



# SHS Program News and Updates

## Quarterly Newsletter

September 2010

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## Happy New School Year!

The Department of Health Care Policy and Financing (Department) and Public Consulting Group (PCG) have developed this newsletter to communicate what is going on within the School Health Services (SHS) program. Each quarter we will highlight news and due dates for all aspects of the program including the Random Moment Time Study (RMTS), the Annual Cost Report, Quarterly Financial Reports, and Program Reviews.

## SHS Stakeholder Forum

The Department is starting a SHS Stakeholder Forum. This group will meet quarterly to discuss best practices, district issues, and other feedback related to the School Health Services (SHS) program. The Department is confident this group will be of great value and encourage district participation.

The first stakeholder meeting for the 2010-11 school year will be held on September 30, 2010 from 1:00 p.m. – 4:00 p.m. at 225 E 16<sup>th</sup> Avenue, Denver, CO 80203 in conference room 9a/b. Everyone is welcome to attend this meeting. For those who will not be able to travel for the meeting, call-in and web-ex information will be provided on the Department's [Web site](#). We look forward to getting this group started!

Additional information regarding the Stakeholder Forum can be found by visiting the Department's [Web site](#).

## RMTS 100% Compliance

The following districts had 100 percent of their assigned moments completed by participants during the 2009-10 school year. Congratulations to those coordinators and participants!

- Archuleta School District 50 JT
- La Plata School District 10JTR (Bayfield)
- Chaffee School District R31 (Buena Vista)
- Dolores County School RE2JT
- Montezuma School District RE4A (Dolores)
- Arapahoe School District 1(Englewood)
- Arapahoe School District 6 (Littleton)
- Rio Blanco School District 1 (Meeker)
- Rio Blanco School District 4 (Rangely)
- Ouray School District 2 (Ridgway)
- Otero School District R2 (Rocky Ford)
- Weld County School District RE7
- Weld RE3J

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# Random Moment Time Study

For those of you new to the SHS program, and even those who have been around for a while, we cannot stress enough how important the RMTS is in the SHS program.

## Why is it important?

The RMTS is able to calculate how much time participants spend on providing various activities within the school. Of those activities, some of them are considered Medicaid allowable and are reimbursable. In order for your district to participate in Direct Service (DS), Targeted Case Management (TCM), or Medicaid Administrative Claiming (MAC) programs, at least 85 percent of the moments assigned to your district must be answered (with 100 percent being the goal) each quarter.

## How does it help the students?

The RMTS allows for a calculation of reimbursement for DS, TCM, and MAC. The funding districts receive as part of their cost settlement or quarterly claims may be used in many different ways throughout the school district to expand health services as identified in the districts Local Services Plan (LSP).

## How do our providers (staff) participate?

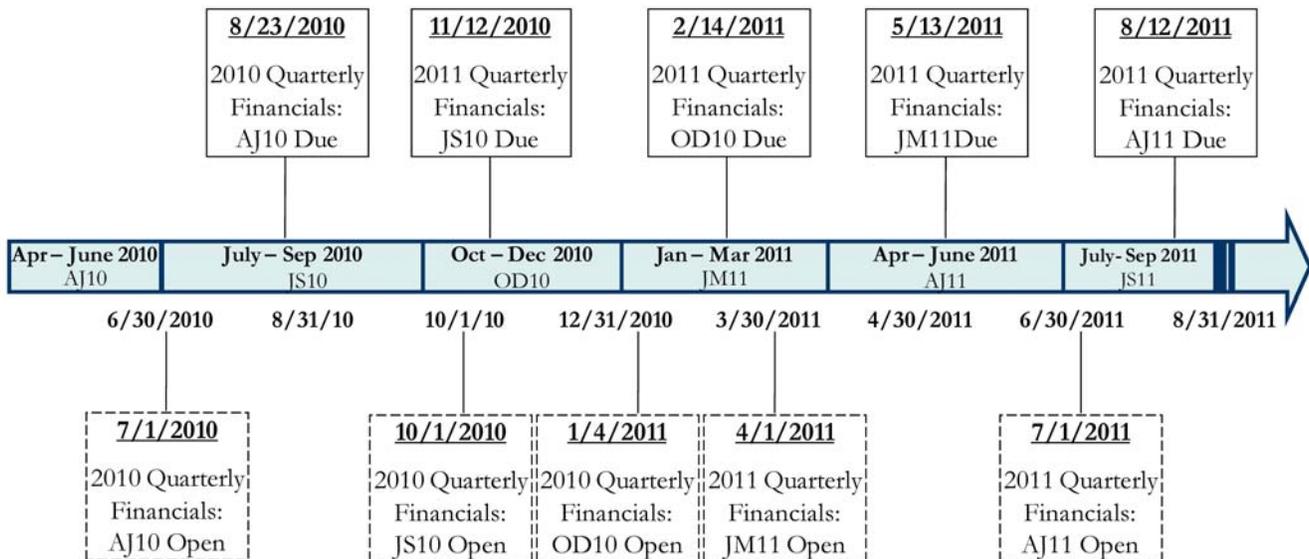
The districts RMTS coordinator submits a list of eligible providers (staff pool list) to participate in the RMTS. Once on the staff pool list, staff are eligible to be selected for a moment in time (one moment = one minute) and will be required to log their activity for their selected moment. All RMTS activity is done through the web-based RMTS system.

## Here are some ABC's of the RMTS:

**A**lways answer your moment or it can negatively impact the time study percentage used for reimbursement.

**B**e explicit: For example, when asked the question, "Why were you doing this activity?" –the response, "because it's my job", does not provide sufficient information as to the specific reason, as it relates to your activity, or why you were performing such action.

**C**ontact your Coordinator if you have any questions.



## Program Reviews

The Department and PCG would like to recognize all of the districts who were selected for on-site program reviews during the month of June. We appreciate their cooperation, especially on such short notice, and the timeliness with providing requested documentation.

Due to those districts assistance we were able to complete all the reviews on schedule. Thank You!

- Adams 12 Five Star School
- Adams School District 27J (Brighton)
- Adams School District 50
- Adams Arapahoe School District 28J (Aurora)
- Arapahoe School District 5 (Cherry Creek)
- Centennial BOCES
- Denver Public Schools
- Douglas School District 1
- Larimer School District 2J (Thompson)
- Logan County School District 1 (RE1 Valley)
- Northeast BOCES
- Weld School District 7
- Weld School District RE4
- Weld School District RE6
- Weld School District RE8

## Office of Inspector General Audit

The Office of Inspector General Audit (OIG) is auditing the SHS Program for the period of October 1, 2008 through September 30, 2010. The OIG is a federal oversight entity that audits the Department of Health and Human Services (HHS) programs (i.e. CMS) to prevent and detect fraud and abuse.

The OIG was onsite at the Department from August 23, 2010 through September 3, 2010 and intends to return to Colorado to perform onsite reviews at some of the districts. The Department will notify districts that are chosen for an onsite review.

## Annual Cost Report News

### Allowable Object Codes for “Other Direct Medical Costs”

The following object codes may be included for other direct medical services in the Annual Cost Report.

#### Program Codes:

- 1700 – Special Education
- 2100 – Support Services: Students

#### Object Codes:

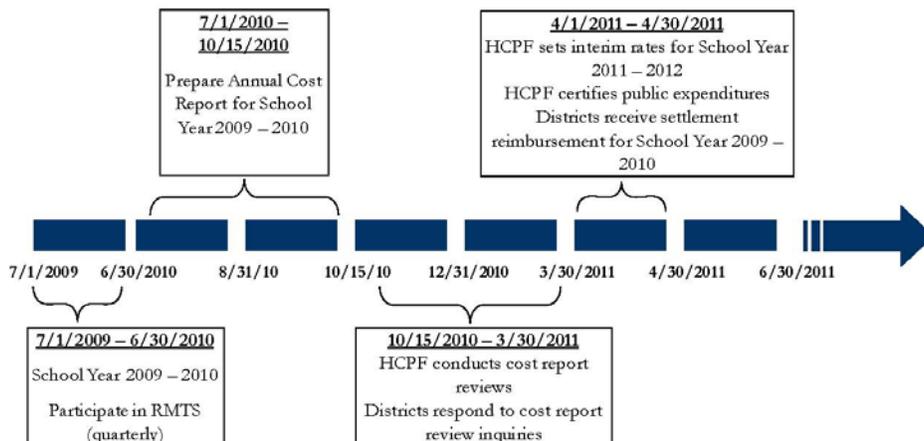
- 0300 – Purchased Professional and Technical Services
- 0500 – Other Purchased Services
- 0600 – Supplies
- 0700 – Property

## Web-based Financial Training

The Department and PCG are hosting online trainings for the new Web-based financial reporting system. Each participating district is required to attend this important training as it will go over the new procedures for completing the Annual Cost Report due **October 15<sup>th</sup>**. The training will be held online through web-ex and reservations are not required.

As the Annual Cost Report requires certification from the district finance/business administrator, we encourage the district to have that designated person also attend the training. Our first 15 minutes of the training will consist of an overview of the process and highlight requirements specific to the finance/business administrator. The trainers will then go into detail on the reporting requirements and system.

Additional information regarding the training can be found by visiting the Department’s [Web](#) site.



## Resource Reminder

### 1. School Health Services Program Web Page

The Department has been working hard to make the SHS Program web page **easy** and **accessible**. On the SHS web page you will find program manuals, training information and materials, and program notices.

Follow these steps to access the page:

- 1) [Colorado.gov/hcpf](http://Colorado.gov/hcpf);
- 2) Click on Provider Tab;
- 3) Scroll to the bottom left corner and click on "School Health Services (SHS) Program";
- 4) Under the "School Health Services (SHS) Program" there will be tabs for Annual Reports, Newsletters, Reference Materials, Stakeholder Forum, and Trainings.

### 2. Web-Based Financial System

Access to SHS trainings, manuals, and instructions are also located on the dashboard of the web-based financial system.

### 3. PCG Hotlines

PCG is here to help!

- For RMTS and MAC Quarterly Reporting questions contact – **866-766-9015** or **cormts@pcgus.com**
- For Direct Service and Targeted Case Management Annual Cost Reporting questions and Financial Reporting system questions contact - **866-317-0223** or **cocostreport@pcgus.com**

## MAC

The MAC component of the SHS Program was approved by the Centers for Medicare and Medicaid Services (CMS) on June 23, 2010. The Department had been working with CMS since September 2009 on these efforts and is very excited about the approval.

The Department will be submitting claims for reimbursement in the next few months for districts that participated in MAC during the 2009-10 school. The Department is working with CMS on this process and will notify districts of the claims submission dates and potential payment periods as soon as those details are finalized.

Thank you to all of the districts that participated in MAC during FY 2009-10. We appreciate everyone's efforts and look forward to having more participation in the upcoming year.

## Interim Billing Rates

The fee schedule and interim billing rates for the 2001-11 school year were sent to school districts participating in the SHS Program and their associated billing agent on June 2, 2010. The fee schedules increased from three to seven tiers to more closely align districts with rates similar to their actual costs.

Although, the SHS Program is now a cost-based reimbursement methodology, participating districts (providers) are required to submit claims for interim payments (regulation 8.290.6.D) and continue to verify eligibility of students that are receiving those associated school health services. Each spring before the new school year, the Department will reestablish the interim billing rates.

## Get to Know...

### Public Consulting Group

Look for this feature to introduce a person--or in this case a company-- that is involved with the SHS Program.

PCG was founded in 1986 as a privately held consulting firm serving state and local health and human services programs. Today, with more than 700 professionals in 30 offices around the U.S., Canada and Poland, PCG offers a wide range of management consulting and technology solutions to help public sector clients achieve their performance goals and better serve populations in need. PCG continuously updates its knowledge of industry best practices and maximizes partnerships and investments to deliver the leading consulting approaches and technologies to the marketplace.

PCG was been contracted by the Department to help develop and implement the SHS Program, due to new Federal government requirements for school based fee-for-service programs. In addition the Department needed assistance to implement the Administrative Claiming program in Colorado and maintain DS, TCM, and MAC. PCG is responsible for the following aspects of the program:

- Administering the RMTS – including coding all 9,000 quarterly moments
- Reviewing submitted annual cost reports
- Conducting SHS Program reviews and audits
- Serving as a reference for school district coordinators
- MAC quarterly financial reporting
- Interim rate setting
- Developing a Program Manual
- Assist with the quarterly newsletter