



Dear SHS Program Administrators,

As discussed at the August 2017 SHS annual trainings, the Department of Health Care Policy and Financing (the Department) has transitioned to a new Medicaid Management Information System (MMIS) to process and store all Medicaid claims. During this transition, some challenges with the submission and approval of billed claims have occurred. This has specifically impacted claims billed for specialized transportation trips by School Health Services (SHS) providers.

All SHS Providers (Provider Type 51) who submit claims for transportation services one-way trips (procedure code T2003), please note that an alternative methodology will be used to calculate the transportation costs on the Fiscal Year (FY) 2016-2017 annual cost report. Once updated information is available, cost reports will be recalculated and finalized.

Transportation claims and billing information are used by the Department and its vendor Public Consulting Group, INC. (PCG) to calculate a district's one-way trips numerator for the SHS annual cost report. The one-way trips ratio must be reported by all districts who report transportation costs. It is used to allocate all costs reported on the annual cost report to calculate the amount of Medicaid allowable costs. These costs are part of the formula that determines the amount of reimbursement to be received from the annual cost settlement. Additionally, billing activity is reviewed for each district that participates in the SHS program. This practice ensures that providers are following proper billing practices per program rules and regulations.

As part of the alternative methodology to calculate transportation costs the Department is requiring all participating districts to submit claims billed for specialized transportation during the 2016-2017 school year to the Department by **Friday, October 20, 2017**. As a reminder, specialized transportation claims are designated by the procedure code "T2003."

**The Department recommends that districts work with their third-party billing agents to gather the required billing information. If your district does not contract with a billing agency, the Department will work directly with your district.**

If your district requires the data template for reporting costs on the FY 2016-2017, or if you have any other questions regarding these changes, please contact Shannon Huska at [Shannon.Huska@state.co.us](mailto:Shannon.Huska@state.co.us) or 303-866-3131.

Thank you,

Health First Colorado (Colorado's Medicaid Program)

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