

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



*Education & Administrative Resources*

**Medicaid in Education:  
Navigating Third-Party Reimbursement  
SWWC Annual Business Conference**

**Dellynne Monson & Danielle Brandt  
SWWC**

Federal program administered by the state through Minnesota Department of Human Services (MDHS)

**Fiscal** oversight from:

Federal: Centers for Medicare & Medicaid Services (CMS)

State: Minnesota Department of Education (MDE)

# Why Do We Bill Medical Assistance?

## “It’s the Law” – effective July 1, 2000

We are mandated by law to try to collect MA dollars for IEP health related services provided to special education students.

- Provides valuable dollars for school districts that can only be used for special education.
- Separate pot of federal dollars set aside specifically for school districts and special education – it is **not related** to a family’s regular MA

Minnesota Statutes for Medicaid covered IEP services: Minn. Stat. 125A.21, 25A.74, 125A.744 and 256B.0625, sub.26

# Criteria for Covered IEP Services

**Services eligible for payment must meet all the following criteria:**

- Medically necessary.
- Provided to an eligible MA recipient or MinnesotaCare enrollee under the age of 22; The day a child turns 22, he/she is no longer eligible for children's services, including IEP services, but may still be eligible for Medical Assistance or MNCare covered adult services.
- Written in the child/student's individualized service plan (IEP, IFSP).
- Health related services necessary for the child/student to benefit from his/her education.
- Provided by qualified service providers within the service provider's scope of practice and/or licensure/certification.
- Documented in the child/student's record.
- Authorized by the child/student's IEP/IFSP/IIIP team.
- Provided by the school during the school day.

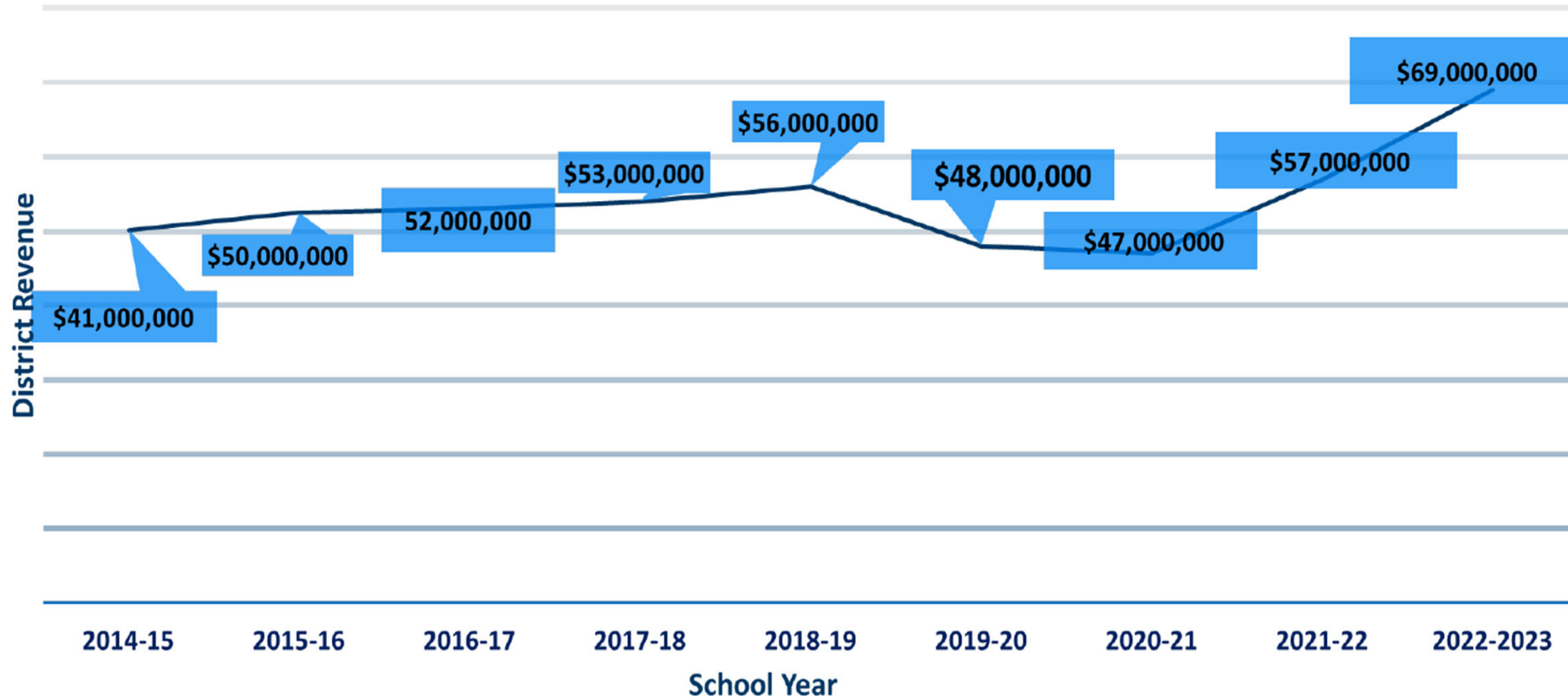
# Eligible Providers/Exclusions List

MHCP cannot enroll or pay for services provided by individuals or entities that are identified on the OIG List of Excluded Individuals/Entities (LEIE) or on the MHCP Excluded Providers List.

School districts are required to conduct a search of the excluded providers lists before they hire staff who will work with children and on a monthly basis thereafter. Do not allow an individual or entity that is on the list to provide services to children on MHCP.

It is the responsibility of the School District to ensure the individuals performing IEP health related services are qualified, properly trained, licensed, certified and are working within their scope of practice.

# MN Health Care Programs (MHCP) Reimb for All MHCP-Enrolled Schools



# Billable IEP Services

- Mental health – IEP Evaluations & CTSS  
(Children’s Therapeutic Services and Supports)
  - Nursing Services
  - School social work - NEW
  - Occupational Therapy (OT)
  - Physical Therapy (PT)
  - Speech Language Pathology & Audiology Service
  - Personal Care Assistance
  - Assistive technology devices
  - Specialized Transportation
  - Interpreter services – Oral/Sign

# MA Coverage for Mental Health Services in SpEd

Beginning Oct. 15, 2024, Minnesota schools and school districts can access Medical Assistance (MA) for mental health services provided in schools as part of an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) for students enrolled in MA. Medical Assistance is Minnesota's Medicaid program.

A SpEd evaluation, and assessments for and within the IEP or IFSP, now may be used to determine medical necessity for mental health services when the required components are met. This change will make it easier for schools to maximize federal funds and receive MA reimbursement for mental health services.



# MA Coverage for Mental Health Services in SpEd - 2

Refer to Mental Health Services in Special Education (MH-SPED) (School Social Work Services) in the Minnesota Health Care Programs (MHCP) Provider Manual as the primary information source for MHCP coverage policies, rates and billing procedures. This will be updated on an ongoing basis.

**School Mental Health Services Website**

# Data Needed to Calculate IEP Cost Based Rates

## School Districts

- Direct service time
- Direct encounters

## MDE

- Total annual salary (per personnel type code)
- Total contracted expense (per personnel type code)
- Full time equivalence (FTE) (per personnel type code)
- District fringe benefit %
- District unrestricted indirect cost %
- District contract days
- District daily hours

# Funding Code Sheets

SEDRA Personnel Type Code
04
05
07, 14
11, 13, 49, 50, 52
06, 44, 60, 62 (Svc Code "d")
08, 53, 61, 62 (Svc Code "c")
26, 28, 62 (Svc Code "a")

ELIGIBLE SERVICE	TOTAL SALARIES	TOTAL FTE	TOTAL CONTRACTED SERVICES COST	TOTAL FTE
PHYSICAL THERAPY	10,323.07	0.15	528.00	0.00
OCCUPATIONAL THERAPY	66,949.77	1.08	0.00	0.00
SPEECH LANGUAGE/HEARING THERAPY	163,527.18	2.50	0.00	0.00
NURSING	0.00	0.00	0.00	0.00
MENTAL HEALTH	39,873.00	0.56	0.00	0.00
PERSONAL CARE	589,302.58	28.59	0.00	0.00
INTERPRETER	0.00	0.00	5,101.25	0.07



Funding Code Sheets:

- <https://education.mn.gov/MDE/dse/schfin/sped/fund/>

# SpEd Salary and FTE Information for Medical Assistance

RUN DATE 01/04/24

MINNESOTA DEPARTMENT OF EDUCATION

SPECIAL EDUCATION SALARY AND FTE INFORMATION FOR MEDICAL ASSISTANCE  
FISCAL YEAR 22-23

DISTRICT 1111-01 Sample District SCHOOLS

NUMBER OF MINUTES IN A SCHOOL DAY 450  
NUMBER OF DAYS IN A SCHOOL YEAR 184  
NUMBER OF HOURS IN A SCHOOL YEAR 1,380

ELIGIBLE SERVICE	TOTAL SALARIES	TOTAL FTE	TOTAL CONTRACTED SERVICES COST	TOTAL FTE
PHYSICAL THERAPY	10,323.07	0.15	528.00	0.00
OCCUPATIONAL THERAPY	66,949.77	1.08	0.00	0.00
SPEECH LANGUAGE/HEARING THERAPY	163,527.18	2.50	0.00	0.00
NURSING	0.00	0.00	0.00	0.00
MENTAL HEALTH	39,873.00	0.56	0.00	0.00
PERSONAL CARE	589,302.58	28.59	0.00	0.00
INTERPRETER	0.00	0.00	5,101.25	0.07

# MA Report on Salaries Located on MDE MFR Reports

[MDE](#) > [Data Center](#) > **Data Reports and Analytics**

## Minnesota Funding Reports (MFR)

The Minnesota Department of Education (MDE) Program Finance area created the Minnesota Funding Reports (MFR) information. An interactive search for MFR reports is available by school district, category, year and report. [Read the](#)

Use the Drop Downs to identify the report of interest

Sort District list by:  Nar  
List District Types:  All

District	Select 1 district from list	▼	or enter up to 5 districts (9999-99)
View reports added in the last:	All Reports	▼	
Category	Special Education	▼	
Year	22-23	▼	
Report	ALL	▼	
<input type="button" value="List Reports"/>		<input type="button" value="Reset"/>	

FY 22-23

[Special Education Medical Assistance Report on Salaries, Contracted Services and FTE](#)

Special Education

12/20/2023 7:45AM

# Rate Sheet

**Minnesota Department of Human Services**  
**Medical Assistance (MA)**  
**School District Individualized Education Program (IEP) Services**  
Final Rate Worksheet FY 2022-2023

District#: 1111-01  
 Name: SAMPLE DISTRICT SCHOOLS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Salaries	Fringe Benefits %	Fringe Benefit Exp	Contract Expenses	Total Expenses - SEDRA	FTE - SEDRA	Days in School Year	Hours in School Day	Total Employment Hours	Average Hrly Cost for Service	Total MA Direct Hours	Total MA Encounters	Rate for Services	MDE Unrestricted Indirect %	Indirect Cost	Final Rate Rate
<b>Physical Therapy</b> Billing Code T1018-U1 Billing Code T1018-U1, TM	10,323.07	0.2122	2,190.56	528.00	13,041.63	0.15	184	7.50	207.00	63.00	44.42	82	34.13	0.198	6.76	\$40.89
<b>Occupational Therapy</b> Billing Code T1018-U2 Billing Code T1018-U2, TM	66,949.77	0.2122	14,206.74	0.00	81,156.51	1.08	184	7.50	1,490.40	54.45	292.67	669	23.82	0.198	4.72	\$28.54
<b>Speech/Language/Audiology</b> Billing Code T1018-U3 Billing Code T1018-U3, TM	163,527.18	0.2122	34,700.47	0.00	198,227.65	2.50	184	7.50	3,450.00	57.46	75.92	193	22.60	0.198	4.48	\$27.08
<b>Mental Health</b> Billing Code T1018-U4 Billing Code T1018-U4, HE	39,873.00	0.2122	8,461.05	0.00	48,334.05	0.56	184	7.50	772.80	62.54	183.00	51	224.42	0.198	44.44	\$268.86
<b>Nursing</b> Billing Code T1018-U5 Billing Code T1018-U5, TM	0.00	0.2122	0.00	0.00	0.00	0.00	184	7.50	0.00	0.00	84.92	919	0.00	0.198	0.00	\$0.00
<b>PCA's/Paraprofessionals</b> Billing Code T1018-U6 Billing Code T1018-U6, TM	589,302.58	0.2122	125,050.01	0.00	714,352.59	28.59	184	7.50	39,454.20	18.11	4,726.82	1,320	64.84	0.198	12.84	\$77.67
<b>Interpreter Services</b> Billing Code T1013	0.00	0.2122	0.00	5,101.25	5,101.25	0.07	184	7.50	96.60	52.81	0.00	51	0.00	0.198	0.00	\$0.00

- |  |  |
|--|--|
| <p>A. Total school district employee salaries in SEDRA by Personnel Type Code reported for FY-23 by the school district.</p> <p>B. The district average percent fringe benefits to school district special education employees from data reported for FY-23 by school district to UFARS.</p> <p>C. (A * B) Total Fringe Benefits</p> <p>D. Total contract expenses in SEDRA by Personnel Type Code reported for FY-23 by a school district.</p> <p>E. (A + C + D) Total Salaries and Benefits per IEP Service</p> <p>F. Total FTE's in SEDRA by Personnel Type Code reported for FY-23 by a school district.</p> <p>G. Total contract days reported for FY-23 by a school district to SEDRA.</p> <p>H. Total contract hours in a day reported for FY-23 by a school district to SEDRA.</p> <p>I. (F * G * H) Total employment hours.</p> | <p>J. (E/I) Average Hourly Cost of providing the IEP service.</p> <p>K. Total MA direct service hours recorded for MA eligible children for whom the district has consent to bill and reported by the district for FY-23 to DHS in the required format by Personnel Type Code.</p> <p>L. Total MA encounters recorded for MA eligible children for whom the district has consent to bill and reported by the district for FY-23 to DHS in the required format by Personnel Type Code.</p> <p>M. (J * K/L) School District's calculated rates.</p> <p>N. Minnesota Department of Education Unrestricted Indirect Costs Percentage for FY 25.</p> <p>O. (M* N) School District's Indirect Costs</p> <p>P. (M + O = P) School District's Interim Rates effective July 1, 2024, through June 30, 2025.</p> |
|--|--|

# Rates and Payments

- Rates for IEP health-related services are paid at a “cost-based”, per diem rate.
- Rates are based on the actual cost incurred per School District in the provision of services to Medical Assistance (MA) eligible children.

# IEP Annual Data Report Form



## Individualized Education Program (IEP) Services Annual Data Report Form

DATA REPORTED FOR SCHOOL YEAR (enter as 2017-2018, 2018-2019, etc.)	ISD NUMBER (4 digits)	NATIONAL PROVIDER IDENTIFIER (10 digits)	SCHOOL/DISTRICT NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CONTACT PERSON	PHONE NUMBER	EMAIL ADDRESS	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Documentation to support all of the data in this section is required and must be maintained for at least five years.

Covered IEP Service	Service Provider(s)	SEDRA Personnel Type Code	Total MA Service Hours	Total MA Encounters (1 per day per child per service)
Physical therapy	Physical therapists, physical therapy assistants	04	<input type="text"/>	<input type="text"/>
Occupational therapy	Occupational therapists, occupational therapy assistants	05	<input type="text"/>	<input type="text"/>
Speech-language pathology and audiology	Speech-language pathologists, audiologists	07, 14	<input type="text"/>	<input type="text"/>
Mental health services	Psychologists, mental health behavior aides, mental health practitioners, mental health professionals	11, 13, 49, 50, 52	<input type="text"/>	<input type="text"/>
Nursing services	Licensed nurses	06, 44, 60, 62 (Svc Code "d")	<input type="text"/>	<input type="text"/>
Personal care assistance	Program paraprofessionals	08, 53, 61, 62 (Svc Code "c")	<input type="text"/>	<input type="text"/>
Interpreter services	Foreign language interpreters and deaf/hard of hearing interpreters	26, 28, 62 (Svc Code "a")	<input type="text"/>	<input type="text"/>

<b>Special transportation services</b>	TOTAL NUMBER OF TRIPS	TOTAL NUMBER OF ELIGIBLE CHILDREN WHO RECEIVED SPECIAL TRANSPORTATION
	<input type="text"/>	<input type="text"/>

Return completed form no later than **July 5** of the year following the school year listed on this form. Send the form to:  
**DHS – Purchasing and Delivery Systems, IEP Services Annual Data Report, PO Box 64984, St. Paul, MN 55164-0984**

**By signing this form, I certify that this information has been reviewed and is accurate to the best of my knowledge.**

PRINT NAME OF SPECIAL EDUCATION DIRECTOR/ADMINISTRATOR	SIGNATURE OF SPECIAL EDUCATION DIRECTOR/ADMINISTRATOR	DATE (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>



# Third Party Billing Rates

Rates are based on the information districts provide to MDE's Special Education Data Reporting Application (SEDRA), the Uniform Financial Accounting and Reporting System (UFARS) and Minnesota Automated Reporting Student System (MARSS), as well as the school data submitted to DHS through the IEP Annual Data Report form.

Supervision and direction is included in the unrestricted indirect cost percentage.

Supervision costs are not included in the costs reported to DHS by MDE.

# Third Party Billing Rates - 2

The cost-based methodology for the services listed as other health-related services for IEP is determined as follows:

1. Total salaries plus benefits divided by total employment hours, equals the average cost providing the IEP service
2. Average cost (step 1) multiplied by the direct Medical Assistance (MA) service hours, equals total MA cost for IEP service
3. Total MA cost (step 2) divided by Medical Assistance encounters, equals the MA rate
4. MA rate (step 3) multiplied by the district's unrestricted indirect cost percentage, equals the indirect cost add-on
5. MA rate (step 3) plus indirect cost add-on (step 4), equals the IEP MA rate

# Special Transportation Rates

- In FY 2010 MDE began calculating “trip rates” for each school district based upon the actual expenditures reported to MDE through Uniform Financial and Reporting Standards (UFARS) Finance 723
- The total transportation expenditures reported in Finance 723 (salaries of drivers only, fringe benefits, gas, oil, insurance and maintenance) are divided by the number of days that students with special education transportation required by the IEP (Minnesota Automated Reporting Student System (MARSS) Transportation Category 03) to get a daily rate, divided by two to get a trip rate.

# Special Transportation Rates - 2

Minnesota Department of Human Services  
 Medical Assistance (MA)  
 School District Individualized Education Program (IEP) Services  
Special Transportation Final Rate Worksheet FY 2022-2023

District#: 1111-01  
 Name: SAMPLE DISTRICT SCHOOLS

	A	B	C	D	E	F	G	H	I
	Total FIN 723 Expenses-UFARS	Total Membership Hours	Number of Hours/Day	Total Membership Days	Special Transportation Cost/Day	Special Transportation Trip Cost/District	MDE Unrest Indirect %	Indirect Cost	Special Transportation Final Rate/Trip
Special Transportation Billing Code T1018-U8	420,503.34	39,351.10	6.23	6,313.01	66.61	33.30	0.1980	6.59	\$39.90

- A = Total 723 Fin Expenses reported in UFARS for fiscal year 2022-2023 excluding the costs reported in the following Object Codes:
- 110 Administration
  - 141 Non-Licensed Classroom Personnel
  - 154 School Nurse
  - 155 Licensed Nursing Services
  - 161 Certified Paraprofessional and Personal Care Assistance
  - 162 Certified One-to-One Paraprofessional
- B = Total number of hours reported in MARRS during which students were enrolled in the school for FY 22-23.
- C = Length of hours Eligible Children enrolled to receive Special Education and Special Transportation (Code 03) for FY 22-23 in the school district.
- D = (B / C) = Total Membership Days for FY23 in the school district. Membership days are the total number of Instructional Days Special Transportation was provided to students enrolled in the school district during the school year.
- E = (A / D) = Special Transportation Cost per Student per Membership Day.
- F = (E / 2) = Special Transportation Cost Per Trip per Day in the School District for FY25.  
**For FY 2025 - Special Transportation Cost per Trip are capped at \$29.43/Trip (Average Cost Per Trip per Day based on FY23 Data)**
- G = Minnesota Department of Education Unrestricted Indirect Cost Percentage for FY25
- H = (F \* G) School District's Indirect Costs
- I = (F + H) School District's Special Transportation Interim Rates per Trip per Day effective July 1, 2024, through June 30, 2025.

# Interim & Final Rates

- Districts are initially paid with interim rates.
- Rates are based on the actual cost incurred per School District in the provision of services to MA eligible children.
- Since IEP rates are cost-based, once the final costs for the various IEP services are determined and provided by the school district and MDE, the interim rates must be adjusted to the final IEP rates based actual costs, time, and encounter information.

# Request for Interim Rate Revisions

- Rates are too high/too low
- Changes in salary costs/contract expenses
- Changes in school staff personnel
  - New hires
  - Retirement of staff
- Changes in district services provided
  - Increase/decrease in the # of children
  - Admission/release of high needs child

# Final Rates

- Final rates are calculated based on data from final actual costs provided by MDE and School Districts.
- Claims initially paid at the interim rate are reprocessed and paid at the final rate.
- Final rates become the interim billing rates for the current school year.
  - For example, final rates for fiscal year 22-23 are the interim rates to bill in 24-25.

# Reconciling Final Rates - Results

**Underpayments** – Districts are underpaid when the final rate calculated is higher than the interim rate paid.

- Claims are reprocessed and paid at the final rate.
- MHCP issues a warrant for the amount due to the school district.

**Overpayments** – Districts are overpaid when the final rate calculated is lower than the interim rate paid.

- Claims are reprocessed and paid at the final rate.
- Overpayments are recovered from school district's future payments.



# MA Revenue

## **071 Medical Assistance Revenue Received from Minnesota Department of Human Services (Fund 01)**

Record revenue received from billing medical assistance for the provisions of IEP services to Source Code 071. This revenue is generated from medical assistance billings as special education revenue at the school district level. This revenue will be included in cross-subsidy reports. Exclude this revenue from the calculation of excess cost aid.

Minn. Stat. § 125A.08 and 125A.76

# How to Use TPB Funds

School districts may use TPR revenue as follows:

OPTIONS	Notes
<p><b>1) Administrative costs of Third Party Reimbursement:</b></p> <ul style="list-style-type: none"> <li>- Paying contractor for billing services. The fee cannot be based on MA revenue received by the school.</li> <li>- Support staff to review documentation required for billing procedures</li> <li>- Staff time for invoicing</li> <li>- Necessary supplies and equipment needed to conduct the business of billing and documentation of billing</li> <li>- Fee charged by DHS to process invoices (2-4% of total revenue)</li> </ul>	<p>x</p> <p>Do not report in SEDRA Use UFARS Finance Dimension 372, program 400.</p>
<p><b>2) Training and technical assistance to improve services that may be billed to MA:</b></p> <ul style="list-style-type: none"> <li>- Upgrading technology/equipment/software necessary for interacting with the DHS billing system</li> <li>- Professional development to increase the capacity of the district/staff to invoice DHS for IEP- MA services</li> <li>- Staff certification for those staff eligible to be invoicing DHS, ex. speech/language therapist to obtain 3C certification</li> <li>- Staff participation and training of the procedures and requirements for eligible expenditures to be invoicing DHS</li> </ul>	<p>x</p> <p>Do not report in SEDRA. Use UFARS Finance Dimension 372, program 400.</p>

# How to Use TPB Funds – p2

## 3) Benefits to Students:

### EXPENDITURES that would NOT be eligible for state or federal special education aid:

- Construction/remodeling costs
- Furnishing new special education spaces (level 4 program space) with desks, fixtures and other non-instructional capital equipment and supplies.
- Paying for the unreimbursed costs of placing students in other schools programs. i.e. the invoice from a serving school that is billing their unreimbursed ACTE-SpEd or similar costs. These are program costs where the unreimbursed cost is NOT billed through the Tuition Billing process.

Do not report in SEDRA.

Use UFARS Finance Dimension 372, program 400.

### EXPENDITURES typically eligible for STATE Special Education Aid

(Fund Source Code A), providing direct services to children with disabilities:

- Payroll personnel (salaries only)
- Contracted personnel/agency services for students
- Repair and maintenance
- Individual Instructional supplies and testing materials
- Equipment for direct instruction
- Purchase of services (Salaried personnel form other districts)

Enter in SERDA as Funding Source Code (small case) “i” or “j”:

TPR funds used in this way are included in the state aid on the comprehensive aid report. The unreimbursed cost is NOT tuition billed back to the resident district.

Use UFARS Finance Dimension 372, program 401-420

**See code sheet called Medical Assistance SEDRA State Expenditures Code Sheet for all eligible costs.**

# How to Use TPB Funds – p3

## **EXPENDITURES typically eligible for FEDERAL Special Education Aid**

(Fund Source Code B):

- Fringe benefits
- Personnel development related to Special Education
- Staff travel
- Office supplies, materials and printing
- Dissemination examples: Postage, recruitment, advertising, media resources
- Rent or lease/insurance
- Electronic communication services
- Equipment for office/supervision/management

See code sheet called Medical Assistance Unreimbursable Federal Expenditures Code Sheet for all eligible costs.

Enter in SERDA as Funding Source Code (small case) "m"  
TPR funds used in this way are included in the state aid on the comprehensive aid report. The unreimbursed cost is NOT tuition billed back to the resident district.

Use UFARS Finance Dimension 372, program 401-420

This lists the four categories for which third party revenue may be used: billing costs, training and technical assistance to meet the criteria for billing, and, to address the needs of special education students.

Notes on the correct finance and student reporting codes are also listed.

MDE Special Education, TPR

MDE School Finance, Special Education 8-2018

# Administration Fee

- At the end of each school year, each district that has received payment for IEP services will receive an invoice from DHS for the district's share of the costs to administer the program.
- Administration fees are not eligible for Special Education aid; code to Finance 372, Program 400 and Object code 305.
  - Do not enter in SEDRA

# Maximize Reimb in Your District

- Understanding the Medicaid Landscape
- Eligibility and Consent
- Compliant IEP Oversight
- Ensuring Provider Qualifications and Licensing
- Accurate Time and Effort Reporting
- Thorough Documentation and Monitoring
- Verification of Medicaid Reimbursement Rates
- Empowering School Staff Through Compliance Training
- Conducting Audit Preparedness Drills
- Building Communication Channels for your District

# School Health Student Support for IEP Health-Related Services

Our mission and goal is to improve service utilization and increase student support with a focus on compliance. As a result, districts will see a positive impact in third party billing reimbursements and better student outcomes.

We will provide targeted support for IEP health-related services. Support will be offered on-site and virtually. This will include a full district assessment with an emphasis on special education and health. Assessment analysis will lead to the creation of an individualized action plan. Our team is available to assist with the implementation of steps identified as priorities for each district.

# School Health Student Support for IEP Health-Related Services - 2

Throughout the year nurses and special education staff can utilize free professional development especially geared towards nursing and PCA services.

This will include the following:

- Spring and Fall Updates
- 101 for PCA (part 1)
- 101 for PCA (part 2)
- 101 for Special Education Nursing Services
- Qualified Professional for PCA
- Compliance Audit Information



# Resources for MHCP Providers

[Minnesota Department of Human Services \(DHS\) Home Page](https://mn.gov/dhs/) (mn.gov/dhs/) – Select Partners and providers from this landing page. The Partners and providers webpage is your “go-to page” for information about MHCP.

[Partners and providers](https://mn.gov/dhs/partners-and-providers/) (mn.gov/dhs/partners-and-providers/) – Within Partners and providers, there are several helpful links for program overviews, policies and procedures, enroll with MHCP, eDocs searchable document library, news, initiatives, reports, work groups, training and conferences, contact us, grants and requests for proposals (RFPs), licensing, and IT systems and supports.

# Resources for MHCP Providers - 2

[Policies and procedures](https://mn.gov/dhs/partners-and-providers/policies-procedures/) (mn.gov/dhs/partners-and-providers/policies-procedures/) – Get help with policies and procedures for billing, enrollment, authorization and more. Webpages include links to manuals, bulletins, news updates and provider resources.

[MHCP provider email lists](https://mn.gov/dhs/mhcp/providers/email-signup) (mn.gov/dhs/mhcp/providers/email-signup) – Sign up to receive topic-specific emails from MHCP.

[MHCP Provider Resource Center](https://mn.gov/dhs/partners-and-providers/contact-us/minnesota-health-care-programs/providers/) (mn.gov/dhs/partners-and-providers/contact-us/minnesota-health-care-programs/providers/) – You will find contact information for the MHCP Provider Resource Center on this webpage.

# Resources for MHCP Providers - 3

[MHCP provider training \(mn.gov/dhs/mhcp/provider-training\)](https://mn.gov/dhs/mhcp/provider-training) – You will find and be able to enroll for other training opportunities on this webpage. Check out the short on-demand videos created so providers can view and learn at their own pace.

[Minnesota Provider Screening and Enrollment \(MPSE\) Portal \(mn.gov/dhs/mhcp/providers/mpse\)](https://mn.gov/dhs/mhcp/providers/mpse) – You will find all the primary resources for the MPSE portal on this webpage, including features, benefits, updates, news, how to access the portal, resources for the portal, and training on the portal. Check out the on-demand videos!

[MPSE Provider Manual – Home \(mn.gov/dhs/health-care/mpse-manual\)](https://mn.gov/dhs/health-care/mpse-manual) – This MPSE manual includes announcements, first-time access, the basics of MPSE, and step-by-step user guides for the various features of MPSE.

# Resources for MHCP Providers - 4

[MHCP Provider Manual – Home](https://dhs.state.mn.us/id_000094) (dhs.state.mn.us/id\_000094) – This online manual is your primary information source for MHCP coverage policies, rates and billing procedures. Information is updated in the MHCP Provider Manual sections on an ongoing basis.

[MHCP Provider Manual – Provider Basics](https://www.dhs.state.mn.us/DHS16_147613)

([https://www.dhs.state.mn.us/DHS16\\_147613](https://www.dhs.state.mn.us/DHS16_147613)) – This section of the MHCP Provider Manual includes basic information for all providers.

[MHCP MN–ITS User Manual – Home](https://mn.gov/dhs/health-care/mn-its-manual) (mn.gov/dhs/health-care/mn-its-manual) – This online MN–ITS User Manual contains user guides to assist with using various features and functions with MN–ITS.

# SWWC TPB Website

For more information, forms and important links, visit

[www.swwc.org/thirdpartybilling](http://www.swwc.org/thirdpartybilling)

You can also go to the SWWC website, click Programs & Services and then Third Party Billing.

Sign into the website in the upper righthand corner using

\*Username: thirdparty

\*Password: billing



This will open a menu of topics, important links and other information on the lefthand side of the page.

# SWWC TPB Party Billing Contact Information

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