

MEDICAID COMPLIANCE

Policy 6685

The Board of Education recognizes its obligation to put a plan and program in place to prevent or otherwise detect fraud, waste and abuse in the Medicaid program. In general, the Board of Education expects that its officers and employees will operate with integrity and in conformance with its adopted code of ethics. The Board of Education directs the Superintendent of Schools and the internal auditor to determine that the following procedures are in place and are implemented effectively.

The Board of Education will appoint a Medicaid Compliance Officer at its annual organization meeting. The role of the Compliance Officer shall be to oversee the compliance program, receive and promptly investigate reports of noncompliance and report findings as appropriate to the Medicaid Inspector General, as well as to the Board of Education and the Superintendent of Schools. The Compliance Officer will report to the Board of Education fraud, significant findings or patterns of noncompliance. The Compliance Officer shall periodically report to the Board of Education on the activities of the compliance program.

All employees involved in Medicaid covered services, as well as those responsible for oversight, will receive annual training in accordance with state and federal requirements. The Board of Education expects all employees involved in Medicaid services to participate in general compliance training upon initial hire. Board members will also receive appropriate training so that they can fulfill their responsibilities. The School District will keep appropriate records documenting the training program.

The Superintendent of Schools or his/her designee will keep abreast of services that are covered by Medicaid so that the School District files compliant claims. The Board of Education expects that School District staff and/or contractors and agents will avoid filing false/inaccurate claims which would subject the School District to civil and criminal liability.

Necessary steps will be taken to communicate appropriate standards and procedures to all employees by disseminating information that explains what is required. The School District's program will include mechanisms for response to compliance issues as they are raised. The Compliance Officer is responsible for implementing the system for receiving reports and responding appropriately. This shall include the posting of this policy.

The School District will not hire or contract with service providers who have been excluded from Medicare or the Medicaid program. The Superintendent of Schools or his/her designee will check the credential of the provider before the School District engages their services. School District employees will be required to sign an agreement that said employee will inform the Compliance Officer and the Superintendent of Schools upon receipt of any notification or knowledge that the individual's license has been suspended, revoked or lapsed, or if they have been excluded from participation in the Medicaid program. Upon notice by the employee, the School District will take remedial steps as soon as possible. Contracts with outside providers will include provisions to address this requirement.

MEDICAID COMPLIANCE

Policy 6685

All contractors and agents who furnish or authorize the furnishing of Medicaid services on behalf of the School District, or perform billing or coding functions are required to communicate these policies and procedures to their employees.

The Compliance Officer will check the list of excluded providers monthly to determine if any School District employees who deliver Medicaid-covered services, or if any contractors, have been added to the list or have been reinstated. If any have been excluded, it will be reported immediately to the Superintendent of Schools who will initiate remedial action.

Once a suspected violation has been reported, the Board of Education, acting upon the recommendation of the Superintendent of Schools and the Compliance Officer, will take reasonable steps to respond appropriately and to prevent further violations, which shall include, any necessary modifications to its program designed to prevent and detect violations of applicable law.

Any employee of the School District who has knowledge of activities that he or she believes may violate a law, rule, or regulation has an obligation to promptly report this matter to the designated Compliance Officer and/or his or her immediate supervisor. Reports may be made anonymously and employees will not be penalized for reports made in good faith. Failure to report known violations, failure to detect violations due to negligence or reckless conduct and intentionally making false reports and/or participating in non-compliant behavior shall be grounds for disciplinary action.

Medicaid claims will be included as part of the School District's risk assessment. The claims will be reviewed as part of the School District's risk assessment, at a minimum of every two years, or as directed by the Audit Committee or Board of Education. In addition, the Medicaid claims function will be tested and reviewed as part of the School District's internal audit plan routinely, or as directed by the Audit Committee or Board of Education. When the internal audit reveals weaknesses, a corrective action plan will be initiated by the Superintendent of Schools.

The Compliance Officer and the Superintendent of Schools are charged with responsibility for enforcing School District policy, which protects individuals who, in good faith, report or investigate suspected cases of fraud, waste or abuse in the School District's Medicaid program from retaliation or intimidation. Any act of retaliation against any person who in good faith reported potential issues, investigated issues and/or participated in the investigative process, is prohibited and illegal, and therefore subject to disciplinary action up to and including termination, in conformance with applicable laws and collective bargaining agreements.

The Board of Education directs the Superintendent of Schools to disseminate this policy to employees as well as those entities providing Medicaid covered services, with particular attention to those employees involved in administering the programs and services

EAST QUOGUE UNION FREE SCHOOL DISTRICT
associated with Medicaid and their billing.

EAST QUOGUE UNION FREE SCHOOL DISTRICT

MEDICAID COMPLIANCE

Policy 6685

The Superintendent of Schools is responsible for developing regulations which will further detail the procedures associated with this policy. The Board of Education will periodically review and update this policy and associated plan.

Cross Ref:

Ref. False Claims Act, 31 U.S.C. §3729, et seq.
State Finance Law §187 et seq.
Social Services Law §§145-b; 145-c; 363-d
Labor Law §740
18 NYCRR §521.1 et seq.

Adoption date: December 12, 2016