

**MEDICAID ADMINISTRATION AGREEMENT**  
**Brookings School District and Southeast Area Cooperative**

Southeast Area Cooperative's Responsibilities

1. Maintain documentation of Medicaid eligibility.
2. Receive and maintain proper documentation from Doctor's offices.
3. Bill the appropriate Agencies on a regular basis, including billings from July 1, 2024 – June 30, 2025.
4. Correspond with Staff of the Brookings School District to explain Medicaid services and benefits as needed and/or provide written reports to the appropriate administration when necessary.
5. Bill the Brookings School District at a rate of 6.5% of billed amount per month. The monthly charge will include billings from July 1, 2024 through June 30, 2025. This billing schedule will be negotiable at any time by either party or as need arises.
6. Maintain confidentiality in all areas of parents and students rights in accordance with the Family Educational Rights and Privacy Act, FERPA, (34 CFR Parts 99.7; 99.31 and 99.37). Records will be limited in access to the Medicaid Secretary, the Business Manager and the Director of the Cooperative unless prior permission is acquired.

Brookings School District Responsibilities

1. Provide initial mailing(s), receive Medicaid eligibility and other Documentation of Special Education and other participants to the Cooperative.
2. Provide electronic access by billing administrators to current IEPs of eligible students as needed, which would include, but not be limited to annual reviews and addendums. Advise billing administrator when a student moves from the district or is no longer receiving services.
3. Provide copies of Medicaid forms and paperwork signed by parents for all referrals or re-evaluations as needed by the billing administrator.
4. Maintain documentation of Medicaid services provided to students, according to Medicaid guidelines.
5. Provide documentation of proper licensure of service providers.
6. Establish rates for Medicaid services with the Department of Social Services annually.
7. Forward monthly logging/paperwork on approved forms via email to the billing administrator Southeast Area Cooperative for processing of Medicaid billings. Logging paperwork must be turned into the

billing administrator by the 5<sup>th</sup> of each month for the previous month. If the paperwork is not received by the 15<sup>th</sup> of the month, no Medicaid will be billed for those services for that month.

8. Communicate with the billing administrator regarding names and contact information for all billing service providers, including staff turnover information. A complete list of providers, with NPI numbers, should be provided to the billing administrator by September 1<sup>st</sup> of each year.
9. Maintain all costs in regard to printing of forms and brochures or provide for additional printing costs.
10. The school district shall permit access to or release transfer of any communication of personally identifiable information to the Southeast Area Cooperative by any means, including, but not limited to, oral, written, or electronic devices as permitted by the Family Educational Rights and Privacy Act.
11. Pay the Southeast Area Cooperative a rate of 6.5% of billed amount per month. The monthly charge will include billings from July 1, 2024 through June 30, 2025. This billing schedule will be negotiable at any time by either party or as need arises.

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Superintendent, Brookings School District

\_\_\_\_\_  
Date

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Business Manager, Brookings School District

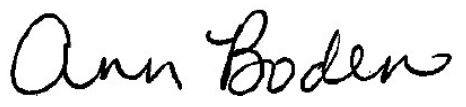
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Date



6/6/2024

\_\_\_\_\_  
Patricia West, Director Southeast Area Cooperative

\_\_\_\_\_  
Date



6/6/2024

\_\_\_\_\_  
Ann Boden, Business Manager Southeast Area Cooperative

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Date