

RANDOLPH TOWNSHIP SCHOOLS SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

In accordance with N.J.A.C.6A:23A-5.3 (f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the pre-budget year or that has failed to comply with all program requirements set forth in N.J.A.C.6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent as part of the district's proposed budget submission.

County Morris

District: Randolph

Date 2/21/17

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
<p>Establish a benchmark of 90% for the 2016-2017 school year for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year.</p> <p>The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form for each eligible student. This should include documentation of parental refusal to give consent.</p>	<ol style="list-style-type: none"> 1. SEMI Coordinator will contact all student's guardians that have not submitted a signed parental request form. 2. Train all case managers on the SEMI program to ensure they are able to accurately explain the form to parents/guardians. 3. Bring consent form to all IEP meetings. 4. Obtain consent for all students regardless of current Medicaid eligibility. 5. Monthly meetings with Mr. Curioni and Mrs. Polhemus. 6. Automatic attachment of consent form to CST referral letter to parents. 	<p>Mrs. Polhemus, SEMI Coordinator</p> <p>Mr. Curioni, Director of Special Services</p> <p>Special Services Administrative Secretaries</p>	<p>March 30</p>	<p>Compliance reports</p> <p>Sign-in sheets for all SEMI-related professional development indicates mandated staff have received training</p> <p>90% Parental participation rate</p>	

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County Morris District: Randolph Date 2/21/17

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Procedures to ensure that all SEMI eligible health-related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator’s system.	1. Run the IEP/Evaluation Services to be Logged report and follow-up with appropriate staff 2. Run the Logged Related Services Summary report.	Mrs. Polhemus	Ongoing	Reports reflect all services have been logged	
Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator’s system for each SEMI eligible student for whom parental consent has been obtained.	1.Run the IEP/Evaluation Services to be Logged report and follow-up with appropriate staff.	Mrs. Polhemus	Ongoing	Reports reflect all services have been logged	
Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator’s system.	Run report on licenses 1.Human resources to obtain updated license information when requested by SEMI Coordinator	Mrs. Polhemus	Ongoing	Reports reflect all service providers have valid license	
Procedures to ensure that out of district providers are adequately informed of training opportunities needed for districts to maximize SEMI participation.	1.Forward training schedule from the Monthly Update email to staff with the district's monthly SEMI staff email. 2.Staff to upload training certificate to MyLearningPlan and forward to Mrs. Polhemus	Mrs. Polhemus	Ongoing/ Monthly	Monthly emails to staff	

Procedures to ensure that all SEMI eligible Health-Related Evaluation Services are documented in the third-party administrator's system. Health-Related Evaluation Services are memorialized by documenting the date of the IEP meeting.	1. Run the IEP/Evaluation Services to be Logged report and follow-up with appropriate staff	Mrs. Polhemus	Ongoing/ Quarterly	Reports reflect all services have been logged	