



Staff Pool List ♦ Staff Requirements

Direct Service Staff Pool List

NOTE: Medicaid licensing requirements are DIFFERENT than MDE requirements. You may verify licensure online at: <https://w2.lara.state.mi.us/val/license/search>

These staff are **REQUIRED** to enter **DAILY** notes (every day they provide a service to a student, per the IEP requirements) and **MONTHLY** progress notes in PSSE.

<p>Nursing services may be reimbursed when provided by:</p> <ul style="list-style-type: none"> Licensed Registered Nurse (RN) in Michigan; or Licensed Practical Nurse (LPN) in Michigan under the supervision of an RN or physician. 	<p>Occupational Therapy services may be reimbursed when provide by:</p> <ul style="list-style-type: none"> Licensed Occupational Therapist in Michigan (OT); or Licensed Occupational Therapist Assistant (OTA) in Michigan under the direction of a fully licensed OT. (All documentation must be reviewed and signed by the supervising OT.)
<p>Orientation and Mobility services may be reimbursed when provided by:</p> <ul style="list-style-type: none"> Certified Orientation and Mobility specialist with current certification from the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP); or Licensed Occupational Therapist in Michigan (OT). 	<p>Physical Therapy services may be reimbursed when provided by:</p> <ul style="list-style-type: none"> Licensed Physical Therapist (LPT) in Michigan; or Licensed Physical Therapy Assistant (PTA) in Michigan under the direction of a fully-licensed Physical Therapist in Michigan. (All documentation must be reviewed and signed by the appropriately licensed supervising LPT.)
<p>Psychological, Counseling and Social Work services may be reimbursed when provided by:</p> <ul style="list-style-type: none"> Licensed Physician or Psychiatrist in Michigan; Fully-licensed Psychologist in Michigan; Limited-licensed Psychologist under the supervision of a fully-licensed psychologist; Temporary limited-licensed Psychologist under the supervision of a fully-licensed psychologist; Licensed master’s Social Worker in Michigan; or Limited-licensed master’s Social Worker under the supervision of a licensed master’s Social Worker. 	<p>Speech, Language and Hearing services may be reimbursed when provided by:</p> <ul style="list-style-type: none"> Fully-licensed Speech-Language Pathologist (SLP) in Michigan; Any limited-licensed SLP <i>under the direction</i> of a fully-licensed SLP or Audiologist. (All documentation must be reviewed and signed by the appropriately-credentialed supervising SLP or licensed Audiologist.) Fully -licensed Audiologist in Michigan; An Audiology Candidate (i.e., in his/her clinical fellowship year or having completed all requirements but has not obtained a full license), <i>under the direction</i> of a fully-licensed SLP or Audiologist. (All documentation must be reviewed and signed by the appropriately-credentialed SLP or licensed Audiologist)

We are required to provide documentation that limited-licensed staff are supervised as outlined above. This documentation must be kept on file for seven years in the case of an audit. Documentation forms are available on the Eaton RESA website at: <https://www.eatonresa.org/services/special-education/medicaid-information-for-staff/supervision/>

Personal Care Staff Pool List

These staff are **REQUIRED** to maintain a paper log (the Personal Care Checklist) each day they provide a personal care service to an eligible student. Services from the logs may be transcribed daily, weekly or monthly into PSSE. The district must maintain the paper service logs for **seven years**. In addition, we must keep the Personal Care Authorization form on file for **seven years**.

Personal Care Aides/Paraprofessionals are employed in the Special Education Program and shall be qualified under the requirements established by the respective ISD plan. These staff must be trained in skills needed to perform covered services, and must be under the direction of a qualified professional as designated in the IEP/IFSP. Paraprofessional personnel include:

- Teacher Aides
- Health Care Aides
- Instructional Aides
- Bilingual Aides
- Program Assistants
- Independence Para (IP)

Case Manager Staff Pool List

These staff are **REQUIRED** to enter a single service and a detailed **MONTHLY SUMMARY** note in PSSE every month they provide a Targeted Case Management service to an eligible student.

Targeted Case Manager is responsible for the implementation of the care/treatment plan and must meet one of the following criteria:

- A licensed RN in Michigan
- A bachelor's degree with a major in a special education area
- Has earned credit in coursework equivalent to that required for a major in a specific special education area
- Has a minimum of three years personal experience in the direct care of an individual with special needs

AOP Staff Pool List

These staff **do not** enter services in Service Tracker.

Include staff that provide **OUTREACH** services as a regular part of their job duties. Eligible providers include:

- Administrators
- Counselors
- Early Identification/Intervention Personnel
- Physician Assistants
- Teacher Consultants who do NOT provide Case Management services
- Any limited-licensed Speech-Language Pathologist (SLP) NOT supervised by a fully-licensed SLP
- School Psychologists (certified by the Michigan Department of Education but without Michigan licensure)
- School Social Workers (certified by the Michigan Department of Education but without Michigan licensure)

****Do not include any staff who are 100% federally funded (or otherwise not reportable on your districts SE-4096 form) in any of your cost pools.**

Under the direction of and supervision: Certain specified services may be provided under the direction of or under the supervision of another clinician:

Under the direction of: The supervising clinician is supervising the care of the student which, at a minimum, includes seeing the student initially, prescribing the type of care to be provided, reviewing the need for continued services throughout treatment, assuring professional responsibility for services provided, and ensuring that all services are medically necessary. This requires face-to-face contact by the supervising clinician at the beginning of treatment and periodically thereafter.

Supervision of: Limited-licensed mental health professionals consists of the practitioner meeting regularly with another professional, at an interval described within the professional administrative rules, to discuss casework and other professional issues in a structured way. This is often known as clinical or counseling supervision or consultation. The purpose is to assist the practitioner to learn from his or her experience and expertise, as well as to ensure good service to the student.