**Job Description**

**TITLE:** Special Education Medicaid Initiative (SEMI) Program Assistant

**REPORTS TO:** Supervisor of Student Services

**QUALIFICATIONS:**

* Minimum experience as determined by the board
* Proficient computer skills
* Experience with the PCG reporting system (prefered)
* Excellent time management skills
* Excellent communication skills with varying groups
* Required criminal history background check and proof of U.S. citizenship or legal resident alien status will be required for employees of the district.
* Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**JOB GOAL:** To work closely with the Supervisor of Student Services, to address data entry facets of the New Jersey School Based Medicaid Reimbursement Program (SEMI).

**PERFORMANCE RESPONSIBILITIES:**

1. Verify and maintain that each service billed to Medicaid was provided by appropriately qualified practitioners as of the date of service.
2. On a monthly basis, upload exported file to PCG for Medicaid match and appropriately code students as medicaid eligible in IEP Direct.
3. As parent consent is received, update students process tracking screen in IEP Direct with requested and received dates.
4. Verifies that student health-related services submitted to PCG for Medicaid claiming are included in the student’s IEP which is valid for the dates of service
5. Maintains the staff pool list, in conjunction with the Supervisor of Student Services, to ensure all staff are listed and appropriate credentials are submitted.
6. Verifies that transportation services billed to Medicaid are:
	1. For transportation on specialized vehicles;
	2. Included in the student’s IEP which also requires other Medicaid covered services; and
	3. For a student who actually uses the transportation service
7. Monitors service documentation compliance by related service providers and conducts necessary follow-up
8. Complies with New Jersey DOE’s Fiscal Accountability Regulations and record retention responsibilities
9. Submit the Certified Public Expenditures (CPE) form(s) in a timely manner
10. Completes all clerical work (e.g. typing, faxing, phone calls, mailing, etc.) as related to SEMI.

**TERMS OF**

**EMPLOYMENT:** Yearly assignment, must be reapplied for annually.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations

*NOTE: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with this position. This Job Description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The School District may add to, modify, or delete any aspect of this job (or position itself) at any time as it deems necessary and/or advisable.*

Approved by: Bloomingdale Board of Education

Date: 11/11/2019

Revised: 9/22/2021