

Addendum to 8/2017-12/2017 Contract

With regards to providing Consulting/Coordinating Services

- i. Addendum is in consideration for the parties to the Medi-Cal Coordinator Services Consultant Contract for 8/2017-12/2017; **Lori A. Hill** and **Calexico Unified School District**.
- ii. The CONTRACT is supplemented as follows:

This Addendum is in addition to responsibilities listed in Exhibit A of contracted consulting services, and the request to assist with specific changes and reconfiguring of participation within the Medi-Cal LEA program, solely district related, due to new staff on hand and prior year results/recommendations.

The following guidelines are needed for the additional time and services required to provide well-trained and knowledgeable staff members for an efficient learning period. Those additions will include, but are not limited to:

- One on one specific number of meeting days at site with Director of Spec. Ed., Dennis Price. Beginning September 2017 through December 2017, a minimum of 3 meetings monthly, or to be adjusted as needed. This will provide an uninterrupted review with guidance, to move forward efficiently.
- Complete review and familiarization of numerous websites that are utilized for purposes such as follow-up on Department of HealthCare Services DHCS site with updates and mandates, provider participation, etc.
- Work closely to ensure the importance of the regulations and laws that pertain to the LEA Medi-Cal program, so as to avoid any legal situations.
- Give knowledge and understanding to each bullet point listed below:
 - Support and assist Business/HR with annual:
 - CRCS Report
 - TCM Labor Survey Report (if needed)
 - PPA-AR
 - Review and acknowledge that all qualified providers are on board for participation, application and facilitation of their services rendered that are billable
 - Work on generating members for Medi-Cal collaborative representation
- Review of ***all*** qualified providers/practitioners; identify those with need for additional assistance to go back within a prior 12-month time frame, to enter services that were not captured to date.
- Continue support and review of Transportation billing; utilize TransFinder software, so the logging/billing for trips/mileage and services are accurate with minimal discrepancies moving forward. This billing piece needs to be streamlined to capture all revenue available (County support is needed to complete this).
- There needs to be accuracy within the SEIS program with regards to "Transportation" being a piece that is checked and approved for each student with an IEP.
- Solidify clarification on county service providers working within and providing services within CUSD. This will ensure those employees that can bill on CUSD's behalf.
- Additional one-to-one training for those providers that did not participate to their capacity for FY 16/17.
- Provide all necessary guidelines/information to Special Ed Director in order to utilize all staff on hand that can capture revenue within the LEA Medi-Cal billing option program so maximization of the program can be obtained.
- Inform and educate on all above, including all points listed on Exhibit A.

Fees for Services

In consideration for these specific services rendered pursuant to this addendum, the DISTRICT shall pay Lori A. Hill no additional fee, as all fees to be paid are encompassed within said original contract. The DISTRICT agrees to pay as soon as administratively possible, but **no later** than 30 days after receipt of invoice.

Consulting Services (Hourly)

Once said CONTRACT time is fulfilled, if there is no semi-annual/annual Contract put in place, Consulting services are available through an hourly rate, as needed.

Rates are applied as follows:

- ❖ Assist via phone call, email, etc. – Billed in 6-minute increments at an hourly rate of \$60. Each event will be logged, documented and turned in to District monthly. Emails regarding each occurrence, once completed, will be sent to Director of Special Education and Assistant Superintendent – Business Services.
- ❖ Assist via onsite, hands-on – Billed at \$100 flat for first hour, \$80 each additional to be billed in 15-minute increments. Each event will be logged, documented and turned in monthly. I will email to individual overseeing project as requested.

- iii. Except as set forth in this Addendum, the current CONTRACT for 8/2017-12/2017 is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Contract or any earlier amendment, the terms of this amendment will prevail.

By: _____

Printed Name: _____

Title: _____

Dated: _____

By: _____

Printed Name: _____

Title: _____

Dated: _____

ENTIRE AGREEMENT

This is the entire agreement between the parties. It is in addition to any and all oral agreements between the parties, as well as any prior writings. Modifications and amendments to this agreement, including any exhibit or appendix, shall be enforceable only if they are in writing and are signed by authorized representatives of both parties.

Exhibit A

COORDINATOR Responsibilities:

1. Act on behalf of District in the capacity of administering the LEA and SMAA programs.
Specific areas of responsibilities to include, but are not limited to:

LEA Coordinator Responsibilities

Support and assist Business/HR with annual:

CRCS Report

TCM Labor Survey Report

PPA-AR

Coordination of annual practitioner trainings

Monitor program compliance

Ensure and support provider participation, application and facilitation

DHCS, CMS audit prep and attendance

Run CASEMIS reports as required for patient eligibility

Revenue analysis/Annual Report facilitation

Medi-Cal collaborative representation

Participation follow-up with practitioners

SMAA/RMTS Coordinator Responsibilities

Monitor/maintain contract with Orange County LEC Consortium

Work in Coordination with Practi-Cal with invoicing/servicing

Coordination of annual SMAA Trainings

Continually follow DHCS with updates to RMTS

Daily monitor/review for program participation, *as newly required*

Attend LEC/LGA meetings on behalf of district

SMAA Invoice review and certification

Maintain audit binder in compliance with state standards

Revenue analysis

Medi-Cal collaborative representation

2. LORI A. HILL will maintain appropriate and compliant documentation related to the performance of this agreement and make available to district for review access to any such documentation.
3. Provide the District throughout the school year with financial, participation, service history and utilization generated reports. Reports shall include, but not be limited to, information by service provider and service type. LORI A. HILL will coordinate with district leadership to facilitate reporting time frames and content.
4. Comply with federal guidelines concerning issues of confidentiality of student information.
5. Keep and maintain appropriate charts, files and records of all services rendered by LORI A. HILL under this Agreement and shall prepare in connection with these services all reports and correspondence necessary or appropriate in the circumstances.
6. Work in concert with Medi-Cal officials, the California Superintendent of Public Instruction, the California Secretary of Education and Child Development and other government officials to allow the Districts access to the identities of eligible children.
7. Retain all books, records, and other documents relevant to this Agreement and to funds received and expended hereunder for at least four (4) years after final payment.