

ARD Best Practices in School Medicaid

School Health and Related Services (SHARS)

With Dr. Karlyn Keller
Division Director, TASB

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is it intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.



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Free Monthly School Medicaid Webinar Series

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Know school Medicaid (SHARS)

What services are allowable?

Student centered decisions

What does the student need?

Know your paperwork

Where should I document?

Strong documentation

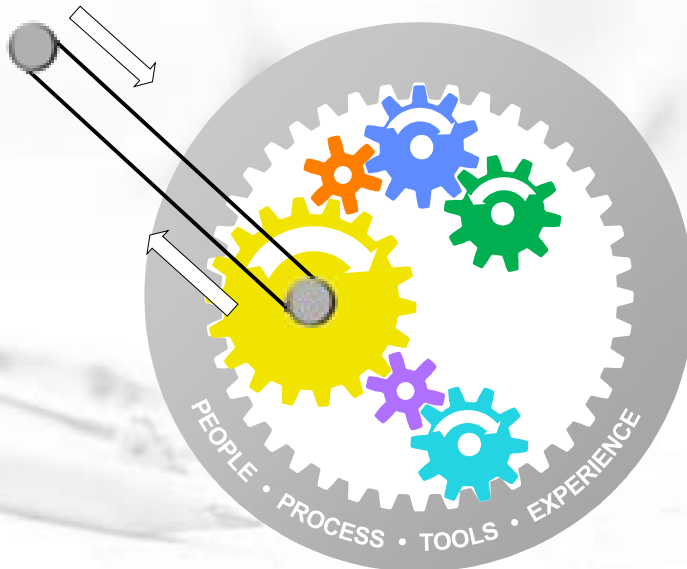
Do you need to write that down?

Clear communication

Does everyone understand?

Be prepared

What if things change?



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Know school Medicaid (SHARS)

What services are allowable?



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Know school Medicaid (SHARS)

What services are allowable?

SHARS Billable Services

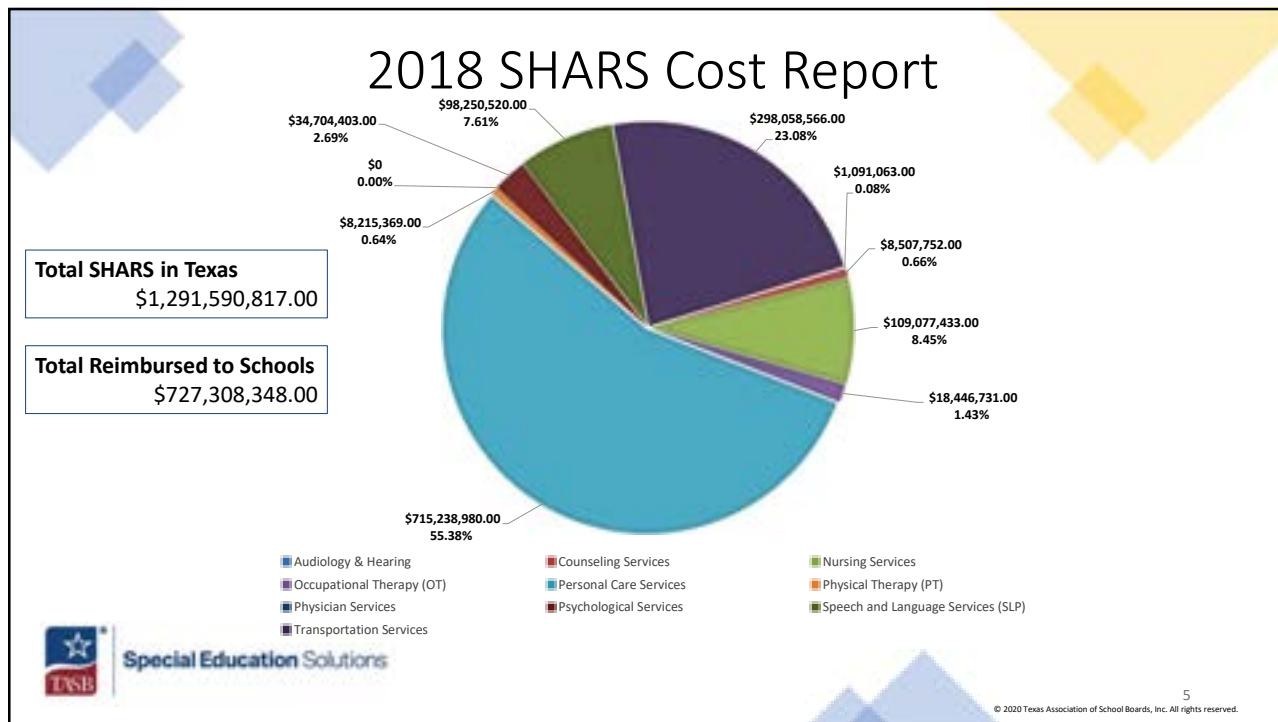
- **Audiology**, including evaluations and therapy sessions*
- **Counseling**, delivered by a clinician or therapist of the healing arts*
- **Nursing Services**, including routine medication administration services and procedures
- **Occupational Therapy**, including evaluations and therapy sessions**
- **Personal Care Services**, during school and on the bus
- **Physical Therapy**, including evaluations and therapy sessions*
- **Physician Services**, when paid by the school and documented
- **Psychological Services**, including evaluations and therapy sessions
- **Speech Therapy**, including evaluations and therapy sessions**
- **Specialized Transportation**, whenever a service is delivered, and an adaptation on the bus is needed



* teletherapy during COVID-19
** teletherapy any time

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Educational

Medical

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Know school Medicaid (SHARS)
What services are allowable?

- Delineating educational versus medical services is no easy task.
- Medically based services are allowable under SHARS. Educational based services are not.
- Knowing what services are covered under SHARS can help you clear up confusion.
- Be sure you are prepared to support what you are claiming during interim billing and in your Cost Report. Audits are on the rise.

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Student centered decisions

What does the student need?



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The five W's + How

who, what, when, where, why and how

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<h2><u>WHO & HOW?</u></h2> <p>Who needs the services and how are they being provided? <i>Indicate the student and how often services will be delivered.</i></p>	<h2><u>WHAT?</u></h2> <p>What activities or services are needed? <i>Indicate specifically what the child needs. Specificity of services is essential.</i></p>
<h2><u>WHEN & WHERE?</u></h2> <p>When and where are the services provided? <i>Indicate the locations (classroom, cafeteria, etc.)?</i></p>	<h2><u>WHY?</u></h2> <p>Why are the services needed? <i>Indicate the medical necessity or chronic condition. Have you considered everything needed?</i></p>

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Student centered decisions
What does the student need?

- Remember SHARS billable services should not drive student services.
- Data driven decisions are easiest to support.
- Focus on the needs of the student, not what SHARS allows.
- Be clear about what the student's needs are, and how you are meeting them.



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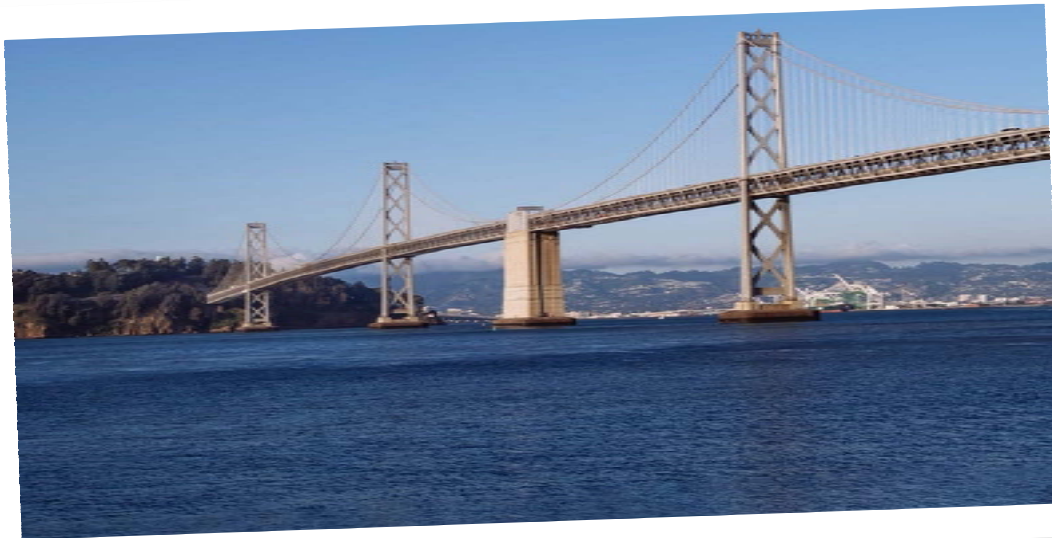
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Know your paperwork

Where should I document?



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- **Parental Consent to release information** to bill. Lifetime approval unless revoked. Need a facsimile of the signature or a wet signature. IDEA requirement.
- **Annual notification** that the district is billing for SHARS. No signature required but must have proof of delivery. IDEA requirement.
- Participation in or notification of the ARD/IEP to document services. IDEA requirement.
- **Authorization to participate in teletherapy** delivery. HHSC requirement.
- Share information about SHARS program for **informed consent** such as third-party liability. TEA requirement.


SHARS requirements


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Signatures are important


 Signature requirements remain the same.

 Could they sign and take a photo to send back?

 Could they write a short statement that they participated in the ARD, agreed with a signature?

 Could you send the form as a fillable PDF that they could sign on their mobile device?

 What evidence can you get to support their agreement?




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Know your paperwork
Where should I document?

- Make sure everything is clearly written in the ARD/IEP.
- Be sure you have your ducks in a row when it comes to the SHARS required paperwork.
- Informed knowledge is important (i.e. informed consent).
- If you are using electronic documentation systems, be sure they are in compliance with SHARS.
- Make sure you have alignment in what we say and do.



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Strong documentation

Do you need to write that down?



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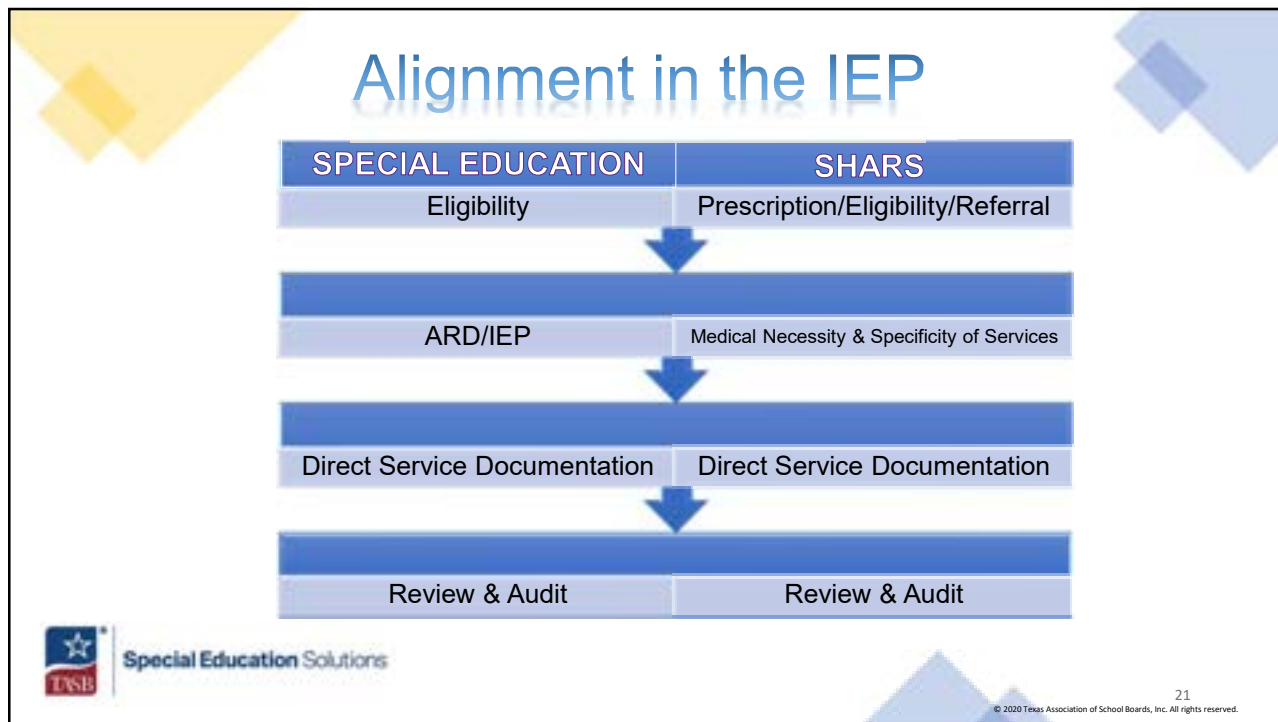
Good Special Education Documentation



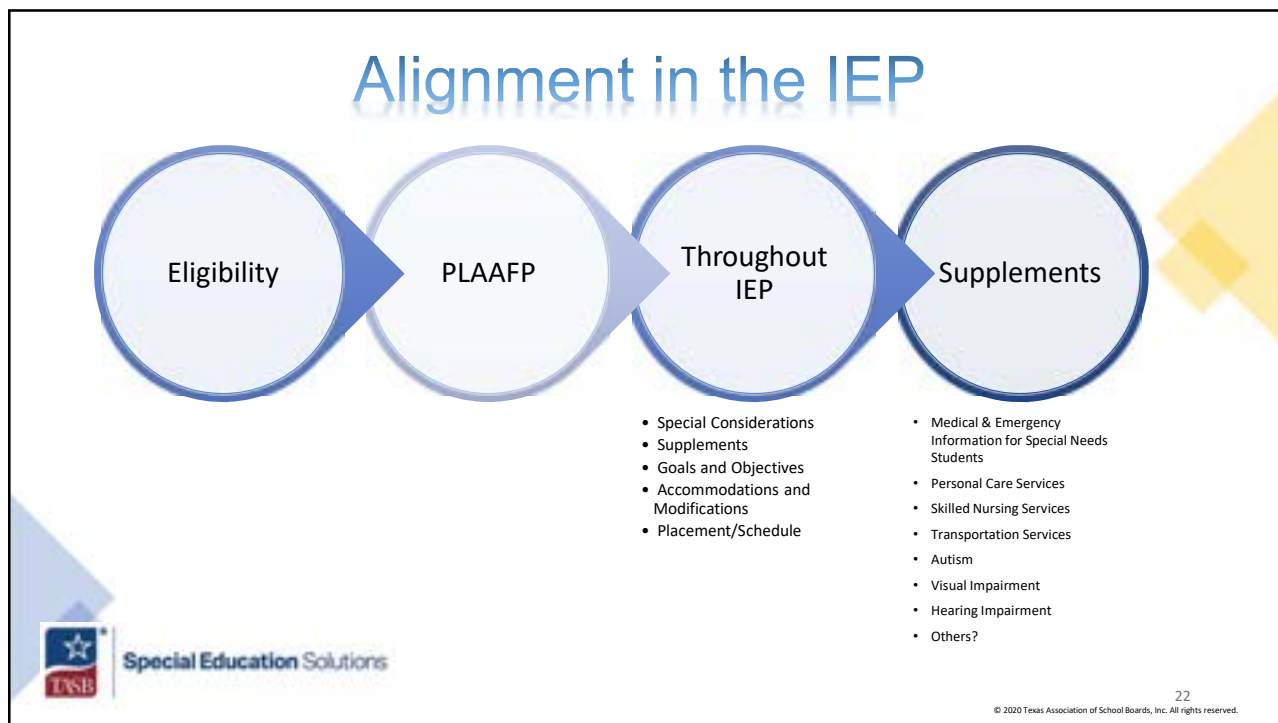
Good SHARS Documentation



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Strong documentation

Do you need to write that down?

- Can a reasonable person understand everything?
- More than just the check boxes.
- Be sure everyone involved knows what is going to happen.
- Provide clear answers.
- Be specific and precise.
- Training and preparation is key.



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Clear communication

Does everyone
understand?

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Trust comes from saying what we'll do and doing what we say.




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Clear communication
Does everyone understand?

- Open communication between all parties is essential.
- Make sure service providers (teachers, paras, therapists, admin, etc.) know what is expected of them.
- Make sure parents know what to expect for their child.
- Follow up to be sure what we say we are doing is begin done. No more. No less. If so, consider going back to ARD.
- Be sure your staff know and understand SHARS and their role in it.

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Be prepared

What if things change?



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Things can and do change. Have a plan for how you will respond. Think ahead whenever possible.

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Be prepared

What if things change?

- Boy can things change...
 - COVID-19
 - Synchronous vs asynchronous therapy
 - End of year processes
 - Cost Report submission
 - Increase in audits
 - Who knows what's next?



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Be prepared

What if things change?

Billable Services during COVID-19

- **Audiology**, including evaluations and therapy sessions*
- **Counseling**, delivered by a clinician or therapist of the healing arts*
- **Occupational Therapy**, including evaluations and therapy sessions**
- **Physical Therapy**, including evaluations and therapy sessions*
- **Speech Therapy**, including evaluations and therapy sessions**

* teletherapy during COVID-19

** teletherapy any time

TASB COVID-19 FAQ for SHARS

<https://www.tasb.org/services/special-education-solutions/covid-19-faq/>


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Document for the current time as well as any possible changes during this time – in person, hybrid, virtual.

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Special Education Solutions		Teleservice Primer Types of Services		
	SYNCHRONOUS	ASYNCHRONOUS		
HOW	<ul style="list-style-type: none"> Video conference Screen/Instant messenger Chat Webinar FaceTime 	<ul style="list-style-type: none"> Email Letters Fluency Discussion boards Text messages 		
BEST	<p>Students respond immediately and stay more engaged because the teacher/therapist are providing them an response.</p>	<p>Students have more time to reflect because an immediate answer is not required.</p>		
EXAMPLE	<ul style="list-style-type: none"> Text message contact Group chat/Instant messenger Teacher/therapist share screen and talk over the phone Online format includes camera so student and teacher can see together 	<ul style="list-style-type: none"> Student posts reflection on a blog Journals Email messages Text messages Send video of performance 		
PROS	<ul style="list-style-type: none"> Teacher's comments are relayed immediately Helps to build trust between student and teacher Build bridges between ideas and concepts Immediate feedback Helps relay information more effectively 	<ul style="list-style-type: none"> Any time, anywhere Doesn't rely on internet Response in detail Interacts the information There is not a major focus 		
CONS	<ul style="list-style-type: none"> Not only Real time Interactive communication Teacher/therapist sees the student 	<ul style="list-style-type: none"> Supplemental to real time May include parent support May be seen home background 		
NOT SUITABLE	<ul style="list-style-type: none"> Audio only telephone communication One way video Link to website 	<ul style="list-style-type: none"> Not only email Parental transportation Packet of instructions 		

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TASB SHARS End of Fiscal Year Timelines

EXTERNAL TIMELINE	Activities to be Done	Party Responsible
June	All districts run a student import (This should include all students, active and inactive, for the entire previous school year).	District
July	Special Education Solutions will rerun eligibility for the current school year.	Special Education Solutions
Sept	Reminder of end of SHARS fiscal year. Process all pending sessions from previous year.	District
Sept	All districts run a final student import (last chance to get all the students in SMART before year end).	District
Oct	Review denied/rejected claims for any trends. Communicate any follow up with district. Run list of students deferred for Parental Consent that have Parental Consent and communicate to districts.	Special Education Solutions
Oct 1 st - first every month Oct through Nov	Review report: "Costload Productivity", one for current FY and one for prior FY. Encourage providers to review and process sessions in an expedited manner.	District
Oct, Nov, Dec	Run Financials by Procedure for current year and previous year to determine any billing anomalies that need to be addressed. Contact TASB for assistance if needed.	District
Dec, 1 st week	Re-run eligibility for each month of previous fiscal year to identify any student or sessions that had eligibility after the initial processing. Sessions will be reactivated for districts automatically.	Special Education Solutions
Dec, 2 nd week	Finalize all sessions from previous fiscal year and transmit. Notify TASB if sessions will be processed during winter break.	Districts
During holiday	Send claims to THWP, if needed.	Special Education Solutions
Jan 3 rd	Send up all Transportation claims for entire fiscal year for potential matching session.	Special Education Solutions
Jan 3 rd	Last date for claims to be sent to THWP for prior fiscal year. Expire sessions in SAMMART for 10/5 to 9/30 and before.	Special Education Solutions
Cost Report Due	April 1, 2021 - Finalize any pending cost reports. HWSC deadline: April 1, 2021.	Districts

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TASB Cost Report Planning and Timeline

Activity	SHARS	THWP
SHARS Mail from Districts - Worksheet	November 6, 2019 @ 10:30 am CST	
Scheduling Time to Work on Cost Report with Primary	February 1, 2020	Scheduled based on availability - First Come, First Serve
Final Cost Report for the State Support Response	March 2, 2020**	
S.P. Dates	Priority support* - November 27, 2019 Final deadline - March 2, 2020**	Priority support response - By January 31, 2020 Final deadline response - completed based on date of district request, in order of receipt (After March 2, 2020)
Appendix A Costs	Priority support* - November 27, 2019 Final deadline - March 2, 2020**	Priority support response - January 31, 2020 Final deadline response - completed based on date of district request, in order of receipt (After March 2, 2020)
Transportation	Priority support* - January 15, 2020 Final deadline - March 2, 2020**	Priority support response - By February 28, 2020 Final deadline response - completed based on date of district request, in order of receipt (By March 23, 2020)
Participant List Staff	Priority support* - January 15, 2020 Final deadline - March 2, 2020**	Priority support response - By February 28, 2020 Final deadline response - completed based on date of district request, in order of receipt (By March 23, 2020)
Finance Expenditures Worksheet	Final deadline - March 25, 2020**	Completed based on time of district request, in order of receipt
Final State the Cost Report Support from TASB	Final deadline - March 27, 2020**	Phone support available after March 30 th by emergency only
Submit Final Cost Report Request	Staff available by phone March 30, 2020 through April 1, 2020	Very limited on-site support available during this time.**
Cost Report Due	April 1, 2020	HWSC deadline

* Data in excel format required for priority support
** Request after deadline requires TASB Management approval based on staff availability

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An auditor's mantra...

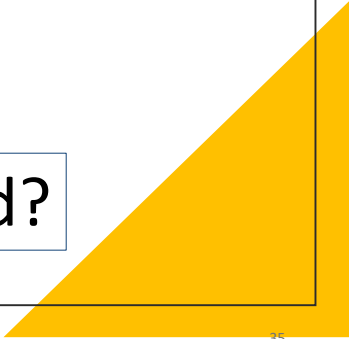
When in doubt, throw it out.

If it is a big deal, they'll appeal.

Are you prepared?



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It is all like a giant puzzle that
we work together to assemble.



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**Next month join us to
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Audits**

November 18, 2020 at 1:00 p.m.

Sign up at tasb.org/specialeducation.



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TASB Special Education Solutions
SHARS 2021

SAVE THE DATE!

April 29–30, 2021

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Expert Guidance • Software • Training

Our goal is to help you earn every eligible SHARS dollar.

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