

NOTICE
School Health and Related Services (SHARS)
1/12/2021 Cost Report Training: Questions &
Answers

Please read:

The document attached to this email contains questions asked by training participants during the **January 12, 2021** SHARS Cost Report Initial Training session, as well as HHSC's answers to those questions.

The questions and answers in the attachment are meant to provide clarification for information covered in the January 12th training session. This information is not a substitute for taking cost report training, if you do not currently have credit for the 2020 SHARS cost report.

If you need more information about the above, please call the SHARS helpline at (512) 730-7400 or email us at ra_shars@hhsc.state.tx.us.

QUESTIONS FROM SHARS COST REPORT TRAINING

1/12/21

1. *During desk reviews we had different instructions from auditors regarding required documentation on the logs as to a student's 2nd form of identification. One auditor instructed that it could be the student's DOB and while another auditor said it MUST be the student's Medicaid number. I wanted to clarify this, as several of our districts are reluctant to have the student's Medicaid number on a transportation log.*

Per the (pending) SHARS draft policy and 2020 CR Instructions, the Student's full name, and Medicaid number should be provided. If the Medicaid number is not in the log, a separate ledger detailing student name, date of birth, and Medicaid status and number must be provided.

2. *For the one-way trip ratio for the FY2020 cost report, how will it be audited? What if our numerator and denominator are lower due to COVID impact starting in March, but the ratio stays about the same, but the auditor asks for a month where we did not have any transportation logs due to COVID. Will the ratio be thrown out, thus disallowing transportation costs?*

HHSC will be able to audit logs for the months schools were physically in session. HHSC will work with ISDs to collect logs for months prior to the Public Health Emergency.

3. *I wanted to inquire as to whether there will be a delay in receiving our 2019 Cost Report Settlement as a result of COVID-19?*

Providers are expected to receive their 2019 cost report settlements between February and March 2021 unless they filed an Informal Review Request. For those who filed an Informal Review, payments will be dispersed later and only once a final decision is made.

4. *Isn't the point of RMTS to identify how often activities/services are being provided? If so, why the guidance to only add people who do the activity weekly? I have seen in other states that you should add staff that are "likely" to provide these activities/services, but not a time commitment of weekly. Wouldn't this cause the RMTS percentage to go up since the frequency is being predetermined?*

HHSC would like to clarify that "providing services on a weekly basis," does not speak to the number of times the provider is physically able to see students as part of their weekly duties.

For example, a speech therapist provides the same duties on a weekly basis; their duties as an SLP do not change. If a provider is performing regular work duties on a weekly basis (which includes providing direct medical services to students as a part of SHARS) they are approved to be on the Participant List.

5. *Can we accept Electronic Signatures (Typed in our Collaboration Portal of our SPED Software) on Medicaid Consent Forms from Parents since we don't have Face-To-Face ARDS?*

Per, [Non-Regulatory Guidance on the IDEA Part B Regulations Regarding Parental Consent for the Use of Public Benefits or Insurance to Pay for Services under the IDEA](#), Issued February 14, 2013:

A public agency may accept digital or electronic signatures when obtaining the parental consent required under 34 CFR §99.30 and §300.622, as described in new §300.154(d)(2)(iv)(A). Under 34 CFR §99.30(a), the parental consent that must be obtained before disclosure of personally identifiable information must be signed and dated. Under 34 CFR §99.30(d), this consent may include a record and signature in electronic form that:

- 1) Identifies and authenticates a particular person as the source of the electronic consent; and
- 2) Indicates such person's approval of the information contained in the electronic consent, i.e., disclosure of the child's personally identifiable information to the agency responsible for the administration of the State's public benefits or insurance program (e.g., Medicaid) for billing purposes to pay for services under part 300.

Additionally, under new §300.154(d)(2)(iv)(B), the electronic consent must include a statement that the parent understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under part 300.

6. *Is there a way to get a list of those average salaries? (Used in determining average salary ranges in STAIRS cost reporting system).*

We use data from the Federal Bureau of Labor Statistics to determine the salary ranges for these positions.