

NOTICE

School Health and Related Services (SHARS)

FFY 2022 Cost Report: DAB Appeal, RMTS Coding, and Informal Appeals

Reminders:

Please see the below instructions regarding accessing RMTS coding associated with the DAB Appeal as well as reminders about the deadlines for the FFY 2022 SHARS cost report Informal Appeal period.

Random Moment Time Study (RMTS) Coding:

HHSC has provided every participating SHARS Local Education Agency (LEA)* with a copy of the moments that were coded for their LEA. As of 12/22/2023, the coding is accessible by viewing **Step 10** of the FFY22 SHARS cost report in STAIRS. This includes all the details of the studied moment(s) as coded before and after the DAB appeal.

To Access RMTS Coding:

Please log into your State of Texas Automated Information System (STAIRS) account located on the Fairbanks website and click on **Step 10: Provider Adjustment Report**. Once in Step 10, click on the "District RMTS 2022 File" link. This will open to an Excel worksheet. The Excel file contains a copy of the moments that were coded for your district. Column 'R' displays the way the moment was originally coded. Column 'S' will display the final coded moment resulting from the DAB appeal. Moments that were recoded are displayed in red.

***If your district does not have any moments to review, then your district did not have a SHARS provider selected for a moment. This may occur despite your district uploading and certifying a participant list.**

Informal Appeals:

Per [TAC Rule §355.8443](#):

(i) Informal review. An LEA who disputes an action or determination under this chapter may request an informal review under §355.110 of this title (relating to Informal Reviews and Formal Appeals). **HHSC Provider Finance must receive a written request for an informal review no later than 30 calendar days from the date on the written notification of the adjustments.**

An LEA must, with its request for an informal review, submit a concise statement of the specific actions or determinations it disputes, its recommended resolution, and any supporting documentation the LEA deems relevant to the dispute. It is the responsibility of the LEA to render all pertinent information at the time of its request for an informal review. Disputed actions or determinations that are not explicitly stated in the request will not be considered by HHSC, and failure of HHSC to act on implied items of dispute will not be considered grounds for a formal appeal. A request for an informal review that does not meet the requirements of this paragraph will not be accepted.

Informal Appeals Extension Requests:

Per [TAC Rule §355.8443](#):

HHSC Provider Finance will extend this deadline if it receives a written request for the extension in a manner prescribed by HHSC, no later than 30 calendar days from the date of the written notice of adjustments. The extension gives the requester a total of 45 calendar days from the date of the written notice of adjustment to file a request for an informal review. If the 45th calendar day is a weekend day, national holiday, or state holiday, then the 45th day is considered the next business day following the 45th calendar day. A request for an informal review or extension that is not received by the stated deadline will not be accepted.

For questions regarding this notice, please contact the HHSC SHARS staff at (512) 730-7400 or email us at ProviderFinanceSHARS@hhs.texas.gov. For help with STAIRS, please contact the Fairbanks Information Center at (888) 321-1225 or at info@fairbanksllc.com.