

SHARS Billing Guidelines – DE LEON ISD

District Contacts:

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School Health and Related Services (SHARS) is a Medicaid program designed to allow school districts to seek federal reimbursement for certain health services performed for Special Education Students as defined by their IEP.

The school district may submit claims for SHARS services provided to students who meet the following criteria:

- Student must be Medicaid eligible at the time of the service.
- The student must be under 21 years of age.
- The SHARS services the student receives must be documented in the student's ARD/IEP.
- There must be a signed parental acknowledgment to release confidential information in the student's file.
- Providers must have current credentials and/or license that is up to date and not "lapsed" or in any kind of "grace" period.

The district seeks Medicaid Reimbursement for the following services:

- Counseling
- Psychological Services
- Occupational Therapy
- Physical Therapy
- School Health Services
- Speech Therapy
- Personal Care Services
- Special Transportation

***The district has partnered with MSB Consulting Group to provide software for documentation of services, X Logs, processing of paper documentation and SHARS claims submission. MSB provides printed materials at all trainings/workshops as well as a dedicated website for staff to get resources on documentation guidance (<https://msbconnect.com/success-center/>). More details on SHARS policies can be found on Health and Human Services Commission website (<http://legacy-hhsc.hhsc.state.tx.us/rad/acute-care/shars/index.shtml>).

SHARS POLICY CLARIFICATION

Participation in the SHARS program does not preclude a child from receiving similar or additional services by parent choice under another Medicaid program or provider in the private sector.

A child's eligibility for Medicaid Services outside the school setting is not compromised by receiving SHARS services at school. The services provided at school are so the child may receive a Free and Appropriate Public Education, FAPE. Due to medical necessity, the child may need additional services outside of school.

For example, a school may provide and seek reimbursement for Speech Therapy for a student who also receives Medicaid THSteps-CCP Speech Therapy outside the school setting.

ADDITIONALLY, there is **NO** lifetime benefit cap for Medicaid services to children under the age of 21. SHARS is a program under the EPSDT (Early and Periodic Screening, Diagnosis and Treatment) program. Under EPSDT, there are no set limitations on Medicaid services to clients under 21, as long as the service is medically necessary. The Medicaid services the child receives at school do not affect the type or amount of Medicaid services the child receives outside the school.

The following services are eligible to receive reimbursement assuming all other required documentation is in place:

- Audiology Services
- Assessment/Evaluation
- Counseling Services
- Nursing Services
- Occupational Therapy
- Personal Care
- Physical Therapy
- Physician Services
- Psychological Services
- Special Transportation
- Speech/Language Therapy

Additional information on billable services can be found here:
(https://msbconnect.com/Our%20Resources/Regulations%20-%20Texas/TX_SHARS_BillingGuidelines.pdf)

To access reimbursements under the Medicaid to Schools Program, SHARS, the district, along with the contracted vendor, MSB, will extract eligible documentation from X Logs and then submit to Texas Medicaid Healthcare Partnership (TMHP).

DOCUMENTATION OF SERVICES

As part of the job requirements, any staff member, local or contracted, who provides a service to a special education student, will use X Logs to document services. X Logs is the district's chosen software that allows all providers to document services delivered. Documentation includes, but is not limited to the following:

- Student Name
- Activities performed
- Accommodations served
- Goals and Objectives served (with progress notes and monitoring)

Documentation is due on a monthly basis through the X Logs program; however, providers can document on a daily or weekly basis. X Logs also has a mobile app available by searching for "MSB Mobile" in the app store.

LIFE SKILLS/SELF-CONTAINED/PPCD CLASSROOMS

When documenting for services within these settings, documentation can be set-up on an all-day appointment and then use a student sign-out sheet in the classroom to designate minutes where other support staff remove the student from these classrooms to provide services. These minutes should be indicated in the "Time Away from Student" field in X Logs to ensure minutes are removed from documentation of services.

Should a teacher need a "sign-out sheet" for his/her classroom, templates are available here: <http://msbconnect.com/documents>.

In addition, documentation responsibilities will fall within the scope of the teacher's responsibility. The teacher will use the feature in X Logs known as the "Data Entry Clerk" role to ensure all documentation for students receiving services within the school day are accounted for. This requires that all staff members within the team must document for at least one student.

Personal Care Services

Personal Care Services (PCS) are support services provided to help a child with a disability or chronic health condition benefit from his/her Free and Appropriate Public Education (FAPE). Personal Care activities include, but are not limited to the following:

- Total or partial physical assistance
- Prompting or cueing the student to complete a task
- Redirection, monitoring and observation that are medically necessary and an integral part of completing a personal care service
- Interpreting for students with a hearing impairment
- Observation/monitoring and redirection/intervention for **Behavior**
 - Behavior that interferes with completion of Activities of Daily Living/Instrumental Activities of Daily Living

- Behavior that is socially offensive
- Behavior that will, or has the potential to, cause injury to the student and/or others
- Behavior that will, or has the potential to, cause damage to property
- Personal Care Services can be submitted as group and individual services. The majority of the services provided in the district are considered group services and should be documented as such. If you feel that you are providing individual services (i.e. one-on-one), please contact our office so we can verify that the individual service is appropriate or review IEP/ARD.

Special Education Teachers should remember the following:

- In order to bill for PCS, PCS activities must be in the IEP/ARD (PLAAFPs, IEP Goals and Objectives, Accommodations pages, PCS Supplement and/or in the minutes of the ARD.) All these areas of the ARD\IEP need to be in alignment or “tell the same story.”

SPECIALIZED TRANSPORTATION

For students who receive an ordered service within their IEP that further designates the need of a specially-adapted vehicle, the transportation department will ensure bus drivers are filling out a bus log (paper) to confirm services were delivered. Should an aide/bus monitor be present on the vehicle, he/she will sign the log as well.

These logs will be picked up on a monthly basis and submitted to MSB Consulting for processing.

NURSING DOCUMENTATION

The nursing department uses a paper medication log system to document for all services performed for all populations of students. MSB Consulting will receive a monthly report for the identified special education students. This paper log will be sent to MSB monthly and then reviewed for Medicaid reimbursement potential.

PARENTAL NOTIFICATION AND ACKNOWLEDGEMENT (CONSENT)

Parental Acknowledgement is an integral part of any SHARS program. Over the past few years, the nature of the parental consent requirement for SHARS has changed. Initially, in 2006, the parental consent required for SHARS was a consent for the district to seek reimbursement for services provided to Medicaid eligible students while they were at school. In 2013 a change was adopted by IDEA and became a consent to release personal information.

The Parental Consent to Release Information for SHARS must be presented to every Special Education parent during the ARD meeting. On March 18, 2013, the IDEA rule concerning parental consent changed. In previous years, districts were asked to get a consent signed each year at the ARD meeting. After this date, the consent must be signed only once and remains effective until the parent revokes consent. After obtaining a signed consent, only notification must be provided annually.

In all cases, a copy of the consent form needs to be sent to the SHARS team at the Administration Building, Business and Finance office.

If the parent:

- **Signs the form YES, NO, REFUSES TO SIGN:** Parent/Guardian signed form is scanned into our SPED program (Frontline). The original document is placed in the student's permanent SPED folder housed at the Comanche Special Services Co-Op. Correct data is entered into districts SHARS program, (currently MSB's X Logs). Annual notification is given to parent at ARD meeting. A new form will not be obtained unless Parent/Guardian wants to make changes. Any changes are documented and updates are made into the afore mentioned programs.
- **Signs N/A:** It is documented into the districts SHARS program, (currently MSB's X Logs), along with the Co-Op's SPED program (currently Frontline), that there is no consent. The Diagnostician will try to obtain consent from the Parent/Guardian no later than the next ARD meeting. Any changes are documented and updates are made into the afore mentioned programs.

ARD documents will record that the form was presented to the parent. This will help us to keep the records up to date with MSB so we can stay compliant with this IDEA regulation.

More information on the IDEA Regulation regarding parental consent to release information can be found on the TEA website, HHSC website and the IDEA website with the U.S. Department of Education

- www.hhsc.state.tx.us
- www.tea.texas.gov
- <https://www2.ed.gov/policy/speced/reg/idea/part-b/part-b-parental-consent.html>

Always feel free to call the SHARS team with any questions or concerns regarding the program and its policies and best practices or to request training or assistance with SHARS related activities.

Random Moment Time Study

The Medicaid to Schools Program requires districts to participate in Random Moment Time Study (RMTS). The purpose of this program is to determine how often providers perform "direct medical services" to students throughout the school day. Each quarter, the state randomly selects participants who provide direct services to special education students. The selected participant will receive an email from Fairbanks, notifying the participant that he/she has been selected for RMTS. As the moment approaches, the participant will be provided a specific date and time for which he/she will answer the time study. The time study consists of three basic questions about what the provider was doing during the selected moment. Each provider needs to have a basic understanding of what the Medicaid program recognizes as a "medical" service to appropriately respond to the moment and differentiate between direct medical service and an educational/instructional service. Responding to the random moment in a more informed way assists the district in seeking dollars through the Medicaid to Schools program. To educate our providers on the RMTS Program and what Medicaid determines as "medical" versus "educational," MSB Consulting Group has created a video that each selected participant will watch prior to responding to his/her RMTS. The training video is available by clicking here: <https://vimeo.com/46106839>. After viewing the video, providers will email programservices@msbconnect.com to notify MSB.