



Colorado Department of Health Care Policy & Financing
Memorandum

Medicaid School Health Services Program

To: School Health Services Program Coordinators
From: Department of Health Care Policy & Financing
Date: July 22, 2013
Re: Medicaid Eligibility and Student Utilization Ratio Process

The Department of Health Care Policy and Financing (HCPF), Colorado Department of Education (CDE) and Public Consulting Group (PCG) have established an agreement to allow PCG to calculate the Medicaid Eligibility Rate and the IEP Student Utilization Ratio, which are often referred to as the October 1 count and December 1 count, respectively. With this change HCPF will receive student lists directly from CDE to transmit to PCG. PCG will then compare, in a multi-level process, the student lists to HCPF's eligibility records for both the October 1 and December 1 counts. The Districts will be given their ratios and may request back-up documentation. Districts will have an opportunity to contest their ratios. The table below summarizes the timeline for both ratios.

	Medicaid Eligibility Rate (October 1 count)	IEP Student Utilization Ratio (December 1 count)
HCPF notifies CDE of participating districts	December 31	December 31
CDE provides student lists to HCPF	January 31	February 15
HCPF provides student lists and eligibility files to PCG	February 7	February 22
PCG calculates ratios and returns to HCPF	March 7	June 30
HCPF reviews and approves calculated ratios	March 15	July 7
PCG emails October 1 counts to districts*	March 21	n/a
PCG uploads December 1 count to MCRCS*	n/a	August 1
Districts may request back-up documentation and contest calculated ratios during this time period	March 21 – April 21	August 15 – October 1
Last day to submit contested documentation	April 21	October 1
PCG reviews any contested match ratios and makes recommendations to HCPF	May 21	November 1
HCPF provides final decision to Districts on any contested match ratios	May 30	November 7

*Districts will receive the numerator, denominator and final percentage

Additional Information:

- If a District would like to see the back-up documentation for their match they must request the information in writing/email to HCPF by the time frame listed above.
- Back-up documentation will be sent to the District via encrypted email within five business days.
- If a District wishes to contest the match, it must do so in writing/encrypted email by the date listed above and provide the back-up documentation to support its findings.
- HCPF and PCG will review supporting documentation and inform the District if its match ratio will be adjusted.
- For the October 1 count, the ratios approved by HCPF on March 15th will be used in the calculations of the July-September (JS) and October-December (OD) payments. If a District's match ratio changes following District's contest of the calculation, adjustments will be made to the JS and OD quarters in the next paid claim.
- There will be NO exceptions or extensions made to the dates listed above.