

**STATE OF CONNECTICUT**  
**DEPARTMENT OF SOCIAL SERVICES**  
**SBCH PROGRAM - REIMBURSEMENT AND CON**  
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**Bulletin - SBCH Service Documentation & Retention, Billing  
Requirements, and MSI Form Part 2**

July 21, 2015

**Service Documentation & Retention**

As stated in the State of Connecticut Regulation of the Department of Social Services concerning requirements for Payment for School-based Child Health Services, Sec. 17b-262-220, Documentation and Record Retention Requirements, please be advised of the following:

- (a) A permanent service record documenting each SBCH service provided to each Medicaid eligible child shall be maintained by the LEA at which the child is enrolled at the time of service. The permanent service record may be in paper or electronic format, shall provide an audit trail and shall include, but is not limited to:
  - (1) the written evaluation and the results of any diagnostic tests;
  - (2) the child's diagnosis, in a manner acceptable to the department;
  - (3) the IEP signed in accordance with section 10-76d (d) (9) of the Connecticut General Statutes; and
  - (4) progress note(s) signed by a licensed or certified allied health professional who performed or supervised the services within the scope of his or her practice under state law.
  
- (b) For each date of service, the qualified health care provider shall keep a service record within the child's record containing all of the following:
  - (1) The date of service;
  - (2) The type of service;
  - (3) The units of service;
  - (4) A brief description of the service provided;
  - (5) Whether the service was performed in a group or individual setting; and
  - (6) The signature of the qualified health care provider performing the service.
  
- (c) The LEA shall maintain a current record of the applicable licenses or certificates of practice of all licensed or certified persons performing SBCH services.
  
- (d) The LEA shall maintain all supporting records of costs reported for SBCH services.
  
- (e) All records shall be maintained for at least six (6) years.

As an additional note to the above Regulation, please be advised that documentation pertaining to Validation with regard to Time Study Activities is also included (as indicated in section d). Additional examples of records/documentation to be retained include payroll records associated with school personnel providing services and copies of contracts with medical providers.

Districts are encouraged to establish a mechanism in which to collect and retain documentation according to the requirements stated above for the required period (section e) for both active (current) as well as former employees of the district while adhering to Federal and State HIPAA privacy practices.

Districts should be advised that documentation may be requested under Federal and/or State audit to support data submitted applicable to SBCH claims. Failure to provide the requested supporting documentation may result in repayment of program funds. It is suggested that the above information be shared directly with all staff who are actively involved with the SBCH program to ensure district-wide provider compliance.

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### **Billing Requirements**

All SBCH services performed on behalf of Medicaid-eligible children shall be recorded on the required claim forms for the SBCH provider and submitted to the department in accordance with the billing instructions provided by the department.

All claims submitted to the department for payment of services covered under section 17b-262-218 of the Regulations of the Connecticut State Agencies shall be substantiated by documentation in the eligible child's permanent service record pursuant to section 17b-262-220 of the Regulations of Connecticut State Agencies.

Claims may only be submitted for Medicaid eligible students for whom the district has parental consent on file. Please refer to the SBCH website for additional information pertaining to Parental Consent (Parental Notification and Consent Requirements for School Health Services, Parental Consent Update Bulletin).

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### **MSI Form- Part 2**

MSI Form-Part 2 (Narrative) is to be completed **monthly**. The progress note should reflect the providers' relationship with the student they serviced and should address the goals set. IF the student was not serviced regularly for the time written into his/her IEP, providers should make a note to that effort.

Part 2 Narrative forms need to be filled out on a student only if they received services during that narrative month. If a student transfers in district at any time during a narrative month, each provider that has serviced him/her should complete a MSI Part 1 Claiming form and a progress note for the time they saw the student.

Part 2 Narrative forms reflect progress for the designated service month only. Part 2 forms may be completed in either a paper or electronic format. Part 2 forms are retained by the district.

Districts which have not yet formally or fully implemented this requirement are required to do so by September 1, 2015.