

## School Health and Related Services (SHARS)

### 2022 SHARS Cost Report Training - Registration Now Open

The first SHARS Cost Report Training session for federal fiscal year 2022 (October 2021 to September 2022) will take place on January 10, 2022. In accordance with Title 1 TAC §355.102(d), it is the responsibility of the provider to ensure that each cost report preparer has completed the required state-sponsored cost report training. Effective October 1, 2011, preparers must complete cost report training every other year for the odd-year cost report in order to receive a certificate to complete both that odd-year cost report and the following even-year cost report.

HHSC recommends that each ISD have no less than two trained SHARS contacts as to guard against problems that could occur due to employee turnover. Access within the STAIRS system is limited to view only until all training requirements have been met.

Please note SHARS Overview trainings may be presented at other related training sessions, however the SHARS Overview and RMTS trainings do not meet the SHARS cost report training requirement.

Cost report training is provided at no charge by the Texas Health and Human Services Commission (HHSC) Provider Finance Department. We will be conducting trainings on the following dates so that you have multiple options in choosing a date that best fits your schedule:

Date	Program	Mode	Type	Start	End	Session #
1/10/2023	SHARS	Webinar	Initial	9:00 AM	12:00 PM	1
1/24/2023	SHARS	Webinar	Initial	9:00 AM	12:00 PM	2
2/7/2023	SHARS	Webinar	Initial	9:00 AM	12:00 PM	3
2/22/2023	SHARS	Webinar	Initial	9:00 AM	12:00 PM	4
3/7/2023	SHARS	Webinar	Initial	9:00 AM	12:00 PM	5
3/21/2023	SHARS	Webinar	Initial	9:00 AM	12:00 PM	6

To register simply follow these instructions:

1. Open the link <https://pfd.hhs.texas.gov/acute-care/school-health-and-related-services/shars-training>
2. Find the Register for Training section.
3. Click Register for Webinar based training to expand the available dates.
4. Click the corresponding go to webinar link for the date you wish to attend.

If you have any questions, please contact the SHARS team at ProviderFinanceSHARS@hhs.texas.gov or at 512-730-7400.