

How to Determine if an Adjustment is Needed

- If a child has never been paid in MOD, enrollment can be the actual start date of when the child started.
 - Ex. Placement occurred 4/1/19 but ticket was sent. Once fixed, enrollment start date can be 4/1/19.
- Children no longer in attendance
 - Child stopped attending in the current month, key the correct LDC.
 - Ex. LDC 10/2/19, notified on 10/29/19, key term.
 - Child stopped attending in a prior month:
 - Key the LDC for the last day of the previous month.
 - Write a detailed case note to include: child(ren)'s names, correct LDC (last physical date of attendance), provider name and who verified LDC, possible adjustment needed, who in reimbursement was notified.
 - Send a screen shot to the reimbursement specialist and CC Rhonda for a possible adjustment.
 - Ex. LDC 7/18/19, key LDC for 9/30/19, notated file, and notify reimbursement.
- Child who never started at the site they are enrolled at in MOD
 - If provider reports this within the current month, cancel the enrollment.
 - If the provider reports this for a previous month:
 - Key the LDC for the last day of the previous month
 - Write a detailed case note to include: child(ren)'s names, child(ren) never started, provider name and who verified the info, possible adjustment needed, who in reimbursement was notified.
 - Send a screen shot to the reimbursement specialist and CC Rhonda for a possible adjustment.
 - Ex. Enrollment start date 8/14/19 but child did not start, key LDC for 9/30/19 and notify reimbursement.