



**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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### **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 .

**(Note:** TEA is conducting audits (see page 2). It is very important that all documents required for the audit stay with the student's records or are kept in a central location at the school/special ed office.)

## State Plan Amendment Approval

The Centers for Medicaid and Medicare Services (CMS) have sent approval to HHSC concerning the proposed changes to the state plan on March 31, 2006. The approved changes are effective 9/11/2004. Among the changes to the SHARS program are procedure codes for:

- ◆ group therapy sessions
- ◆ routine oral medication administration
- ◆ assistants providing services (OT, PT, Speech, LVN, nursing aides)
- ◆ daily personal care services (including transportation aides)

The state did provide a work-around for many of these changes. Claims for group services, assistants, and oral meds have been processed and paid according to the established rates for these services.

The last significant change, which has not been reimbursed yet, is personal care services. Per a communication from Marianna Zolondek, Manager Policy Development Support, Medicaid/CHIP Division, Health and Human Services Commission:

*Prior to receiving approval from CMS, HHSC could not update the Texas Medicaid and Health-care Partnership (TMHP) claims processing system to allow for payment of personal care services to SHARS providers.*

*HHSC is currently working with TMHP to analyze necessary system changes required to process these claims. Following this analysis, HHSC will have a better understanding of the timeframe associated with the claims processing and/or reprocessing. HHSC will notify all SHARS providers through TMHP publications regarding the claims processing schedule for current claims and reprocessing of previously submitted claims for personal care services. In addition, HHSC will continue to work closely with the Texas Education Agency (TEA) to notify school districts about the estimated implementation date.*

## TEA Audits

The Texas Education Agency (TEA) Interagency Coordination Office has initiated 3 rounds of audits during the 1st quarter of 2006. In each round 20 School Districts/SSA's were notified, by mail, the names of the students that were being audited for the month of March 2005. School Districts are being asked to submit copies of the IEP, provider reports, session notes, credentials/certifications of providers, prescriptions/referrals, supervisors logs, transportation logs, and attendance logs for services provided to those students. The districts have 4 weeks from the date of the audit letter to comply.

**It is very important that all documents are available and in the student's records prior to leaving at the end of the school year. The audits will continue in September. Call us immediately if you receive a notice of audit. We can simplify the process for you.**

## WELCOME NEW SCHOOL DISTRICTS

We welcome the following cooperative to the TSBS team.  
Heart of Texas Special Ed Co-op , Region 15