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**NORTHWEST TRI-COUNTY INTERMEDIATE UNIT**

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### 2012-13 ACCESS Project Billing Agreement

It is agreed that the Northwest Tri-County Intermediate Unit will function as administrator for **Warren County School District** in order to implement district ACCESS billing from July 1, 2012, to June 30, 2013. The district agrees to the following terms:

- (1) IU5 will assist the district in identifying MA eligible students.
- (2) IU5 will provide assistance scheduling Supervisory training for PCA logs.
- (3) IU5 will, with the help of the district ACCESS Program Liaisons, maintain a complete ACCESS file for each district-billed student enrolled in the ACCESS Program.
- (4) IU5 will obtain the medical authorization for IEP billing.
- (5) IU5 will charge the district a fee, per transaction, based on the IU fee paid for claim processing.
- (6) IU 5 will make a staff member available to assist districts on-site with ACCESS issues as requested by the district or the IU, at a fee of \$250 per staff member per day, with written agreement by both parties.
- (7) IU5 will process district ACCESS billing forms and forward to the State ACCESS Vendor.
- (8) IU5, in the event of an audit, will provide district with complete ACCESS files for all the students.
- (9) IU5 will assist district to retrieve monthly management reports.
- (10) District will obtain Parent Authorization at time of IEP and forward original Parent Notification Letter to IU5.
- (11) District will designate a district administrator and a district clerical staff person as ACCESS Program Liaisons. These staff will be responsible for communicating and cooperating with the IU5 staff to maximize district ACCESS billing and ensure compliance with federal regulations by providing the following information to IU5:
  - Copies of IEPs the IU cannot obtain in IEPWriter, which include all health-related service(s) for which the district intends to bill.
  - Copies of student's prescription, or private physician authorization for medication in school.
  - Required documentation for all district providers.
- (12) District shall accept responsibility for the content and supervisory signatures on all provider logs submitted to the IU for billing.
- (13) District will process District provided special needs transportation for ACCESS reimbursement.

This written contract constitutes the complete agreement between the parties and supersedes all prior oral or written understandings, that there are no agreements or terms other than specified in the agreement, and that any modification, change, or termination to the agreement must be in writing and signed by all parties.

\_\_\_\_\_  
Executive Director  
Northwest Tri-County IU5

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Superintendent

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date