

SHARS FFY24 Compliance Risk Assessment Form

Be advised that the HHSC Provider Finance Department (PFD) has an updated Compliance Risk Assessment Form template to be utilized for **Federal Fiscal Year 2024 (FFY24)** School Health and Related Services (SHARS) cost reports. This template applies to all Local Education Agencies (LEAs) that have Medicaid-enrolled students with Individualized Education Programs (IEPs) requiring direct medical services. The use of this specific template is voluntary. The FFY24 SHARS cost report deadline is April 1, 2025.

Template Information

The SHARS Compliance Risk Assessment Form is available for download on the [PFD SHARS website](#) below the "SHARS Compliance Risk Assessment Form" heading.

Instructions:

1. Save a copy of the template linked above.
2. Insert your FFY24 IEP Student Information in the relevant columns.
 - a. Non-Medicaid students required to validate student ratio counts are to be provided as **de-identified data only**. It is a violation of the Family Educational Rights and Privacy Act (FERPA) for providers or their third-party representatives to provide any personally identifiable information or protected health information (PII/PHI) of non-Medicaid students.
3. Upload the completed form in the State of Texas Automated Information Reporting System ([STAIRS](#)) within Step 2 under the IEP ratio section.

Additional Information

If an LEA chooses to use the provided template, it must be completed by an LEA employee who is legally responsible for the conduct of the LEA or is a legal representative for the LEA.

If this form is not submitted, the LEA is subject to further and more in-depth reviews of all supporting documentation. However, completing the form does not prevent HHSC's ability to request any necessary supporting information at any time. **LEAs are not required to use this specific template;** however, as in previous years, LEAs must provide a student information list along with the rest of their cost report supporting documentation.

Resources

For questions regarding this notice, contact the HHSC SHARS staff at (512) 730-7400 or [email us](#).

For help with STAIRS, contact the Fairbanks Information Center at (888) 321-1225 or [email Fairbanks](#).