

# **SCHOOL HEALTH AND RELATED SERVICES (SHARS)**

FEDERAL FISCAL YEAR 2015  
SHARS PROGRAM OVERVIEW



# SHARS OVERVIEW

Medicaid services provided by school districts in Texas to Medicaid-eligible students are known as School Health and Related Services (SHARS).

SHARS allow local school districts, including public charter schools, to obtain Medicaid reimbursement for certain health-related services documented in a student's Individualized Education Program (IEP).

To be eligible to **receive and retain** federal reimbursement for Texas Medicaid reimbursement, as a provider of medical services for SHARS an ISD must:

- Enroll as an active Medicaid provider for SHARS with the Texas Medicaid and Healthcare Partnership (TMHP);
- Obtain a National Provider Identifier (NPI) and Texas Provider Identifier (TPI);
- Ensure that SHARS services are provided by approved/qualified providers;
- Meet Texas Education Agency (TEA) standards for delivery of SHARS;
- Abide by rules and regulations of TEA;
- Meet all eligibility requirements and participate in the **Random Moment Time Study (RMTS)**;
- **Bill for SHARS** as services are delivered and are allowable services covered by Medicaid; and
- **Submit a SHARS Cost Report.**

**SHARS program and reimbursement information can be found at:**

**<http://www.hhsc.state.tx.us/rad/acute-care/shars/index.shtml>**

# SHARS ALLOWABLE SERVICES

Current allowable SHARS services:

- Audiology Services,
- Counseling Services,
- Nursing Services,
- Occupational Therapy,
- Personal Care Services,
- Physical Therapy,
- Physician Services,
- Psychological Services,
- Speech Therapy, and
- Specialized Transportation



# SHARS OVERVIEW

## SHARS Interim Payment Rates

- Established biennially for all eligible SHARS providers.

## Billing

- As services are delivered, the district is required to submit a claim and bill for these services as an active provider in the SHARS program.
- Claims must be submitted within 365 days from the date of service, or no later than 95 days after the end of the Federal Fiscal Year (i.e., January 3), whichever comes first.

## Annual Cost Report

- Cost Settlement
- Direct Medical Time Study Percentage
  - IEP Ratio
  - Specialized Transportation Services IEP Ratio
  - Specially Adapted Vehicles Ratio
  - One Way Trip Ratio



# RELATIONSHIP OF RMTS TO COST REPORT PARTICIPANT LIST = ALLOWABLE SALARY COSTS

## IMPORTANT



The RMTS Participant List should include:

- All direct service staff, including those that are Federally-Funded Employees
- Contractors (list all positions that will perform services but are not employed by the school district, including shared services employees)
- Vacant Positions that will be filled during the quarter

# RELATIONSHIP OF RMTS TO COST REPORT

## PARTICIPANT LIST = ALLOWABLE SALARY COSTS

- Registered Nurses (RN)
- Licensed Vocational Nurses (LVN)
- Advanced Practice Nurses (APNs),
- Delegated Nursing Services
- Physicians (MDs)
- Licensed Audiologist
- Licensed Assistant in Audiology
- Licensed Occupational Therapist (OT)
- Certified Occupational Therapy Assistant (COTA)
- Licensed Physical Therapist (PT)
- Licensed Physical Therapy Assistant (LPTA)
- Licensed Psychologist
- Licensed Psychological Associate
- Licensed Specialist in School Psychology (LSSP)
- Licensed Psychiatrist
- ASHA-Equivalent Speech Language Pathologist (SLP) with Texas license and master's degree
- ASHA SLPs with Texas Licenses
- Grandfathered SLP with Texas License and no master's degree
- TEA- or SBEC-Certified Speech Therapists
- Licensed Assistant in SLP
- Licensed SLP Intern
- Licensed Professional Counselor (LPC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Clinical Social Worker (LCSW)
- **Personal Care Service Providers**
  - Teacher (Ex: self contained classroom);
  - Teacher Aides;
  - Health Care Aides;
  - Instructional Aides;
  - Bilingual Aides;
  - Program Assistants;
  - Shadows;
  - Bus Aides/Monitors;
  - Behavior Modification Specialists/Counselors; and
  - Orientation/Mobility Specialists

TEA = Texas Education Agency

SBEC = State Board of Educator Certification

ASHA = American Speech-Language-Hearing Association

# RELATIONSHIP OF RMTS TO COST REPORT PARTICIPANT LIST = ALLOWABLE SALARY COSTS

Unless reported under an Administrative Category or as a Personal Care Services provider, a provider's RMTS Participant List should not include:

- Bus Drivers
- SBEC-or TEA-Certified School Counselors
- Educational Diagnosticians

Note: Vacant Positions that will not be filled during the quarter should also not be included on a district's participant list.



Providers who are members of a cooperative or shared services arrangement MUST submit separate SHARS cost reports, which means **each ISD must have a district specific RMTS participant list that includes “contracted staff” employed by the fiscal agent and district employees for which costs will be claimed.**

# RELATIONSHIP OF RMTS TO COST REPORT PARTICIPANT LIST = ALLOWABLE SALARY COSTS

**RMTS non-compliance is grounds for recoupment of federal funds received during the FFY(s) in which the default occurs.**

- ❑ Positions on the RMTS Participant List (PL) are the only positions for which costs may be reported on the SHARS cost report.
- ❑ Costs for staff on the PL that did not perform direct services should not be claimed on the cost report.



# SHARS OVERVIEW

## Important SHARS Cost Report Dates

- Federal Fiscal Year (also SHARS Cost Report Period)  
October 1 – September 30
- Cost Report Due Date (Strictly Enforced)  
April 1
- Cost Report Training (Mandatory)  
January, February, and March
- Cost Report Settlement  
August 31



# SHARS OVERVIEW

SHARS participation, training, rates, billing, and cost report information can be found on the following websites:

- HHSC Rate Analysis SHARS website:  
<http://www.hhsc.state.tx.us/rad/acute-care/shars/index.shtml>
- Fairbanks website: [www.fairbanksllc.com](http://www.fairbanksllc.com)
- TEA website:  
[http://tea.texas.gov/Curriculum and Instructional Programs/Special Education/Programs and Services/School Health and Related Services/](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Special_Education/Programs_and_Services/School_Health_and_Related_Services/)
- TMHP website at [www.tmhp.com](http://www.tmhp.com)
  - **Texas Medicaid Provider Procedures Manual (TMPPM)  
CHILDREN'S SERVICES HANDBOOK, Volume 2, Section 3**[http://www.tmhp.com/Pages/Medicaid/Medicaid\\_Publications\\_Provider\\_manual.aspx](http://www.tmhp.com/Pages/Medicaid/Medicaid_Publications_Provider_manual.aspx)

# SHARS CONTACTS

## **SHARS Cost Reports & Interim Rates**

Phone: (512) 730-7400

Email: [ra\\_shars@hpsc.state.tx.us](mailto:ra_shars@hpsc.state.tx.us)

*Dario Avila (Team Lead)*

*Nadia Bobb (Rate Analyst)*

## **TMHP Contact Center**

Phone: 1-800-925-9126

## **HHSC Policy & Oversight – Tony Moreno:**

Phone: (512) 462-6278

Email: [Oversight\\_SHARS@hpsc.state.tx.us](mailto:Oversight_SHARS@hpsc.state.tx.us)



## **Fairbanks, LLC. Client Information Center (STAIRS)**

Phone: (888) 321-1225

Email: [info@fairbanksllc.com](mailto:info@fairbanksllc.com)

## **Texas Education Agency – Division of Federal Fiscal Compliance and Reporting**

Phone: (512) 463-9127

Email: [compliance@tea.state.tx.us](mailto:compliance@tea.state.tx.us)