

**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: Hunterdon

District: Readington Township

Date: March 12, 2024

**Sample Corrective Action Plan Table**

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date
<p><b>Parental Consent Forms:</b> Procedures for obtaining signed</p> <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>	NA	NA	NA	NA	NA
<p><b>Documenting Health-related Evaluation Services:</b> 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 only claimable are only claimable for Medicaid if all requirements outlined in the SEMI Provider Handbook are</p>	NA	NA	NA	NA	NA
<p><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.</p>	NA	NA	NA	NA	NA
<p><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.</p>	NA	NA	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.	NA	NA	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.	NA	NA	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	NA	NA	NA	NA	NA
<b>Revenue Benchmark:</b> Statement that district will strive to deliver all required health-related direct and evaluation services in a safe manner and will submit for billing in a timely manner.	frequency mentioned: Annual - Pupil Services Department shall train CST members and conduct student IEP evaluations highlighting eligible SEMI-reimbursable services for Medicaid eligible students Annual - Pupil Services shall provide list of Medicaid eligible students to staff pool list employees who need to input eligible services with frequency and nature of service to ensure input and tracking Annual - Business Office and Pupil Services Departments shall meet to identify any Medicaid eligible students who are out-of-district placements at private schools of the disabled, have specialized transportation or other equipment needs potentially eligible for Medicaid entry Quarterly - Pupil Services Department shall remind staff pool list employees to input eligible services before recommended deadlines for financial reimbursement Quarterly - Pupil Services Department shall ensure license and compliance reports are analyzed for staff that require such for revenue reimbursement and upload relevant documents to maintain compliance for service input Quarterly - Pupil Services and Business Office shall meet to discuss staff pool lists for staffing turnover or eligibility of input for eligible services allowable under SEMI/MAC Handbook Quarterly - Pupil Services Department and Business Office shall meet jointly to review Quarterly Financial Reports provided by SEMI/MAC on progress to determine if sufficient progress is being made towards revenue achievement, identify reasons for shortfalls, and identify staff needing to input services or make corrections to increase revenue Quarterly - Business Office shall start submission of supplies and other items eligible for revenue outside of direct services, which has not been done in prior years Annual - Based on Quarterly Financial Reports provided by SEMI/MAC, should insufficient progress be made towards achieving 100% revenue threshold per state guidelines, the district shall consider submission of an amended revenue threshold to the state working with the County Office before budget season to allow for more reasonable revenue threshold to achieve 100% compliance	Director of Pupil Services / Direct Service Providers / Child Study Team / Business Administrator / Assistant Business Administrator	The district strives to increase its revenues in the later half of FY2024, and achieve revenue benchmarks by the end of FY2025.	The district shall monitor the action steps and frequency, and retain documentation of such. Further, the district shall review the SEMI District Snapshots to ensure progress toward revenue benchmarks. The SEMI District Snapshots will be compared to prior year for continued improvement, along with monitoring of staff inputting services. If unsatisfactory progress is achieved, as described in action steps, the district shall seek a timely adjustment in revenue threshold with the State of New Jersey to better achieve compliance.	Steps undertaken in 2024-25 school year for completion by June 2025