



**Texas State Billing Services, Inc.**

**1-877-897-8283**

*Providing Medicaid Consultancy and Administration Services to  
Texas Schools. . . for Texas Children*

## **SHARS BILLING UPDATE**

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### **SELF AUDITS, PROGRESS/SESSION NOTES UPDATE**

At the TCASE Conference in February, several proposed changes to the SHARS program were presented by representatives of HHSC and TEA. One of these proposed changes was the need for more oversight of the program, including Self-Audits.

Presently we are still awaiting guidance from HHSC and TEA on the requirements for the number of claims needed to be audited and time constraints (monthly, quarterly, by semester, etc). We, at TSBS, have developed a form to assist in conducting these audits. Some of the documentation to be looked at is as follows:

For Example: If a child received Speech Therapy on November 13th:

- ◆ was the child in school (attendance records)
- ◆ was the provider certified (license current and on file)
- ◆ does the provider have a supervisor (supervision logs)
- ◆ is the service recorded the IEP
- ◆ is the physician's referral on file and current
- ◆ do session notes exist relating to the service
- ◆ if special transportation was billed, are the bus logs on file for that day
- ◆ is the student's Medicaid number on all pages/documents relating to that service

We are also waiting further clarification on the progress/session notes requirements. Our "Therapy Notes" form can be used in the interim until an official form or specific requirements are provided.

Both the Therapy Notes form and the Self-Audit form can be found on our website at: [www.tsbs.cc](http://www.tsbs.cc), under FORMS.

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### **RECORD DOCUMENTATION REQUIREMENTS**

Per the Texas Medicaid Provider Procedures Manual, section 2.2.9 General Medical Record Documentation Requirements:

**Mandatory:** All entries are legible to individuals other than the author, dated (month, day and year), and signed by the performing provider.

**Mandatory:** Each page of the medical record documents, the patient's name, and Medicaid identification number.

**Specifically:** Any record (IEP, session notes, evaluation, etc) that documents the need for a service and the rendering of that service must contain the name and Medicaid ID.

## END OF YEAR DOCUMENTATION

The following is a recommended checklist of all documents that should be collected and maintained in a central location:

- Individual Educational Plan (IEP)
- Provider Qualifications (current licenses or certifications)
- Physician Prescriptions or Referrals
- Services Rendered (when and what services)
- Supervision Logs
- Daily session progress notes regarding individual student performance
- Progress Notes/Reports
- Transportation Documentation
- Subcontracts or Agreements with Non-School Providers
- Claims Submittal and Payment Histories (R&S Reports and General Ledger)
- State Fund Certification Statements including information: identifying the source of funds (such as salaries) used for the state/local match.
- Documentation that the state and local funds certified were actually expended for the purpose of providing SHARS services.

### Documentation for the Certification of Funds

The district's/ shared service arrangement's accounting records must follow the requirement below.

- ❖ Identify the source of funds used to pay for the costs (such as salaries) of delivering the SHARS services contained in the claims being examined. This would be necessary in order to document that an adequate amount of state or local funds were expended to obtain federal match, and that no federal funds were used for matching purposes.

### WELCOME NEW SCHOOL DISTRICTS

We welcome the following school districts to the TSBS team.

- \* San Isidro ISD- ESC Region 1
- \* Dimmitt ISD, Hart ISD and Narzareth ISD (Castro County Educational SSA) - ESC Region 16
- \* University Charter School - ESC Region 13

### AUDIT REPORT UPDATE

At present, a final report of the OIG audits conducted during the 2002-2003 school year has not been received by the Health and Human Services Commission (HHSC). There is no projected date when the report will be submitted for response/comments. HHSC has 30 days (once the report has been submitted) to respond the the findings of the auditors.