



IDGS COMMUNITY CLASS SUBMISSION

Individual:

Date:

Purpose: EEDA is responsible to ensure Community Classes meet **Medicaid** IDGS billing elements. Please remember classes cannot be segregated, must be open to the general public, relates to the individual's valued outcomes and habilitative needs, and are non-credit bearing. Tutoring in Academic Subjects is also excluded.

Process: This form is to be completed by Broker or participant and submitted to EEDA prior to the taking of the class. Please ensure this form is complete and has the following attachments:

- Marketing materials including a brochure or a web page screen shot
- Submitted Materials must contain Published Fees.

FI Procedure: It is the responsibility of the Participant and Broker to research classes and to determine as best as possible if the class is reimbursable under Medicaid rules. This form needs to be submitted with all **new class requests** as the questions act as the guide to understand eligible reimbursements. As the FI, we have shared all Medicaid requirements at Launch and with the Broker and we utilize this vetting form for our final review.

Any questions should be directed to the FI from the Broker. If a class receipt has been submitted but not vetted in advance of the class – then the payment may be denied if it doesn't meet Medicaid criteria for payment.

Vendor Name:

Name of Class:

What is the subject matter of this class? _____

Does this class have an instructor? _____

What valued outcome does this class relate to (must be in current Life Plan)?

Please answer the following questions TRUTHFULLY about this Community Class. If the answer you provide is NOT the answer identified – then the class is ineligible per Medicaid Regulations:

1. Is the class taught by staff or run by an agency that provides OPWDD services to people with I/DD? **YES** or **NO (answer must be NO)**
2. Is the class located on the grounds where OPWDD services for people with I/DD are normally provided? **YES** or **NO (answer should be NO)**
3. Is the class open to the public? **YES** or **NO (answer should be YES)**
4. Does the class have a published fee? **YES** or **NO (answer must be YES)**

Comments/Notes on Class:

Participant Signature: _____ **Date:** _____