



COLORADO

Department of Health Care Policy & Financing

School Health Services Program News

Our newsletter is a Department of Health Care Policy & Financing (HCPF) publication that provides information on the School Health Services (SHS) Program. The Colorado SHS Program is administered by HCPF in collaboration with the Colorado Department of Education. Providers participating in the program may receive federal matching funds for amounts spent in providing health services through the public schools to students who are receiving Health First Colorado (Colorado's Medicaid program) benefits.

Join Our Mailing List

Program Components

Mid-Year Training 2023 Frequently Asked Questions (FAQs)

Random Moment Time Study (RMTS) FAQs

Q: How can I determine the correct job categories in the direct service cost pool for my licensed providers? For example, initial, candidate or professional?

A: Direct service job categories that allow an initial or candidate licensure are explicitly titled as such. For example, a Speech Language Pathologist in their Clinical Fellowship Year (CFY) can be added to the Staff Pool List (SPL) as a Speech Language Pathologist Candidate. Placing a Speech Language Pathologist in their CFY on the SPL in the Speech Language Pathologist job category is not allowable because in their CFY they require supervision. Please refer to the SHS [Program Manual, Appendix 2](#) - Provider Qualifications for all license requirements.

Q: How should I deal with snow days, unexpected closures, or unexpected delayed starts?

A: If there is an unexpected closure (snow day), then the calendar should be updated by marking the day as an 'unplanned closure'. Coordinators can select this option on their calendar page if that was previously a working day. If there is only a delayed start but staff are expected to work, Coordinators should not mark the day as an 'unplanned closure' and advise participants to answer their moment. If they were selected for a survey during the time when they were not working, they should answer that they were not working.

Q: I have someone who can fill the position that I vacated, but their shift does not match when the provider works.

A: Coordinators should make direct replacements even if the shifts do not match in the current quarter. An update to the participant's shift can be made in the prospective quarter when it opens for district/boards of cooperative educational services (BOCES) updates.

Q: After the change in requirements for School Psychologists, is the administrative cost pool still a valid place for school psychologists to be?

A: Yes, School Psychologists that don't meet the licensure requirements can remain on the SPL in the Administrative cost pool. If districts have School Psychologists that meet the licensure requirements and bill for services, they should be moved to the Direct Service cost pool.

Medicaid Administrative Claiming (MAC) FAQs

Q: Are the calculated thresholds district specific?

A: Whenever possible, thresholds are district specific but may need to revert to statewide averages when staff are new or there are not enough in the category to establish district-specific thresholds for the job category.

Q: Can I report other costs on the quarterly report?

A: Yes, staff, travel, and training costs can be reported along with your normal quarterly salaries, benefits, and contracted costs. These can be entered when they are paid for regardless of the quarter. The travel and training being reported must be for a member on the Staff Pool List (SPL) for the quarter, tied to their job category on the staff pool list, and be related to the program. Since these costs are being reported on the quarterly report, the cash basis accounting method should also be utilized.

Annual FAQs

Q: Do we participate in Free Care?

A: Yes, all districts participating in the SHS Program participate in Free Care. The RMTS captures responses that include activities when participants are working with students on an "other medical plan of care", Early and Periodic Screening, Diagnostic, and Treatment (EPSDT), crisis intervention, or other state/federal mandated services. These activities are applied to the annual cost report calculation even if a district has not submitted claims on an "other plan of care" as this is a statewide average.

Q: If a provider travels between district buildings to perform direct services and the district reimburses for this, can this be claimed on either of the cost reports?

A: Yes, mileage reimbursement for travel between district buildings to perform direct services can be claimed on the annual cost report and should be reported under the salary for the specific provider.

Q: Can I include CPR training or AED related costs on the Quarterly or Annual Cost Report?

A: No, these costs are not allowed on the cost reports. CPR related costs are not tied to enhancing the program or program role responsibilities. CPR or AED related costs are not allowed on the annual cost report as they are not directly used in the provision of a direct medical service as prescribed in a student's medical plan of care.

Comprehensive Reviews Common Findings

Participation in the Colorado SHS Program requires that districts are subject to a periodic Comprehensive Review at least once every three years. This review examines all areas of the SHS program and confirms that every district is maintaining the necessary financial record to support all costs reported as well as validate that staff included in the direct service cost pool are SHS program qualified health care professionals. Additionally, reported transportation costs and direct service claims are reviewed for accuracy.

The selected FY 2022-23 Comprehensive Reviews are now finalized. Below are some

important SHS program compliance reminders based on findings of the Comprehensive Reviews:

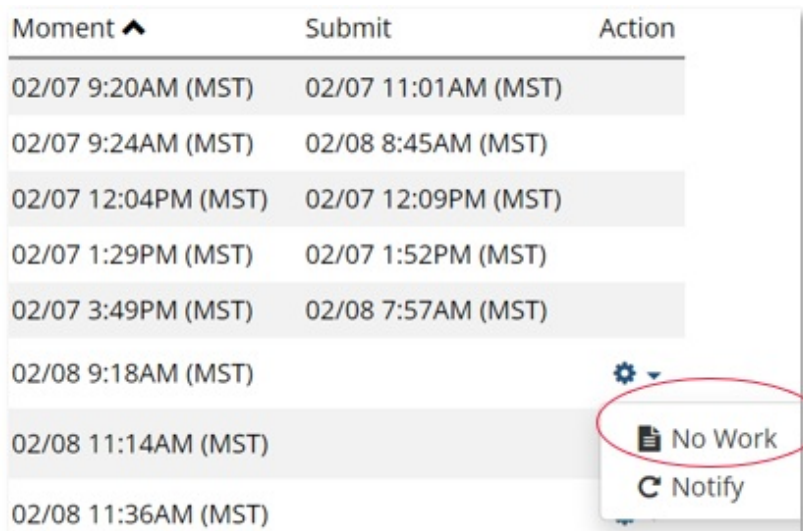
- You should be retaining all documentation as it is a program requirement. This includes licensure for staff as necessary on the Staff Pool List (SPL), service logs, IEPs/other medical plans of care, student attendance records, and all receipts/invoices to support reported costs.
- For Transportation Other Costs such as maintenance and repairs, please ensure you are providing documentation that breaks down each separate line item.
- Please ensure you are understanding and reporting all allowable costs including pay and stipends associated with primary job function as it relates to the program.
- ESSER funds should be reported under the Federal Funds/Non-Allowable costs field in the PCG Claiming System.
- All financial documentation must include fund/account codes, salaries and benefits broken out, and any unsubstantiated costs removed unless you can provide supporting documentation to prove otherwise.




Justifying End of School Year Moments

Active moments that are unanswered at the end of the school year because the provider has left for the summer break can be justified by coordinators by using the 'No Work' option in the PCG Claiming System. The leave should be appropriately marked as paid/unpaid. These moments will not be included in the district/BOCES compliance calculation therefore they do not count against response return rates.

To justify end of the school year moments:

1. Open the moments tab in the PCG Claiming System
2. Find the providers who will not answer their moments because their moment was still active when their summer break started
3. Click the action gear on the right of their name (see below)



| Moment ▲ | Submit | Action |
|---------------------|---------------------|---|
| 02/07 9:20AM (MST) | 02/07 11:01AM (MST) | |
| 02/07 9:24AM (MST) | 02/08 8:45AM (MST) | |
| 02/07 12:04PM (MST) | 02/07 12:09PM (MST) | |
| 02/07 1:29PM (MST) | 02/07 1:52PM (MST) | |
| 02/07 3:49PM (MST) | 02/08 7:57AM (MST) | |
| 02/08 9:18AM (MST) | |  |
| 02/08 11:14AM (MST) | |  No Work |
| 02/08 11:36AM (MST) | |  Notify |

Welcome Te'Era Glanton

Te'Era Glanton specializes as a program trainer for PCG and is based out of Georgia. Te'Era has been at PCG for 3.5 years and as a program training leader, she brings a national perspective to the SHS training program for RMTS and MAC functional program areas.

Prior to working at PCG, Te’Era worked as a Medicaid Program Coordinator, reporting financials, and completing RMTS tasks for a school district in Georgia. In 2019, Te’Era joined PCG to help serve schools across the state. Starting in FY 2022-23, Te’Era moved into a new role that allowed her to service 18 state programs as a program training leader.

Te’Era has a background in Psychology and Social Work. She received her Bachelor of Arts degree in Psychology from the University of North Carolina at Chapel Hill. Te’Era then obtained her Master of Social Work degree from the Andrew Young School of Policy Studies at Georgia State University.

As hobbies, Te’Era enjoys binge watching T.V. series on Netflix, loves watching suspense, psychological thrillers, scary movies, and spends some of her leisure time scriptwriting. Te’Era is passionate about helping children and families in need. Her passion for helping homeless youth grew stronger after completing her internship at StandUp for Kids Atlanta. Another passion of Te’Era’s is spending time with her family and friends.

Department of Health Care Policy & Financing (HCPF) Updates

Stakeholder Updates

The January Stakeholder Meeting included a discussion about the [Bipartisan Safer Communities Act](#) and the resulting [CMCS Informational Bulletin](#). Highlights include a future \$50 million nationwide program grant, establishing a new technical assistance center, and an upcoming new technical assistance guide. If you have not already read these please do and email olga.gintchin@state.co.us with any questions or concerns. HCPF will provide updates as details are available.

As mentioned during mid-year training, stakeholders have started the next phase of the National Provider Identifier (NPI) requirement. They have started obtaining NPIs and enrolling Physical Therapy (PT), Occupational Therapy (OT), and Speech, Language, and Hearing licensed service providers as Medicaid providers. During our stakeholder meeting, they shared their experiences so far to help develop best practices that their member districts can use to complete this requirement by the end of FY 2023-24. We anticipate sharing those best practices this Fall.

We will be looking to fill several vacancies in our stakeholder regions whose terms have expired as we close out FY 2022-23. There will be two openings in the Metro region and one opening each in the North Central, Northwest, Pikes Peak, and Southwest regions. Details will be emailed in the coming weeks if you are interested in applying or reapplying to be a stakeholder.

COVID-19 Public Health Emergency Planning Update

At the beginning of the COVID-19 pandemic, the federal government declared a public health emergency (PHE). During the PHE, state agencies were required to provide health care coverage for all medical assistance programs, even if a member’s eligibility changed. This is known as the continuous coverage requirement. Congress passed a bill in December 2022 to end the medical assistance continuous coverage requirement in spring 2023.

Colorado will return to normal eligibility renewal processes for Health First Colorado and CHP+, with renewals due in May and noticing beginning in March. This process will take 12 months (14 months including noticing). Not all members will be renewed at the same time. Each member’s renewal month will align with their already established annual renewal month.

Separately, [President Biden recently announced](#) the end of the COVID-19 public health

emergency will be **May 11, 2023**. The end of the PHE will mean rolling back certain flexibilities that were in place for our programs. Some changes we have made permanent while some changes will take place over time. We will be communicating to the providers or partners that are impacted by those changes and posting information on our [partner resource center](#) over the coming months.

As we return to normal operations, HCPF is estimating that more than 325,000 Coloradans (about 20% of current members) may no longer qualify for our safety net coverage programs and will therefore be disenrolled beginning in May and over the 12 months that follow. Given the magnitude of this transition of Coloradans from Medicaid to commercial coverage, we are asking all stakeholders to join HCPF and the Polis-Primavera Administration in a shared effort to Keep Coloradans Covered.

Read Executive Director Kim Bimestefer's entire [February message](#).

Communication Toolkits and Resources

HCPF has been working with stakeholders and partners to develop communication toolkits to prepare members for the return to normal renewal processes.

The [Take Action on Your Renewal toolkit](#) is new! The materials in this toolkit are designed to encourage members to look for their renewal packet in the mail and PEAK mailbox and take action when they get it. This toolkit includes general member awareness outreach partners can share in their websites, newsletters, social media as well as direct-to-member email and text messaging communications. It also includes downloadable, customizable flyers. These resources are currently available in English and Spanish.

The [Preparing for Renewals toolkit](#) includes renewal process information that explains key terms and provides sample notices so partners can see exactly what the member will see when they go through the renewal process. In addition, both partners and members can view [short videos](#) in English and Spanish on key actions: updating an address, completing the renewal process, and transitioning to other coverage if a member no longer qualifies.

Update Your Address Campaign

We know that many members have moved over the past few years. It is crucial that we have correct addresses so that members get the information they need to keep or change their coverage. Please continue to help us spread the word to Health First Colorado (Colorado's Medicaid program) and Child Health Plan *Plus* (CHP+) members to update their contact information. [Update Your Address](#) tools are available in the top 11 languages for HFC members

Health First Colorado Renewals Page

In preparation for renewals to start back up, HCPF has added an informational webpage for members on the Health First Colorado website. Members can find general information about the renewal process and answers to frequently asked questions. This page is published in [English](#) and [Spanish](#).

For the latest information on returning to normal renewal processes and other communication resources, visit the [COVID-19 PHE Planning webpage](#).

Emergency Additional SNAP Benefits are Ending

All Coloradans who receive Supplemental Nutrition Assistance Program (SNAP) benefits will see a reduction in their monthly benefit amount after February 2023. The temporary additional benefit amounts (emergency allotments) are ending due to the result of recent congressional action. This is a change enacted by Congress and is not appealable. SNAP serves more than 290,000 households and 554,000 individuals in

Colorado each month by providing money to purchase food and safeguard the well-being of SNAP participants and their families.

Emergency allotment gave SNAP participants additional money for food during the COVID-19 pandemic, bringing households up to their maximum amount of money for food they can receive for their household size and circumstances. This reduction in benefits may have a significant impact on many households.

A [messaging toolkit](#) has been created for community partners and the general public to use to help get the word out about the end of SNAP emergency allotment benefits. For more information please visit <https://cdhs.colorado.gov/snap-ea-ending>.

National Alliance for Medicaid in Education (NAME)

Save The Date!

The 21st Annual NAME Conference will be held in Dallas, Texas on **October 23-26, 2023**. Additional details will be released soon, so keep an eye on the [NAME website](#), [Facebook](#), and [mailing list](#).

Spring Webinar Series Announced

Join us for a free virtual learning series, presented in partnership with [CASE](#):

- "COVID-19 Public Health Emergency (PHE) Unwinding: Impact on School-Based Medicaid," **March 6, 2023**, at 11:00 a.m. to 12:30 p.m. MST
- "State Medicaid and Public Education Collaboration" **March 22, 2023**, at 11:00 a.m. to 12:30 p.m. MST

[Register now for both sessions.](#)

Student Spotlight

Do you have a SHS student success story to share? NAME would love to feature them in the "Student Spotlight" section of our members'-only newsletter, *Jenny's Journal*.

Share your stories of how Medicaid reimbursement funds have helped students in your district by emailing info@medicaidforeducation.org.

Colorado Department of Education (CDE) Updates

Reimbursement Spending Report (RSR) to CDE

Data for this report will be analyzed and compiled for districts/BOCES in the form of data flyers. Updated FY 2021-22 flyers will be sent to coordinators via email after the conclusion of annual training in August. Districts/BOCES can add program highlights to their flyers and share as needed. If a district/BOCES did not spend any reimbursement dollars from the program in the FY 2021-22 period, they would only receive the state-level data flyer.

Local Services Plan (LSP)

By **October 1, 2023**, 62% of LSPs will use the updated health service categories put in place in October 2020. These are the same categories on the RSR to CDE and new LSP templates. Switching before the end of your LSP period is a great option for districts/BOCES using a previous list of health service categories. By switching early,

districts/BOCES further simplify the completion of the RSR and reduce confusion if transitioning coordinators. Transitioning health categories now can also help support the creation of a new LSP in the future since most districts/BOCES reference the previous LSP. [Contact Omar Estrada](#) to start this quick and easy process.

This transition of health service categories update pertains to the 2019-24 and 2020-25 LSP cohorts. If you are unsure what cohort you are in, find your district/BOCES on the cohort lists on the [CDE School Health Services Program timeline page](#).

Parental Consent Forms

As a reminder, one-time consent forms must be obtained prior to accessing a child's public benefits for the first time; this is required under the Family Educational Rights and Privacy Act (FERPA). Furthermore, these forms concern the disclosure of personally identifiable information (PII) and are not a consent form to bill Medicaid. A notice of the parent's rights under the Individuals with Disabilities Education Act (IDEA) must also be provided before accessing benefits and annually thereafter. If you are unfamiliar with your district/BOCES one-time consent forms or annual notification practices, speak with your district/BOCES legal team.

Need to meet?

If you would like 1:1 support on reimbursement spending, the Local Services Plan (LSP) or the reimbursement spending report, feel free to [schedule a help session](#) or email [Omar Estrada](#).

All CDE School Health Services Program support documents, as well as links to LSP documents and reimbursement spending report, can be found on the [CDE School Health Services website](#).

Key Dates

FY 2022-2023 Stakeholder Dates

Apr. 13, 2023

9 a.m. - 12 p.m.

Location: Hybrid via Zoom & In-person

303 E. 17th Ave., 11AB

Denver, CO 80203

Quarterly Cost Report

Apr. 3, 2023

Jan. - Mar. 2023 (JM23) cost report opens for district reporting

Apr. 28, 2023

JM23 certification is due

Annual Cost Report

End of May 2023

Districts receive interim rates for FY 2023-24

End of June 2023

Districts receive FY 2021-22 annual cost settlement results

The School Health Services Program is a joint effort between the Colorado Department of Education and the Department of Health Care Policy & Financing.

If you have any suggestions for the newsletter, please email the School Health Services Administrator [Olga Gintchin](#), SHS Program Assistant [Tracy Gonzales](#) or [Public Consulting Group](#) (PCG).

Additional SHS Program Contacts:

- [Omar Estrada](#), CDE School Health Services Consultant
- [RMTS Help Desk](#)
- [Cost Report Help Desk](#)

Links

[School Health Services](#)

[Colorado Department of Education](#)

[Public Consulting Group - Claiming System](#)

[Health First Colorado](#)

Colorado Department of Health Care Policy & Financing | 1570 Grant Street, Denver, CO 80203

[Unsubscribe hcpf_comms@state.co.us](#)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by tracy.gonzales@state.co.us