



Ohio's School Services Plan of Care

The School Services Plan of Care is a new form available to Medicaid School Program (MSP) providers beginning on Jan. 1, 2026. For the purposes of this guidance, an MSP provider is a school district or a community school that is participating in the Medicaid School Program and seeking Medicaid reimbursement for school-based services provided to a Medicaid-eligible student.

The School Services Plan of Care is part of the implementation of Ohio's MSP updates to expand MSP services to a broader group of Ohio's students. The School Services Plan of Care allows for reimbursement of medically necessary services provided to students enrolled in Medicaid who do not have an Individualized Education Plan (IEP) but could benefit from services provided in school.

The School Services Plan of Care is a standardized and timebound template developed and maintained by the Ohio Department of Medicaid and is to be used by school districts and community schools participating in the Ohio Medicaid School Program. Throughout this document, school districts and community schools participating in the MSP are referred to as MSP providers.

The [School Services Plan of Care](#) allows MSP providers to document services provided in a school for students with behavioral and physical health needs that impede their ability to engage in academic content or attend school regularly. This form meets the requirement of a plan-of-care documenting medical necessity for Medicaid billing purposes.

The Medicaid School Program requirements, allowable services, and billing guidance are available on the [Ohio Medicaid School Program webpage](#). The Ohio School Services Plan of Care form can be accessed [here](#).

Overview of Ohio's School Services Plan of Care

The purpose of this form is to serve as documentation of medical need to bill Medicaid for allowable services provided to an eligible child as part of the MSP.

The School Services Plan of Care details services provided to a child as described in [Chapter 5160-35 of the Ohio Administrative Code](#). The School Services Plan of Care is not a medical record and does not qualify as a medical record. MSP providers will ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). ***This form does not replace or supplant any state or federal requirements for providing services to students with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) or section 504 of Americans with Disabilities Act.***

How to Use the School Services Plan of Care

School Services Plan of Care must be filled out accurately and completely to bill Medicaid for services provided to the Medicaid-enrolled student as part of the School Services Plan of Care.

If the MSP provider does have an alternative form of documentation for the student

If the MSP provider has existing documentation listed below in the check list with the same or similar components, the district may complete the demographic information (page 1), the required signatures (page 2) and the alternative form of documentation check list (page 3) and attach (either physically or electronically) the chosen alternative documentation to the form. These alternative forms of documentation are valid for one calendar year from the signed date of the alternative form, not the signed date of the School Services Plan of Care.

- | | |
|---|--|
| <input type="checkbox"/> Absence intervention plan | <input type="checkbox"/> Seizure Action Plan |
| <input type="checkbox"/> Behavioral Intervention plan | <input type="checkbox"/> 504 plan |
| <input type="checkbox"/> Safety plan | <input type="checkbox"/> Occupational therapy plan of care |
| <input type="checkbox"/> Mental health treatment plan from a school or community provider | <input type="checkbox"/> Physical therapy plan of care |
| <input type="checkbox"/> Individualized Health Plan | <input type="checkbox"/> Nursing Care Plan |
| <input type="checkbox"/> Child and Family Centered Plan | <input type="checkbox"/> Asthma Management Plan |
| | <input type="checkbox"/> Diabetes Management Plan |

If the MSP provider is using an alternative form of documentation listed in the check list above, the MSP provider must ensure the following components are included:

- ❖ Required components of the School Services Plan of Care:
 - Student Demographic information (page 1)
 - Signature page (page 2)
 - Signatures of all providers included in the plan are required. The form may be modified to include signatures for multiple providers.
 - Start and end date – this should be the effective date of the alternative form of documentation, not the date in which the School Services Plan of Care is signed.
 - Check box for alternative form of documentation provided (page 3)
- ❖ Attach the alternative form of documentation (listed in the check boxes above) must include:
 - Be based on an assessment of need conducted by an authorized school district representative or provider to determine medical necessity.
 - Completed by a school-based or community provider who is authorized to evaluate, determine need and recommend a service. This person must be professionally qualified and authorized to provide the service. Paraprofessionals, general education teachers and unlicensed personnel cannot determine medical necessity
 - Include specific services to be used, and the amount, duration, and frequency of each service.
 - Include specific goals to be achieved because of the service provided, including the level or degree of improvement expected.
 - For nursing services, reference and identify the location of the prescription of a physician. For medications, reference and identify the location of the prescription of a physician or an advanced practice nurse in accordance with Ohio law.
 - Specify timelines for re-assessment, which should be no more than twelve months from the date of the initial evaluation or most recent re-assessment of the eligible child and updates to the plan of care.
 - This must be in alignment with Ohio Administrative Code Chapters 5160-35-05 and 5160-35-06 progress monitoring requirements.
- ❖ If the alternative documentation does not have all the components required above, the MSP provider must fill out the School Service Plan of Care in its entirety.

Written documentation of medical necessity, signed by a qualified provider, is required for all school health services submitted for Medicaid reimbursement.

If the MSP provider does not have an alternative form of documentation for the student that meets the above requirements

If the MSP provider does not have an alternative form of documentation that fulfills all of the [requirements listed above](#), they must fill out all sections the [School Services Plan of Care](#). See the [School Services Plan of Care instructions](#) below for more information. The provider can add additional boxes for the Service Plan and Progress Monitoring section starting on page 5.

Service Plan and Progress Monitoring

This section details and describes the services that the student will receive to address the physical and/or behavioral health concerns, conditions or diagnosis identified by the school team and based on an assessment of need.

For each physical or behavioral health concern identified by the school team, there must be the following information included in the form:

- ❖ A description of the assessment of need used to determine medical necessity.
 - This information should be included in the first box on page 5 that includes the physical or behavioral health concern, condition, or diagnosis.
 - The assessment of need is completed by a school-based or community provider who is authorized to evaluate, determine need and recommend a service. This person must be professionally qualified and authorized to provide the service. Paraprofessionals, general education teachers and unlicensed personnel cannot determine medical necessity. However, paraprofessionals, teachers and other school personnel can participate in the school team to inform the School Services Plan of Care.
 - The assessment of need may include:
 - Data and description describing the student's current or baseline functioning,
 - A description of how the student's baseline functioning impacts their education or school participation,
 - Identification of the service recommended,
 - Information about why the service recommended.
- ❖ The service or intervention that will be provided.
 - The list of MSP services can be found on the [Medicaid School Program](#) webpage.
- ❖ The scope of the service or intervention.
 - Scope refers to what the service or intervention covers. It includes where and how the service will be completed.
- ❖ The duration of the service or intervention.
 - Duration refers to how long each session will last and/or the length of the treatment period.
- ❖ The frequency of the service or intervention.
 - Frequency refers to how often the service or intervention is provided.
- ❖ The goal of the service or intervention
 - The goal must be specific to the service or intervention identified in the assessment of need. It should describe what the student will accomplish as a result of the service or intervention, not what the provider will do. The goal must clearly relate to the functional school need **and** be tied to a [Medicaid School Program billable service](#).
- ❖ The objective of the service or intervention
 - The objective details the specific, measurable steps toward the goal.
- ❖ A description of how progress of the service or intervention will be monitored.

- Progress monitoring could include staff observations, behavior logs, attendance records, progress notes, or nursing reports that document the child's tolerance of a medication or procedure. This should also describe how frequently progress will be monitored and in alignment with Ohio Administrative Code Chapters 5160-35-05 and 5160-35-06 progress monitoring requirements.
- Documentation detailing only the educational aspects of therapy or medical services does not meet the MSP requirements for progress reporting.

The school team should complete this information for each physical or behavioral health concern identified through an assessment of need for which a Medicaid School Program services is provided to the student. The form can be adapted by adding additional boxes, if necessary.

Care Coordination, Referrals and Follow Up

The school team should make a plan for care coordination, including referrals to community providers and a plan for follow up.

In the case that the student is receiving services or interventions from multiple school-based or community providers, the school team should document how these providers will coordinate care and communication. If a student is not receiving services from a community-based provider, the school team should determine if the student could benefit from a referral to a community provider. The team should document if a referral to a community provider is suggested for the student and the plan to facilitate completion of the referral.

Lastly, the team should agree on criteria for when and why the plan will conclude. The plan must be re-evaluated no longer than one year from the effective date of the plan.

Frequently Asked Questions about the School Services Plan of Care

Is this form required to participate in the MSP?

No, the MSP providers can continue using the IEP to document medical necessity for students with an IEP. The MSP providers are not required to adopt the School Services Plan of Care. It is an optional form provided by the Ohio Department of Medicaid to document medical necessity for Medicaid billing purposes if the student does not have an IEP.

This form is NOT required for students to receive a service in the school. It is only required for the MSP providers to bill Medicaid for those services for students enrolled in Medicaid who are not on an IEP.

What services can be included in the School Services Plan of Care for a student?

The [Medicaid School Program webpage](#) includes the MSP billable services.

What if the alternative form of documentation for the student does not include all the required components?

If the alternative form of documentation does not include all the required components, the MSP provider must complete the School Services Plan of Care in its entirety.

How should the MSP providers integrate the form into their school's existing processes?

The MSP providers are likely already providing school-based physical and/or behavioral health services in their schools. The MSP providers should continue with their current process for identifying students for services, engaging parents, obtaining consent to treat, and obtaining permission to bill Medicaid.

The MSP providers should review the form requirements and determine if and how they will implement the form in the context of their own school or district. Options may include:

- ❖ Using the form to document all school health services provided to all students
- ❖ Implementing it at selected school buildings
- ❖ Using the form for certain services, such as school nursing services
- ❖ Utilizing the form for services the district is already providing to eligible students

Who is required to sign a School Services Plan of Care?

In order to be effective, the School Services Plan of Care must be signed by the qualified provider who is providing services to the student outlined in the plan. If the plan includes more than one service, each provider must sign the School Service Plan of Care. Signatures of all providers included in the plan are required. The form may be modified to include signatures for multiple providers.

The form must also be signed by the parent(s) or legal guardian(s) of the student. If the student is over the age of 18, the student can sign on their own behalf.

Who can recommend a School Services Plan of Care for a student?

The MSP providers should review the form requirements and determine how a student may be recommended for a School Services Plan of Care in their school. A parent, teacher, or other school personnel can recommend using the School Services Plan of Care if they observe that a student has physical, behavioral, or mental health needs that are impacting academic performance or regular school attendance. A team of school staff and the student's parents or guardians can meet in-person or virtually to discuss and agree on the needs, services, and goals included in the plan. This form may be integrated into existing school processes and team meetings, such as the [school attendance team](#), the [Positive Behavioral Interventions and Supports](#), or the [multi-tiered systems of support \(MTSS\)](#) team.

Schools are encouraged to coordinate across teams to ensure that school-based services align with academic, behavioral, and mental health supports, reducing duplication and improving communication among providers.

How long is the School Services Plan of Care valid?

The School Services Plan of Care is valid for one calendar year but may be revised more frequently throughout the school year as the needs of the student change. Services must be documented with valid dates in the School Services Plan of Care to bill Medicaid for those services.

The MSP provider, in partnership with the student's parents or guardians, may choose to revise and renew the form at the end of the valid period for another one-year period.

If using an [alternative form of documentation \(listed above\)](#), the form is valid for one calendar year from the signed date of the alternative form, not the signed date of the School Services Plan of Care.

When does the School Services Plan of Care end?

A School Services Plan of Care can be valid for one year from date of parental signature. A school team may determine it appropriate to end the plan of care sooner than one year. Additionally, the school team may determine to review, revise and renew the plan at the end of one year. Factors to consider regarding ending a School Services Plan of Care:

- ❖ When a student no longer requires the documented service as evidenced by progress monitoring of the care provider.
- ❖ If a parent requests that their student stop receiving the service.
- ❖ The student transitions to an IEP.
- ❖ The student begins receiving services from a community provider.

Are the MSP providers required to submit the form to the Ohio Department of Medicaid?

No, this form will not be submitted to the Ohio Department of Medicaid for review or approval. The Medicaid School Program provider is responsible for adhering to all state and federal records retention laws and is responsible for keeping appropriate records for auditing purposes.

Can the MSP providers incorporate the form into data collection systems?

Yes, the MSP provider should determine which format is most effective for implementation in their school or district. The Ohio Department of Medicaid will provide the form as a fillable PDF and will make periodic updates to the form for usability and compliance. An MSP provider may choose to incorporate the School Services Plan of Care into an existing software system and will be responsible for ensuring the form complies with Medicaid billing guidelines. The MSP provider may choose to use an electronic version (like fillable PDF) and store electronically or use a paper version, in alignment with local policy and records retention requirements. The provider is responsible for updating their system whenever the form is changed.

How must an MSP provider obtain parental consent to treat when using the School Services Plan of Care?

The MSP providers are responsible for obtaining parental consent to provide services and should continue with their current processes to ensure parental consent to physical or behavioral health services provided in the school.

How must the MSP providers obtain parental permission to bill Medicaid when using the School Services Plan of Care?

The MSP providers are responsible for obtaining parental permission to bill Medicaid before seeking reimbursement from Medicaid for a service provided to an eligible child.

[Federal regulations](#) require:

1. Parental consent must be obtained to seek access to public health information, including Medicaid eligibility, and must be obtained to bill public health insurance for services provided.
2. A notification of continued access to public health insurance must be sent annually to the parent.
3. Parents have the right to revoke consent at any time.
4. School districts are obligated to provide services to students through Free and Appropriate Public Education (FAPE), regardless of the parental consent status.

Because parental consent is required to bill Medicaid, the MSP providers may need to update their process to obtain permission to bill Medicaid when implementing the School Services Plan of Care. The MSP providers cannot bill for services included in the School Services Plan of Care if they have not obtained permission to bill Medicaid from the student's parent or legal guardian.

Many of [Ohio's MSP Billing Agents](#) provide standardized and compliant forms to obtain parental consent to bill Medicaid and an MSP provider can contact their MSP Billing Agent with questions.

What does medical necessity mean?

Services are medically necessary when they are recommended by a licensed provider, appropriate for the condition, and required to support the student's health needs to access their education. A service is medically necessary in school if the student's health condition impairs their ability to attend school, remain in class, or benefit from instruction without intervention.

Examples:

- ❖ A student has moderate persistent asthma, resulting in frequent absences. Daily medication monitoring and as-needed inhaler use are required to prevent symptoms that interfere with attendance.
- ❖ A student experiences panic attacks that cause them to leave class frequently. Check-ins with the school social worker to practice grounding techniques and symptom tracking supports class participation and emotional regulation.
- ❖ A student with Type 1 Diabetes needs insulin injections, glucose checks, and carbohydrate counting multiple times a day. Daily nursing services are required to manage the student's chronic health condition and prevent health emergencies.

Who do I contact with questions?

Additional information about the Medicaid School Program can be found on the Ohio Department of Medicaid's [Medicaid School Program webpage](#). Additionally, email questions to MedicaidSchoolPrograms@medicaid.ohio.gov.