SHARS Squad

Who makes the cut on your Participant List?

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Why the Participant List Matters

- The Participant List (PL) is the foundation to participating in the SHARS and/or MAC program.
- If a position isn't on the PL, **their services cannot be claimed** – no matter how eligible they are.
- Every quarter, your PL drives **compliance, funding, and accountability**.
- Think of the PL as the **roster that gets you paid** – if they're not on it, they're not part of the reimbursement process.

The district must appoint:

- One Primary RMTS contact
- At least one Secondary RMTS contact
  (Both must be district employees)

Training Deadlines:

- Primary: Before the 1st quarter PL close
- Secondary: Before the 2nd quarter PL close

Important Notes:

- SSA, Co-Op and third-party vendors **do not fulfill** the training requirements

Failure to meet these requirements results in:

- Inability to update or certify the PL
- Inability to manage the RMTS sample
- MAC: Ineligible to participate or submit a quarterly claim
- SHARS: Ineligible to participate or submit a cost report for the entire fiscal year
  - Any interim claims received for the FY will be recouped

Quarterly Certification – Stay Eligible, Stay Funded

- The PL must be certified each fiscal quarter for SHARS and MAC participation.

- Updates to positions are allowed only during the PL open period.
  - Name and contact info can be edited if the provider is chosen for the RMTS

- Failure to certify the PL will result in:
  - Ineligibility to participate or submit a claim for the quarter (MAC)
  - Ineligibility to participate or submit a cost report for the entire fiscal year (SHARS)

Quarter	PL Open	PL Close (6 PM CST)
Q1 - OD24	8/12/24	9/13/24
Q2 - JM25	9/14/24	12/13/24
Q3 - AJ25	12/14/24	3/7/25
Q4 - JS25	3/8/25	5/15/25

Your Participant List has NOT been Updated for Open Quarter: July-September 2025

(Participant List is Due: 05/15/2025)

The list below is correct, I have no further changes

Your Participant List has been Updated for Open Quarter: July-September 2025

Last Updated: 04/28/2025, 16:31:47 by

(Your PL can still be updated at any time until the due date on: 05/15/2025)

Only include employees or positions that perform:

✓ Direct SHARS services, or

✓ MAC claimable administrative activities

🚫 **Do NOT Include:**

- Executive Directors
- Program Directors
- Principals/Assistant Principals
- Special Education Directors
- Other managers or supervisory roles

Who to Include on the PL (and How)

✓ Include:
  - ✓ Regular and federally funded employees with claimable costs
  - ✓ Contractors, Co-Op and Shared Service staff
  - ✓ Substitutes if in one position at least 51% of the quarter (7 consecutive weeks)
  - ✓ Anticipated hires:
    - ✓ List as "vacant" for first/last name
    - ✓ Use Primary RMTS contact's email
    - ✓ Review/update vacancies each quarter

✓ Contractor Listing Tips:
  - ✓ One position filled by multiple contractors → List once
  - ✓ Multiple positions filled by one or more contractors → List each separately

⚠ Important Reminders:

- Mixed job categories (e.g., PCS, Delegated Nursing, Service Coordinator/Case Manager, Outreach Worker, Behavioral Counselor) must include functional/working job titles

- Employees may only be listed under one job function – choose the one performed the most

- Bus aides, bus monitors and other transportation aides may not be listed

- Registered Nurses (RN)
- Licensed Vocational Nurses (LVN)
- Advanced Practical Nurses (APRN)
- Delegated Nursing Services
- Physicians (MDs & Dos)
- 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 Psychiatrist
- Licensed Specialist in School Psychology (LSSP)
- Licensed Speech-Language Pathologist (SLP)
- Licensed Assistant in SLP (SLPA)
- Licensed SLP Intern
- Licensed Professional Counselor (LPC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Clinical Social Worker (LCSW)
- Personal Care Service Providers

Direct Medical Category Broad Positions

Approved ADL/IADLS (as of 10.01.24)	
ADLs	IADLs
• Bathing • Eating • Locomotion or mobility • Personal Hygiene • Positioning • Toileting • Transferring	• Escort • Medication Assistance • Money Management • Telephone Use or Other Communication

Personal Care Service Provider – Position/employee assists student(s) with one or more of the approved ADLs/IADLs

Example:

A self-contained paraprofessional who assists a student with eating and toileting

An aide who assists a wheelchair bound student from point A to point B

Delegated Nursing Services – Position/employee who has been trained by an RN/APRN to provide skilled nursing procedures and/or medication administration

Example:

Certified Nursing Assistant (CNA)

A teacher who has been trained by RN/APRN to provide G-tube feedings

Participant List
MAC Only Categories

- Behavioral Counselor
- Interpreter/Translator/Bilingual Specialist
- Licensed Bachelor of Social Work (LSW)
- Licensed Master of Social Work (LMSW)
- Orientation & Mobility Specialist
- Outreach Workers

- Physician Assistant (PA)
- Pregnancy, Education, & Parenting Program
- Psychology Intern
- Service Coordinator/Case Managers
- Grandfathered Texas Licensed SLP
- TEA or SBEC-Certified Speech Therapist

Understanding Broader MAC-Only Categories

Interpreter/Translator/Bilingual Specialist

Possible Examples:

- Campus staff who has been designated to translate during ARD/IEP meetings
- LPAC representative providing monthly parent meetings to inform families about available services

Outreach Workers

Possible Example:

- Service Advocate coordinating with community agencies to share information about early prevention and ECSE programs
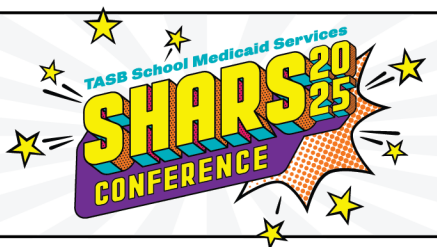
Service Coordinator/Case Managers

Possible Examples:

Campus counselor connecting students/families to community resources, including Medicaid services

ARD Facilitator who monitors and coordinates SHARS-eligible services for students

MAC Activities – What Qualifies for Reimbursement

MAC activities help schools connect students and families to Medicaid by improving access and supporting service delivery.

To qualify, activities must directly support efforts to identify, enroll and maintain Medicaid eligibility and the provision of Medicaid-covered services.

Examples of Claimable Activities:

- Informing Medicaid-eligible and potentially Medicaid-eligible children and families about the benefits and availability of services provided by Medicaid (including preventive treatment and screening), including services provided through the Early and Periodic Screening, Diagnosis, and Treatment program (EPSDT)

- Providing translation services to access Medicaid services

- Developing strategies to assess or increase the capacity of school medical/dental/mental health programs

- Arranging for any Medicaid-covered service that may be required because of a specifically identified medical, dental or mental health condition

- Program planning, training and/or provider relations

MAC in Action
What does that look like in the schools?

➤ Including Medicaid information and applications in report card envelopes and back-to-school packets.

➤ Presenting enrollment information at workshops and seminars for school staff.

➤ Distributing information about the Medicaid program and available benefits at PTA/PTO meetings, parent/teacher conferences, school events, etc.

➤ Making referrals for and/or coordinating medical/physical exams and necessary medical/dental/health evaluations (including early intervention programs).

➤ Monitoring and evaluating the Medicaid service components of the IEP as appropriate.

➤ Participating in a meeting/discussion to coordinate or review a student's needs for health-related services covered by Medicaid.

HHSC Examples of MAC Activities

Final Reminders to Certify with Confidence

Verify RMTS training status in STAIRS before the deadline

Certify your Participant List every quarter – no certification, no claims

Ensure all listed participants meet eligibility requirements and are accurately classified