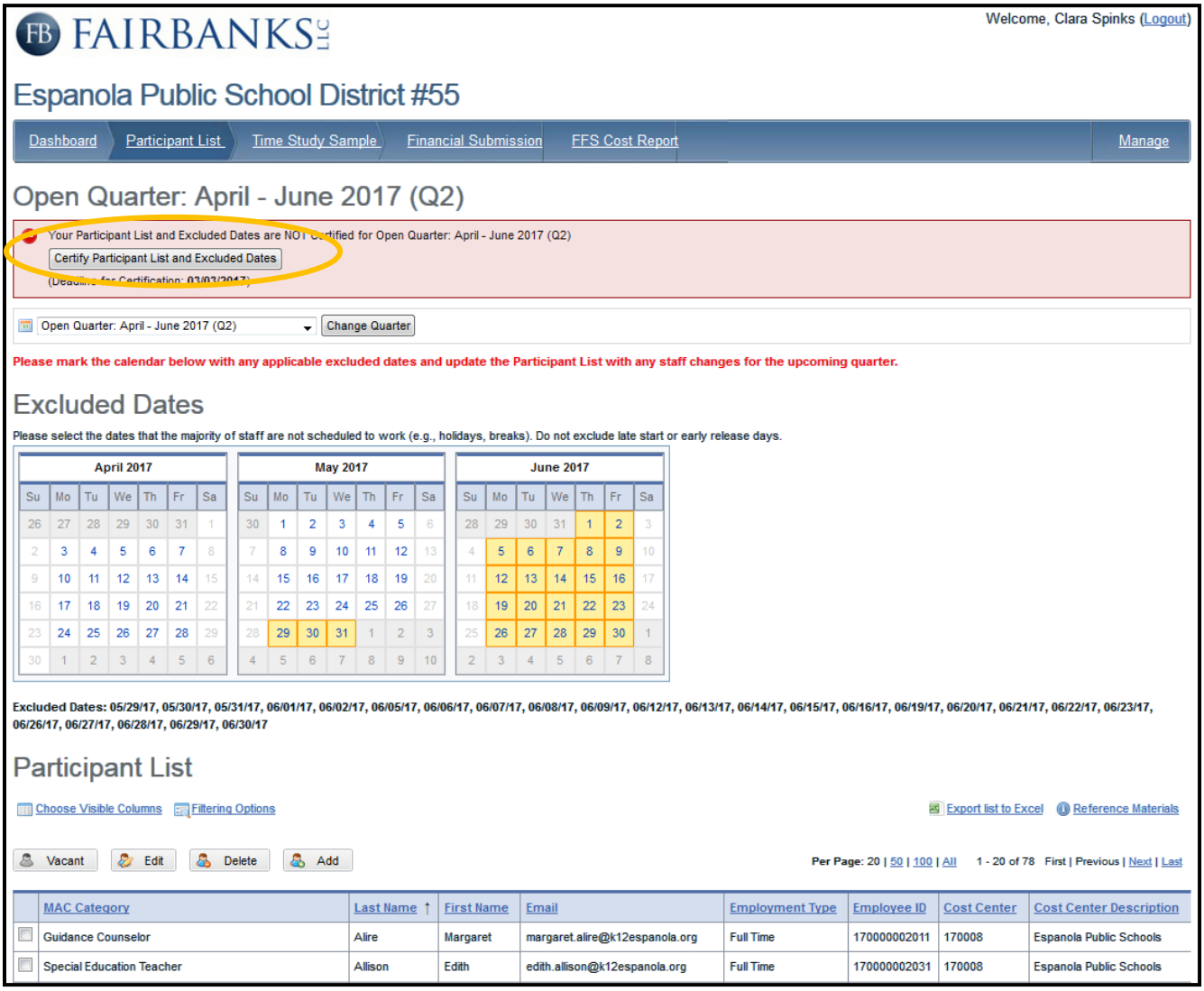


Once you have entered the new participant's information, select the "Add" link at the bottom of the window. This will save your participant and return you to the main window.

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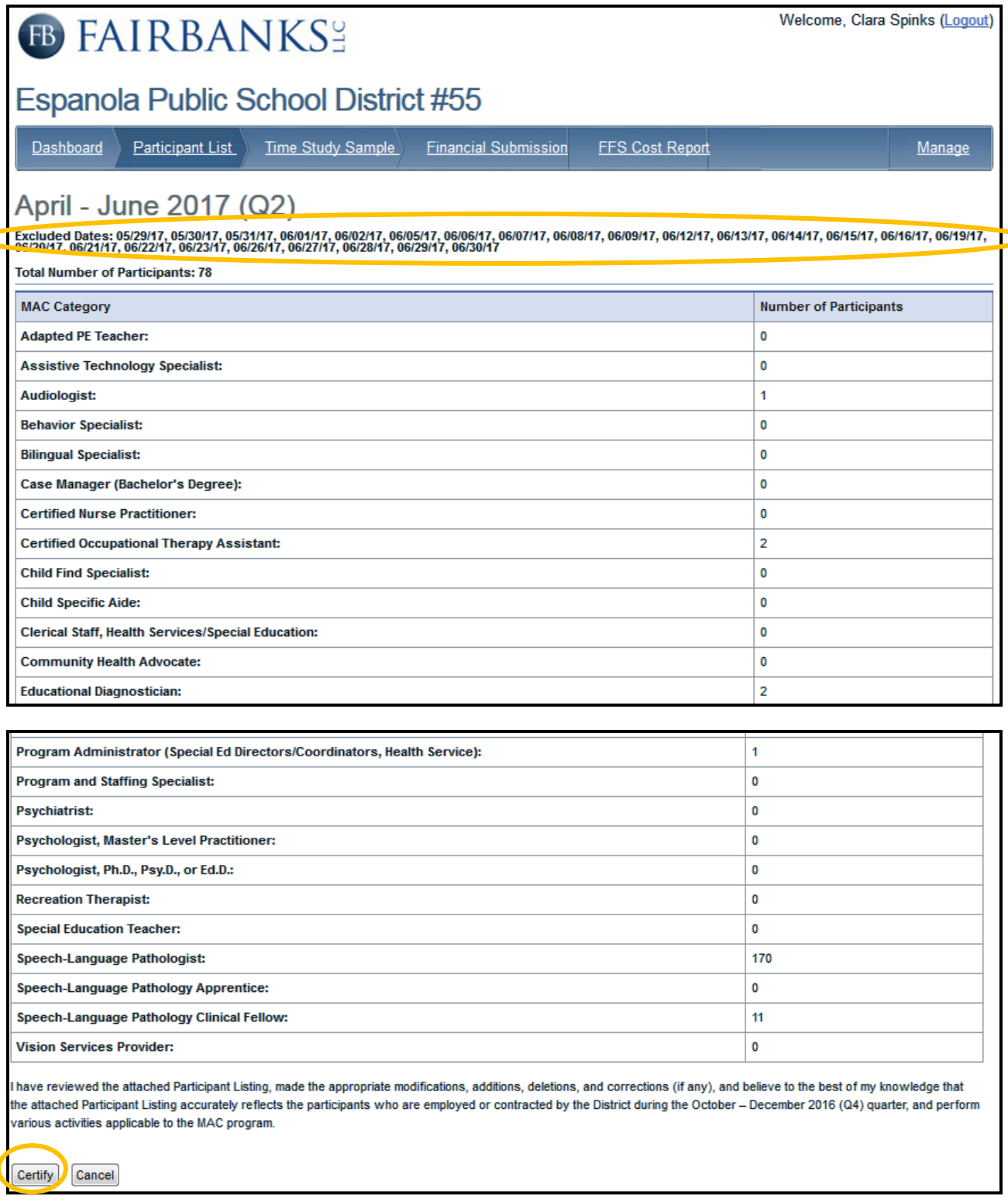
Step 4 – Certify the Participant List

After completing all of your changes, you can finalize the Participant List and excluded dates by Certifying the document. Certify your Participant List and excluded dates by selecting the "Certify Participant List and Excluded Dates" button (see below).



After you click the "Certify Participant List and Excluded Dates" button, a new window will open. This window will list the excluded dates at the top of the screen and show a count of how many participants are on your list. There will be a total count of participants at the top of the window and a subtotal for each category in the chart below. At the bottom of the window, there is a button to "Certify."

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FAIRBANKS LLC

Welcome, Clara Spinks (Logout)

Espanola Public School District #55

Dashboard | Participant List | Time Study Sample | Financial Submission | FFS Cost Report | Manage

April - June 2017 (Q2)

Excluded Dates: 05/29/17, 05/30/17, 05/31/17, 06/01/17, 06/02/17, 06/05/17, 06/06/17, 06/07/17, 06/08/17, 06/09/17, 06/12/17, 06/13/17, 06/14/17, 06/15/17, 06/16/17, 06/19/17, 06/20/17, 06/21/17, 06/22/17, 06/23/17, 06/26/17, 06/27/17, 06/28/17, 06/29/17, 06/30/17

Total Number of Participants: 78

MAC Category	Number of Participants
Adapted PE Teacher:	0
Assistive Technology Specialist:	0
Audiologist:	1
Behavior Specialist:	0
Bilingual Specialist:	0
Case Manager (Bachelor's Degree):	0
Certified Nurse Practitioner:	0
Certified Occupational Therapy Assistant:	2
Child Find Specialist:	0
Child Specific Aide:	0
Clerical Staff, Health Services/Special Education:	0
Community Health Advocate:	0
Educational Diagnostician:	2
Program Administrator (Special Ed Directors/Coordinators, Health Service):	1
Program and Staffing Specialist:	0
Psychiatrist:	0
Psychologist, Master's Level Practitioner:	0
Psychologist, Ph.D., Psy.D., or Ed.D.:	0
Recreation Therapist:	0
Special Education Teacher:	0
Speech-Language Pathologist:	170
Speech-Language Pathology Apprentice:	0
Speech-Language Pathology Clinical Fellow:	11
Vision Services Provider:	0

I have reviewed the attached Participant Listing, made the appropriate modifications, additions, deletions, and corrections (if any), and believe to the best of my knowledge that the attached Participant Listing accurately reflects the participants who are employed or contracted by the District during the October – December 2016 (Q4) quarter, and perform various activities applicable to the MAC program.

Certify Cancel

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NOTE: Once you have certified your Participant List, a green checkmark will display confirming the certification has been completed. If you need to make any further changes, you can log into the system and edit your Participant List or excluded dates. You will need to re-certify to finalize the changes on the Fairbank system. However, once the Participant List process has been closed, you will no longer be able to edit the Participant List for that quarter. You do have an option to view Participant Lists submitted in a previous quarter by using the drop-down and selecting the appropriate quarter. There are also filtering options to sort the data as needed.

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Frequently Asked Questions

How should I report individuals who serve in more than one category?
Participants should be listed in only one category. Some individuals may qualify for multiple categories, but please list the employee in the category where he/she spends the majority of his/her time. As a reminder, individuals included on the Participant List should be involved in Medicaid administrative activities and/or Direct Service activities as defined in this document.

Can I include staff that is paid with federal funds?
Yes, you may include staff that is partially federally funded, as federal funding will be offset in the financial reporting process. However, **do not include individuals who are 100% federally funded on the Participant List.**

Can I include volunteers?
No, do not include volunteers on the Participant List since the district should not have costs associated with these persons.

Are contracted personnel eligible to be included on the Participant List?
Yes, both employees and contracted personnel are eligible to be reported under each category. Contracted personnel should be included on your district's Participant Listing if they are performing Medicaid administrative activities and/or Direct Service activities and these related activities are part of their job responsibilities. Include those contracted personnel whom the district either pays directly or contracts from an outside agency.

Can I report a position on the Participant List for a position I am trying to fill, i.e. vacancies?
The majority of participants will be identified on the Participant List specifically by name. However, if you do not currently know the person's name you may list him/her as a "*vacancy*". To add a vacant position to the Participant List, enter a new participant and enter "Vacant" under the first and last name field, and then select the appropriate job category that you are trying to fill from the drop-down menu.

Should employees on a leave of absence be included on the Participant List?
Include all eligible participants, even if they are on some sort of leave (e.g. medical, maternity, family, short-term or long-term disability). If the district is incurring costs for this individual, these costs may be claimed.

Can a district include duplicate individuals within the same Participant List?
No, be sure that no individual is included on the Participant List more than once. If an eligible employee qualifies for more than one category, they should be listed in the category where the employee spends the majority of their time.

Who should I contact for questions?
Contact the Fairbanks Client Information Center at 877-340-1453 or info@fairbanksllc.com.

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