

**Jackson County
School District 9**

Code: **JHAA**
Adopted: Unknown
Readopted: 11/14/01
Orig. Code(s): None

Medicaid

It is the district's policy to comply with all federal and state mandates applicable when applying for medicaid reimbursement.

Storage

All medicaid required records will be stored in secured storage at the district office.

Monitoring

The medicaid clerk is responsible for maintaining the medicaid records according to the rules as specified by the *School Based Health Services Practitioner's Guide; General Rules for Oregon Medical Assistance Programs* and the *Administrative Rules for the Oregon Health Plan*.

Twice each year the special education staff shall conduct a random sample file review using the latest ODE format. If the results of that review are unsatisfactory the special education staff will receive technical assistance to ensure compliance with ODE rules. The coordinator of special programs shall inform the superintendent of the results of the "file review" and "technical assistance."

Training

The district shall ensure that the special education staff have appropriate staff development activities related to special education records management for medicaid reimbursement. The coordinator of special programs shall inform the superintendent of these training needs.

Supervision

The coordinator of special programs shall inform the superintendent of the training and supervision needs of the medicaid clerk.

Communication

The medicaid clerk reports to the coordinator of special programs.

Budget/Finance

The medicaid program, revenue and expenditures shall be in a special fund.

END OF POLICY

Legal Reference(s):

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 332.435](#)