



SHARS Billing

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SHARS Matters Webinar Series

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Agenda

- Eligibility Requirements
- Reimbursable SHARS Services
- Parental Consent & Third-Party Liability
- Interim Claiming Requirements
- Service Documentation
- Resources
- Questions



Eligibility Requirements





Eligibility Requirements

SHARS reimbursement is provided for students who meet all of the following requirements:

- Medicaid eligible
- 20 years of age or younger
- Enrolled in the district's special education program
- An Individual Education Program (IEP) documenting disability and medical necessity



Reimbursable SHARS Services



Reimbursable SHARS Services

- Audiology
- Counseling Services
- Nursing Services
- Occupational Therapy (OT)
- Personal Care Services (PCS)
- Physical Therapy (PT)
- Physician Services
- Psychological Services
- Speech Therapy (ST)
- Specialized Transportation



Reimbursable SHARS Services

- Refer to [SHARS Manual](#) for details on each service
- Details to note:
 - Authorized providers have changed for some services.
 - A referral that includes the National Provider Identifier (NPI) of a Texas Medicaid enrolled authorized provider now required for SHARS audiology and ST to be reimbursable.
 - A prescription that includes the NPI of a Texas Medicaid enrolled authorized provider now required for all PT and OT services to receive SHARS reimbursement.
 - Personal Care Services supplement needed to support service.



Reimbursable SHARS Services

- Providers must hold the necessary licensure/certification needed to provide their service type.
- PT, OT, or ST services (if prescribed in the student's IEP) may be reimbursed when delivered as co-treatment.
- Multi-disciplinary team evaluations performed collaboratively with any combination of PT, OT, or ST, and psychology may be billed by each provider when performed during overlapping time periods.
- All services require some form of documentation to support the service.
- Parental consent required prior to billing for services.



Parental Consent & Third-Party Liability



Parental Consent & Third-Party Liability

- SHARS participating districts required to provide written notification and obtain targeted parental consent before accessing a child's or parents public benefits or insurance for the first time.
- Written notification must be provided annually thereafter.
- SHARS claims subject to third party liability (TPL). Parents should be informed of the TPL policy.



Interim Claiming Requirements



Interim Claiming Requirements

SHARS participating districts must submit:

- at least one interim claim for each direct medical service that an eligible student receives within the cost report period;
- interim claims for all personal care services that an eligible student receives within the cost report period; and
- interim claims for all eligible specialized transportation trips provided within the cost report period.

Interim Claiming Requirements

- 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 (January 3rd), whichever comes first.
- Claiming is limited to services delivered by providers that occupy a position on the district's Random Moment Time Study Participant List.
- SHARS providers must certify on a quarterly basis the amount reimbursed during the previous federal fiscal quarter via the Certification of Funds statement process.



Service Documentation



Service Documentation

- Service logs must be maintained for all SHARS services prescribed in a student's IEP:
 - Student's name
 - Student's date of birth
 - Student's Medicaid identification number (on all pages)
 - Date of service, and for each date of service:
 - Billable start and stop time
 - Total billable minutes
 - Student observation
 - Procedure code(s)
 - Note of activity performed
 - SHARS provider's printed name, title, and original handwritten or electronic signature

Service Documentation

Session notes are required for therapy services. Session notes must include all elements of a service log plus:

- Student's progress towards goals (if applicable)
- Note whether the service was provided individually or in a group
- The related IEP objective



Service Documentation

Specialized Transportation Services (One-way trips) must be documented with a trip log. At minimum trip logs should include:

- District's name
- Route name/number
- Bus driver's name
- Bus aid/monitor name (if applicable) and initials for each one-way trip
- Dates of service and indicate date of the week



Service Documentation

- Number of one-way trips per day
- Time for each trip (can be indicated using AM/PM)
- Indication if a bus aid/monitor was needed.
- If PCS is provided on the bus, documentation of the type of activity and modality of the activity performed.
- Student's full name and Medicaid number
- Dated signature of the bus driver and bus aid/monitor (if applicable)



Resources



Resources

- SHARS Manual: https://www.tmhp.com/sites/default/files/file-library/resources/provider-manuals/tmpm/pdf-chapters/2022/2022-12-december/2_SHARS.pdf
- TMHP Banner Messages: https://www.tmhp.com/news?title=&program_id=All&topic_id=All&category_id=All
- Texas Administrative Code (SHARS Reimbursement Rule): [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=15&ch=355&rl=8443](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=15&ch=355&rl=8443)
- TASB Special Education Solutions webpage: <https://www.tasb.org/services/special-education-solutions.aspx>
- Texas Education Agency (SHARS Webpage): <https://tea.texas.gov/academics/special-student-populations/special-education/programs-and-services/school-health-and-related-services>



Questions?



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September 2020

SHARS Amidst COVID-19

All of us have been impacted by the COVID-19 pandemic in some way, shape, or form. Even the School Health and Related Services (SHARS) program has been temporarily modified to accommodate for the changes school districts have had to implement to ensure the health and safety of their students and communities. Throughout the ongoing global pandemic, we have remained in constant contact with state and federal agencies to stay informed of all the latest



SHARS Matters quarterly e-newsletter



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SHARS CONFERENCE**
MAY 4-5, 2023



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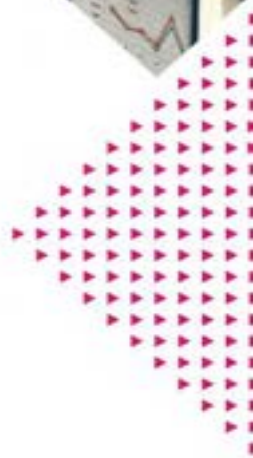
TASB Special Education Solutions™ can make SHARS — and cost reporting — simpler. Our professionals will help you prepare a cost report, stay in compliance, and maximize reimbursements to your district.

Services available to all districts. Contact us today to learn how we can help with your cost report.



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