

# SHS NEWS

Volume 19  
MARCH 2015

## SCHOOL HEALTH SERVICES PROGRAM NEWS

### KEY DATES

1

### SAVE THE DATE

1

### MIDYEAR TRAININGS

1

### RMTS ROSTER- START PREPARING NOW

2

### QUARTERLY AND ANNUAL OTHER COSTS

2

### TEST YOUR COST KNOWLEDGE

3

### GET TO KNOW DAVID MEADE

3

### FREQUENTLY ASKED QUESTIONS

4

### ANSWER KEY

5

### ANNUAL REPORT TO CDE

5

## KEY DATES

### General:

#### Stakeholder Meeting:

4/9/15, 9:00 a.m. – 12:00 p.m.

Jefferson County School District Boardroom

1829 Denver West Dr.

Golden, CO 80401

### Quarterly Cost Reporting:

January - March 2015 (JM15) Quarterly Financials open: 4/1/15

JM15 Quarterly Financials due: 4/29/15.

## SAVE THE DATE!

### Annual Training Schedule

August 3, 2015

August 4, 2015

August 6, 2015

August 11, 2015

August 13, 2015

Pueblo Convention Center

Hilton Double Tree

Marriott Denver South

Hotel Denver

Doubletree Hotel

Pueblo

Thornton

Littleton

Glenwood Springs

Durango

## MIDYEAR TRAININGS

For the first time, the Department of Health Care Policy and Financing (Department), Public Consulting Group (PCG) and the Colorado Department of Education (CDE) held a midyear training session during the last week of January.

The purpose of the training was to provide a more focused approach to specific aspects of the School Health Services (SHS) Program. We addressed questions school districts asked during the time since we last met at the comprehensive annual trainings in August. Additionally, we also covered upcoming items such as the cost settlement and Fiscal Year (FY) 2015-16 interim payment calculation. The topics covered included:

- The importance of updating your staff pool list
- Transportation Certified Public Expenditure calculation
- Interim payment calculation activity

If you have any feedback regarding the midyear training and whether or not you think it was successful, please reach out to the Department or PCG.

# RMTS ROSTERS: START PREPARING NOW!

Coordinators can pull their most current staff rosters from the RMTS system and start to determine if staff is currently with the district and in the appropriate cost pool. Start reaching out to other departments such as Human Resources and Payroll that can always help with determining if staff is on leave or is no longer employed or contracted with the district.

When updating your roster, consider the following:

- Are there any new providers entering your district? Has anyone left?
- Are all email addresses for RMTS participants up to date? Will name changes impact an individual's email address?
- Has someone changed their funding source? (Check with the appropriate colleagues to confirm who is fully, partially, and not paid with federal funds)

## QUARTERLY AND ANNUAL OTHER COST

During the January Stakeholder meeting, we examined what costs are allowable for school districts to report on the quarterly cost report as well as the annual cost report. The documentation requirements to support any reported other costs was also discussed. The information below will assist with differentiating between what is allowable on the quarterly cost report and the annual cost report.

Two specific items were identified during the stakeholder session. One, costs related to educational materials are not allowable on either the quarterly cost report or the annual cost report. Second, Medicaid allowable costs incurred for individuals to attend a conference or symposium are not allowable on the annual cost report. However, they are allowable on the quarterly cost report. It is important for school district to differentiate what is allowable as other costs on the quarterly cost report as well as the annual cost report.

### Quarterly Other Costs

Staff travel and training costs related to a provider's profession and licensure as well as dues and fees paid by the district can be reported in the quarterly financial reports. For instance, if your district reimburses a psychologist who travels to conferences that are related to his/her professional field then these costs may be reported in the quarterly financial reports.

As always, districts should keep appropriate documentation of these expenses. Documentation for seminars and conferences include, at a minimum, a program brochure describing the seminar or a conference program with a description of the workshop attended. The documentation must provide a description discretely demonstrating that the seminar or workshop provided training pertaining to health-related services or quality assurance (not academic in nature).

### Annual Other Costs

The costs do have to relate to services provided to Special Education students with at least one reimbursable direct service identified in their Individualized Education Programs (IEPs) or Individualized Family Service Plans (IFSPs). It is always important to review the three questions below when determining whether or not to include costs under this section of the report.

Do the three questions below identify if the item has a direct purpose and desired outcome to provide a helpful framework?

- What is the purpose of this item?
- Is the item used for a Direct Medical or TCM Service?
- What is the desired outcome of using the item?

# TEST YOUR COST KNOWLEDGE

Indicate Quarterly or Annual Other Costs for each sentence below based on the information provided.

1. Speech/Language therapy materials:  
 Quarterly  
 Annual
2. Costs associated with a wellness coordinator attending National Alliance for Medicaid in Education conference:  
 Quarterly  
 Annual
3. Psychologist attending mental health professional development:  
 Quarterly  
 Annual
4. Personal Care Services supplies/materials:  
 Quarterly  
 Annual
5. Mileage reimbursement for physical therapy services provided off site:  
 Quarterly  
 Annual

Indicate True or False for each question below.

6. Documentation for other costs reported on the quarterly or annual cost report must be maintained for three years.  
 True  
 False
7. Reimbursements through the SHS Program are considered federal revenues and should be reported in the Compensation-Federal Revenues column.  
 True  
 False
8. Quarterly other costs on the quarterly cost report should be reported according to a cash accounting methodology.  
 True  
 False

Indicate the correct multiple choice answer for each question below.

9. Costs for a nurse attending a statewide conference related to traumatic brain injury should be reported under:  
A. The nurse's salary  
B. Quarterly other costs, nursing services  
C. Annual Other Direct Medical and Targeted Case Management (TCM) Costs
10. Costs for Occupational Therapy office supplies such as paper and printer ink should be reported under:  
A. Materials and supplies for Occupational Therapy  
B. These costs should not be reported  
C. Direct medical equipment costs for Occupational Therapy

## GET TO KNOW – DAVID MEAD

David Mead has been a part of the PCG team for almost three years. David's tenure with PCG began in the firm's Boston office, and he transferred to Austin in the Fall of 2013. He began working with the Colorado SHS Program in 2014. David's role on the project includes assisting with annual cost reporting and cost settlement processes.

In his spare time, David enjoys following his favorite sports teams – Cardinals baseball, Cowboys football, and Thunder basketball! He also loves the outdoors and enjoys going on hikes with his dog, Walter. A native of Oklahoma, David holds a BS in Biology and an MBA from Oklahoma State University.

# FREQUENTLY ASKED QUESTIONS

## **Where do we put a Speech Language Pathology Assistant (SLPA) on the roster?**

A SLPA is only eligible for the Administrative Service Providers cost pool since they do not meet the certification and licensure requirement for the Direct Service Providers cost pool. The SLPA can be included in the Administrative Service Providers cost pool if they routinely provide administrative, outreach, and program planning activities, and do not bill Medicaid for direct service or TCM.

## **How do we handle someone on long-term leave and their direct replacement?**

A participant on long-term leave would not meet the requirements for direct replacement. A participant must no longer be employed with the district in order to have a direct replacement. If a random moment is assigned to a participant who is no longer employed by the district, but the position that employee was in has been refilled, the newly hired employee can act as a replacement and complete the assigned moment.

## **How do we handle direct replacements and overlap if two individuals are both there at the same time for a short time period?**

The original participant is responsible for any assigned random moments until they leave or are terminated from the district. The replacement cannot complete random moments or have reported costs until the original participant is no longer with the district.

## **How do districts submit leave status template?**

Provider Leave Status templates are submitted at the end of each month to the RMTS Inbox if districts had providers who were on their staff rosters and have left the district or were on leave/vacation during their random moment.

## **If someone is on maternity leave, do we report their salary for the time they are on leave?**

The total gross earnings for the individual as paid by the district for the quarter should be reported. This includes regular wages, paid time off (i.e., sick or leave), overtime, bonuses, and stipends.

## **If a district has a four day school week, do we include Fridays in the five day response window?**

Fridays will not be included in the five day count if the district included Fridays as non-working days on their calendar template.

## **How do we handle moments on days with early release?**

Moments are assigned based on the average start and end time of the entire district. If a participant is selected before or after their workday they should select the appropriate radio button (No, Moment is before/after workday (This does not include lunch)) when responding.

## **How do we handle moments and Christmas break?**

The holiday break will not be included in the moment sample or five day count if the district included the holiday break as non-working days on their calendar template.

Answer key can be found on page 5.

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).

# ANSWER KEY

1. Annual. Therapy materials used for an eligible direct service for medical purposes.
2. Quarterly. Costs are associated with staff travel and training costs related to a provider's profession and licensure.
3. Quarterly. Costs are associated with staff travel and training costs related to a provider's profession and licensure.
4. Annual. Personal Care Services supplies/materials used for an eligible direct service for medical purposes.
5. Annual. Mileage Reimbursement for Direct Service.
6. False. Documentation must be maintained for a minimum of seven years or until the completion of any audit, whichever is longer.
7. False. Reimbursements through the SHS Program are not considered federal revenues and should not be reported in the Compensation-Federal Revenues column. Medicaid Reimbursement - not considered Federal Funds for reporting on Single Audit for Federal Programs (Grant/Project code: 9003). Refer to the Colorado Chart of Accounts for additional information: <http://www.cde.state.co.us/cdefinance/sfcoa>.
8. True. All quarterly costs, including other costs, are reported according to a cash accounting methodology.
9. B. Quarterly other costs, nursing services. Costs are associated with staff travel and training costs related to a provider's profession and licensure.
10. B. These costs should not be reported. Costs must be for medically related supplies and materials.

# ANNUAL REPORT TO CDE

The 2013-2014 Annual Report to CDE reflected an increase of the allocation of funding for additional health services and administrative services.

The total amount expended during FY 2013-14 for additional health services and administrative services was \$17,689,607; below is the breakdown.

**Total Administrative Services: \$2,651,281**

**Total Health Services: \$15,038,325**

Assistance/Emergency:	\$67,682
Assistive Technology:	\$181,715
Audiology:	\$316,384
Case Management:	\$358,019
Dental:	\$38,115
Health Assistant/Clinic Aide:	\$1,113,163
Health Education:	\$398,223
Intensive Health Tech:	\$458,929
Insurance Outreach:	\$959,171
Materials, Equipment, Supplies:	\$911,491
Mental Health:	\$1,873,335
Motor Therapy:	\$72,366
Nursing Services:	\$3,990,801
Nutrition Education:	\$19,559
Occupational Therapy:	\$517,913
Parent/Family Support Services:	\$81,056
Physical Therapy:	\$247,523
Physician Services:	\$101,798
Screenings/Assessments:	\$519,564
Speech Language:	\$1,052,532
Training/Professional Development:	\$596,191
Transportation:	\$1,055,117
Vision Services:	\$178,405

For additional information or questions contact Jill Mathews at [mathews\\_j@cde.state.co.us](mailto:mathews_j@cde.state.co.us) or 303.866.6978.

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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