



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

July 17, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Training Opportunity: Medicaid and Schools**

The Virginia Department of Education (VDOE) will offer a training opportunity in Medicaid reimbursement and documentation procedures on Tuesday, October 27, 2015, through Thursday, October 29, 2015, at the DoubleTree Hotel in Charlottesville, Virginia.

Training regarding Medicaid documentation requirements is designed for occupational therapists, physical therapists, speech-language therapists, nurses, psychologists, social workers, special education aides, and clinic aides (both school division and contracted personnel). Special education directors, special education supervisors, school nurse coordinators, school financial officers, and Medicaid coordinators will also receive information on how to implement and manage the Medicaid billing program.

On Tuesday, there will be two sessions, both designed for psychologists and social workers. The first session will address ethics. The second session is a presentation about Medicaid and Schools Psychiatry, Psychology, and Mental Health Services. Multiple breakout sessions will be offered on Wednesday. On Thursday, a repeat breakout session will be provided on cost-based reimbursement. A question and answer panel will provide participants with the opportunity to clarify session content and ask questions.

Other topics to be addressed include the following:

- Medicaid legislative updates
- Medicaid eligibility matching
- Random Moment Time Study (RMTS) – Medicaid administrative claiming
- Early Periodic Screening, Diagnosis, and Treatment (EPSDT)
- Rehabilitative/habilitative services
- Nursing services
- Physical therapy, occupational therapy, and speech-language pathology services
- Audiology services
- Personal care assistant services
- Medical evaluations
- Transportation services
- Submission of claims

The Virginia Department of Education will provide breakfast and lunch on Wednesday and breakfast on Thursday for all registered participants. Exhibitors will be available on Tuesday from noon to 5 p.m., and from 7:30 a.m. to 5 p.m. on Wednesday.

Participants are responsible for their own lodging and other travel costs. The Doubletree Hotel will offer room rates of \$137.88 on October 26 and \$126.85 on Oct 27 and 28, which includes tax, until the room block is sold out. The DoubleTree Hotel is located at 990 Hilton Heights Road in Charlottesville, Virginia. Please call (800) 494-9467 to make reservations and reference “Medicaid and Schools” or go to the following link for the group reservation page: [http://doubletree.hilton.com/en/dt/groups/personalized/C/CHOSHDT-SMC-20151026/index.jhtml?WT.mc\\_id=POG](http://doubletree.hilton.com/en/dt/groups/personalized/C/CHOSHDT-SMC-20151026/index.jhtml?WT.mc_id=POG).

The cost of registration is \$25 per participant. A check must be submitted with two copies of the registration form. The check should be made payable to the “Treasurer of Virginia.” The conference registration form is attached and must be returned by October 12, 2015. Late registrations will not be accepted. Please mail the registration form and payment to:

ATTN: Fiscal Services  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120

An e-mail with the link to training materials will be sent to all registered participants two weeks prior to the event. Questions and technical assistance requests may be directed to Amy Edwards at [Amy.Edwards@doe.virginia.gov](mailto:Amy.Edwards@doe.virginia.gov); telephone (804) 692-0150.

SRS/ae

Attachments:

- A. [Medicaid and Schools Annual Training Registration Form](#) (Word)
- B. [Medicaid and Schools Annual Training Tentative Agenda](#) (PDF)