

# SHS NEWS

Volume 20  
June 2015

## SCHOOL HEALTH SERVICES PROGRAM NEWS

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## KEY DATES

7/1/15 April - June 2015 (AJ15) Quarterly Cost Report opens

7/7/15 Quarterly Cost Reporting Refresher Training

Fiscal Year 2014-15 Annual cost report opens on 8/1/15 and is due on 10/1/15

## SAVE THE DATE!

**2015/2016 Stakeholder Meetings 9:00 a.m.-12:00 p.m.** (Location TBD)

October 22, 2015

January 21, 2016

April 21, 2016

## 2015 ANNUAL TRAINING SCHEDULE

Annual Trainings are around the corner. Save the date if you haven't already! Get ready to meet, converse, and learn from the Department of Health Care Policy and Financing (the Department), the Colorado Department of Education (CDE), Public Consulting Group (PCG), and your fellow program participants. Topics to be covered will include updated information about the Random Moment Time Study (RMTS), Cost Reports, Medicaid Administrative Claiming (MAC), Financial System training, interim payments and state updates. We highly recommend that all personnel involved in the administration and reporting of the SHS Program from every district attend one of these trainings. Every training session is scheduled for 9:00 a.m. to 5:00 p.m. with registration starting at 8:30 a.m. For more information and to register for training visit the [Departments website](#).

August 3, 2015	Pueblo Convention Center	Pueblo
August 4, 2015	Hilton Double Tree	Thornton
August 6, 2015	Marriott Denver South	Littleton
August 11, 2015	Hotel Denver	Glenwood Springs
August 13, 2015	Doubletree Hotel	Durango

# TERMS AND DEFINITIONS

Terms and definitions in this category describe the role of other partner entities that have either an administrative, operations or compliance relationship with the School Health Services program. These terms were put together by your peers at the last stakeholder meeting on April 9, 2015.

- **Roles and Oversight**

**CDE:** The Colorado Department of Education. The state department that oversees spending of Medicaid money.

**CMS:** The Center for Medicare and Medicaid Services. The Federal regulator of the SHS program and the agency that approves the state plan.

**HCPF:** The Department of Health Care Policy and Financing. The state agency that oversees administration of program billing, distribution of funds, federal and state reporting, and contracts with PCG.

**PCG:** Public Consulting Group. The Department's vendor responsible for program compliance and operations (i.e., RMTS, Desk Reviews, and Cost Reporting System).

**OIG:** The Office of Inspector General. The federal agency which conducts audits to oversee the SHS program.

**Stakeholders:** A group of School Health Services coordinators who support each other in a learning community. The group shares their knowledge with other coordinators in the state.

- **Transportation:**

**Specialized Transportation One-Way Trips Ratio:** PCG populates the numerator of the one-way trip ratio using billing data. Districts populate the denominator which is all trips for special education students with specialized transportation outlined in the Individual Education Program (IEP) or Individual Family Service Plan (IFSP).

**Only Specialized:** Costs are incurred only by students with specialized transportation in their IEP/IFSP, without the general population, and can be discretely identified. Districts must identify all costs (payroll, maintenance, insurance, fuel, etc.) tied solely to specially adapted vehicles.

**Not Only Specialized:** All costs that deal with the entire transportation fleet (insurances, bus drivers, bus aides, fuel, maintenance, contracted,

depreciation). Not Only Specialized Transportation includes both the specialized transportation one-way trip ratio and the transportation services IEP ratio.

- **Cost Reporting:**

**100% Federally Funded:** refers to 100% of costs reported being paid from federal funds.

**Qualified Provider:** Qualified health care professionals or qualified personnel who have valid licensing, registration or certifications to provide school health services.

**Direct Service Cost Pool:** Contains properly licensed and credentialed staff providing allowable reimbursable services to Medicaid-eligible children as noted in the child's IEP/IFSP.

**Medicaid Administrative Claiming (MAC) Program:** Provides a means for schools to receive federal reimbursement for Medicaid outreach and administrative activities that support students receiving health services, such as referrals made for health services, and the coordination of health services.

**RMTS:** Random Moment Time Study. The federally accepted method for documenting time and determining the amount of time and effort participants are spending performing Medicaid school health services and administrative activities. Staff included on district rosters are required to participate statewide if sampled for a random moment in time. RMTS is required as part of the annual cost reconciliation process and the MAC calculation.

- **Eligibility:**

**October 1 Count:** All students in the school district on October 1 of the school year.

**MER:** Medicaid Eligibility Rate. Uses the October 1 count. Medicaid-eligible student count divided by the total student count on October 1. PCG, on behalf of The Department, determines this for all districts.

**IEP Ratio:** The December 1 count. A comparison of total Medicaid-eligible students with an IEP versus all students with an IEP who are enrolled in district on December 1. PCG, on behalf of The Department, determines this for all districts.

**Eligibility:** The process to determine if a child/student will qualify for Medicaid.

# NEW PCG CLAIMING SYSTEM

**We are pleased to announce a new PCG Claiming System will be available for the 2015-16 school year!**

RMTS coordinators and financial contacts will be introduced to the new Claiming System during 2015 annual training. We will walk through key system components to ensure a smooth and successful transition for everyone. PCG and the Department have worked diligently to create a 'one stop shop' to managing RMTS moments and documenting quarterly and annual financial data. Stay tuned as more information becomes available!

**Below is a sneak peak at the new Dashboard!**

The Dashboard and Welcome Center page will house real-time information such as District RMTS compliance, available resources and widgets to monitor various components of the project and reports.

**What's to come:**

## **Calendars**

RMTS coordinators will input 'Holidays / Non-Work days' in the system instead of submitting a calendar template to PCG.

## **Shifts (Work Schedule/Hours)**

RMTS coordinators will be able to create 'Shifts' to accommodate more than one work schedule. These shifts can have specific days of the week and start times associated with a specific duration for each day in hours and minutes. PCG and the Department are developing best practices and guidelines.

## **Completing Time Study Moments**

Time Study Participants will now be able to respond to their random moments without the use of a username or password! Participants will respond to their moment through the moment/participant specific link sent via email in the moment notification.

# REGIONAL CARE COLLABORATIVE ORGANIZATIONS

**Are you or the families you serve in need of additional resources? Do you need help with care coordination and referrals? Contact your RCCO!**

Regional Care Collaborative Organizations (RCCOs) are responsible for providing free care coordination services and other assistance to Medicaid students and families. It's their job. Take advantage of these services and call your RCCO today. They will work directly with you, your staff or the families you serve.

Each of the seven total RCCOs serve a specific region in Colorado. Use this [map](#) to determine which RCCO serves your region.

Contact information for each RCCO can be found on the [Departments website](#).

RCCOs are a valuable resource to schools and the Medicaid population; take advantage of their assistance today!

# CDE: BEST PRACTICES PARENTAL CONSENT



## MOBILE APPLICATION

Colorado Department of Education School Health Services Program: best practices parental consent.

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students educational records and applies to all educational agencies that receive funds from the U.S. Department of Education.

Under FERPA and section 617(c) of the Individuals with Disabilities Education Act (IDEA), a public agency may not release personally identifiable information from a child's education records to a public benefits or insurance program without prior parental consent. (Page 10528 Federal Register/ volume 78, No. 31) There are exceptions under FERPA to the general consent rule (See 34 CFR § 99.31).

Parental consent must be obtained before a public agency (school district) accesses a child's or parent's public health benefits for the first time. (page 10527 300.154 d 2 iv) The consent must state that the parent understands and agrees to the public agency's accessing the child's or parent's public benefits to pay for IEP services. Once the public agency obtains this one-time consent, the agency will not be required to obtain any further parental consent in the future before it accesses the child's public benefits. However, the public agency will annually thereafter be required to provide parents with written notification to help ensure parents understand their rights. To ensure no child's personally identifiable information is released prior to obtaining parental consent, it is best practice to obtain parental consent during the IEP meeting.

A parent does have the right to decline access to benefits. If a parent initially indicates 'no' to access the child's public health benefits and then changes their mind at a later date to 'yes,' billing can only be submitted after the date of signing and change to 'yes' status. If a parent has previously declined to provide consent to disclose personally identifiable information to the state's public benefits program (Medicaid) for billing purposes, the district may make reasonable requests to obtain consent.

Please contact Jill Mathews at CDE 303-866-6978 with questions or concerns.

### **PEAKHealth Mobile App for Medicaid & CHP+ Clients Now Available**

The Department has launched the new *PEAKHealth* mobile app. *PEAKHealth* gives Medicaid and Child Health Plan *Plus* (CHP+) members a simple way to keep their information up to date and access important health information right from their phone.

*PEAKHealth* is for current Medicaid and CHP+ clients who have a [Colorado.gov/PEAK](http://Colorado.gov/PEAK) account. *PEAKHealth* is not for people who want to apply for benefits.

*PEAKHealth* will help Medicaid and CHP+ clients to search for a provider, view their medical card, update their income and contact information, view benefit information, make a payment and access health and wellness resources.

*PEAKHealth* can be downloaded at the [Apple iTunes Store](#) or [Android/Google Play App Store](#) for free. For more information on the *PEAKHealth* mobile app view our [video tour](#) and check out our *PEAKHealth* stakeholder resource page at [www.colorado.gov/HCPF/PEAKHealth-Stakeholders](http://www.colorado.gov/HCPF/PEAKHealth-Stakeholders)

## INTERIM RATE SETTING

School districts recently received notifications regarding their FY 2015-16 interim payments. As a reminder, SHS providers receive monthly payments based off of their total costs identified in the approved cost report from two years prior (FY 2012 – 13 and 2013 – 14) as well as estimated costs for the current year (FY 2014 – 15).

# PROGRAM REVIEWS LESSONS LEARNED

Each fall and spring, about ten program reviews are conducted for participating school districts. In these reviews, districts are asked to provide documentation to support submitted Medicaid Management Information System (MMIS) claims for sampled students. See below for a summary of the most commonly found errors and lessons learned.

## Attendance Records:

Ensure that the dates-of-service on claims and service log notes are supported by attendance records. Attendance records, service log notes and claims must all align.

## Evaluation Services:

Only bill for an evaluation when it results in continued billed services thereafter. For example, only bill for a speech evaluation if it results in the student receiving speech services. All new services must be clearly outlined in the IEP or IFSP by scope, duration and frequency.

## Under-Billing:

Watch for under-billing, meaning claims were not submitted for all eligible services provided during a time period according to service log notes. (Note, it is understood that under-billing may appropriately occur due to other unmet qualifications, such as provider licensure).

## Billed Unit Measurement:

Be cognizant of the approved unit of measurement for each claim: per 15 minute increments or by event. This information can be found in the [Program Manual](#).

# ANNUAL MEDICAID REVENUE

The Fiscal Year 2013-14 cost settlements were released and paid to school districts at the end of March. The graph below displays the annual Medicaid revenue by school year.

**State Wide Annual Medicaid DS, TCM, and Transportation Net Revenue (Federal share less state withhold)**



# GET TO KNOW YOUR STAKEHOLDERS

ROB HENDERSHOT, DENVER PUBLIC SCHOOLS

Hi everybody! My name is Rob Hendershot and I live in Denver with my partner and our dog (who is really 'our little girl' as we have no kids). We live in the historic Whittier neighborhood a few blocks from City Park and love the amazing mix of people and the great location between Downtown and City Park. I moved to Denver after graduating from Ohio State University with my BA in Spanish. I am now working on my MBA with a concentration in Healthcare Management, and only have a few classes left. I am originally from Columbus, Ohio, and visit home when I can to be with family. My other big travel destination is Mexico, which we try to do at least once per year, although we are talking about an Italy trip. I have never been, so I am very excited and am studying Italian on the side!

I started out in the 'Medicaid world' at Jefferson County Schools as an Outreach & Enrollment (O&E) Specialist. While there I applied for and received a grant from the state to pilot a school-based Medicaid Assistance site, one of only three in Colorado at that time. A little over six years ago I joined the Denver Public Schools (DPS) Medicaid Department, which I have headed up for a couple years now. One of my goals when I came on board with DPS was to create an O&E Program.

A few years later, DPS Medicaid developed a very successful O&E Program, now with 5.5 FTE O&E Specialists (Candy, Andrea, Nancy, Alex, Zulma and Rosa) and a full-time Program Coordinator (Leticia)! DPS Medicaid Department's O&E Program has a goal on the DPS Health Agenda 2015, a targeted set of health goals to be accomplished within five years. The goal is to enroll 7,000 students into health insurance and we just completed this mighty goal! Next on the horizon we are looking to become a Medicaid Assistance site to even better serve our students and families.

DPS Medicaid Department also has a very successful 'Business Production' team (Brenda, Sherri and Rosa) who work on cost reporting, consents, time study, ezEdMed, Enrich, transportation ridership, audits, and lots and lots of other data input and analysis. All these efforts and strategizing have allowed DPS Medicaid to bring in nearly \$3.5M per year for our students! It is certainly rewarding, feel-good work! If you would like information on how DPS manages the School Health Services Program you can call me at 303-423-2639 or email me at [rob\\_hendershot@dpsk12.org](mailto:rob_hendershot@dpsk12.org).



Thank you for a great year! Enjoy your summer and we will see you at annual training!

If you have any suggestions for Newsletter topics 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).

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

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