

# *School Health Services Program*

Department of Health Care Policy and Financing  
and  
Colorado Department of Education

Program Updates  
Annual Training 2021

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**COLORADO**  
School Health Services Program

# *Agenda*

- School Health Services Program Resources
- National Alliance for Medicaid in Education Conference
- School Health Services Program Stakeholders
- Billing Changes
- Annual Report to CDE
- Website Revisions
- Local Services Plan
- Frequently Asked Questions
- Important Dates



# Acronyms

Acronym	Full Name
AJ	April – June
CDE	Colorado Department of Education
CMS	Centers for Medicare and Medicaid Services
Department	Department of Health Care Policy and Financing
FAQs	Frequently Asked Questions
FY	Fiscal Year
IEP	Individualized Education Program
IFSP	Individualized Family Services Plan
LSP	Local Services Plan
NAME	National Alliance for Medicaid in Education
SHS	School Health Services



# *Department Updates*



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# *SHS Program Website*

What resources are on the SHS Program website?

- ✓ Annual Reports
- ✓ Coordinator and Financial Role Flyers
- ✓ Trend Sheet
- ✓ State Flyer
- ✓ Newsletters
- ✓ Updated Program Manual
- ✓ SHS Program website: <https://hcpf.colorado.gov/school-health-services>

# *NAME Conference*

Save the Date! 19<sup>th</sup> Annual NAME Conference

Virtual Conference to be held  
October 4-7, 2021

Keep up to date at [www.MedicaidForEducation.org](http://www.MedicaidForEducation.org)



# *SHS Program Stakeholders*

## **Meeting Purpose:**

Stakeholder meetings are to review and make recommendations to the Department to improve the SHS Program processes and provider relations.

## **Stakeholder Responsibilities:**

- ✓ Leader and mentor for other districts
- ✓ Knowledgeable and informed
- ✓ Gives opinions and ideas
- ✓ Communicates to their region's districts and disseminates information
- ✓ Participates in SHS Program Trainings
- ✓ Provides topics for stakeholder workgroups



# *SHS Program Stakeholders*

## **Stakeholder Meeting Dates:**

- ✓ October 14, 2021
- ✓ January 20, 2022
- ✓ April 14, 2022

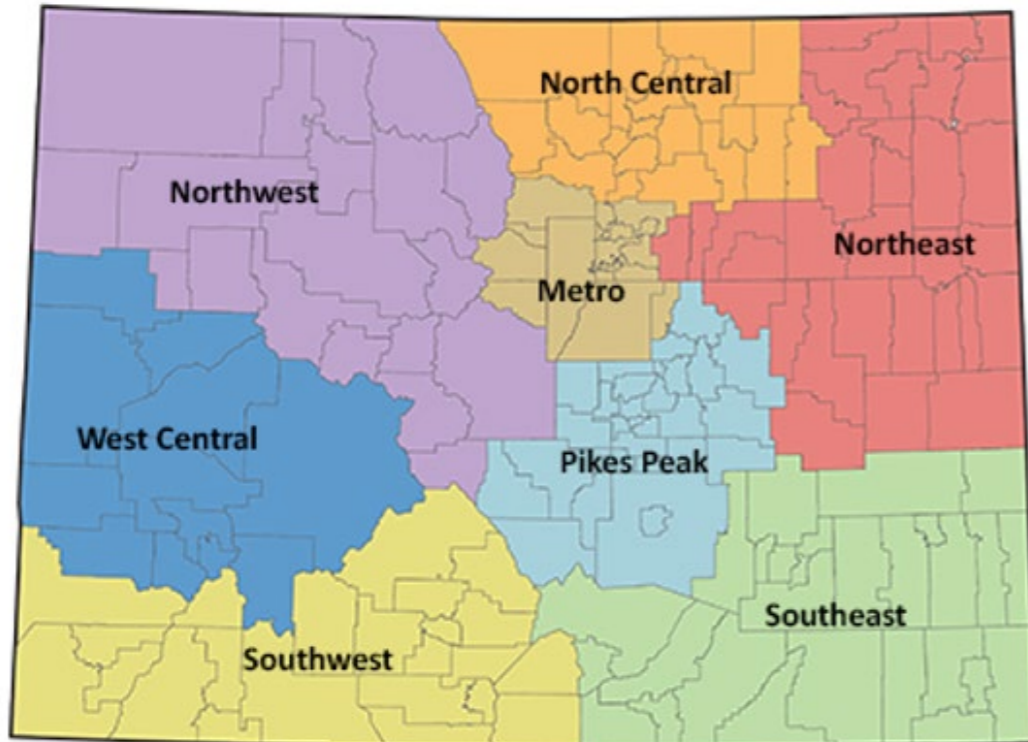
**Reach out to your representative prior to each meeting with any concerns or topics to have them bring to the larger group.**

**Stakeholders will be reaching out to you with updates.**





# Who is your Stakeholder?



<b>Metro Region</b>	<b>Home District</b>
<a href="#">Lynda Koenig</a>	Cherry Creek
<a href="#">Marie LeBlanc</a>	Englewood Schools
<a href="#">Rosa Melendez-Nguyen</a>	Denver County
<b>North Central Region</b>	<b>Home District</b>
<a href="#">Melissa Formby</a>	St. Vrain Valley
<a href="#">Nancy Bunjes</a>	Adams 12 Five Star
<b>Northwest Region</b>	<b>Home District</b>
<a href="#">Lark Masten</a>	Eagle County
<b>Pikes Peak Region</b>	<b>Home District</b>
<a href="#">Sheryl Pixley</a>	El Paso 49
<a href="#">Leslie Burdekin</a>	Pikes Peak BOCES
<a href="#">Michelle Camille</a>	Pueblo School District 60
<b>West Central Region</b>	<b>Home District</b>
<a href="#">Hattie Pinkston</a>	La Plata 9-R
<b>Southwest Region</b>	<b>Home District</b>
<a href="#">Marlee Hart</a>	Archuleta/Dolores/Montezuma-Cortez
<b>Southeast Region</b>	<b>Home District</b>
<a href="#">Kim Schroeder</a>	Otero County 2
<b>Community Partners</b>	<b>Representing</b>
<a href="#">Joe Kinney III</a>	Kinney Management Services, LLC.
<a href="#">Stephanie Perez-Carrillo</a>	Colorado Children's Campaign
<a href="#">Karolyn Tregembo</a>	The Consortium

<https://www.colorado.gov/pacific/hcpf/school-health-services-stakeholder-forum>

# *Billing Changes*

- **Starting January 1, 2022 Referring Provider Required for the following Services:**
  - Physical Therapy
  - Occupational Therapy
  - Speech Language Pathology
- **School District NPI is allowable**
- **Reach out to your billing agent or in-house biller**
- **Starting January 1, 2022 if referring field not populated claims will deny**
- **[Provider Web Portal Quick Guide: Submitting a Professional Claim](#)**



*If you have new staff joining  
your team, please let us know!*

Email:

Shannon Huska at [Shannon.Huska@state.co.us](mailto:Shannon.Huska@state.co.us)

Tracy Gonzales at [Tracy.Gonzales@state.co.us](mailto:Tracy.Gonzales@state.co.us)

Omar Estrada at [Estrada\\_O@cde.state.co.us](mailto:Estrada_O@cde.state.co.us)

PCG Help Desk at [cormts@pcgus.com](mailto:cormts@pcgus.com)



# *CDE Updates*



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School Health Services Program

# *Your CDE Medicaid Consultant*



- Employee at CDE for 5 years, with the School Health Services Program for 1 year.
  - Previous programs: Colorado Project AWARE, School Health Professional Grant, Marijuana Resource Bank Specialist.
- 
- Contact Omar Estrada (picture above) with any questions related to the Annual Report to CDE, Local Services Plan, or Medicaid reimbursement spending by email: [Estrada\\_O@cde.state.co.us](mailto:Estrada_O@cde.state.co.us)

# Annual Report to CDE

- Districts provide Medicaid reimbursement spending information to CDE
- Report is open from October 1, 2021 to February 28, 2022
- This year, the report will look different to accommodate new health service categories.
- Below is a snapshot from the 2021-2026 LSP document:

Main Categories (Rows)	Sub-Categories (Columns)				
	(A) FTEs & Contracted Personnel	(B) Equipment, Materials, & Supplies	(C) Professional Development & Trainings	(D) Screenings & Assessments	(E) Assistance & Emergency Funds
(1) Nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Student Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Special Service Providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Outreach & Enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# (1) Admin Expenditure Report



## School Health Services Program Annual Report to CDE FY 2020-21

District or BOCES Name: \*

Medicaid Coordinator First Name: \*

Medicaid Coordinator Last Name: \*

Medicaid Coordinator Email Address: \*

Medicaid Coordinator Phone Number: \*

Form Login Account:

New Users / Returning Users [CLICK HERE](#) to setup or return to your account for this form. Creating an account enables you to return to this form and your submitted results. An account will also enable you to partially complete this form and return later to finish the form. The account you establish is only for this form. **Enter numbers only in fields requesting a number, do not type words. Use tab key or mouse to move to next box. Select the categories where your district spent funds, this will populate the forms with the items you need to answer. If no funds were spent on a category, do not select it. No need to enter zeros.**

- Some areas look different, but ask for the same information.
- The form has a new look, including a new color scheme.
- The flow is like last year's form, with one exception: Asking for basic contact info

- (1) Admin Expenditure Report
- (2) Health Service Expenditure Report
- (3) Summary of Expenditures
- (4) (**New this year**) Annual Notification Acknowledgement & Intent to Continue Participation

# (2) Admin Expenditure Report

## Administrative Expenditure Report

In the section below, please provide total expenditure amounts for the categories present. If no funds were spent in an admin category, enter "0" for that line item. For expenditure amounts outlined below, please provide a brief description of what is included in the total amount for that line item.

As a reminder, it is **recommended** that total admin costs not exceed 20% of total expenditures for a program. This is exempt for new districts participating in the School Health Services program. For questions or concerns, please contact Omar Estrada (Estrada\_O@cde.state.co.us).

### FTE/Contracted Personnel \*

### Description of Expenditures ?

0/200 words

### Equipment/Material/Supplies \*

### Description of Expenditures ?

0/200 words

### Professional Development/Trainings \*

### Description of Expenditures ?

0/200 words

### Other Administrative Costs \*

### Description of Expenditures ?

0/200 words

Total Administrative Expenditure:

\$0.00

- Administrative Expenditures are now split into three categories covering 1) personnel, 2) general supplies, 3) trainings/travel, and 4) other costs.
- Districts may also add a description of what is included in each line item.
- Total administrative expenditures are totaled at the bottom.





# (3) Health Services Expenditure Report

## Health Services Expenditure Report

### Instructions

Select the Health Service categories where your district spent funds for FY 2020-21. Your selection will help to populate only the questions that you need to answer. If you need further assistance, please contact Omar Estrada Estrada\_O@cde.state.co.us

Select "NA/No reimbursement dollars were spent" if your district did not spend reimbursement dollars to provide health services.

### Select the Health Service Category(s) in which your district/BOCES spent money: \*

- Nursing  Mental Health  Student Health  
 Special Service Providers  Outreach & Enrollment  Transportation  
 NA/No reimbursement dollars were spent

## Nursing

### Nursing Category Expenditures \*

- FTE/Contracted Personnel  Equipment/Material/Supplies  Professional Development/Trainings  
 Assistance/Emergency Funds  Screenings/Assessments

### FTE/Contracted Personnel Expenditure \*

Enter Expenditure Amount Here

### # of FTE \*

Enter FTE, use 0 if not applicable

### Total Nursing Expenditure ?

0.00

### Category-Specific Narrative information ?

Enter category-specific narrative information in this space. Hover over the question mark for help.

- Districts may select categories where funds were spent and will populate only the categories they selected.
- In each category, districts may then select what specific expenditures they had for each category, which will populate only the information they need to fill.
- A subtotal is available for each category.
- Districts may also provide category-specific narrative information which may also include success stories.



# (4) Summary of Expenditures

Summary of Expenditures		
Total Administrative Expenditures:	Total Health Service Expenditure	Total Health Service FTE
\$0.00 <input type="button" value="Calculate"/>	0.00 <input type="button" value="Calculate"/>	0.00 <input type="button" value="Calculate"/>
Total Funds Expenditure for FY 2020-21		
\$0.00 <input type="button" value="Calculate"/>		

- A total of admin and health service expenditures is available in this section.
- An FTE count for hired/contracted personnel is also available in this section.
- A grand total for all expenditures can also be found in this section.
- **Note:** Districts may use this section to confirm accuracy once all data has been provided.

# *(5) Annual Notification Acknowledgement & Intent to Continue Participation*

## Annual Notification Acknowledgement & Intent to Continue Participation

1. Public agencies (e.g. public school districts) must provide written notification to parents prior to accessing a child's public benefits for the first time, and annually thereafter. Satisfying this requirement may vary by public agency.

The full list of requirements for the annual notification to parents may be found on the [U.S. Department of Education website](#). Please consult your district's legal team concerning questions related to the relevant regulations of the annual notice.

- \*
- I understand and acknowledge the above information, and annual notifications HAVE been sent to parents/legal guardians for this reporting period.
  - I understand and acknowledge the above information, but annual notifications HAVE NOT been sent to parents/legal guardians for this reporting period.

2. Does your district intent to continue its participation in the School Health Services program for the next fiscal year (FY 2022-23)?

If the "NO" option is selected, the medicaid coordinator listed on this report will receive a follow-up for confirmation.

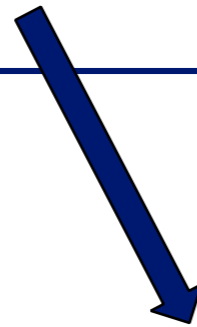
- \*
- YES, our school district DOES intend to continue its participation in the School Health Services program.
  - NO, our school district DOES NOT intend to continue its participation in the School Health Services program.

- Question #1 lets CDE know that districts have sent an annual notification to parents/legal guardians who have consent forms with the district.
- Question #2 allows CDE to provide a list of districts that intend to continue their participation in the program to the Department.



# *In-form help available on the Annual Report to CDE*

For additional, question-specific support, hover your mouse over the question mark like the example shown above.



**Category-Specific Narrative information** ⓘ

Enter category-specific narrative information in this field.

Use this space to give more information on how funds in this category were spent. Districts may also talk about success stories relevant to the spending in this category.



# *FY 2019-20 Annual Report Data*

How funds were spent in FY 2019-20		Change from FY 2018-19 (+/-)
Administrative	\$6,333,305	\$448,355 (+)
Health Services	\$50,378,352	\$3,608,914 (+)
Total Funds Spent:	\$56,711,658	\$4,057,270 (+)
Total FTE Hired:	808.10	114.63 (+)



# *FY 2019-20 Annual Report Data (Cont.)*

Top 5 Spending Categories		Change from FY 2018-19 (+/-)
Nursing Services	\$14,581,049	\$1,849,828 (+)
Mental Health	\$12,957,016	\$2,400,063 (+)
Case Management/Care Coordination	\$ 5,486,784	\$12,593 (+)
Health Assistant/Clinic Aide	\$ 3,813,928	\$137,595 (+)
Materials/Equipment/Supplies	\$ 2,096,901	\$45,443 (+)



# *FY 2019-20 Annual Report Data (Cont.)*

Bottom 5 Spending Categories		Change from FY 2018-19 (+/-)
Dental	\$196,083	\$16,659 (-)
Motor Therapy	\$156,677	\$14,858 (-)
Nutrition	\$20,851	\$173,246 (-)
Orientation & Mobility	\$17,593	\$27,098 (-)
Physician Services	\$-	\$259,411 (-)



# *Additional Support*

- Support documents will be available to help districts complete their annual report. This includes:
  - (1) Annual Report Cheat Sheet: Provides districts with a document to prefill information for the Annual Report to CDE. This has historically been provided but is updated as the annual report changes.
  - (2) Category Transition Document: Districts who do not use the current list of 6 health service categories can use this document to better understand how to categorize their expenditures for the annual report.
- Both documents will be available on the CDE School Health Services website by August 16<sup>th</sup>, 2021





# *Website Revisions*

- CDE is reviewing current documents on the webpage and revising to include new information, formatting changes, and improved document accessibility.
- New support documents, like the Category Transitions Document, will be added.
- The revised CDE School Health Services website will go live on August 16<sup>th</sup>, 2021



# *Local Services Plan (LSP)*

- Developed every 5 years (current LSP July 1, 2021 - June 30, 2026)
- Community input via Health/Wellness Advisory Committee meetings to:
  - Identify and prioritize met health needs of children
  - Determine district LSP budget based on cost reconciliation from previous years
- A complete Local Service Plan submission must include:
  - (1) An electronic version of a completed LSP (word or PDF)
  - (2) A signed Assurances page (e-signature is ok)
- E-mail final LSP draft and signed assurances page to Omar ([Estrada\\_O@cde.state.co.us](mailto:Estrada_O@cde.state.co.us))



# *How Funds Can Be Spent*

- Nursing services
- Clinic aide hours
- Screenings/assessments
- Mental health related trainings
- Dental services
- Nutrition
- Emergency assistance funds
- Outreach to the uninsured
- Materials/equipment/supplies



# *Frequently Asked Questions*

Q: How often can districts change their health service categories? How about their LSP goals?

A: Districts can change their health service categories or make minor revisions to their goals as often as needed, simply reach out to Omar Estrada ([Estrada\\_O@cde.state.co.us](mailto:Estrada_O@cde.state.co.us)) to get started.

Q: Are written consents required? What if a student transfers to another school?

A: Yes – A consent form must be on file with the district to bill SHS program (CDE requirement). If a student transfers schools within the same district, a new consent form is not needed. However, if a student transfers to another district and later returns to the school district, it is best practice to obtain a new consent form from the parent or legal guardian.

# *Frequently Asked Questions (Cont.)*

Q: Can districts use reimbursement funds to purchase office supplies?

A: In certain circumstances it would be allowable to purchase office supplies. As an example, if office supplies were purchased to support the district's health office, it would be allowable. Remember that the purpose of the office supplies in this example supports the health office, who provide health services to students. Purchasing office supplies district-wide, or for general use, would not be allowable.

Q: Can I spend reimbursement funds on any student or only those who are receiving SPED services?

A: Reimbursement funds may be used on any student, regardless if they are receiving SPED services, assuming a health need is being satisfied.

# *Frequently Asked Questions (Cont.)*

Q: Where can I find up-to-date information on reimbursement spending, LSPs, or the Annual Report to CDE?

A: We review the CDE School Health Services website semi-annually and keep it up-to-date with the latest support documents. When in doubt, you can always contact Omar Estrada ([Estrada\\_O@cde.state.co.us](mailto:Estrada_O@cde.state.co.us)) with questions, comments, or concerns.

Our website can be found with this URL:

[https://www.cde.state.co.us/healthandwellness/medicaid\\_home](https://www.cde.state.co.us/healthandwellness/medicaid_home)

# *Important Dates*

- Local Services Plans for the July 1, 2021 to June 30, 2026 period due: August 31, 2021
- Annual Report to CDE for FY 2020-21 will be open from October 1, 2021 to February 28, 2022
- Changes to CDE website will go live on August 16, 2021

# *Thank You*

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