



**NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES
MEDICAID TO SCHOOLS BILLING AND POLICY GUIDANCE**

Reference Number	SFY 2020-06
Authorized by	Henry Lipman, Medicaid Director
Division/Office/Bureau	Division of Medicaid Services
Issue Date	January 2020
Effective Date	Immediately
Subject	Billing and policy guidance document
Description	Clarification on submission of social security numbers and the application of orders

OVERVIEW

The Department received questions to the Medicaid to Schools (MTS) dedicated email address (MTS@dhhs.nh.gov), and this billing and policy guidance document provides the Department's response to those questions. Previous guidance documents are posted on the DHHS website at <https://www.dhhs.nh.gov/ombp/medicaid/mts/index.htm> under the Communication and Guidance link.

Questions

- 1. My superintendent does not want to provide a social security number with the Medicaid enrollment package. Are schools required to submit the superintendent's social security number on the provider application?*

Response: Yes, disclosure of a school superintendent's social security number is required for enrolling in the Medicaid program because superintendents fall under the definition of a 'managing employee', which is a type of employee that federal law mandatorily requires social security number submission as part of Medicaid enrollment.

Federal law states that "the Medicaid agency must require that disclosing entities, fiscal agents, and managed care entities provide the following disclosures: The name, address, date of birth, and Social Security Number of any managing employee of the disclosing entity (or fiscal agent or managed care entity)." 42 CFR 455.104. A 'managing employee' is defined as "a general manager, business manager, administrator, director, or other individual who exercises operational

or managerial control over, or who directly or indirectly conducts the day-to-day operation of an institution, organization, or agency.” 42 CFR 455.101 The superintendent of a school district certainly falls into the definition of an administrator of an entity (school provider) that receives Medicaid funds.

The Department will collaborate with the NH School Administrators Association, the NH Association of School Principals, and the NH Department of Education to help support the understanding of this requirement to provide a superintendent’s social security number as part of Medicaid enrollment.

2. *In MTS guidance SFY 2020-03, the department said that a doctor’s, APRN’s or physician assistant’s orders could be retroactive from the emergency’s rule effective date until its expiration on 2/24/2020. Does this mean that orders that come in after the emergency rule has expired and the new rule is in place, that the order won’t be valid or count?*

Response: No, any orders received for services for the 2019-2020 school year can be secured to the effective date of the emergency rule, 8/28/2019. Because of the scope of practice questions raised by providers working in the school setting and the emergency rule’s timing, the Department is expanding the applicability of orders so that schools have up to 6 months from the date of service delivery to obtain an order. Thus, for services provided between 8/28/2019 to 2/24/2020, schools have 6 months from the date the service was delivered to obtain an order for Medicaid covered services delivered by a qualified licensed healthcare provider or a performing-only provider. For example, services delivered to a Medicaid student on 10/4/2019 will require an order by April 4, 2020. The Department will issue additional guidance once a regular rule has been adopted.

Questions about this guidance can be sent to: MTS@dhhs.nh.gov

Revision History

Activity Date	Version	Description of Activity	Author	Approved By
1/28/2020	Final	Questions and responses	JHybsch	HLipman