

Welcome!

The session will begin
shortly

A graphic of a trail of white footprints on a purple background, starting from the bottom left and moving upwards and to the right, ending near the top right corner.

TRAC-IT

Welcome!

New Fiscal Enhancements

- ✓ New Fields in Contact Notes
- ✓ Update Billing Data
- ✓ Insurance Dashboard
- ✓ Enhanced Billing Extract
- ✓ New Service Coordination Billing and Productivity Extracts



Intent Behind Fiscal Enhancements

- *Provide enhanced extracts from TRAC-IT that are more useful for billing purposes*
- *Collect additional details for these enhanced extracts*
- *Allow reporting specifically on service coordination activities – billable and non-billable*
- *Provide mechanism identifying insurance records that need investigation*

Access to Fiscal Enhancements

Access to new features dependent on ROLE in TRAC-IT

- ***El Providers** have access to updates in Contact Notes*
- ***El Biller** role has access to new Update Billing Data process*
- ***El Insurance** role has access to new dashboard tile to help manage insurance records*
- ***El Biller** and **Local System Manager** roles have access to new extracts*

Updates to Contact Notes

New fields added to service, ad hoc, and event Contact Note tasks:

- ✓ CPT Code
- ✓ Modifier
- ✓ Unit

The screenshot shows a form with the following fields and values:

- Service Type ***: Speech-Language Path (with a close icon 'X')
- Start Time ***: 09:00 AM (with a close icon 'X' and a calendar icon)
- Minutes**: 45 (with a trash icon and a plus icon)
- CPT Code**: 111
- Modifier**: 111
- Units**: 1
- Individual / Group**: None selected (with a checkbox for Team Services)

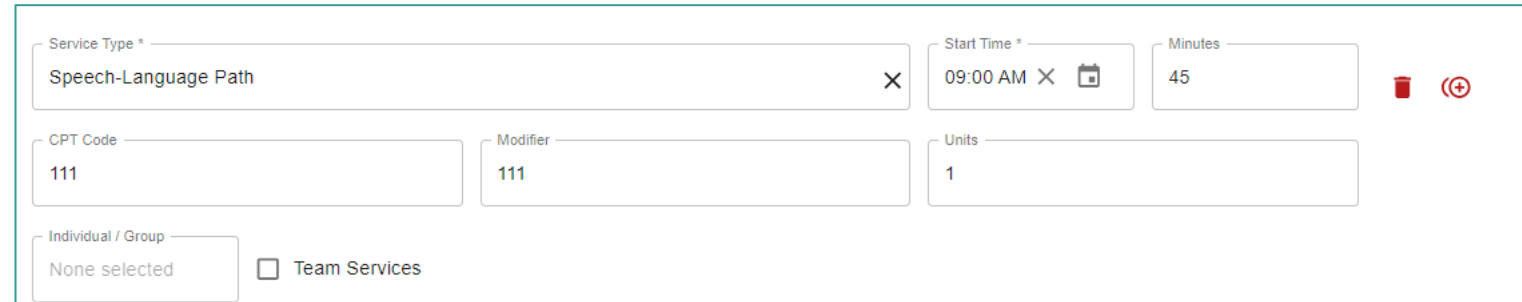
**ENTRIES IN THESE FIELDS WILL BE EXTRACTED FOR THE BILLING EXTRACT
IF YOU ARE UNSURE, LEAVE IT BLANK**

TRAC-IT WILL AUTO-POPULATE THE CORRECT CPT CODE, MODIFIER AND UNIT BASED ON DBHDS GUIDANCE

Updates to Service Coordination Contact Notes

1. New fields added to SC Contact Note tasks:

- ✓ CPT Code
- ✓ Modifier
- ✓ Unit



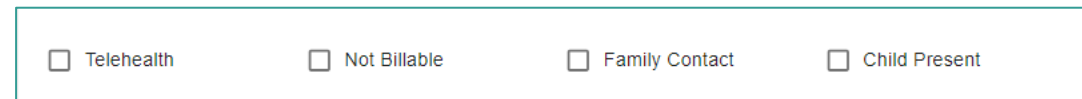
The screenshot shows a form with the following fields and values:

- Service Type *: Speech-Language Path
- Start Time *: 09:00 AM
- Minutes: 45
- CPT Code: 111
- Modifier: 111
- Units: 1
- Individual / Group: None selected
- Team Services:

**ENTRIES IN THESE FIELDS WILL BE EXTRACTED FOR THE BILLING EXTRACT
IF YOU ARE UNSURE, LEAVE IT BLANK**

TRAC-IT WILL AUTO-POPULATE THE CORRECT CPT CODE, MODIFIER AND UNIT BASED ON DBHDS GUIDANCE

2. Service Coordinators can select from the following check boxes:



The screenshot shows a form with the following checkboxes:

- Telehealth
- Not Billable
- Family Contact
- Child Present

If Non-Billable selected, this service log will appear in the Service Coordination Productivity Extract


Making Corrections to Billing Data


Update Billing Data Process

- ✓ Accessible to users with EI Biller role in the Reporting drop-down menu
- ✓ Enables you to update billing information from service logs for multiple children **AT ONE TIME**
- ✓ the CPT Code, Modifier, Unit fields are editable

Update Billing Data

Search Criteria

Service Start Date 

Service End Date 

Service Type

Making Corrections to Billing Data

Update Billing Data Process

- Sort based on column headers
- Click pencil next to CPT Code, Modifier, Unit
- Fields available to edit or enter new information

Date of Service	Service Type	Clinician	Discipline	Cpt Code	Modifier	Units	Minutes	Primary Insurance Coverage Type	Primary Insurance Consent	Secondary Insurance Coverage Type	Secondary Insurance Consent
12/14/2022 9:45 AM	Eligibility Determination		Family and Consumer Science Professional				15				

Changes made are reflected in the service log and all appropriate extracts

Troubleshooting:

Don't see a service log you were expecting? Check these two things:

1. Is your organization authorized to view that service log (Is "Does Own Billing" checked?)
2. Does the child have valid insurance or are there overlapping insurances?

New Extracts

Enhanced Billing and Service Coordination Extracts

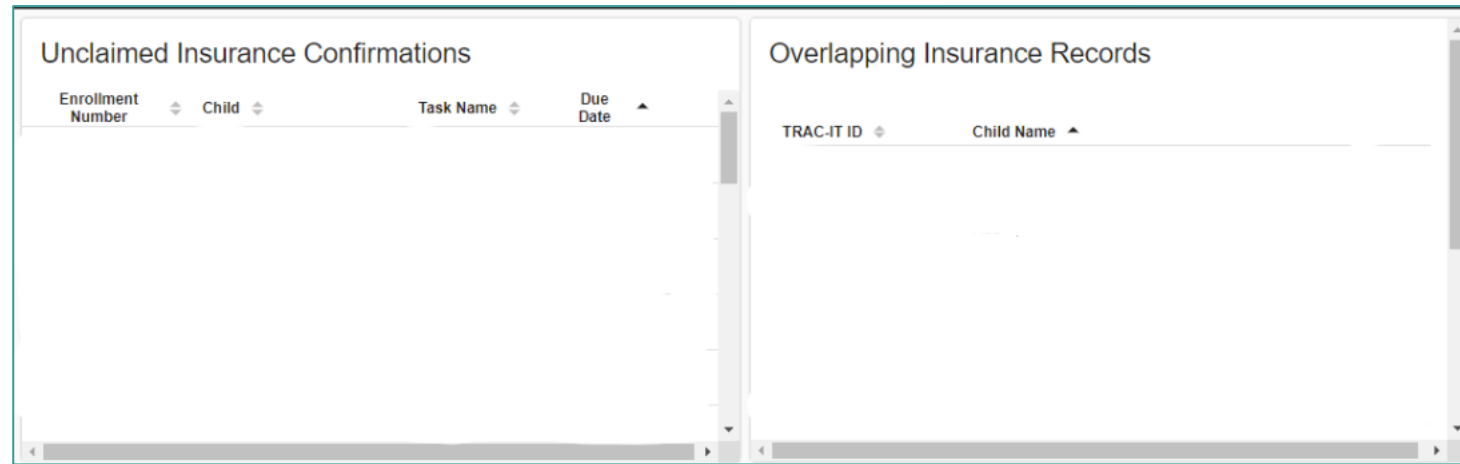
- Accessible to users who currently access Billing Extract
- Information in contact note tasks will be extracted based on “Does Own Billing”
- Dependent on VALID insurance information* on date of service in service log

* **Valid Insurance – For a specific date, the following DOES NOT EXIST:**

- overlapping payer priorities on insurance records, OR
- records where Medicaid is listed as a higher payer priority than another insurance record, OR
- uninsured records with another insurance record, OR
- a secondary insurance record without a primary insurance record

New Visibility into Insurance Records

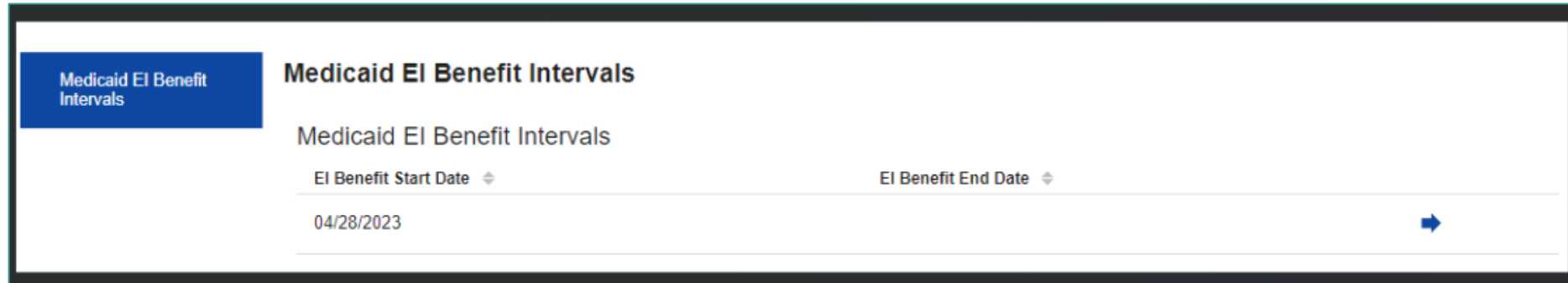
New Dashboard Tile for Users with Insurance Role



Overlapping Payer Priorities tile will display children whose insurance needs to be investigated:

- overlapping payer priorities on insurance records, OR
- records where Medicaid is listed as a higher payer priority than another insurance record for the same date, OR
- uninsured records with another insurance record for the same date, OR
- a secondary insurance record without a primary insurance record for a given date

New Documentation for Medicaid Intervals



The screenshot shows a web form titled "Medicaid EI Benefit Intervals". On the left, there is a blue header box with the text "Medicaid EI Benefit Intervals". To the right of this box, the title "Medicaid EI Benefit Intervals" is displayed. Below the title, the text "Medicaid EI Benefit Intervals" is repeated. There are two date input fields: "EI Benefit Start Date" and "EI Benefit End Date". The "EI Benefit Start Date" field contains the value "04/28/2023". A blue arrow icon is positioned to the right of the "EI Benefit End Date" field.

- Intervals capture periods of disenrollment and enrollment in EI Benefit
- Multiple intervals can be added to the same Medicaid record
- Created when State User ENROLLS or DISENROLLS the child in EI Benefit
- If intervals OVERLAP, insurance is not valid
- Be sure to select Yes in the Consent to Bill field

Date corrections on intervals? Contact Support Desk

Enhanced Billing Extract

- ❑ Includes **ONLY SERVICE** contact notes – Service Coordination notes are exclusively contained in the new Service Coordination Extracts
- ❑ Additional columns added to help with your billing activities (CPT Code, Modifier, Reimbursement Category, Unit)
- ❑ Available to the same roles in TRAC-IT – EI Biller, EI Local System Manager, EI Program Director

IMPORTANT NOTES:

- ✓ Insurance columns will be populated only if the child has **valid insurance** in their record on the date the report is created.
- ✓ Assessment service type minutes will be grouped together for children with Medicaid as their valid insurance

Enhanced Billing Extract

Grouping Assessment Service Type Minutes

- Grouping will occur in the following conditions:
 - Notes are for the same child and date of service
 - Child has Medicaid as their valid insurance for the date of service
 - Service type is Initial Assessment or Assessment
 - More than 1 note is present
 - All notes are from the same organization
 - Discipline reimbursement category is the same – based on the discipline on the contact note

If notes are grouped, minutes from the contact notes are totaled and rounding logic is applied

- ✓ 0-7 minutes = 0 minutes
- ✓ 8-22 minutes = 15 minutes
- ✓ 23-37 minutes = 30 minutes
- ✓ 38-52 minutes = 45 minutes
- ✓ 53-67 minutes = 60 minutes
- ✓ 68-82 minutes = 75 minutes
- ✓ 83-97 minutes = 90 minutes
- ✓ Etc...

New Service Coordination Extracts

All Service Coordination Contact Notes should have a Service Coordination Activity to be considered for inclusion on either extract

Service Coordination Billing Extract

- Only SC Contact Notes not marked as NON-BILLABLE are extracted for report
- Includes only SC Contact Notes for children with valid Medicaid insurance and is enrolled in the EI Benefit for the month the extract is being requested
- If a child is pre- or post-IFSP development, TRAC-IT performs different checks before adding a service coordination service to the extract

Service Coordination Productivity Extract

- All SC Contact Notes for the month the report is being requested are extracted for the report - billable and non-billable
- Insurance type is NOT considered - children with private insurance and/or Medicaid are included in this extract
- Whether a child is pre- or post-IFSP development is not a factor

Service Coordination Billing Extract

Pre-IFSP Criteria

- Medicaid Insurance and child enrolled in EI Benefit
- EI Service Coordination Plan SIGNED
- FCSA SIGNED with Monthly Cap entered
- SC billable contact note entered within 90 days of the date the EI SC Plan signed

If YES to these criteria, service coordination service log is added to the Service Coordination Billing Extract

Service Coordination Billing Extract Post IFSP Criteria

Post-IFSP Criteria

- Did the child have a SC contact note in the previous 3 months in which Family Contact is checked?
- If an IFSP is the only SC activity that occurred in the month of the report:
 - Is the SC activity *Facilitating initial or annual IFSP meeting*?
 - Was the child marked as present?
 - Is the SC listed as an attendee in the IFSP?
- When was the last HSQ sent out?

Service Coordination Productivity Extract

- Includes ALL entered Service Coordination Contact Notes for your organization – Billable and Non-Billable

- Does not filter based on insurance of the child, but user can filter based on insurance type
 - If Medicaid is selected, child should have valid Medicaid coverage and is enrolled in the EI Benefit for 1 or more dates in the requested month of the report
 - If Non-Medicaid is selected, child will not have Medicaid coverage and will not be enrolled in the EI Benefit for ANY days in the requested month of the report

Contact the Support Desk

VATRACITsupport@ssg-llc.com

Open 8 – 5 pm ET, Monday - Friday



Open Floor