



Texas Medicaid Provider Procedure Manual School Health and Related Services (SHARS)

SHARS is a Medicaid service. SHARS allows local school districts or shared services arrangements to obtain Medicaid reimbursement for certain health-related services included in the student's IEP. SHARS providers are reimbursed the federal share of the payment when services are provided to students who meet all of the following requirements:

- Are Medicaid eligible and under 21 years of age
- Meet eligibility requirements for special education
- Have IEPs that prescribe the needed services

3.3.5 Occupational Therapy

In order for a student to receive Occupational Therapy (OT) through SHARS, the name and complete address or the provider identifier of the licensed physician who prescribed the OT must be provided on the referral.

OT must be provided by a professional who is licensed by the Texas Board of Occupational Therapy Examiners or a certified occupational therapist assistant (COTA) acting under the supervision of a qualified occupational therapist.

OT Evaluation:

- Determining what services
- Assistive technology
- Environmental modifications a student requires to participate in the special education program.

If an evaluation is performed over several days, the provider must submit the same evaluation procedure code for each evaluation session. The procedure code submitted must reflect the complexity level of the entire evaluation. The therapist who performs the evaluation should use professional clinical judgment to decide which evaluation code to use. The selection of low, moderate, or high complexity evaluation codes must be based on professional clinical judgment and may not be made by staff other than the rendering therapist.

OT evaluation is billable on an individual basis only. Session notes are not required for evaluation; however, the following documentation is required: billable start time, billable stop time, and total billable minutes with a notation of the activity performed (i.e., OT evaluation).

Occupational Therapy includes:

- Improving, developing, maintaining, or restoring functions impaired or lost through illness, injury or deprivation
- Improving the ability to perform tasks for independent functioning when functions are impaired or lost
- Preventing, through early intervention, initial or further impairment or loss of function

OT is billable on an individual or group basis. The occupational therapist or COTA can only bill for direct time spent with the student, including time spent assisting the student with learning to use adaptive equipment, and assistive technology. Time spent without the student present, such as training teachers or aides to work with the student (unless the therapist is working directly with the student during the training time), report writing, and time spent on manipulating or modifying the adaptive equipment is not billable. Session notes are required for therapy, however, must include billable start time, billable stop time, total billable minutes, activity performed during the session, student observation, and the related IEP objective.

Providers must use a 15 minutes unit of service for billing.

IMPORTANT: The recommended maximum billable time for evaluation is three hours, which may be billed over several days. The recommended maximum billable time for direct therapy (group and/or individual) is a cumulative of one hour per day. Providers must maintain documentation as to the reasons for the additional time if more than the recommended maximum time is billed.