

SCHENECTADY CITY SCHOOLS  
SPECIAL EDUCATION DEPARTMENT

GUIDELINES FOR MEDICAID PROGRESS NOTES

In order to document the provision of services for Medicaid reimbursement, progress notes need to be completed by service providers at least quarterly. The following standards shall apply:

1. Progress notes shall be used to indicate the student's present levels of performance as well as to evaluate the student's progress toward meeting the goals and objectives outlined in the IEP.
2. Quarterly notes should be explicit and written in measurable terms
3. Progress notes are required in order to bill for Medicaid Reimbursement. They are not a billing document and should not accompany billing records
4. Progress notes are to be maintained in the Medicaid Reimbursement Office for six years after reimbursement occurs. They need to be available if requested to support claims under audit.

Progress report schedule: See attached.

5. Progress notes may be mailed home separately or sent with special education teacher reports.
6. Submit the ORIGINAL copy of the Medicaid attendance form (in compliance with the progress report schedule attached) with a stapled copy of IEP goals/progress reports to the Medicaid Reimbursement office for EACH Medicaid student. Submit form even if student was Medicaid eligible for only a portion of the school year. File a second copy of the attendance form with goals/progress notes in your charts.