



## Best Practices for Addressing School Medicaid in Your District

Strengthen systems, improve services, support compliance and optimize funding through strategic program management.

This guide outlines key practices to help your district manage its School Medicaid (SHARS) program with clarity and confidence. Whether your focus is on compliance, documentation, funding, or staff training, these strategies are designed to strengthen your processes and improve outcomes for students. Strong Medicaid systems support strong student services. Prioritize clarity, compliance, and collaboration to unlock the full potential of Medicaid in your schools.

### 1. Build a Medicaid-Literate Culture

- Provide training to ensure staff understand what Medicaid is, how it works, and why it matters.
- Clarify terms, timelines, and responsibilities so everyone feels equipped—not overwhelmed.
- Include Medicaid basics in onboarding and annual refreshers.

### 2. Establish Clear and Actionable Procedures

- Create written steps for documenting services, billing, and ensuring compliance.
- Identify clear roles across special education, business, and technology teams.
- Review and revise procedures annually or when policy changes occur.

### 3. Use Technology to Improve Accuracy and Efficiency

- Implement software that supports real-time service logging and claim tracking.
- Institute reminders and data checks to avoid missed deadlines or errors.

### 4. Strengthen Documentation and Compliance Readiness

- Require timely, complete documentation for every billable service.
- Do regular checks to catch errors or missing information before submission.

### 5. Build Internal Capacity and Shared Accountability

- Assign point people for Medicaid oversight, training, and billing.
- Clarify expectations and tie Medicaid-related responsibilities to evaluations when appropriate.
- Encourage open communication and feedback to improve your systems.

### 6. Align Medicaid with Broader Student Support Systems

- Coordinate Medicaid with your IEP, Section 504, mental health, and MTSS processes.
- Make sure documentation supports both student goals and billing requirements.

### 7. Leverage Strategic Partnerships

- Work with trusted vendors, consultants, ESCs, and HSHC for added guidance and support.
- Participate in statewide conversations to stay informed about trends and changes.

### 8. Use Data to Drive Accountability and Improvement

- Monitor claims data regularly to identify denials, delays, or missed opportunities.
- Use trends to inform staff training, process updates, and documentation practices.

### 9. Communicate Impact to Build Buy-In

- Show how Medicaid dollars directly support students—through therapy, equipment, transportation, and more.
- Empower staff and leaders to share success stories.

### 10. Advocate for Program Stability and Sustainability

- Keep up with federal and state Medicaid changes that could affect schools.
- Connect with TASB and other groups to stay informed and involved.
- Advocate for continued funding and flexibility.

### 11. Create a Culture of Preparedness and Resilience

- Plan ahead for audits by keeping documentation and systems organized.
- Adjust processes annually to reflect new needs or challenges.

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matters. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations. This information was developed with the assistance of an artificial intelligence tool, specifically a large language model (LLM). The AI provided support in generating textual content, augmenting data analysis capabilities, and aiding in the development of insights.