

Accepting (Paper) Out of District IEPs with Medicaid Services without a meeting	June 2021
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Create a shell in IEP-Pro by completing the information needed in the following forms:

- Form A
- Form I
- Form I-2

If a meeting to accept the IEP is not held then a “Medicaid Acceptance of Records” form must be completed if there are ADLs or Medicaid reimbursable services on the IEP.

- Each qualified provider must sign and date the Medicaid Acceptance of Records to affirm and approve the course of treatment applicable to their scope of practice.
- If ADLs are the only Medicaid service then a District Nurse must sign-off as approving the recommended ADLs on the IEP.
- If transportation is the only Medicaid service then a District Nurse must sign-off as approving transportation as the recommended service on the IEP.
- Scan the out of district IEP into Supporting Documents of IEP PRO
- Separately scan in the Medicaid Acceptance of Records form with all signatures of qualified providers as accepting the course of treatment outlined in the IEP and place in the student’s brown file.