

135 - Designated Case Manager and 139 - Teacher Consultant Tip Sheet

MET/EVALUATION

Encompasses all meetings, reports, testing and observations completed for the IDEA Assessment. The evaluation should only be reported **once**, even if the evaluation is administered over several days (one log for all work done). The date of service is the date eligibility is determined (IEP/IFSP mtg). **Note:** An evaluation must be completed to use this code.

PROCEDURE CODE	SERVICE TYPE
T2023	Designated Case Management Use this code to record each case management service provided throughout the month.

TARGETED CASE MANAGEMENT CODES (TCM)

- A. Assuring that standard re-examination and follow-up are conducted on a periodic basis to ensure that the student receives needed diagnosis and treatment
- B. Assisting Families in identifying and choosing the most appropriate providers of care and services, scheduling appointments, and helping families maintain contact with staff and outside providers
- C. Follow-up to ensure that the student receives needed diagnostic and treatment services
- D. Assuring that case records are maintained and indicate all contacts with, or on behalf of, the student
- E. Coordinating school-based services and treatment with parents and the child
- F. Monitoring and recommending a plan of action
- G. Coordinating the performance of evaluations, assessments, and other services that the student needs
- H. Facilitating and participating in the development, review, modification, and evaluations of the IEPT/IFSP or Manifestation Review Meeting
- I. Activities that support linking and coordinating needed health services for the student
- J. Summarizing provider, parent and student consultation
- K. Coordinating with staff/health professionals to establish a continuum of health and behavioral services in the school setting

GENERAL SERVICE INFORMATION

- The Designated Case Manager (DCM) is the person responsible for the implementation of the IEP/IFSP – there may be only one DCM per student.
- Only document services when there are other Medicaid-covered services in the IEP/IFSP (OT, PT, speech, SSW, etc.).
- Services related to the direct provision of academic assessment or classroom instruction are not billable.
- Consult services are an integral part or an extension of a direct medical service and are not separately reimbursable.
- Billing is due the 5th of each month.
- Service comments must include enough detail to allow reconstruction of what transpired for each service.
- Each month case management services are provided there must also be a corresponding monthly note. Without the monthly note, the case management services cannot be billed. **(Service logs + Monthly note = Complete billing)**
- **Monthly progress notes:**
 - Must include evaluation of progress and summarize the services reported during the month
 - Must be dated in the month the services were provided - using the last school day of the month is recommended