

ADMINISTRATION
JACQUELYN L. KELLY
SUPERINTENDENT OF SCHOOLS
(315) 287-4870

JESSICA SULLIVAN
ASSISTANT SUPERINTENDENT
(315) 287-4870

CAROL LASALA
BUSINESS MANAGER
(315) 287-4836



BOARD OF EDUCATION
DAVID FENLONG
PRESIDENT
TODD E. BATES
VICE-PRESIDENT
BROOKE BUSH
DR. WILLIAM CARTWRIGHT
MARK HENDRICK
NAAMAN LOWRY
NICKOLAS ORMASEN
LAURIE M. ROBERTS
LAURA SPICER

June 13, 2023

Via E-Mail (caps@osc.state.ny.us)

Office of the New York State Comptroller
Division of Local Government
PSU – CAP Submission
110 State Street, 12th Floor
Albany, NY 12236

Re: Unit Name: Gouverneur Central School District
Audit Report Title: Medicaid Reimbursements
Audit Report Number: 2023M-34 June 2023
Corrective Action Plan

Audit Recommendation 1:

Establish written procedures for obtaining parental consent forms, documenting the eligible services provided and submitting claims for Medicaid reimbursement.

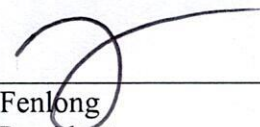
Implementation Plan of Action:

The School District began steps to maximize Medicaid reimbursement prior to the start of the Comptroller's audit. During the 2021-2022 school year, the School District began training its Medicaid eligible service providers to ensure that the services according to each student's IEP were properly documented. The initial "Frontline Medicaid" training for the service providers occurred November 1, 2021. Service providers also attended School Supportive Health Services Program (SSHSP) Medicaid 101 (Part I and II) training on December 15, 2021. The School District's CSE office staff participated in a Medicaid Kick-Off meeting on October 14, 2022. The related service providers received Frontline Medicaid training again this year on March 17, 2023. Prior to the Comptroller's audit, the School District began the process of planning to submit Medicaid claims during the 2022 - 2023 school year. On August 24, 2022, the School District entered into a contract through a service provider to assist with documenting Medicaid eligible services provided and submitting claims for Medicaid reimbursement. The School District is preparing written procedures for Medicaid reimbursement, including procedures governing obtaining parental consent forms, documenting eligible services provided and submitting claims for Medicaid reimbursement. The School District anticipates completing these procedures by the end of the 2022-23 school year.

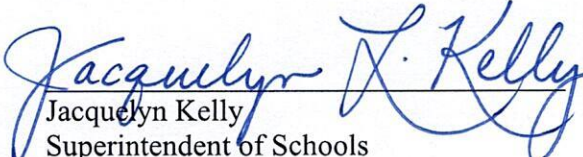
Person Responsible for Implementation: Business Manager

Implementation Date: June 30, 2023

Conclusion: The School District would like to thank the Comptroller's Office for their thoroughness and professionalism during the time they spent in the School District. The Audit Report offers constructive guidance to strengthen our management of the School District's Medicaid reimbursements, supplementing action already taken by the School District to strengthen our Medicaid reimbursement policies and procedures. We have addressed in this response our plans to implement the Audit Report's recommendations, including actions already initiated. We will implement the Comptroller's Office guidance in a manner which maximizes Medicaid reimbursements on behalf of the School District's taxpayers.



David Fenlong
Board President



Jacquelyn Kelly
Superintendent of Schools