

# SHS NEWS

Volume 18  
December 2014

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### SCHOOL HEALTH SERVICES NEWS

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**General:**

Stakeholder Meeting: 1/8/15, 9:00 a.m. – 12:00 p.m.  
Location: Daniels Fund- 101 Monroe Street, Denver, CO 80206

**Quarterly Cost Reporting:**

OD14 Quarterly Financials open: 1/2/15  
Quarterly MCRCS Training: 1/9/15  
OD14 Quarterly Financials due: 1/30/15

**Mid-Year Training:**

New this year we will be conducting mid-year refresher trainings focusing on topics related to deadlines associated with the rest of the school year. Some topics to be covered could include updated information about the Random Moment Time Study, Cost Reports, Medicaid Administrative Claiming, Financial System training, interim payments and state updates from both the Department of Health Care Policy and Financing and the Colorado Department of Education. We highly recommend that personnel involved in the administration and reporting of the School Health Services Program from every district attend one of these trainings.

Mid Year Training Dates and Locations	
January 27, 2015 Rifle Library 207 East Avenue Rifle, CO 81650 Training – 8:30-12:30	January 29, 2015 Aurora Public School, Professional Learning and Conference Center 15771 E 1st Avenue Aurora, CO 80011 Training – 8:30-12:30
January 28, 2015 Pikes Peak BOCES 2883 South Circle Drive Colorado Springs, CO 80906 Training – 8:30-12:30	January 30, 2015 Durango Public Library 1900 E 3rd Avenue Durango, CO 81301 Training – 8:30-12:30

In the event that a training is canceled due to weather, the back up dates are as follows: Rifle 2/10, Colorado Springs 2/11, Aurora 2/12 and Durango 2/13.

## NEW LOOK TO SHS



# COLORADO

## School Health Services Program

We are pleased to announce the School Health Services Program's new look and feel. Effective December 1st, we began using a new logo on all School Health Services Program materials. By the end of this year, all state agencies will transition the look and feel of their official emblems to align with brandCOLORADO standards. brandCOLORADO has worked with each department to refresh the look of state agencies and create a brand that embodies our state's upward momentum. The green Colorado peak logo is intended to represent the state's world-famous mountains as well as Colorado's continued ascension in any number of categories, including health care.

The new logo will be used on all School Health Services Program materials and is a joint effort between the Department of Education and Health Care Policy and Financing.

This emblem will be used on all new materials and will replace the blue circle seal that has been used on School Health Services Program documents, marketing materials, and our website.

A new look has also been created to represent PEAK as Colorado's online service to screen and apply for medical assistance, food, cash, and early childhood programs. On November 9, Colorado.gov/PEAK launched a new logo and color scheme. The new logo incorporates the primary brand colors of PEAK's major partners, and the triangles are a nod to the majestic mountains in our beautiful state.



## NEW COORDINATOR GUIDE

During the October Stakeholder meeting, we discussed what should be included in a guide for new coordinators. The discussion included identifying resources, understanding the quarterly and annual claim components, knowing the due dates, and identifying all the department contacts the coordinator will need to be successful. Many great suggestions were made for resources to help new and existing coordinators. These suggestions were used in the development of a new resource for coordinators learning the program. SHS Coordinator Introduction includes a brief program description, list of resources, at a glance time line, quarterly and annual claim components, and a guide for district contacts. <https://www.colorado.gov/pacific/hcpf/school-health-services>

# STAKEHOLDER CONTACT LIST

The SHS Program Stakeholder Forum was created in September 2010 and meets three times a year. Representatives of stakeholders attend in person or participate through teleconferencing. This forum is to provide an informal environment for the SHS Program participating providers and other stakeholders to exchange ideas, review policies and make recommendations to the Department that address the SHS Program processes and services. The current list of stakeholders and their contact information is listed below. Please feel free to contact your stakeholders with questions you have around the program or what policies and procedure they have in place that might benefit you as well.

NAME	DISTRICT	PHONE	EMAIL
Brenda Richardson	Denver Public Schools	720-423-2660	brenda_richardson@dpsk12.org
Cassandra Reese	El Paso County SD #20	719-234-1347	cassandra.reese@asd20.org
Debbie Newton	Cherry Creek SD #5	720-554-5062	dnewton5@cherrycreekschools.org
Doris Stillman	Weld County SD 6	970-348-6105	doriss@greeleyschools.org
Elizabeth Clark	Boulder County SD #2	720-561-5571	elizabeth.clark@bvsd.org
Hattie Pinkston	Durango SD 9R	970-247-5411	mpinkston@durango.k12.co.us
Holly Engel	Adams 12 Five Star Schools	720-972-4000	holly.engel@adams12.org
Josh Shoemaker	Jefferson County Public Schools	303-982-6837	jshoemak@jeffco.k12.co.us
Judy Weaver	Adams Arapahoe SD #28J	303-365-7813 ext 28535	jaweaver@aps.k12.co.us
Kelli Mueller	Douglas County SD #1	303-519-3908	kelli.mueller@dcsdk12.org
Laurie Woodruff	Boulder County SD RE-1J	303-772-7700 ext 57825	woodruff_laurie@svvsd.org
Lois Clayton	Boulder County SD #2	720-561-5477	lois.clayton@bvsd.org
Melissa Cooper	Arapahoe County SD #6	303-347-3472	mrcooper@lps.k12.co.us
Melissa Formby	Boulder County SD RE-1J	303-702-7836	formby_melissa@svvsd.org
Nancy Bunjes	Adams 12 Five Star Schools	720-972-4790	bun010637@adams12.org
Penny Bost	El Paso County SD #20	719-234-1827	penny.bost@asd20.org
Rob Hendershot	Denver Public Schols	720-423-2639	rob_hendershot@dpsk12.org
Rosa Melendez-Nguyen	Denver Public Schools	720-423-8269	rosa_melendez-nguyen@dpsk12.org
Sarah Bell Wright	Garfield County SD RE-2	970-665-7613	sbellwright@garfieldre2.org
Sheryl V. Yee	Falcon School District 49	719-494-8938	syee@d49.org
Tanya Marvin	Mesa County Valley SD 51	970-254-5417	tanya.marvin@d51schools.org
Vickie Zang	Garfield County SD RE-2	970-665-7735	vzang@garfieldre2.org

# ANNUAL REPORT TO COLORADO DEPARTMENT OF EDUCATION

The Annual Report to Colorado Department of Education (CDE) is due January 19, 2015. The report outlines how the district Medicaid reimbursement was spent in the previous school year. The report submitted on January 19, 2015 will outline how the funds were spent in the 2013-14 school year. The link to the report has been sent to all coordinators and various districts. If you have not received the link it is also listed below. The report will be completed as it was last year using the formsite website. If you used the report last year, you can use the same log in and password to log in and complete the report. One change from the last year is the ability to enter data and save it if you get pulled away to address another issue. Only press the submit button when you have completed the report and want to send it.

You only have to enter data in the categories in which you had expenditures. When identifying units, enter the number of items purchased. For instance, 3 vision screener tune ups. If these units are used to screen the required grade levels of students, contact the school nurse to see how many students were screened to obtain the number of students who benefited from the funding. When identifying staff funded, use the number of FTEs funded and the number of students on their case load. Be sure to include the billing agent fees in administrative expenditures.

Please contact Jill Mathews with comments or questions at [mathews\\_j@cde.state.co.us](mailto:mathews_j@cde.state.co.us) or 303-866-6978. This report is a work in progress and suggestions as to how it can be more user-friendly are always welcome. Use control click to follow the link.

<http://fs24.formsite.com/305medicaid/form1/index.html>

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The School Health Services Program is a joint effort between the Colorado Department of Education and the Department of Health Care Policy & Financing

**COLORADO**  
School Health Services Program

# PROGRAM REVIEWS: LESSONS LEARNED

This fall, PCG completed 10 program reviews onsite at various districts across the state. In these reviews, districts provided their documentation to support their Medicaid Management Information System (MMIS) claims submitted for sampled students. Some reminders are listed below.

- Personal care plan must outline the duration of services.
- Do not bill Medicaid for more units than the frequency prescribed in the IEP.
- Specialized transportation must be prescribed in the IEP in order to bill for the service.

## GET TO KNOW- TRACY GONZALES

Tracy joined the Colorado Department of Health Care Policy and Financing in June 2014 and began assisting Shannon Huska with the SHS Program in October.

Tracy is a Colorado native and loves to take day trips to the beautiful Rocky Mountains. She also enjoys bowling, playing pool and cooking. She spent two years at the Community College of Denver studying Human Services. Tracy's pride and joy is her 25 year old son, Anthony. She also has 3 dogs and a very large extended family.

If you have any suggestions for Newsletter topic ideas please email Shannon Huska at [Shannon.Huska@state.co.us](mailto:Shannon.Huska@state.co.us) or Public Consulting Group (PCG) at [cocostreport@pcgus.com](mailto:cocostreport@pcgus.com) or [cormts@pcgus.com](mailto:cormts@pcgus.com).

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