

### **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 prebudget year or 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 for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

**County: 19 Hunterdon**

**District: 4350 Readington Township**

**Date: January 30, 2018**

#### **Sample Corrective Action Plan Table**

<b>SEMI Action Plan Components</b>	<b>District Activities for Compliance</b>	<b>Person(s) Responsible</b>	<b>Projected Timelines</b>	<b>Documentation of Completion/Implementation</b>	<b>Date Completed</b>
<b>Parental Consent Forms:</b> Procedures for obtaining parental consent forms, such as those delineated in the Parental Consent Best Practices document available on the EdPlan™ website. This includes procedures to document how annual notification for parental consent is disseminated to parents in order to maintain consent.	N/A	Supervisor of Pupil Services	NA	NA	NA

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<p><b>Establishing Benchmarks for Maximum SEMI Participation:</b> Establish a benchmark of x percent for the current school year or for the first year that the district does not have an approved waiver pursuant to the provisions of N.J.A.C. 6A:23A-5.3(b), 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 current 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 close, at a minimum, 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 or one document noting parental refusal for each eligible student.</p>	<p>50% in year 1, 90% thereafter The district received its 2019 revenue projection on January 19, 2018. Included therein was an action plan trigger indicating the district achieved 0% of the program requirement relating to revenue for the 2016-17 school year. 2016-17 was the first year that Readington participated in SEMI. Regarding revenues, the district received 89% of its projected 2016-17 SEMI revenue for Year 1 in the <b>2017-18</b> school year. Investigation was made into this delay by calling NJDOE and PCG. It was determined that Readington had met all marks, but the request for payment was never communicated to the NJ Department of Treasury. We were told that this communication typically takes place between PCG and the Dept of Treasury. We were unable to determine why the communication did not take place until a call was placed by the Readington BOE to PCG in August. Once the call was made, the payment was processed.</p>	<p>Supervisor of Pupil Services Business Administrator</p>	<p>This issue has been resolved. \$14,261.56 of 2016-17 revenue was received between September and December, 2017.</p>	<p>Readington 2017-18 Receipts Report</p>	<p>12/1/2017</p>

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<b>Documenting IEP Meetings:</b> Procedures to ensure that all SEMI eligible IEP meetings are documented in the third-party administrator's system. Evaluation Services/IEP meetings are only claimable if a Medicaid qualified practitioner is present and it is documented that a health-related service is discussed.	N/A	Supervisor of Pupil Services	NA	NA	NA
<b>Documenting SEMI Eligible Health-Related Services:</b> 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.	N/A	Supervisor of Pupil Services	NA	NA	NA
<b>Validation of IEP on File:</b> 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.	N/A	Supervisor of Pupil Services	NA	NA	NA
<b>Validation of Service Provider Qualifications:</b> 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.	N/A	Supervisor of Pupil Services	NA	NA	NA
<b>Participation in SEMI Training Opportunities:</b> 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.	N/A	Supervisor of Pupil Services	NA	NA	NA
<b>Timely Certification of Quarterly Staff Pool List:</b> Procedures to ensure that the quarterly staff pool list is certified under the time frames required in the implementation of cost settlement via the third-party	N/A	Supervisor of Pupil Services	NA	NA	NA