School Health and Related Services Updates

Presented by the HHSC Rate Analysis Department and the Texas Education Agency
Agenda

• Introductions

• SHARS Cost Report Updates

• Random Moment Time Study Overview and Updates

• TEA Overview
  - Parental Consent
  - Documentation Guidelines

• Resources/Contacts

• Questions
Introductions
Introductions

HHSC Rate Analysis – Acute Care (Cost Report Unit)
Responsibilities include rate setting and all cost reporting functions (training, collection, settlement, and reconciliation)

HHSC Rate Analysis – Time Study Unit
Responsibilities include coordinating the collection of quarterly participant lists, conducting training and overseeing the random moment time study

Texas Education Agency
Responsibilities for TEA include:
• Contacts with school districts and charter schools, and
• Communication regarding programmatic educational issues.
SHARS Cost Report Updates
**SHARS Cost Report Updates**

**2017 SHARS Cost Report**
- Settlement Notices issued 4/1/19
  - Response due 5/1/19
  - Informal review requests due 5/1/19

**2018 SHARS Cost Report**
- Cost reports were due 4/1/19
  - 60 day correction period underway (ends 6/2/19)
  - Audit reviews scheduled for September/October 2019

**Settlement Process**
- Settlement notices will be issued in December of each year going forward
- Payouts/recoupments will be authorized for TMHP processing beginning in January of each year
Third Party Liability

- Texas Medicaid is a “payer of last resort.” That means that everyone who is legally responsible for paying for your health-care services must pay what they owe before Texas Medicaid will pay.

- On October 1, 2017, Texas Medicaid began using the pay-and-recover method for the School Health and Related Services (SHARS) program.

- Clients are not liable for insurance co-pays or deductibles.

- Client lifetime benefits (from their private insurance) may be affected.
  - Clients that feel their benefits may be affected should consult their private insurance carrier and school district.

STAIRS

- SHARS Cost Report scheduled to be migrated to a new STAIRS platform starting with the 2019 cost report.
Random Moment Time Study Overview & Updates

Random Moment Time Study (RMTS)

- A federally accepted statistically valid random sampling technique that measures the participant’s time performing work activities

- Mandatory to participate in School Health and Related Services (SHARS) or Medicaid Administrative Claiming (MAC)

- Driven by district created Participant List (PL), consisting of staff that provide SHARS direct medical services and/or MAC administrative services
Participant List - Development

- At the beginning of each quarter only the trained RMTS Contact provides in STAIRS a comprehensive list of staff eligible to participate in the RMTS.
- Once the PL is closed you cannot add/delete a participant nor change a position/function category.
- No changes can be made after the 3rd quarter PL closes until the next FFY PL opens, unless you attend an early May training which gains you access to the PL mid-May.
Participant List – Who’s Included

- Staff who perform SHARS Direct Medical and/or MAC activities as a part of their regular duties at least on a weekly basis:
  - Regular Staff
  - Federally Funded Employees
  - Contractors
Participant List – Who’s Excluded

HHSC does not have a CMS exemption from the time study guide that states,

“Administrative staff such as executive directors, program directors, principals, assistant principals, special education directors, and other managers/supervisory staff are not to be included in the time study. Likewise, there should be no clerical or administrative support staff included. These staff will be included in the claiming process by allocating their time and appropriate costs based on the total time study effort.”
Participant List – SHARS Direct Medical Categories

Registered Nurses (RN)
Licensed Vocational Nurses (LVN)
Advanced Practical Nurses (APN)
Delegated Nursing Services
Physicians (MDs & DOs)
Licensed Audiologist
Licensed Assistant in Audiology
Licensed Occupational Therapist (OT)
Certified Occupational Therapy Assistant (COTA)
Licensed Physical Therapist (LP)
Licensed Physical Therapy Assistant (LPTA)
Licensed Psychological Associate
Licensed Psychologist
Licensed Specialist in School Psychology (LSSP)

All inclusive list of SHARS providers approved by Centers for Medicare & Medicaid Services (CMS)
Random Moment Time Study Overview & Updates

Participant List – SHARS Direct Medical Categories

Licensed Psychiatrist
ASHA-Equivalent Speech Language Pathologist (SLP) with Texas license and master’s degree
ASHA SLPs with Texas licenses
Grandfathered SLP with Texas license and no master’s degree
TEA- or SBEC-Certified Speech Therapists
Licensed Assistant in SLP
Licensed SLP Intern
Licensed Professional Counselor (LPC)
Licensed Marriage and Family Therapist (LMFT)
Licensed Clinical Social Worker (LCSW)

Personal Care Service Providers

All inclusive list of SHARS providers approved by Centers for Medicare & Medicaid Services (CMS)
Participant List – MAC Only Categories

Behavioral Counselor
Interpreter/Translator/Bilingual Specialist
Licensed Bachelor of Social Work (LSW)
Licensed Master of Social Work (LMSW)
Physician Assistant (PA)
Pregnancy, Education & Parenting Program Personnel
Psychology Intern
Orientation & Mobility Specialist
Outreach Workers
Service Coordinator/Case Managers
Inconsistent implementation from year to year and district to district

- Only the vacant position(s) the district anticipates filling during the quarter should be included on the PL
- Should be reviewed and edited each quarter before the PL closes
- Loading the PL with vacant positions limits the opportunity for the selected moment to be a reimbursable response
- RMTS Contact responds to the moment as paid/unpaid leave
- Excess ultimately lowers the RMTS percentage across the State
Duplicate Positions

Identification and Removal from PL

- If the participant performs more than one function include on the PL once in the category/function preformed the majority of the quarter
- Emails are sent to those districts that have been identified as having possible duplicate entries
- HHSC trained RMTS Contact is responsible for removing duplicate entries prior to the PL close date

To remove duplicates from the PL do the following:

- Export your PL to Excel.
- Choose the column of data (e.g. address, external ID) that may have duplicates.
- Highlight that column and choose the “conditional formatting” option. You’ll see an option there to “highlight duplicate values”

It’s easy to identify and remove any duplicates.
SHARS Solutions

- Program Overview- TEA’s Role
- Parental Consent
  - Medicaid Assess to Student Records
  - Third Party Liability Policy
- Documentation Guidelines
  - Session Notes
  - Service Logs
  - Evaluation Logs
  - Transportation
- What Will You Do?
- Resources/ Contacts
Program Overview – TEA’s Role

Responsibilities for TEA include:
- Contacts with school districts and charter schools, and
- Communication regarding programmatic educational issues.

Examples include:
- TEA website;
- Listserv bulletins;
- Program compliance monitoring.
Parental Consent – Medicaid Access to Educational Records

“Informed consent is agreement to do something or to allow something to happen only after all the relevant facts are disclosed.”

- **Prospective Consent**: Consent for future services/billing.
- **Targeted Distribution**: Consent is applicable to a child receiving eligible special education services and who has been identified as Medicaid eligible.
- **Annual Notice**: Annual opportunity to discuss SHARS.
- **Age of Majority**: New consent is not required, but adult students have the opportunity to deny consent.
Parental Consent – Third Party Liability (TPL)

Expectation for District/ Charter School Providers
Share the information with parents and adult students. Ensure that parents/adult students understand that they have the right to refuse to participate in SHARS.

Public schools are responsible for ensuring that students with disabilities receive a free and appropriate public education (FAPE). Parents/adult students cannot, therefore, be charged by a public school for special education services provided to students with disabilities. If parents produce a document they believe is an insurance bill,

• verify whether the document is a bill. Some documents may include an Explanation of Benefits (EOB) that may or may not indicate that money is owed; and
• if it is an insurance bill, contact the TMHP Contact Center at 1-800-925-9126.
Session Notes:
Audiology
Speech Therapy
Occupational Therapy
Physical Therapy
Counseling
Psychological Services

Documentation Guidelines – Session Notes
FAQ Documentation (B) Pages 6-7

- Date of service
- Medicaid number
- Modality (group or individual)
- Start/ end of session
- Total billable minutes
- Reference to the IEP objective
- Activity performed
- Student observation
Service Logs:
Nursing
Physician
Personal Care Service

Documentation Guidelines – Service Logs
FAQ Documentation (B) Page 8

- Date of service
- Medicaid number
- Modality (group or individual)
- Start/ end of session
- Total billable minutes
- Activity performed
Evaluation Logs:
Psychological Evaluation*
Speech Evaluation
Occupational Therapy Evaluation
Physical Therapy Evaluation

*J10 is no longer effective

Documentation Guidelines – Evaluation Logs
FAQ Documentation (B) Page 7

- Date of service
- Medicaid number
- Start/ end of session
- Total billable minutes
- Activity performed
TEA Overview

Documentation Guidelines - Transportation

3.3.10 Transportation

Qualifications for Billable Transportation:

- A child requires transportation in a specially adapted vehicle to serve the needs of the disabled.
- The special transportation service is included in the student’s IEP.
- On the day the child is transported, the child must receive Medicaid services covered by SHARS (other than transportation).

A specially adapted vehicle is one that has been physically modified (e.g., addition of a wheelchair lift, addition of seatbelts or harnesses, addition of child protective seating, or addition of air conditioning). A bus monitor or other personnel accompanying children on the bus is not considered an allowable special adaptive enhancement.

Texas Medicaid Providers Procedure Manual
Documentation Guidelines - Transportation

FAQ Documentation (U) Page 53

Transportation Log:
- Date of service
- Name of provider (LEA)
- Student name and ID
- Medicaid number
- Route number
- Indication of AM/ PM trips
- Driver indicate each trip
- Driver sign and date form
WHAT SHARS DOCUMENTS WOULD YOU PREPARE FOR AN AUDIT?

WHAT ARE YOUR DISTRICT’S SHARS EVIDENCE OF IEP IMPLEMENTATION?
“Successful learners are not only knowledgeable and productive but also emotionally and physically healthy, motivated, civically engaged, prepared for work and economic self-sufficiency, and ready for the world beyond their own borders.”

– Health and Learning, ASCD 2004 Adopted Positions
SHARS Resources & Contact Information
SHARS Resources & Contact Information

TEA Website: https://tea.texas.gov/Academics/Special_Student_Populations/Special_Education/Programs_and_Services/School_Health_and_Related_Services/

HHSC Rate Analysis SHARS Website: https://rad.hhs.texas.gov/acute-care/school-health-and-related-services-shars


TEA Bulletin Service for SHARS Updates: https://public.govdelivery.com/accounts/TXTEA/subscriber/new

HHSC Rate Analysis Time Study Website: https://rad.hhs.texas.gov/time-study/time-study-independent-school-district-isd
**Texas Education Agency – Division of Financial Compliance**
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**HHSC Rate Analysis Department – Acute Care Cost Report Unit**
SHARS Help Line: (512) 730-7400
SHARS Email: ra_shars@hhsc.state.tx.us

**HHSC Rate Analysis Department - Time Study Unit**
Phone: (512) 490-3194
Email: TimeStudy@hhsc.state.tx.us

**Fairbanks Client Information Center**
Phone: (888) 321-1225
Email: info@fairbanksllc.com
Questions??
THANK YOU!!