

Designated Case Manager Tip Sheet

Service Type	Procedure Code	Start/End Time	Medical Areas
Designated Case Manager	T2023	No	Yes
IEP (Annual and Initial) <ul style="list-style-type: none"> • Includes meetings, reports, and eval(s) • Date of service is date of IEP mtg. 	T1024 TM	No	Yes
Monthly Progress Note	-	No	No
Non-billable entry	-	No	No

Medical Areas

- Assure re-examination and follow-up of the student are conducted.
- Assist families in choosing providers of care and maintaining contact.
- Follow-up to ensure student receives diagnostic and treatment services.
- Assure case records are maintained.
- Coordinate performance of evals, assessments and other services.
- IEP/IFSP development and review.
- Linking and coordinating health services for student.
- Coordinating school based services with parents/guardian.
- Monitoring and recommending a plan of action.
- Provide summary of provider, parent and student consultation.
- Coordinating with other professionals in the school setting to establish continuum of health and behavioral services.

General Service Information - DCM

- The Designated Case Manager (DCM) is the person responsible for the implementation of the IEP/IFSP treatment plan - there may only be one DCM per student.
- Only document services when there are other Medicaid-covered services in the IEP/IFSP (OT, PT, speech, SSW, etc.)
- Services related to the direct provision of academic assessment or classroom instruction are not billable.
- Consult services are an integral part or an extension of a direct medical service and are not separately reimbursable.
- Service comments must include enough detail to allow reconstruction of what transpired for each service.
- Each month a billable service is provided, DCM logs and corresponding monthly progress note must be documented. Without a monthly note, the case management services cannot be billed. **(Service logs + Monthly note = Complete billing)**
- Monthly progress notes:
 - Must include evaluation of progress and summarize the services reported during the month.
 - Must be dated in the month the services were provided – *using the last school day of the month is recommended.*
- All logging for the month must be completed by the 5th of the following month.
- All student information contained in Illuminate is private and confidential – do not share your username or password with anyone or write it down where it can be seen by others.
- If you have any questions, please contact the Medicaid Department:

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