

# SHS NEWS

QUARTER 3  
MARCH 2011

## SCHOOL HEALTH SERVICES PROGRAM NEWS

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IMPROVING ACCESS TO COST-EFFECTIVE, QUALITY HEALTH CARE SERVICES FOR COLORADANS.

## RMTS STAFF POOL LIST INFORMATION

Is everyone in your district's Random Moment Time Study (RMTS) staff pool list familiar with the [School Health Services \(SHS\) Program](#)? Informing everyone about the program will likely increase compliance rates and ultimately improve your district's financial outcomes. Here is a short summary about the program that we encourage you to distribute to staff that are listed on your RMTS staff pool list:

Your district currently participates in the state-wide Colorado School Health Services (SHS) Program. The SHS Program administered by the [Colorado Department of Health Care Policy and Financing \(the Department\)](#) in collaboration with the [Colorado Department of Education \(CDE\)](#) allows participating school districts to access federal Medicaid funds for health services delivered to eligible students.

A primary component of the SHS program is to conduct a Random Moment Time Study (RMTS) quarterly. The RMTS is a mechanism to determine how much time and effort is spent performing certain activities that are reimbursable under the state Medicaid program. Based on your specific job duties you may be randomly selected to participate in the time study. If selected, the web-based time study takes minimal time and effort and should take no more than five minutes of your time to complete.

### Random Moment Time Study

#### Why is it important?

The RMTS is able to calculate how much time participants spend on providing various activities within the school. 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 SHS program is used in many different ways throughout the school district to expand health services as identified in the district's Local Services Plan (LSP).

#### How do our providers (staff) participate?

The district's RMTS Coordinator submits a list of eligible staff (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 and are required to log their activity for their selected moment. All RMTS activity is completed through the web-based RMTS system.



## ANNUAL COST REPORT REVIEWS: LESSONS LEARNED

This year, and each year going forward, Public Consulting Group (PCG) will conduct an in-depth review on at least 50% of the participating districts before finalizing the annual cost reports. These in-depth reviews go an extra step from PCG's standard desk review process.

Districts that are chosen for this review are required to: submit back-up financial data for personnel and other costs, provide December 1 student counts, and present certifications for providers on the DS and TCM staff pool lists. Based on the 2009-2010 annual cost report reviews, here are a few tips we want all districts to keep in mind as we move forward with the program:

- Keep copies of all your documentation used for data entry on the cost report.
- Carefully review the costs you submit as "direct medical service other costs." Ask yourself the following questions: What is the purpose of this item? Is the item used in a Direct Medical or TCM Service? What is the desired outcome of using the item?
- General first aid items are not allowed under "Nursing Services other costs".
- Contracted personnel costs are not allowable as "direct medical service other costs".
- Please align your job titles on the RMTS staff pool lists to provider certifications; for example, if a provider is a licensed counselor, please list their job title on the RMTS roster as "counselor" not "psychologist."

## "PER" 15 MINUTES OR "EACH" 15 MINUTES

For identifying timed increments the Department follows the Current Procedural Terminology (CPT) coding guidelines (procedure code descriptions) as established by the American Medical Association.

Both "Each" and "Per" 15 minutes indicates strict 15-minute increments. However, Medicare has established specific minimum and maximum times for 15-minute codes and Colorado Medicaid adopted this policy for the SHS program. The minimum time for one 15-minute code is 8 minutes. Two units would be a minimum of 15 + 8 minutes = 23 minutes. This rule is extended to multiple units as follows:

1 unit: 8 minutes to < 23 minutes  
3 units: 38 minutes to < 53 minutes  
5 units: 68 minutes to < 83 minutes

2 units: 23 minutes to < 38 minutes  
4 units: 53 minutes to < 68 minutes  
6 units: 83 minutes to < 98 minutes

Timed increments can be added together throughout one calendar day for a service activity but must be clearly documented. Please note billing should not occur if the service lasts less than eight minutes within a calendar day for codes that indicate "per 15 minutes" or "each 15 minutes."

## 100% RMTS COMPLIANCE

The following districts listed have completed 100% of the moments assigned to their participants during the October through December quarter (OD10). Congratulations to these districts! Keep up the good work!

- Arapahoe County School District #5
- Archuleta County School District 50 JT
- Chaffee County School District #31
- Chaffee County School District #32
- Clear Creek School District #1
- El Paso County School District #12
- El Paso County School District #38
- Fremont County School District 1
- Garfield County School District #16
- Gunnison County School District #1J
- La Plata County School District 10JTR
- Lake County School District R-1
- Moffat County School District #1
- Montezuma County School District #1
- Montezuma School District # RE-4A
- Montezuma County School District #6
- Montrose County School District #2
- Otero County School District #2
- Prowers County School District #3
- Rio Blanco County School District #4
- Teller County School District RE-1
- Teller County School District #2
- Weld County School District #3
- Weld County School District RE-4

# STAKEHOLDER FORUM

Did you know that there is a [School Health Services Program Stakeholder Forum](#)? The forum is comprised of your peers representing each of the CDE regions. The forum meets quarterly to discuss, review and make recommendations to the Department to improve the SHS Program processes and provider relations. Our most recent meeting was on February 10, 2011 where we discussed the possibility of a separate Personal Care Cost Pool and ways in which districts can train their RMTS participants to better understand the program and the benefits it provides.

Even if you are not on the forum you are invited to come in person or call-in to the meetings. The next meeting is scheduled for May 12, 2011 from 1:00 p.m. - 4:00 p.m. at 225 E. 16th Ave., Denver, CO 80203 in conference room 9a/b on the 9th floor.

Below is the contact information for the Stakeholder Forum. If you have questions or concerns you would like brought up at the upcoming meetings contact the representative in your region.

NAME	REGION	DISTRICT	PHONE	EMAIL
Kim Ackles	Southwest	Montezuma RE4A (Dolores)	970-882-4688	kackles@dolores.k12.co.us
Sherrod Beall	Southwest	La Plata 9R (Durango)	970-247-5411	sbeall@durango.k12.co.us
Sarah Bell-Wright	Northwest	Garfield RE2 (Rifle)	970-665-7613	sbellwright@garfieldre2.org
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Tamara Durbin	Northeast	Northeast BOCES	970-774-6152	tdurbin@neboces.com
Kimberly Erickson	Metropolitan	Denver	720-423-8250	kimberly_erickson@dpsk12.org
Tanya Marvin	West Central	Mesa #51	970-254-5417	tanya.marvin@d51schools.org
Jill Mathews	Metropolitan	Jefferson County	303-982-2333	jdmathews@jeffco.k12.co.us
Cassandra Reese	Pikes Peak	El Paso #20 (Academy 20)	719-234-1347	cassandra.reese@asd20.org
Judy Weaver	Metropolitan	Adams-Arapahoe 28J (Aurora)	303-326-2000 x28535	jaweaver@aps.k12.co.us
Leah Wyckoff	Metropolitan	Douglas County RE1	303-519-3915	leah.wyckoff@dcsk12.org

# FREQUENTLY ASKED QUESTIONS CORNER

## Cash versus Accrual Accounting – Reporting Requirements

We have received a number of requests for clarification regarding the **SHS Program** requirements for the cash or accrual basis of accounting. As a reminder:

- MAC quarterly financials are completed on a cash basis of accounting. This means that you should include exactly what was paid out to your staff on the RMTS rosters during the quarterly reporting period.
- Annual Cost Report for DS, TCM, and Specialized Transportation Services is completed using the accrual basis of accounting. This means that costs should be reported based on the dates for which the services were provided by the staff on your RMTS rosters.

The **Department** and PCG recognize there is a difference in accounting basis between the quarterly financials and the annual cost report. When the annual cost reports are completed for the 2010-11 school year, any district that has participated in quarterly financial reporting will find their quarterly financials pulled over and summarized in the annual cost report. There will also be a column for accrual adjustments; districts will use that column to make any adjustments to their costs to account for the difference between the cash basis of accounting on the quarterly financials and the accrual basis of accounting for the annual cost report.

## GET TO KNOW — LAURA SCOTT PCG CONSULTANT

Laura Scott is a familiar face with the Colorado SHS Program. She has been part of PCG's Colorado SHS Team since she started in 2005. Laura is currently a Senior Consultant in PCG's Boston office, which means one thing - she's a wicked huge Red Sox fan! One of Laura's goals is to see the Red Sox play at each one of the Major League Baseball stadiums in the country. So far she has seen the Red Sox play in nine stadiums (including Fenway Park) and hopes to check the Red Sox out in Toronto this summer. Laura is a great resource for all SHS Program related items and can be reached at 617-426-2026 or via e-mail at [lscott@pcgus.com](mailto:lscott@pcgus.com).

## IMPORTANT DATES TO REMEMBER

### April 1, 2011

January - March 2011 (JM11) Quarter Financial Submission Opens

### May 12, 2011

Stakeholder Forum 1:00 p.m. - 4:00 p.m.

### May 13, 2011

January - March 2011 (JM11) Quarter Financial Submissions Due

Welcome new coordinators or district staff to the SHS Program Newsletter! The newsletter is used to discuss hot topics with the SHS Program, provide helpful hints for district participation in the program, and remind districts of important upcoming due dates.

If you have any suggestions for Newsletter topic ideas please e-mail Shannon Huska at [shannon.huska@state.co.us](mailto:shannon.huska@state.co.us) or PCG at [cocostreport@pcgus.com](mailto:cocostreport@pcgus.com).

## SCHOOL HEALTH SERVICES PROGRAM

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