Welcome to the March 2019 edition of the School Health Services Newsletter!

The SHS newsletter is a Department of Health Care Policy & Financing (the Department) publication which provides information on the School Health Services (SHS) Program. The Colorado SHS Program is administered by the Department in collaboration with the Colorado Department of Education. Providers participating in the program may receive federal matching funds for amounts spent in providing health services through the public schools to students who are receiving Medicaid benefits.

Please feel free to share SHS News with your colleagues.

Thank you for your interest!

Save The Date

School Health Services Stakeholder Meetings

**April 18, 2019**

Adams 12 Five Star Schools
Blue Spruce Conference Room
1500 E. 128th Ave.
Thornton, CO 80241
9:00 a.m. - 12:00 p.m.

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Comprehensive Reviews

Participation in the Colorado SHS Program requires districts be subject to a periodic Comprehensive Review that will occur at least once every three years. This review determines whether a district is maintaining the necessary financial records for all cost reporting and validates that staff included in the direct service and targeted case management cost pools are qualified health care professionals with appropriate licensures. Additionally, billing accuracy and transportation cost reporting are reviewed for accuracy.

The FY 2018-19 Comprehensive Reviews have been completed. Below are some important reminders regarding Medicaid Administrative Claiming (MAC), the Annual Cost Report and the Quarterly Cost Report.

**Random Moment Time Study (RMTS)**

- **3/8/19**
- April - June 2019 (AJ19)
- Staff Pool List (SPL) and calendar certifications are due

**Quarterly Cost Report**

- **4/1/19**
  - January - March 2019 (JM19) Quarterly Financials open
- **4/9/19**
  - Quarterly Financials Refresher Training
- **4/30/19**
  - JM19 Quarterly Financial certifications due

**Annual Cost Report**

- Fiscal Year (FY) 2017-18 cost settlement
A Stakeholder's Purpose

The SHS Program has stakeholders that consist of RMTS coordinators, finance administrators, billing agents, etc. The stakeholder meetings were developed to review and make recommendations to the Department to improve the SHS Program processes and provider relations. To make the best use of these meetings we explored the purpose of stakeholders at Mid-Year Training and at the recent stakeholder meeting in January. Our goal is to ensure that there is a core group of people who can be mentors and leaders in your area. We will continue to work towards improving the purpose of these meetings by using the suggestions from school districts and stakeholders.

Stakeholder sessions are held three times each fiscal year in October, January and April on dates and locations specified by the Department. You can attend these sessions in person or by phone. If you would like to learn more about the stakeholders representing your area, suggest topics for the stakeholder meetings and/or if you are interested in becoming a stakeholder, please contact the Department.

Mid-Year Training Frequently Asked Questions (FAQs)

Annual Cost Settlement Reimbursement FAQs
Q: Does each job category have the same annual thresholds?
A: No, each job category's thresholds are calculated separately from each other and will differ from the other service types. For example, personal care thresholds will differ from physical therapy thresholds.

Q: How can I ensure to only report costs for the time-period someone is on the direct service SPL for the annual cost report?
A: Always reference the job span bar on the salaried and contracted pages of the annual cost report prior to entering payroll costs. The job span bar will display the exact dates a provider was on the direct service SPL.

RMTS FAQs
Q: If a participant ends in the previous quarter how do we enter their end date if we have certified the quarterly costs for that period?
A: Put the last date of the previous quarter as the end date.

Q: How do I add a newly hired employee to my current SPL?
A: Newly hired staff can only be added to a current quarter as a direct replacement. If a new employee is not a direct replacement, they cannot be added until the next quarter opens.

Q: Where can I find materials that will help me determine who to include on the SPL and in which cost pool/job category?
A: Reference materials are in the Program Manual Section 3 on the Department website and in the PCG Claiming System on the home page under the resource tab with the document title, “SPL Decision Tree.”

Quarterly Cost Reimbursement FAQs
Q: When entering costs in the PCG Claiming System should I off-set federal/non-allowable funds?
A: The total salary and benefits should be entered in the applicable columns and then enter the amounts for the federal/non-allowable funds column. The PCG Claiming System will automatically exclude the federal/non-allowable amounts from gross amount in the district's claimable calculation.

Q: Why do I need to provide an edit explanation for the same provider each quarter?
A: The edit explanations do not transfer or roll over from quarter to quarter.

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**Transportation Compliance Checklist**

In the most recent stakeholder meeting, work groups discussed using tools much like the checklist below to help stay compliant with SHS Program guidelines:

<table>
<thead>
<tr>
<th>Does Your District Have This Documentation?</th>
<th>Documentation Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>ü</td>
<td>1. <strong>Transportation payroll documentation</strong>&lt;br&gt;If reporting under only-specialized transportation, can you discreetly identify specialized from general transportation costs based solely on documentation?</td>
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<tr>
<td>ü</td>
<td>2. <strong>Bus logs</strong>&lt;br&gt;Does your district maintain and track bus logs to support all one-way trips?</td>
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<tr>
<td>ü</td>
<td>3. <strong>Individualized Education Program (IEP) documentation</strong>&lt;br&gt;Did SHS qualified medical providers write the IEP, and was specialized transportation prescribed?</td>
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<tr>
<td>ü</td>
<td>4. <strong>Billing documentation</strong>&lt;br&gt;Do the units billed match the number of allowable one-way trips?</td>
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<tr>
<td>ü</td>
<td>5. <strong>Vehicle Depreciation documentation</strong>&lt;br&gt;Does your documentation show the date that specialized transportation vehicles were placed in service and the purchase price?</td>
</tr>
<tr>
<td>ü</td>
<td>6. <strong>Breakdown of Transportation Other Costs</strong>&lt;br&gt;Is your documentation itemized: showing purchase amount and name of items purchased (lease, oil, repairs, etc.)?</td>
</tr>
<tr>
<td>ü</td>
<td>7. <strong>Not Only Specialized Transportation documentation</strong>&lt;br&gt;If reporting not only specialized transportation, does your district have a student roster that shows the transportation services IEP students ratio?</td>
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**Colorado Department Of Education News**

Local Services Plans (LSP) for July 1, 2019 -June 30, 2024 will be due June 14, 2019. Plans are in effect for five years. It is best practice to start the process at least 10 months in advance. Districts should begin the
process by reviewing the county health department’s Community Needs Assessment, which is completed every five years. From there a district needs assessment can be created. A sample needs assessment can be found on the CDE website under Medicaid Program. The July 1, 2019 - June 30, 2024 LSP forms will also be on this website.

Having community-based organizations, district staff and parents complete the unmet needs assessment can assist in identifying where the gaps in services are for the district’s students. Also, the budget will need to be identified by referring to Fiscal Year (FY) 2018-19 interim payments and the FY 2016-17 cost settlement amounts. This calculated amount will be the yearly budget for administrative and health services. When establishing the health service priorities to be funded, also make a wish list with the services that are not being funded at this time. As the reimbursement increases, you may consider funding items from the wish list. Below is a list of districts that will be developing an LSP for July 1, 2019 - Jun 30, 2024.

Adams 14
Colorado Springs 11

Cherry Creek
School District Fremont R1
(Canon City Schools)

Boulder County (Boulder Valley)
Garfield County #2

Delta County 50J
Otero 2 (Rocky Ford)

Douglas County
Pueblo 60 (Pueblo City Schools)

El Paso 2 (Harrison)
Lamar Re2

El Paso 3 (Widefield)
Salida R32J

If you have not already done so, please contact Jill Mathews with dates and times of the first meeting with the Community Advisory Committee as soon as you have a schedule. This will allow time to explain the process to the participants and answer any questions they may have. CDE will provide a power point which will explain the process for identifying unmet/under met health needs of students, establishing the priorities of health services and completing the new LSP forms and submittal to CDE for approval.

Additional SHS Program Contacts:
Jill Mathews, CDE Medicaid Consultant
RMTS Help Desk
Cost Report Help Desk

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Civil rights complaints can also be filed with the U.S. Department of Health and Human Services Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal or by mail, phone, or fax at:

1961 Stout Street Room 08-148
Denver, CO 80294


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