

TennCare Kids Connection

Process to Provide Information to MCOs When Children Are Identified as Needing to Receive Medically Related School-Based Services

TennCare Responsibilities: TennCare will send a letter initially and annually (at the start of the school year) to all School Directors and Special Education Directors requesting that the schools share information with the appropriate TennCare Managed Care Organization (MCO) when medical services are included in the Individualized Education Program (IEP) of a TennCare-enrolled child. The letter will include:

1. A description of the MCO's responsibility to provide medically necessary covered services to TennCare-enrolled children.
2. A request to provide a copy of the **TennCare Notice of Access to Child or Parent Public Benefits or Insurance Information** to a parent or legal guardian when a school seeks to access a child's or parent's public benefits or insurance in order to pay for required special education and related services.
3. A request that the parent sign the **TennCare Parental Authorization for Release of Information for IEP** form and that the **IEP** be forwarded, along with the signed **TennCare Parental Authorization for Release of Information for IEP** form, to the child's MCO whenever medical services are included in a TennCare-enrolled child's **IEP**. This release form must **not** be modified.
4. A copy of the **TennCare Parental Authorization for Release of Information for IEP** form.
5. A list of MCO contacts to whom **IEPs** should be submitted.
6. A request that the school include, in the **TennCare Kids Connection MCO Cover Letter (Provision of Medically Related Services in a School Setting)**, the **IEP** information, as well as the name and contact information of the person at the school to whom the MCO should provide feedback concerning the medically related services included in the **IEP**.

TennCare will also assure that each MCO's **IEP process** is evaluated by the External Quality Review Organization on each Annual Quality Survey.

MCO Responsibilities: After receipt of the **IEP**, the MCO will:

1. Either accept the **IEP** as indication of a medical problem and treat the **IEP** as a request for service(s) to which the MCO will respond within a 14-day period from receipt of the **IEP** or assist in making an appointment to have the child evaluated by his or her Primary Care Provider (PCP) or another in-network provider in accordance with the time frames specified in the TennCare Demonstration Agreement with CMS¹.
2. Send a copy of the **IEP** and any related information to the PCP (e.g., action taken by the MCO in response to receipt of the **IEP**, action the MCO expects the PCP to take).

¹<https://tn.gov/assets/entities/tenncare/attachments/tenncarewaiver.pdf>

3. Notify the designated school contact of the ultimate disposition of the request (e.g., what services have been approved or denied for the child, what arrangements have been made for service delivery).
4. If the MCO becomes aware that an enrollee has an **IEP** (for example, through the internal case management process), then the MCO is obligated to request a copy of the **IEP** from the school.

Note: In the event a school sends the **TennCare Parental Authorization for Release of Information for IEP** form without an attached **IEP**, or an **IEP** without the **TennCare Parental Authorization for Release of Information for IEP** form, the MCO will request the missing document from the school.

School Responsibilities: In order to share information concerning medical services included in the **IEPs** for TennCare-enrolled children, the schools will:

1. Identify children enrolled in TennCare who may have medically related services listed in their **IEPs** and identify the children's designated MCOs. Schools may utilize the **TennCare Kids Connection Flyer** to obtain information about the children's MCOs.
2. Provide the parent a copy of the **TennCare Notice of Access to Child or Parent Public Benefits or Insurance Information** when a school seeks to access a child's or parent's public benefits or insurance in order to pay for required special education and related services under the Individuals with Disabilities Act (IDEA).
3. Obtain the parent's signature on the **TennCare Parental Authorization for Release of Information for IEP** form, allowing:
 - a. The school to share the **IEP** with the appropriate MCO
 - b. The MCO to share the **IEP** with the child's PCP
 - c. The MCO to provide feedback to the school concerning services included in the **IEP**
4. Provide copies of the child's **IEP** and the signed **TennCare Parental Authorization for Release of Information for IEP** form to the MCO. The school may utilize the **MCO Cover Letter (Provision of Medically Related Services in a School Setting)** and send to the designated MCO, along with any supporting documentation, such as the child's Individual Health Plan.
5. Provide the MCO, in the **MCO Cover Letter**, a list of medically related services in the child's **IEP** and the type of provider being sought by the school, as well as the contact information for the Special Education Director or other specified person at the school who is to receive MCO communication on the child.

TennCare Kids Connection forms and documents are available for downloading on the TennCare website at: <https://tn.gov/tenncare/topic/tenncare-kids-connection>