

SAMPLE SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

In accordance with N.J.A.C.6A:23A-5.3 (f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the pre-budget year or that has failed to comply with all program requirements set forth in N.J.A.C.6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent as part of the district's proposed budget submission.

County _____ District _____ Date _____

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
<p>Procedures for obtaining parental consent forms including the Parental Consent Best Practices which are available from the Department. This includes procedures to document how annual notification for parental consent is disseminated to parents in order to maintain consent.</p>					

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<p>Establish a benchmark of _____ percent for the 2016-2017 school year or for the first year that the district does not have an approved waiver pursuant to the provisions of (b) above, whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year;</p> <p>The benchmarks for the 2016-2017 school year or for the first year that the district does not have an approved waiver pursuant to (b) above, whichever is applicable, for achieving maximum participation shall at a minimum close the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year; and</p> <p>The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form for each eligible student. This should include documentation of parental refusal to give consent.</p>					
<p>Procedures to ensure that all SEMI eligible Health-Related Evaluation Services are documented in the third-party administrator's system. Health-Related Evaluation Services are memorialized by documenting the date of the IEP meeting as the memorializing date only when health evaluations and assessments were conducted and/or reviewed.</p>					

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Procedures to ensure that all SEMI eligible health-related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator's system.					
Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator's system for each SEMI eligible student for whom parental consent has been obtained.					
Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator's system.					
Procedures to ensure that staff participate in relevant training opportunities provided by the third-party administrator, including but not limited to Regional Meetings and Online Training.					
Procedures to ensure that all selected participants of the Random Moment Time Study are responding in a timely manner via the third-party administrator's system.					
Procedures to ensure that quarterly and annual financial information is certified under the timeframes required in the implementation of cost settlement via the third-party administrator's system.					
Procedures to ensure that if district is in a payback situation for previous year's cost settlement process, actions are taken to review services logged and costs claimed, to prevent being in a payback for future year's settlement.					

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Procedures to ensure that the quarterly Staff Pool List is certified under the timeframes required in the implementation of cost settlement via the third-party administrator's system.					
Procedures to ensure that out of district providers are adequately informed of training opportunities needed for districts to maximize SEMI participation.					