



## *...Frequently Asked Questions for Schools*

### **NOTE:**

All questions/comments are verbatim from the source, so terminology may differ from question to question.

*In the process of obtaining providers to come to the school sites and perform the well child exam:*

**Q 1: One issue that the school based clinics have faced is that the Medicaid cards have a designated HMO or provider on it and another agency cannot provide care without obtaining permission from that provider. (This is more difficult than it sounds according to our school based personnel).**

**A:** The payers have been notified of this issue. Currently, an annual exam should be provided by the child's medical home, if the school based health center is the child's medical home then this will not be a deterrent. If the school based health center is interested in providing the comprehensive wellness screening (HealthCheck) for the uninsured children enrolling in kindergarten then please contact the county board of education kindergarten enrollment coordinator.

**Q 2: Could there be some type of automatic waiver for the school entry K physical from Medicaid- for billing purposes?**

**A:** Medicaid, CHIP and PEIA require medical providers to complete the comprehensive wellness screening (HealthCheck) for annual child wellness physicals. Many children are already required to have a medical home which will bill the appropriate payers according to coverage. The current standard billing system exists for Medicaid and all other insurance payers.

**Q 3: Is the state assisting with obtaining these 'providers' at the school sites or is this an individual county responsibility?**

A: The Office of Maternal, Child and Family Health at WVDHHR has Regional HealthCheck Program Specialist who will assist county school systems in obtaining medical providers or working through a memorandum of understanding with medical providers serving your county. Go to <http://www.wvdhhr.org/mcfh/ICAH/HealthCheck/Default.htm> and click on "Outreach" under the second child to obtain contact information for your Regional HealthCheck Program Specialist.

**Q 4: Could the state provide each county school nurse office with a copy of the regional directory of EPSDT providers? This would be helpful. When I contacted my local health dept., they stated they knew nothing about this new requirement as of today and I know they are one of my main providers in this area.**

A: The Office of Maternal, Child and Family Health at WVDHHR will be providing an electronic link to a directory for resources and referral information. Local health departments have moved away from providing medical homes for the communities. Current statistics show that local health departments provide less than 10% of comprehensive wellness screenings (HealthChecks) to children in West Virginia. If the county health department serves as the medical home for children in your county covered by Medicaid, CHIP, PEIA or Blue Cross Blue Shield then they will receive a letter from the governor and may have participated in the June 2007 PEIA/CHIP workshops and/or received the PEIA Provider Newsletter at <http://www.westvirginia.com/peia/content/June%202007%20Provider%20News.pdf>. If not, please have the local health department contact the Regional HealthCheck Program Specialist for more information. The Regional HealthCheck Program Specialist contact information is located at <http://www.wvdhhr.org/mcfh/ICAH/HealthCheck/Default.htm> under "Outreach".

**Q 5: Students in our county visit providers in Logan, Kanawha, Lincoln, Boone and Raleigh counties for their pediatric care. As long as we notify our Boone Co. providers of these changes, can we assume the other counties will notify their providers that this is a state wide initiative? or Could the state dept. send a notice to all providers in the state to pave the way?**

A: All medical providers and primary care centers will be notified by the end of January 2008 of this initiative through a letter from Governor Joe Manchin III. Each county should contact any provider in their county or surrounding counties who serves children enrolling in your county's schools.

**Q 6: One of our local physicians refuses to screen vision and hearing unless the child has a medical card. I presume we accept the HealthCheck form and have one of our nurses go do the screenings at school?**

A: Medical providers are reimbursed by Medicaid, CHIP and PEIA to perform hearing, vision and developmental (includes speech and language) screenings. Only qualified physicians, nurse practitioners and physician's assistants may bill for completion of the comprehensive wellness screening (HealthCheck). The school may work through the memorandum of understanding (MOU) to discuss these issues and utilize the Regional HealthCheck Program Specialist to assist with quality assurance and advisement on the American Academy of Pediatrics Bright Futures recommendations for screenings.

**Q 7: Are the health care providers aware of the need for a medical exam for 5 year olds? If not, when will they be notified?**

A: Physicians, nurse practitioners and physicians' assistants are qualified health professionals who are reimbursed for completing the comprehensive wellness screening (HealthCheck). The payers (PEIA and WVCHIP) notified health providers in June 2007 of this forth coming initiative. Governor Joe Manchin III sent letters to providers in January 2008 to inform them of this initiative which will foster preventative health care and collaboration between WV schools and local providers.

**Q 8: I thought the requirement was for a medical exam, but at the Webinar they said if the screening wasn't done within 30 days, then we would do it. What if the parent never gets the medical exam done?**

A: At this time the public school system is obligated to meet the requirements of W.Va. Code §18-5-17 compulsory pre-enrollment screening. The KIDS FIRST initiative was developed to prevent duplication of screenings, encourage an annual comprehensive wellness screening (HealthCheck) and promote a medical home. In the end, if a parent/guardian does not consent, the public school system must meet the minimal requirements of W.Va. Code §18-5-17 which are vision, hearing and speech and language. Developmental screening is only upon the request of the parent/legal guardian.

**Q 9: If the Pre-K exam is good for 1 year, why do they need another physical for EC?**

A: A comprehensive wellness screening (HealthCheck) less than 1 year old on file at the school or from PreK meets the current recommendations for Kindergarten entry.

**Q 10: If a child comes after school has already started, do they still have 30 days to get a medical exam done?**

A: Yes, the parent/guardian should have at least 30 days to provide the school with a comprehensive wellness screening (HealthCheck)) incorporating the vision, hearing and speech and language screening. This is an opportunity for the schools to provide resources and referrals to ensure health insurance coverage through inROADS, a medical home and any other health needs to enhance school readiness.

**Q 11: Can we accept an out of state physical, as long as it was done at age 5?**

A: Yes, please ensure the out-of-state physical covers the minimal screening requirements of W.Va. Code §18-5-17.

**C 1: Many of our students in pre-k have not complied with obtaining the physicals, simply because they know they are not refused admittance without it.**

R: Policy 2525 now allows parents/guardians 45 days to provide the comprehensive wellness screening (HealthCheck) documentation. The schools should not be screening any PreK students for vision, hearing, dental, S&L or development as of August 13, 2007. This should all be completed with the comprehensive wellness screening (HealthCheck)). Please meet with your providers to communicate this new requirement to prevent duplication of services.

*Those who have presented documentation of a physical:*

**C 2: Many of the doctors did not complete the entire form, including many of the screenings.**

A: Please meet with your providers to communicate this new KIDS FIRST initiative to prevent duplication of services. Providers are reimbursed by Medicaid, CHIP, PEIA and other payers to perform hearing, vision and developmental (includes speech and language) screenings. Only qualified physicians, nurse practitioners and physician's assistants may bill for completion of the comprehensive wellness screening (HealthCheck). The school may work through the memorandum of understanding (MOU) to discuss these issues and utilize the Regional HealthCheck Program Specialist to assist with quality assurance and advisement on the American Academy of Pediatrics Bright Futures recommendations for screenings. Please discuss PreK during the MOU development with providers.

**Q 12: Those who had medical referrals: we often cannot read the physician's writing and have no idea what they were referred for. This is frequent and with some of the better practitioners. Could some type of education be done to help the physicians realize the importance of this information in developing care plans at school?**

A: Again, meet with your providers to communicate this new KIDS FIRST initiative to prevent duplication of services. Include the issue of handwriting and request printed or typed documents for schools to follow through with law requirements.

**C 3: I wish there could be some type of on line form submitted so we could decipher the information.**

A: Some medical providers do utilize electronic medical records with the comprehensive wellness screening (HealthCheck). As electronic medical records move forward into the future you may see more electronic comprehensive wellness screening (HealthCheck) forms. Please be cognizant of confidentiality laws and ensure parents/guardians consent to the sharing of information directly from a provider to school or vice-versa. A FERPA/HIPAA consent was developed for these situations, please find this consent at [www.wvkidsfirst.org](http://www.wvkidsfirst.org).

**Q 13: The KIDS FIRST school webinar referred to the kindergarten enrollment event. We do not have a kindergarten enrollment event. About 95% of our students attend pre-k and transition right into k. The parents of students who do not attend pre-k come by the schools to enroll. All required screening is done after students begin school in September. So does this new requirement mean that we must have an official "event" or can we send parents a letter asking them to send or bring us the completed preventive health screen form and then work only with those who do not send or bring the form?**

A: You can continue your current process and work with local providers on the partnership plan (MOU) to ensure a provider(s) will be available for onsite comprehensive wellness screening (HealthCheck) for the uninsured students and agree on a universal form. You should also involve providers in all phases of the enrollment process even if it is internal and you are reviewing the current needs.

**Q 14: By what date must the well child exam be done? Can it be done over the summer?**

A: The date on the comprehensive wellness screening (HealthCheck) should be no more than 12 months prior to the date presented for enrollment. Yes, the comprehensive wellness screening (HealthCheck) can be completed over the summer during the child's regular scheduled visit to their medical home. The parent can provide the school with the comprehensive wellness screening (HealthCheck) form at a later date. Please ensure all required school screening components are completed within 30 days after the student starts kindergarten.

**Q 15: Do we as a school system pick a provider or do we invite all health care providers to do the comprehensive wellness screening (HealthCheck)?**

A: Many children already have a medical home so please request the parent/guardian bring the most recent comprehensive wellness screening (HealthCheck) document including all the minimum screenings (vision, hearing and speech and language) to kindergarten enrollment. Invite medical providers to participate in various phases of the enrollment process. Please work with medical providers to find one that will offer comprehensive wellness screening (HealthChecks) at the school site to the 2-5% of the children who may not be insured. Community-based staff from the Office of Maternal, Child and Family Health, called Regional HealthCheck Program Specialists, are available to assist with recruitment activities necessary to obtain the services of a medical practitioner to offer screens at the school site.

**Q 16: Have health care providers been informed of these new regulations or is that part of our responsibility?**

A: This is not a new regulation, it is a recommendation/initiative to promote health, wellness and school readiness. Medicaid, PEIA and CHIP provided this information to health care providers at a June 2007 workshop and in the June of 2007 newsletter at <http://www.westvirginia.com/peia/content/June%202007%20Provider%20News.pdf>. Governor Joe Manchin III also sent a letter explaining the initiative to medical providers in January 2008.

**Q 17: Where can I find a sample MOU for the providers?**

A: Please go to <http://wvde.state.wv.us/osshp/main/KidsFirstInitiative.htm> and click on "Kids First Plan Template".

**Q 18: Who pays for the exams for those students in the 5% who do not have any health insurance?**

A: During kindergarten enrollment, eligibility staff from DHHR will be on-site to assist families of uninsured children with application for CHIP/Medicaid. The uninsured child should be provided a comprehensive wellness screen (HealthCheck) at the school site by the medical provider recruited for the activity. Billing for the screening performed at the school site for uninsured children is to be directed to the Bureau for Public Health at 350 Capitol Street, Room 519, Charleston, WV 25301 for payment.

**Q 19: Is the form that is to be used the one on the wvdhhr.org site for 5 yr. olds? If not where do we get the form? Do health care providers already have the form or is that our responsibility to provide it?**

A: Many parents/guardians will be provided with the comprehensive wellness screening (HealthCheck) form or a comparable physical form from the past 12 months. Any of these forms will suffice as long as they have provided the screenings schools are responsible for by law, which are hearing, vision and speech and language. Developmental screening is only required when requested by a parent or guardian. The new comprehensive wellness screening (HealthCheck) forms, which are user friendly for parents and schools, will be ready for distribution in January of 2008, so you may not see many of these forms with early kindergarten preenrollment processes.

**Q 20: Is there a website with more information concerning this?**

A: Yes, Governor Joe Manchin III the KIDS FIRST website on January 10, 2008 at [www.wvkidsfirst.org](http://www.wvkidsfirst.org).

**Q 21: If a child has his four year check when he is 4 ½ , will it be accepted for Kindergarten. Apparently, they are only paid for annually, would we accept this or would they be repeated and billed to the special fund?**

A: Yes, any comprehensive wellness screening (HealthCheck) dated less than 12 months (1 year) ago is acceptable since payers and the American Academy of Pediatrics recommend a comprehensive physical every 12 months and payers only reimburse for this well child exam every 12 month.

**Q 22: What do we do with the Local Partnership Plan?**

A: The local partnership plan or memorandum of understanding (MOU) should be between the county, community resources, general public and community health providers (as defined on MOU under objectives) which you deem appropriate to participate. You should come to an agreement on forms, who will provide the comprehensive wellness screening (HealthCheck) to uninsured children, when will the comprehensive wellness screening (HealthCheck) be provided to the uninsured children, what screenings must be completed for school entry of all kindergarten students, etc. Basically everything listed on the MOU should be discussed. This is also a great opportunity to educate providers on the services schools offer to students. This will hopefully assist in the start or building of a collaborative between schools and medical providers. The local partnership plan (MOU) should be reviewed/updated at minimum once a year.

**Q 23: Is this something that needs completed for every medical provider in the area?**

A: No, please work with those who provide the majority of care for your kindergarten enterers. You can request assistance from the Regional HealthCheck Program Specialist in your region to assist with outreach to any of your providers. The Regional HealthCheck Program Specialist contact information is located at <http://www.wvdhhr.org/mcfh/ICAH/HealthCheck/Default.htm> under "Outreach".

**Q 24: I don't think I have a signature page, is it necessary to obtain signatures and should we just maintain the document as a reference to document how Jefferson County is implementing the plan?**

A: The MOU template should be an agreement signed by parties assisting the school system in the kindergarten enrollment process. I would definitely try to get signatures so that the partners agree upon the comprehensive wellness screening (HealthCheck) form, screenings needed to expedite enrollment, logistical processes, referral processes, etc.

**Q 25: Has the HealthCheck list been developed and how do the counties obtain copies of this checklist?**

A: The comprehensive wellness screening (HealthCheck) has been a requirement of all medical providers doing comprehensive physicals on children insured through Medicaid, CHIP and PEIA. The HealthCheck form documents a comprehensive physical completed by a physician, nurse practitioner or physician's assistant. Copies of the forms will be posted at [www.wvkidsfirst.org](http://www.wvkidsfirst.org).

**Q 26: Will you review the school system’s responsibility for parents that have not completed the checklist for their child?**

A: A Schema of Kindergarten Preenrollment is posted at [www.wvkidsfirst.org](http://www.wvkidsfirst.org) for possible scenarios of the kindergarten pre-enrollment. In the end, if the parent/guardian refuses to consent to or provide the school with a comprehensive wellness screening (HealthCheck) document, the school will need to offer the basic screenings of vision, hearing, speech and language and developmental (upon request) to meet the requirements of W.Va. Code §18-5-17.

**Q 27: Do we go ahead and register children and permit them to enter school while we wait for the parent or school system to complete the checklist?**

A: Yes, give them a 30 day timeframe. PreK students have a 45 day timeframe to bring in the comprehensive wellness screening (HealthCheck) document with all screenings completed; this is in compliance with HeadStart and their federal regulation timeframes.

**Q 28: Will this same procedure apply to children that enroll during the middle of the school year?**

A: No. Funds are available only as a one-time kindergarten enrollment event to be used for children who are uninsured and screened at the school site. Schools will, for late enterers, offer basic school screening as per West Virginia Code §18-5-17, or encourage families to have a comprehensive wellness screening completed at the child’s medical home or provide the community resource directory which may be useful in assisting the family to find a medical home and/or assistance with other needed medical services.

**Additional Resources:**

1. Dr. Edward Shor article “EPSDT(HealthCheck)) and School Readiness” or go to [http://www.commonwealthfund.org/publications/publications\\_show.htm?doc\\_id=467997](http://www.commonwealthfund.org/publications/publications_show.htm?doc_id=467997) .
2. Bright Futures at <http://www.brightfutures.org/>.
3. WVDHHR HealthCheck at <http://www.wvdhhr.org/mcfh/ICAH/HealthCheck/Default.htm>.