

**Occupational Therapist
Occupational Therapist Assistant (COTA)
LEA Billing Option Program (LEA)**



Who can claim LEA reimbursement?

1. **Registered Occupational Therapist:** must be licensed to practice by the California Board of Occupational Therapy. Occupational therapists must be graduates of an educational program for occupational therapists that is accredited by the American Occupational Therapy Association's Accreditation Council for Occupational Therapy Education (ACOTE).
2. **Certified Occupational Therapist Assistant (COTA)** ♥ Must be licensed to practice by the California Board of Occupational Therapy.

You can claim LEA reimbursement for:

Assessments (OT's only):

1. Initial (even if the student does not qualify for an IEP)
2. Annual
3. Triennial
4. Amended

*Recommendation or referral is required and must be documented in student's file or stored in the SBR system.

Treatments:

Individual or Group.

♥ **Supervision:**

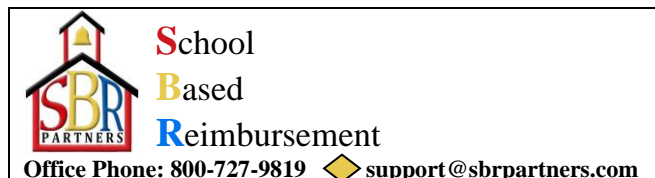
Supervision is required by licensed Occupational Therapist

LEA Program Requirements:

- Treatments must be identified in a student's IEP, 504 or other Care Plan.
- Student must be covered by Medi-Cal during time of treatment.
- Student must have signed MD orders for all OT services, updated annually.
- The referral for assessment and the assessment documentation must be kept five years after reimbursement and be available for audit review.
- Treatment and progress notes must be recorded in the SBR LEA-WEB system or some other method that is readily available for audit review for five years after reimbursement.
- Signed logs must be kept for five years.

How to Log on to the SBR LEA-WEB system

1. Open a WEB browser and enter ca.sbrpartners.com in the address line.
2. Enter user-name (district email) and password. (New users click "New User" and follow instructions).



LEA Reimbursement Rates

| | | |
|-------------------------|----------------------|----------|
| OT Assessment | Initial or Triennial | \$122.60 |
| OT Assessment | Amended or Annual | \$85.14 |
| OT Treatment Individual | First 45 minutes | \$40.44 |
| OT Treatment Group | First 45 minutes | \$13.90 |

| | | |
|---------------------------|------------------|---------|
| COTA Treatment Individual | First 45 minutes | \$17.94 |
| COTA Treatment Group | First 45 minutes | \$5.98 |

Treatment service increments may be rounded up to one unit if direct task takes 7+ continuous minutes

Required Components of an Assessment

| ACTIVITY | Initial/Triennial | Annual/Amended |
|---|-------------------|----------------|
| Review student records | YES | YES |
| Interview student and/or parent/guardian | YES | YES |
| Observation of student in appropriate settings | YES | YES |
| Schedule and administer appropriate tests and assessments | YES | If Needed |
| Score and interpret test results, as applicable | YES | If Needed |
| Write a report summarizing assessment results | YES | YES |

REMINDERS...

DOCUMENT YOUR NOTES AND PROGRESS

Make sure you are entering documentation in the NOTES section of the Treatment Input Screen. Type in a brief description of the activity you were working on and some measurement or progress toward the goal. Once you have entered some notes you can easily copy and paste them into a new treatment entry by clicking the PAST TREATMENT NOTES button and then click COPY. This will ensure audit proof claims.

E-SIGN YOUR LOGS

Sign individual logs or in bulk by month. Supervisors can review and sign once the supervised practitioner has signed.

PARENTAL CONSENT

A one-time signature is required and thereafter an annual notification must be sent to parents. This only applies to students with an IEP. Below is an explanation you can relay to parents:

By signing, you are allowing the school district to bill Medi-Cal for the services we are providing as listed in your child's IEP. Even if your child is not currently eligible for Medi-Cal, the school district could receive money from the state out of a special pool that is used only by school Districts. Signing will not affect your personal Medi-Cal benefits in any way. Your Medi-Cal eligibility is confidential between you and Medi-Cal, I am not asking to discuss it here

MAA MOMENTS

In order to participate in the LEA Billing Program, you must also participate in MAA; contracted staff are an exception. Your MAA participation will affect your LEA Billing reimbursement. One of the 4 questions you will be asked is whether you were working on an activity related to a student's IEP or Health Care Plan. If you are providing a health service, make sure your response reflects that. You will have 24 hr. notification and 4 working days to respond to your moment. Unanswered moments will negatively impact your results.

ORP (Ordering, Referring, Prescribing)

An ORP is required to bill Medi-Cal for treatments (not required for assessments). The ORP is created for individual students by a licensed practitioner and must cover all dates of service and renewed annually. Each ORP must be approved and signed by an eligible ORP signer. This process is done electronically in the SBR system.