

SHS NEWS

Volume 7
March 2012

SCHOOL HEALTH SERVICES PROGRAM NEWS

100% RMTS COMPLIANCE

1

RMTS REPORTS

2

FISCAL YEAR 2011-12
SCHOOL HEALTH SERVICES
PROGRAM TIMELINE!

3

FY 2010-11 SETTLEMENTS

3

FINANCIAL REVIEW:
BEST PRACTICES

4

STAKEHOLDER UPDATE

4

RMTS

5

IMPORTANT DATES TO
REMEMBER

6

GET TO KNOW

6

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

100% RMTS COMPLIANCE

The following 28 districts have completed 100% of the moments assigned to their participants during the October through December quarter (OD11). Congratulations to these districts, keep up the good work!

- Adams County School District #27J
- Adams County School District #50
- Arapahoe County School District #5
- Arapahoe County School District #6
- Archuleta County School District 50JT
- Colorado School for the Deaf and Blind
- Colorado Springs School District #11
- El Paso County School District #12
- El Paso County School District #3
- El Paso County School District #38
- Falcon School District #49
- Gunnison Watershed School District #1J
- Ignacio School District 11JT
- La Plata County School District #10JT-R
- Lake County School District R-1
- Meeker Public School District RE1
- Moffat County School District #1
- Montezuma County School District #1
- Montezuma County School District #6
- Montezuma County School District RE-4A
- Montrose County School District #2
- Park County School District #1
- Rangely School District RE4
- Salida School District #32
- School District Fremont RE-1
- South Routt School District RE-3
- Teller County School District #2
- Teller County School District RE-1



RMTS REPORTS

Use the RMTS system reports to help manage compliance in real-time.



The screenshot shows the RMTS Reports interface. At the top, there is a navigation bar with four tabs: 'Moments', 'Staff Pool', 'Reports', and 'Certification'. The 'Reports' tab is currently selected. Below the navigation bar, there are two dropdown menus: 'Generate Report For' with 'All' selected, and 'Period' with '04/01/2011 - 06/30/2011' selected. Below these menus is a list of report options:

- Active Participants Report
- Individual Master Sample File
- Compliance Report
- Compliance Percentages Report
- Follow-Up Moments Report
- Sample Participants History
- Participant Count By Job Category
- Combined Results Report
- School Certification Results

Helpful RMTS Reports:

Active Participants Report – Displays a list of currently active participants in each cost pool.

Individual Master Sample File – Displays the sampled moments for the district by calendar week within the quarter. The moments displayed in this report that have already occurred or are within 5 days of the sampled moment.

Compliance Report – Displays sampled moments that have been submitted/completed and those moments that are within 5 days of the sampled moment.

Follow-Up Moments Report – Displays moments that have been initially submitted but the participant has not responded to requests for follow-up.

Combined Results Report – Displays all sampled moments and submitted/completed moments for the quarter for each cost pool.

Reports will only display information on those participants and/or moments that are associated with the cost pool that has been selected when logging into the RMTS system from the Home screen.

FISCAL YEAR 2011-12 SCHOOL HEALTH SERVICES PROGRAM TIMELINE!

Just look at what can be accomplished in one year! The [Department of Health Care Policy and Financing](#) (Department) and Public Consulting Group (PCG) thank the districts for their continuous hard work. The chart below outlines your accomplishments over the course of the 2011-12 school year. Here is your brag sheet/SHS resume to share with colleagues and senior personnel in your district. Continue to build those in-district relationships!

	SUMMER	FALL	WINTER	SPRING
Quarter	Q1: July-September	Q2: October-December	Q3: January- March	Q4: April-June
Cost Reporting Requirements		<ul style="list-style-type: none"> Completion of FY 2010-11 annual cost report Completion of July-Sept 11 Quarterly Financials 	<ul style="list-style-type: none"> Desk and Financial Reviews of FY 2010-11 annual cost report Notification of FY2010-11 Cost Settlement in early March Completion of Oct-Dec 11 Quarterly Financials and Medicaid Eligibility Rate 	<ul style="list-style-type: none"> Completion of January-March and April-June 12 Quarterly Financials Notification and approval of FY 2012-13 interim payments
RMTS Requirements	<ul style="list-style-type: none"> Certify October-December 2011 roster with updated participant contact information 	<ul style="list-style-type: none"> Certify January-March 2012 roster with updated participant contact information 	<ul style="list-style-type: none"> Certify April-June 2012 roster with updated participant contact information 	
Districts participate in the RMTS on a quarterly basis from 7/1/2010 to 6/30/2011. While RMTS participants continued to respond to moments, RMTS coordinators performed key participant training and compliance management duties.				
Program Reviews (submitted Medicaid claims and supporting documentation)		Fall Program Review*		Spring Program Review*
General Program Requirements	Throughout the course of the school year, districts must continue to submit Medicaid claims, keep contact information for key district personnel up to date, and maintain overall program compliance.			
*All program and financial reviews are selected at random, with the exception of the cost report desk review. On average, districts can expect to undergo a review at least every other school year.				

FY 2010-11 SETTLEMENTS

As you are aware the cost reports for FY 2010-11 were submitted last fall and the final stages of review are currently underway. Your district will receive its final Settlement and Reconciliation statement shortly. Historically the settlement payments have been made in April. The Department plans to make payments to districts by the end of May. This is a direct result of all the hard work you (the districts) have put into the program and which is evident in the increase in the RMTS percentage and the Certified Public Expenditures (CPE) amounts across the state. If you have any questions regarding this, please contact Shannon Huska at 303-866-3131 or

Shannon.Huska@state.co.us.

FINANCIAL REVIEW: BEST PRACTICES

Throughout January and February of 2012, 64 districts worked diligently with PCG to review and re-certify their 2010-11 Medicaid Cost Report. We thank all the districts for their time and effort!

In February, half of those districts had an in-depth financial review, where they were asked to provide documentation to support reported costs.

Here are some things to keep in mind:

Q: Did you know that in order to be placed in the Direct Services Cost Pool, Speech Language Pathologists (SLP)* need to have ASHA licenses and Psychologists need to be DORA certified?

A: It's true and you cannot assume that all of your providers will have it. Remember, for the Medicaid program, we need more than CDE licenses. We need the licenses outlined in the Colorado Medicaid state plan amendment. For more information on provider qualifications by cost pool, please review [Appendix 2](#) of the SHS Program Manual. If a provider does not have proper licensure, his or her payroll costs will be disallowed.

*SLP Candidates and SLPs without CCC certification must be under the direct supervision of an ASHA certified SLP

Q: Do you double check all numbers entered on the annual cost report?

A: Remember, double checking your work never hurt anyone! It is easy to make an error when adding multiple invoices together. Similarly, it is easy to forget to report salary and benefits for an employee after looking through pages and pages of payroll files.

STAKEHOLDER UPDATE

On Thursday, February 9, our [SHS stakeholder group](#) met at the Daniels Fund to discuss a host of items, including how the SHS program functions at their respective districts. For over an hour, stakeholders held breakout sessions spanning a range of topics including:

- Demographic descriptions of the district;
- Cost Settlement;
- Local service plans;
- Roster development;
- Ways to engage other district employees about the importance of the Medicaid program;
- Cost Reporting best practices (identifying allowable other costs and documenting specialized transportation);
- RMTS participant and Medicaid Coordinator turnover; and
- Challenges and successes of the SHS program.

The Department and PCG will be turning these discussions into resource documents. More information will be coming soon!

Q: How do you report federal funds in the Medicaid Cost Reporting and Claiming System (MCRCS)?

A: Let's say a full time district provider earns \$50,000 during the school year, and \$10,000 of the salary is paid through federal funding. The district should report \$50,000 in the salary and benefits columns and \$10,000 in the compensation for federal revenues column of annual payroll information. MCRCS will remove federal funds from the full salary reported allowing only \$40,000 of salary to be eligible for Medicaid reimbursement.

Q: Did you know student Medicaid eligibility changes daily?

A: For this reason, it is important to maintain a December 1st student list that represents a count of Medicaid eligible IEP students. If you don't save your December 1st list, you'll have to run the list again on a different date and it is likely that your counts will not match.

Q: Where do you keep copies of professional licenses for your RMTS participants?

A: During every financial review, PCG requested copies of licensures for all individuals listed in the annual payroll information section of the Medicaid cost report. Districts should keep copies of up-to-date licensures for all licensed providers.

Forgot your Password? Your staff participants are now able to request their password information online. Please make sure the e-mail address is spelled correctly and is the same e-mail address listed in the RMTS system. If the e-mail is spelled incorrectly, participants will need to notify their coordinator to get it corrected.

Step One



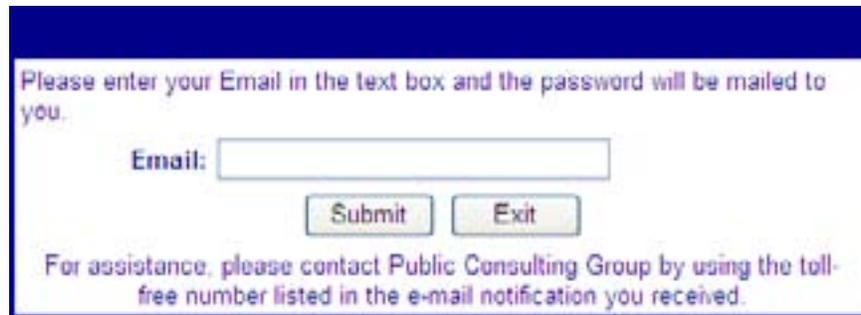
User Name:

Password:

[Forgot your password?](#)

Have trouble logging into the system? Please contact Public Consulting Group by using the toll-free number listed in the e-mail notification you received.

Step Two



Please enter your Email in the text box and the password will be mailed to you.

Email:

For assistance, please contact Public Consulting Group by using the toll-free number listed in the e-mail notification you received.

In preparing for the upcoming April – June 2012 staff rosters, collaborate with your HR department and business office to accurately identify staff that should be on the staff roster.

- Verify funding source – 100% federally funded participants cannot be included and cannot bill for services
- Include only currently employed /contracted participants
- Remove/inactivate participants no longer employed or on an extended leave of absence

As a reminder, RMTS consists of three cost pools (see list below). If district staff is eligible to participate in the SHS program, they should be assigned to the appropriate staff pool based on the activities they regularly perform and their qualifications as defined in the state plan.

- Direct Service providers – those qualified to bill direct service to Medicaid (can also bill TCM, if qualified)
- Targeted Case Management providers – those qualified to bill Medicaid for TCM services only
- Administrative providers – staff that routinely provide administrative, outreach, and program planning activities and do not bill Medicaid for direct service or TCM

PARTICIPANTS CANNOT BE IN MORE THAN ONE COST POOL

IMPORTANT DATES TO REMEMBER

Please keep the following dates on your calendars:

Cost Settlement

- Districts can expect to receive their cost settlement notification in early March. This year the documents will be available online through the Medicaid Claiming and Cost Reporting System (MCRCS). All districts will be emailed when they can view their cost settlement information which will consist of two documents: a Medicaid Paid Claims Summary and the FY2010-11 cost settlement amount and calculation. This new feature in MCRCS will allow districts to view and print their cost settlement and paid claims information. Instructions on how to access this user-friendly feature are coming soon!

May Stakeholder Meeting

- Date and Time: May 10, 1:00— 4:00 p.m.
Location: Daniels Fund
101 Monroe Street Denver, CO 80206
Conference call option will be available

April-May 2012 Program Reviews

- PCG is gearing up for another round of program reviews, this time visiting around ten districts. As always, PCG will randomly select billed Medicaid claims and ask districts to provide service logs, care plans, and IEP documentation to support those billed services. PCG looks forward to visiting these districts!

GET TO KNOW - CHARLENA HILL

The Safety Net Programs section welcomes Charlena Hill as our new Policy Unit Supervisor. Charlena joined the Department as an Eligibility Operations Specialist in January 2010 and brings with her a wealth of knowledge of state programs.

Charlena has worked for Weld County, as a Family/Children's Technician, and Eligibility Technician for the Larimer county Human Services. She received her Political Science degree from Colorado State University in 2005 and a Public Policy graduate degree from New England College in 2010. Charlena enjoys spending time with her family and friends and skiing.

Charlena will oversee policy for the Colorado Indigent Care Program, Primary Care Fund, and Medicaid School Health Services Program. In addition to her new role, Charlena will continue to work as the AwDC Eligibility Operations Specialist until the program is implemented.

The Department and PCG know that January through March has been a particularly busy time for our participating school districts! Districts have provided and claimed for Medicaid services, completed thorough reviews of the SY2010-11 annual Medicaid report, certified RMTS rosters, completed OD11 quarterly financials, and the list goes on and on. The Department and PCG commend you for your efforts. As always we are here as a resource and are eager for feedback on how we can best serve your needs. In the next few weeks, districts will receive their SY2010-11 cost settlement notifications and will gear up for the final RMTS quarter for SY2011-12.

If you have any additional questions or any suggestions for Newsletter topic ideas, please contact Shannon Huska at Shannon.Huska@state.co.us or Public Consulting Group (PCG) at cocostreport@pcgus.com or cormts@pcgus.com.

SCHOOL HEALTH SERVICES PROGRAM

Shannon Huska, SHS Program Administrator
Shannon.Huska@state.co.us
303-866-3131

Department of Health Care Policy and Financing
1570 Grant Street
Denver, CO 80203

RMTS Help Desk
cormts@pcgus.com
866-766-9015

Cost Report Help Desk
cocostreport@pcgus.com
866-317-0223

Colorado.gov/hcpf