

School Health and Related Services – SHARS

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School Health and Related Services – SHARS

SHARS PROGRAM CRITERIA

School Health and Related Services (SHARS) is a Medicaid program designed to allow school districts to receive the Federal Financial Participation percentage (FFP) of reimbursement for health services delivered to Special Education students who are Medicaid eligible.

The oversight of SHARS is a cooperative effort between the Texas Education Agency (TEA) and Health and Human Services Commission (HHSC). SHARS allows local school districts, including public charter schools, to obtain Medicaid reimbursement for certain health-related services documented in a student's Individualized Education Program (IEP). SHARS are provided to students who meet all of the following requirements:

- The student is under 21 years of age with a disability and is Medicaid Eligible at the time of service.
- The SHARS service(s) the student receives **MUST** be prescribed in the student's Admission, Review, Dismissal / Individual Education Plan (ARD/IEP).
- Meet eligibility requirements for special education described in the Individual with Disabilities Education Act (IDEA).
- These services must be provided by qualified professionals employed or under contract by the school district.
- Pursuant to Medicaid compliance, SHARS providers or clinicians must keep their appropriate licensure and/or certification current to provide direct clinical services.
- **Do not** submit SHARS billing for any time that your licensure and/or credentials are "lapsed" or in a "grace period" status.
- The school district must meet compliance with all federal, state and local laws, and/or regulations regarding the services provided.
- All SHARS Providers and Clinicians must be part of the Random Moment Time Study (RMTS) as required when participating in the SHARS program.
- For audit compliance, the school district must maintain all supporting records required by the Medicaid agency to ensure compliance with the established IEP. The records retention period is seven (7) years for the SHARS program.

SHARS ALLOWABLE SERVICES

As a SHARS provider, your school district has been approved to seek Medicaid reimbursement for the following services available to students:

Assessments

- Individual Services Only

Audiology Evaluation

- Individual Services Only

Audiology Treatment

- Individual and Group Services

Counseling

- Individual and Group Services

Medical Services

- Individual Services Only

Occupational Therapy Evaluation

- Individual Services Only

Occupational Therapy

- Individual and Group Services

Personal Care Services

- Individual and Group Services

Physical Therapy Evaluation

- Individual Services Only

Physical Therapy

- Individual and Group Services

Psychological

- Individual and Group Services

Nursing Services

- Individual and Group Services

Special Transportation

- Individual and Group Services

Sp Transportation Aide Services

- Individual and Group Services

Speech Evaluation

- Individual Services Only

Speech Therapy

- Individual and Group Services

These services **must** be provided by qualified personnel who are under contract with or employed by the school district. Furthermore, the school district **must** be enrolled as a SHARS Medicaid provider in order to bill Texas Medicaid for these services.

Important: The Centers for Medicare & Medicaid Services (CMS) requires SHARS providers to participate in the Random Moment Time Study (RMTS), to be eligible to bill and receive reimbursement for SHARS direct services.

SHARS ALLOWABLE SERVICES

School Health and Related Services (SHARS) are the services determined to be medically necessary and reasonable to ensure that children with disabilities who are eligible for Medicaid and under 21 years of age receive the benefits accorded to them by federal and state law, in order to participate in the educational program.

SHARS POLICY CLARIFICATION

Participation in the SHARS program does not preclude a child from receiving similar or additional services by parent choice under another Medicaid program or provider in the private sector.

A child's eligibility for Medicaid services outside the school setting is not compromised by receiving SHARS services at school. The services provided at school are so the child may receive a free and appropriate public education. Due to medical necessity, the child may need additional services outside of school.

For example, a school may provide and bill SHARS Speech Therapy for a student who also receives Medicaid THSteps-CCP Speech Therapy outside the school.

Additionally, there is no lifetime benefit cap for Medicaid services to children under 21 years of age. SHARS is a program under the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) program. Under EPSDT, there are no set limitations on Medicaid services to clients under 21 years of age, so long as the service is medically necessary. The Medicaid services the child receives at school does not affect the type or amount of Medicaid services the child receives outside the school

ASSESSMENTS

DESCRIPTION

Evaluations/assessments include activities related to the evaluation of the functioning of a student for the purpose of determining eligibility, the needs for specific SHARS services, and the development or revision of IEP goals and objectives. An evaluation/assessment is billable if it leads to the creation of an IEP for a student with a disability who is eligible for Medicaid and who is under 21 years of age, whether or not the IEP includes SHARS.

Psychological testing time (includes psychodiagnostic assessment of personality, psychopathology, emotionality, intellectual abilities, e.g., WAIS-R, Rorschach, MMPI) with interpretation and report.

- Physical Therapist, Occupational Therapist, and Speech Language Therapist Pathologists performing an evaluation should bill their time under their individual procedure codes.
- Visually Impaired (VI) evaluations and routine vision/hearing screenings are not billable under SHARS.

BILLABLE TIME – Maximum 8 hrs over multiple days

Individual or Group Setting: Billable as Individual Setting Only

Evaluation/assessment billable time includes the following:

Billable activities include:

- Direct psychological, educational, or intellectual testing time with student present
- Necessary observation of the student associated with testing
- A parent/teacher consultation with the student present that is required during the assessment because a student is unable to communicate or perform certain activities
- Indirect time for **Interpretation** of testing results (student not present)
- Indirect time for **Report Writing** (student not present)

Types of Assessments include:

- Initial Assessment
- Assessment for student with existing IEP referred for different disability whether or not assessment leads to a revised IEP
- Assessment that leads to Dismissal from Special Education.
- 3 Year Assessments (only if additional testing and/or significant revisions to IEP Goals and Objectives.

Note: Indirect time spent in consultation with parents, teachers, and other collaterals (unless the student is present), and indirect time spent gathering information and observing student (unless observation is in conjunction with direct testing), and time spent in ARD or Triennial Meeting is not a billable SHARS service.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- Licensed Specialist in School Psychology (LSSP)
- Licensed Psychiatrist
- Licensed Psychologist

Supervisor Signature

No
No
No

Note: Those issued a Temporary License may bill as long as services are rendered in accordance with Texas licensure requirements. Interns are **NOT** approved providers.

ARE SESSION NOTES REQUIRED?

No. However, the following documentation is required: billable start time, billable stop time, and total billable minutes, with notation as to assessment activity performed (i.e., direct testing; interpretation; or report writing).

AUDIOLOGY EVALUATION

DESCRIPTION

Evaluation of speech, language, voice, communication, auditory processing, and/or aural rehabilitation status. Includes identification of hearing loss; determination of range, nature, and degree of hearing loss, including referral for medical or other professional attention for habilitation of hearing; and determination of need for group/individual amplification.

BILLABLE TIME – Maximum 3 hrs over multiple days

Individual or Group Setting: Billable as Individual Setting Only

Direct audiology evaluation time with student present. Note: Indirect time for interpretation and report writing, and time spent in ARD is not a billable SHARS service. Observation time is only billable if it is in conjunction with direct testing.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- Licensed Audiologist

Supervisor Signature Required

No

Note: Those issued a Temporary License may bill as long as services are rendered in accordance with Texas licensure requirements. Interns are **NOT** approved providers.

ARE SESSION NOTES REQUIRED?

No. However, the following documentation is required: billable start time, billable stop time, and total billable minutes, with notation as to activity performed (i.e., audiology evaluation).

AUDIOLOGY SERVICES

DESCRIPTION

Audiology therapy services include the provision of habilitation activities, such as language habilitation, auditory training, audiological maintenance, speech reading (lip reading), and speech conversation. Treatment of speech, language, voice, communication, and/or auditory processing disorder (includes aural rehabilitation).

BILLABLE TIME – Maximum 1 hr per day

Individual or Group Setting: Billable as both Individual and Group Setting

Direct audiology treatment time with student present. Audiological Management/Maintenance includes:

- checking/adjusting/repairing hearing aids
- checking/setting up FM system, etc.
- fitting students with hearing aids, hearing aid molds

Note: ARD time is NOT a billable SHARS service. Consultation time spent training teachers/aides to work with a student is billable only if therapist works directly with the student during the consultation time.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- Licensed Audiologist
- Licensed Audiologist Assistant

Supervisor Signature Required

No
Yes

Note: Those issued a Temporary License may bill as long as services are rendered in accordance with Texas licensure requirements. Interns are **NOT** approved providers. State licensure requirements are equal to American Speech-Language-Hearing Association (ASHA) certification requirements

ARE SESSION NOTES REQUIRED?

Yes. Session notes should include the following minimum documentation: billable start time, billable stop time, billable total minutes, activity performed during session, student observation, and related IEP objective.

COUNSELING SERVICES

DESCRIPTION

Counseling services provided to help a child with a disability benefit from special education and must be listed in the IEP. Counseling services include, but are not limited to the following:

- Assisting child/parents in understanding the; nature of child's disability, special needs of child, child's development
- Health and behavior interventions to identify the psychological, behavioral, emotional, cognitive, and social factors that are important to the prevention, treatment, or management of physical health problems
- Assessing the need for specific counseling services

BILLABLE TIME – Maximum 1 hr per day

Individual or Group Setting: Billable as both Individual and Group Setting

Direct counseling time with student present.

Note: ARD time is NOT a billable SHARS service. Consultation time spent training teachers/aides to work with a student is billable only if therapist works directly with the student. School districts may receive reimbursement for emergency counseling services as long as the student's IEP includes a behavior improvement plan that documents the need for emergency services.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- Licensed Professional Counselor (LPC)
- Licensed Clinical Social Worker (LCSW; formerly LMSW-ACP)
- Licensed Marriage and Family Therapist (LMFT)

Supervisor Signature Required

No
No
No

Note: Those issued a Temporary License may bill as long as services are rendered in accordance with Texas licensure requirements. Interns are **NOT** approved providers.

ARE SESSION NOTES REQUIRED?

Yes. Session notes should include the following minimum documentation: billable start time, billable stop time, billable total minutes, activity performed during session, student observation, and related IEP objective.

PSYCHOLOGICAL SERVICES

DESCRIPTION

Same as Description in Counseling Services

BILLABLE TIME – Maximum 1 hr per day

Individual or Group Setting: Billable as both Individual and Group Setting

Direct psychological services, including counseling, with student present.

Note: ARD time is NOT a billable SHARS service. Consultation time spent training teachers/aides to work with a student is billable only if therapist works directly with the student during the consultation time.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- Licensed Specialist in School Psychology (LSSP)
- Licensed Psychiatrist
- Licensed Psychologist

Supervisor Signature Required

No
No
No

Note: Those issued a Temporary License may bill as long as services are rendered in accordance with Texas licensure requirements. Interns are **NOT** approved providers.

ARE SESSION NOTES REQUIRED?

Yes. Session notes should include the following minimum documentation: billable start time, billable stop time, billable total minutes, activity performed during session, student observation, and related IEP objective.

ASSESSMENT SERVICES – (Physician/Rx Services)

DESCRIPTION

Diagnostic/evaluation services are reimbursable under SHARS physician services. A physician prescription is required before PT or OT services may be reimbursed under SHARS. Speech Therapy services require either a physician prescription or a referral from a licensed speech-language pathologist (SLP) before the ST services may be reimbursed under the SHARS program. The school district must maintain the prescription/referral.

The prescription/referral must relate directly to specific services listed in the IEP. If a change is made to a service on the IEP that requires a prescription/referral, the prescription/referral must be revised accordingly. The expiration date for the physician prescription is the earlier of either the physician's designated expiration date on the prescription or three years, in accordance with the IDEA three-year re-evaluation requirement.

The determination as to whether or not the provider needs to see the student while reviewing the student's records is left up to the professional judgment of the provider. Therefore, billable time includes the following:

- The diagnosis/evaluation time spent with the student present
- The time spent without the student present reviewing the student's records for the purpose of writing a prescription/referral for specific SHARS services
- The diagnosis/evaluation time spent with the student present, or the time spent without the student present reviewing the student's records for the evaluation of the sufficiency of an ongoing SHARS service to see whether any changes are needed in the current prescription or referral for that service

BILLABLE TIME

Individual or Group Setting: Billable as Individual Setting Only

Direct diagnosis time with student present or indirect time reviewing student's records for the purpose of writing a prescription/referral for specific SHARS services.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing	Supervisor Signature Required
• Physician (MD/DO)	No
• Physician Assistant (PA) – delegated only	No
• Advance Practitioner Nurse (APN) w/prescriptive authority – delegated only	No

ARE SESSION NOTES REQUIRED?

No. However, the following documentation is required: billable start time, billable stop time, and total billable minutes, with notation as to medical services activity performed (i.e., direct diagnosis time or indirect records review time).

OT, PT, and Speech Prescription/Referral Requirements

Before SHARS billing may occur for Occupational Therapy (OT), Physical Therapy (PT), and Speech Therapy (SP), a Physician's Referral/Prescription must first be obtained for students who have been identified as Medicaid eligible.

However, for Speech Therapy, a Speech-Language Pathology Evaluation may take the place of a physician's referral if performed by the following clinicians:

- ASHA SLP with Texas license
- ASHA-equivalent (SLP w/TX license & master's degree);
- Grandfathered SLP w/TX license & master's degree (deemed ASHA equivalent);
- Grandfathered SLP w/TX license but does not have a master's degree (must be **supervised** by an ASHA or ASHA-equivalent SLP);
- Licensed SLP Intern or Licensed SLP Assistant (must be **supervised** by an ASHA or ASHA-equivalent SLP);

Note: The student's Individual Education Plan (IEP) must clearly reflect documentation from a licensed Speech-Language Pathologist to support the services for the student to be able to participate in the educational program.

OCCUPATIONAL THERAPY EVALUATION

DESCRIPTION

OT evaluation services include determining what services, assistive technology, and environmental modifications a student requires for participation in the special education program.

BILLABLE TIME – Maximum 3 hrs over multiple days

Individual or Group Setting: Billable as Individual Setting Only

Direct Occupational Therapy (OT) evaluation time with student present, includes Assistive Technology evaluation.

Note: Indirect time for interpretation and report writing, and time spent in ARD is not a billable SHARS service. Observation time is only billable if it is conjunction with direct testing.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- Licensed Occupational Therapist (LOT)
By Texas Board of OT Examiners

Supervisor Signature Required

No

Note: Those issued a Temporary License may bill as long as services are rendered in accordance with Texas licensure requirements. Interns are **NOT** approved providers.

ARE SESSION NOTES REQUIRED?

No. However, the following documentation is required: billable start time, billable stop time, and total billable minutes, with notation as to activity performed (i.e., OT evaluation).

OCCUPATIONAL THERAPY

DESCRIPTION

Therapeutic activities, direct (one-on-one) patient contact by the provider (use of dynamic activities to improve functional performance). OT includes:

- Improving, developing, maintaining, or restoring functions impaired/lost through illness, injury, or deprivation
- Improving the ability to perform tasks for independent functioning when functions are impaired or lost
- Preventing, through early intervention, initial or further impairment or loss of function

BILLABLE TIME – Maximum 1 hr per day

Individual or Group Setting: Billable as both Individual and Group Setting

Direct OT time with student present, including time spent assisting the student with learning to use adaptive equipment and assistive technology.

Note: Time spent on Manipulating or Modifying adaptive equipment, and time spent in ARD time is NOT a billable SHARS service. Consultation time spent training teachers/aides to work with a student is only billable if therapist works directly with student during the consultation time.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- Licensed Occupational Therapist (LOT)
- Certified OT Assistant (COTA)
By Texas Board of OT Examiners

Supervisor Signature Required

No
Yes

Note: Those issued a Temporary License may bill as long as services are rendered in accordance with Texas licensure requirements. Interns are **NOT** approved providers.

ARE SESSION NOTES REQUIRED?

Yes. Session notes should include the following minimum documentation: billable start time, billable stop time, billable total minutes, activity performed during session, student observation, and related IEP objective.

PHYSICAL THERAPY EVALUATION

DESCRIPTION

PT evaluation includes evaluating the student's ability to move throughout the school and to participate in classroom activities and the identification of movement dysfunction and related functional problems.

BILLABLE TIME – Maximum 3 hrs over multiple days

Individual or Group Setting: Billable as Individual Setting Only

Direct Physical Therapy (PT) evaluation time with student present.

Note: Indirect time for interpretation and report writing, and time spent in ARD is not a billable SHARS service. Observation time is only billable if it is conjunction with direct testing.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing	Supervisor Signature Required
<ul style="list-style-type: none">Licensed Physical Therapist (LPT) By Texas Board of PT Examiners	No

Note: Those issued a Temporary License may bill as long as services are rendered in accordance with Texas licensure requirements. Interns are **NOT** approved providers.

ARE SESSION NOTES REQUIRED?

No. However, the following documentation is required: billable start time, billable stop time, and total billable minutes, with notation as to activity performed (i.e., PT evaluation).

PHYSICAL THERAPY

DESCRIPTION

PT is provided for the purpose of preventing or alleviating movement dysfunction and related functional problems. Therapeutic procedures, one or more areas, therapeutic exercises to develop strength and endurance, range of motion and flexibility.

BILLABLE TIME – Maximum 1 hr per day

Individual or Group Setting: Billable as both Individual and Group Setting

Direct PT time with student present, including time spent assisting the student with learning to use adaptive equipment and assistive technology.

Note: Time spent on manipulating or modifying adaptive equipment (student is NOT part of the activity), and time spent in ARD time is NOT a billable SHARS service. Consultation time spent training teachers/aides to work with a student is only billable if therapist works directly with student during the consultation time.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing	Supervisor Signature Required
<ul style="list-style-type: none">Licensed Physical Therapist (LPT)Licensed PT Assistant (LPTA) By Texas Board of PT Examiners	No Yes

Note: Those issued a Temporary License may bill as long as services are rendered in accordance with Texas licensure requirements. Interns are **NOT** approved providers..

ARE SESSION NOTES REQUIRED?

Yes. Session notes should include the following minimum documentation: billable start time, billable stop time, billable total minutes, activity performed during session, student observation, and related IEP objective.

PERSONAL CARE SERVICES

DESCRIPTION

Personal care services are support services provided to help a child with a disability or chronic condition benefit from special education. Personal care services include a range of human assistance provided to students, which enables them to accomplish age-appropriate tasks that they would normally do for themselves if they did not have a disability or chronic condition. An individual may be physically capable of performing activities of daily living (ADLs) and instrumental ADLs (IADLs) but may have limitations in performing these activities because of a functional, cognitive, or behavioral impairment.

Assistance may be in the form of hands-on activities and actually performing the personal care task for a child (**such as feeding, hand-over-hand assistance, diapering, etc.**); Or cueing so that the student performs the task by him/herself (**such as reminding the student to take the next spoonful, cueing the student to wash hands, stay on task, etc.**). Such assistance most often relates to performance of **Activities of Daily Living** (ADLs) and **Instrumental Activities of Daily Living** (IADLs).

PCS may be required because a cognitive impairment prevents an individual from knowing when or how to carry out a task. **For example**, an individual may not be able to dress without instructions on how to do so or reminders of what to do and when. In such cases, PCS may include cueing or monitoring to ensure that the individual performs the task properly. **Another example** is when an Individual may be physically capable of performing activities, but may have a behavioral impairment that requires constant redirection and intervention which also qualifies as a PCS.

ACTIVITIES OF DAILY LIVING (this is not an all inclusive list of ADLs and IADLs)

- **ADLs** include; eating, bathing, dressing, toileting (including diapering), transferring, escorting, and maintaining continence. Also include assistance with mobility services (i.e., the ability to move between locations in the individual's environment).
- **IADLs** capture more complex life activities and include; personal hygiene, light housework, essential household chores, laundry, meal planning/preparation, transportation, grocery shopping, communication by telephone/other media, medication management, money/finances management, getting around and participating in the community, and limited exercises to increase range of motion and flexibility.

PCS support services may be provided through the following actions:

- Total or partial physical assistance
- Prompting or cueing the student to complete the task
- Redirection, monitoring, and observation that are medically necessary and an integral part of completing a personal care service.

Note: Interpreting for hearing impaired students is considered a personal care service.

BEHAVIORAL ACTIVITIES

PCS may include observation/monitoring and redirection/intervention for:

- Behavior that interferes with completion of ADL/IADL (withdrawal or unusual/repetitive habits);
- Behavior that is socially offensive;
- Behavior that will, or has the potential to, cause injury to the student and/or others; and
- Behavior that will, or has the potential to, cause damage to property.

Note: Monitoring and observation means watching for outward visible signs that are likely to occur and for which there is an appropriate personal care intervention. This could include activities such as monitoring a child for seizures or potentially dangerous behaviors.

PERSONAL CARE SERVICES

DESCRIPTION (CONT'D)

When is it PCS?

YES

Personal Care

- Goal not teach or habilitate, but to complete the activity
- Level of assistance is greater than a typical child of same age
- Need for assistance is related to the disability or condition that affects function

NO

Nursing

- Treat, Assess, Educate
- Medication Administration Therapy
- Rehab/habilitation
- Age appropriate activity

BILLABLE TIME – Maximum 10 hrs per day

Individual or Group Setting: Billable as both Individual or Group Setting, or Combination

PCS may be provided on a continuing basis or episodic occasions, and may be provided by a single individual or a team of individuals. PCS is documented in 5 possible ways: **(1)** All Day Individual (one-on-one), **(2)** Single Individual Activity, **(3)** All Day Group (more than one student), **(4)** Single Group Activity or **(5)** Combination Day (both group and individual).

INDIVIDUAL SETTING ONLY:

All Day Individual (one-on-one) - PCS delivered on a one-on-one basis to one student all day whether services are provided by a single staff member or a team of staff members. Service log will include the start/stop time for the day (beginning/ending of the school day) and noting the type of Individual PC activities provided throughout the day.

Single Individual Activity (one-on-one) - PCS delivered on a one-on-one basis to one student for a single Individual Activity. Service log will include the start/stop time for the single activity and noting the type of Individual PC activity provided during that time.

GROUP SETTING ONLY:

All Day Group (more than one student) - PCS delivered in a group setting with more than one student all day whether services are provided by a staff member or a team of staff members. Service log will include the start/stop time for the day (beginning/ending of the school day) and noting type of Group PC activities provided throughout the day.

Single Group Activity (more than one student) - PCS delivered in a group setting with more than one student PCS delivered by a staff member or a team of staff members directly with more than one student all day. Service log will include the start/stop time for the day (beginning/ending of the school day) and noting type of Group PC activities provided during that time.

COMBINATION:

Combination Day (group & individual) - PCS delivered by staff member or team of staff members in a group setting with intermittent Individual PCS (one-on-one). Service log will include the start/stop time for the “group” day (beginning/ending of the school day) and start/stop time for each “individual” activity provided during that time noting the type of both Group and Individual PC activities provided throughout the day.

NOTE: If a student receives another SHARS service during the day and is billed under the corresponding therapy code (Speech, OT, etc.), then those minutes, as well as any time NOT spent providing a PC service, must be deducted from the PC daily total by entering the cumulative time in the “Time that No Service was Provided”

PERSONAL CARE SERVICES

DOCUMENTATION IN THE INDIVIDUALIZED EDUCATION PLAN (IEP)

Indication of placement in a self-contained setting [i.e., Life Skills classroom, Preschool Programs for Children with Disabilities (PPCD), etc.] is not sufficient IEP documentation to support Medicaid reimbursement for PCS. However, the following are examples of sufficient documentation to meet requirements and support the delivery of services as well as support Medicaid reimbursement for PCS.

Please be advised that PCS may be provided on a continuing basis or on episodic occasions and are on a one-on-one basis or group setting.

EXAMPLES OF DOCUMENTATION IN THE IEP FOR INDIVIDUAL PCS

INDIVIDUAL

PCS delivered on a one-on-one basis to one student: (1) all day or (2) at various times throughout the day. Documentation should include at a minimum the diagnosis or diagnoses resulting in the need for PCS and any history of chronic conditions supporting the need for PCS. If the child is receiving all day one-on-one personal care services from a designated aide, the aide providing the one-on-one personal care services cannot bill for any other children in the school or on the bus since their daily time could not be justified for more than one student.

INSUFFICIENT DOCUMENTATION

- Assistance is required for one-on-one PCS for “Johnny”. Johnny has bipolar disorder.

SUFFICIENT DOCUMENTATION

- Assistance is required for one-on-one PCS for “Johnny”. PCS needs include observation and redirection of self-injurious behavior. PCS is required throughout the school day and during transportation to and from school on the bus. Johnny has bipolar disorder and gets angry, frustrated very easily. He often displays his anger and frustration

INDIVIDUAL PERIODICALLY THROUGHOUT THE DAY

The need for a student to receive one-on-one PCS periodically throughout the day must be documented in the IEP. The documentation needs to answer the following questions or provide the requested documentation: (1) Is the service provided on a one-on-one basis or group or both; (2) examples of PCS; (3) when/where are the PCS needed; and (4) the reason(s) for PCS.

INSUFFICIENT DOCUMENTATION

- PCS assistance is required for “Timmy” periodically throughout the day on a one-on-one basis because he needs assistance

SUFFICIENT DOCUMENTATION

- PCS assistance is required for “Timmy” periodically throughout the day on a one-on-one basis in school and to the bus. Timmy has mental retardation and needs periodic PCS to assist him in moving from class to class and to the bus. Without PCS assistance, Timmy will wander off.

PERSONAL CARE SERVICES

DOCUMENTATION IN THE INDIVIDUALIZED EDUCATION PLAN (CONT'D)

Indication of placement in a self-contained setting [i.e., Life Skills classroom, Preschool Programs for Children with Disabilities (PPCD), etc.] is not sufficient IEP documentation to support Medicaid reimbursement for PCS. However, the following are examples of sufficient documentation to meet requirements and support the delivery of services as well as support Medicaid reimbursement for PCS.

Please be advised that PCS may be provided on a continuing basis or on episodic occasions and are on a one-on-one basis or group setting.

EXAMPLES OF DOCUMENTATION IN THE IEP FOR GROUP PCS

GROUP

Group PCS are defined as when a staff person or a team of staff members work directly with more than one student (for example, in a self-contained classroom).

The need for a student to receive group PCS must be documented in the IEP with examples provided. The documentation needs to answer the following questions or provide the requested documentation: (1) Examples of PCS; (2) when are/where are the services needed; and (3) the reason(s) for PCS, such as medical necessity, etc.

INSUFFICIENT DOCUMENTATION

- Group PCS assistance is required for “Janice” throughout the day because she has ADHD.

SUFFICIENT DOCUMENTATION

- Group PCS assistance is required for “Janice” throughout the day at school. Janice has ADHD. She has difficulty staying on task and is very impulsive. She requires constant cueing, prompting, and redirection.

GROUP PCS WITH INTERMITTENT INDIVIDUAL PCS

Students receiving group PCS may also require intermittent one-on-one PCS throughout the day.

INSUFFICIENT DOCUMENTATION

- Sue needs group and one-on-one PCS throughout the day because she is wheelchair bound.

SUFFICIENT DOCUMENTATION

- Sue is in a self-contained classroom and needs group PCS throughout the day. In addition, Sue needs individual assistance with ADLs, including eating, toileting, mobility, and transfers because she is unable to transfer herself to the toilet and during transportation to and from school on the bus. Sue has cerebral palsy and cannot navigate her chair, feed or toilet herself.

PERSONAL CARE SERVICES

SKILLED NURSING SERVICES vs PCS

Skilled Nursing Services that may only be performed or delegated by a registered nurse (RN) or advanced practice nurse (APN) are **not** considered personal care services. Delegated nursing services are services that are delegated to an individual whom the RN or APN has trained to perform the delegated nursing task.

Although in many cases a teacher or teacher's aide performs the delegated nursing services, these are not considered PCS and must be billed under Nursing Services instead of PCS. Furthermore, this time should be **deducted** from the Personal Care daily total.

Please note: Private Duty Nursing (PDN) services are considered SHARS Nursing Service when provided by a RN or APN employed or contracted by the school district. If the PDN is contracted by the parent or the parent's insurance then the services are considered PDN services and are **not** billable under SHARS.

SIMULTANEOUS BILLING: PCS & ANOTHER SHARS SERVICE

PC services may be billed simultaneously along with another SHARS service if it is **required** that both services be provided during the same therapy session or time frame.

For example, in this case the PC Teacher/Aide and Physical Therapist may bill simultaneously for PC and PT services because it is required of the PC Teacher/Aide to assist the therapist position and maintain student in adaptive equipment during PT therapy session.

If the PC teacher/aide is not required to assist during the delivery of another SHARS service, then there is no billable PC time. Furthermore, the total time for the "other" SHARS service must be deducted from the PC daily total as well as any other time not spent providing a PC service.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- Teacher or Teacher Aide
- Designated PC Attendant other than minor client's legal/foster parent/guardian or the client's spouse
- Anyone 18 yrs of age or older and trained to provide PC services required by the specific student and is employed or contracted by the district

Supervisor Signature Required

No
No
No

Please note: Any time by student or parent volunteers is not billable and should not be considered for billing.

ARE SESSION NOTES REQUIRED?

No. However, the following documentation is required: billable start time and billable stop time, with notation as to activity performed.

NURSING SERVICES

DESCRIPTION

School districts may deliver any health service that the ARD Committee determines to be necessary for an eligible student to fully participate in school. Nursing services are skilled nursing tasks, as defined by the Texas Board of Nursing (BON) that are included in the student's IEP. Nursing services may be direct nursing care or medication administration. Examples of reimbursable nursing services include, but are not limited to, the following:

Because of the wide variation in individual needs, it is impossible to develop an all-inclusive list. However, the following services may be viewed as some examples:

- Inhalation therapy
- Ventilator monitoring
- Tracheostomy care
- Gastrostomy care
- Ileostomy care
- Catheterization
- Tube feeding
- Suctioning
- Client training
- Assessment of student's nursing/personal care services needs

The ARD minutes should include recommendations derived from the RN/APN or physician's evaluation of the student's nursing services needs. Nursing services need to be stated with the same level of detail as is provided for the other related services. However, due to the type of services, it may be appropriate to add language such as "as needed".

BILLABLE TIME – Maximum 4 hrs per day

Individual or Group Setting: Billable as both Individual and Group Setting

Direct time with the student present (by any APPROVED PROVIDER)

• Medication Administration (per visit)

The routine oral medication administration is intended for those routine situations where the student comes to the office to receive his/her medication, i.e., a task with direct time of a few minutes with the student.

• Nursing Services/Treatment Administration (accumulation of 8 minutes or more)

If the medication administration task requires mixing the medication with food, feeding the student, monitoring the student after medication or another more lengthy period of direct Nursing time with the student; or injections; or inhalation therapy, then this time should be billed under the Treatment Administration code rather than the Medication Administration code.

Note: ARD time is NOT a billable SHARS service.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing	Delegation Authority	Supervisor Signature Required
• Registered Nurse (RN)	Yes	No
• Advanced Practitioner Registered Nurse (APRN) Including NPs and CNSs	Yes	No
• Licensed Practical Nurse (LPN)	No	No
• Licensed Vocational Nurse (LVN)	No	No
• School Staff/Clinic Aide w/RN Delegation	No	No

Note: TAC §225 RN Delegation to Unlicensed Personnel and Tasks Not Requiring Delegation in Independent Living Environments for Clients with Stable and Predictable Conditions.

ARE SESSION NOTES REQUIRED?

No. However, the following documentation is required: billable start time, billable stop time, and total billable minutes, with notation as to school health services activity performed (i.e., the skilled nursing task as defined by the Board of Nurse Examiners (BNE) and as listed in the IEP).

SPEECH-LANGUAGE PATHOLOGY EVALUATION

DESCRIPTION

Evaluation services include the identification of children with speech or language disorders and the diagnosis and appraisal of specific speech and language disorders. Evaluation of speech, language, voice, communication, auditory processing, etc.

BILLABLE TIME – Maximum 3 hrs over multiple days

Individual or Group Setting: Billable as Individual Only

Direct SLP evaluation time with student present; must identify the type of activity performed from the following:

No. 21 Evaluation of speech fluency (e.g., stuttering, cluttering)

No. 22 Evaluation of speech sound production (e.g., articulation, phonological process, apraxia, dysarthria)

No. 23 Evaluation of speech sound production (e.g., articulation, phonological process, apraxia, dysarthria); **with** evaluation of language comprehension and expression (e.g., receptive and expressive language)

No. 24 Behavioral and qualitative analysis of voice and resonance

Note: Activities No. 22 and 23 will be denied if billed for the same date of service. Indirect time for interpretation and report writing, and time spent in ARD is not a billable SHARS service. Observation time is only billable if it is conjunction with direct testing. **Important:** Please assure the Speech evaluation has been signed by the SLP.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- ASHA/ASHA Equivalent SLP (w/Texas License & Master's)
- Grandfathered SLP (w/TX License & Master's)
- Grandfathered SLP (w/TX License only)
- Licensed SLP Intern
- Licensed SLP Assistant
- TEA-Certified Speech Therapist

Supervisor Signature Required

No
No
Yes
Yes
Yes
Yes

*Please see
Supervisor
Responsibilities
on page 21*

ARE SESSION NOTES REQUIRED?

No. However, the following documentation is required: billable start time, billable stop time, and total billable minutes, with notation as to activity performed (i.e., Speech Evaluation).

SPEECH-LANGUAGE PATHOLOGY THERAPY

DESCRIPTION

Treatment of speech, language, voice, communication, and/or auditory processing disorder (includes aural rehabilitation); with services delivered under an outpatient speech-language pathology plan of care

BILLABLE TIME – Maximum 1 hr per day

Individual or Group Setting: Billable as both Individual and Group Setting

Direct SLP Therapy time with student present, including assisting the student with learning to use adaptive equipment and assistive technology. Speech therapy services include the provision of speech and language services for the habilitation or prevention of communicative disorders.

Note: ARD time is NOT a billable SHARS service. Consultation time spent training teachers/aides to work with a student is billable only if therapist works directly with student during the consultation time.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- ASHA/ASHA Equivalent SLP (w/Texas License & Master's)
- Grandfathered SLP (w/TX License & Master's)
- Grandfathered SLP (w/TX License only)
- Licensed SLP Intern
- Licensed SLP Assistant
- TEA-Certified Speech Therapist

Supervisor Signature Required

No
No
Yes
Yes
Yes
Yes

*Please see
Supervisor
Responsibilities
on page 21*

ARE SESSION NOTES REQUIRED?

Yes. Session notes should include the following minimum documentation: billable start time, billable stop time, billable total minutes, activity performed during session, student observation, and related IEP objective.

SPECIAL TRANSPORTATION SERVICES

DESCRIPTION

Transportation services in a school setting may be reimbursed when they are provided on a **specially adapted** vehicle and if the following criteria are met:

- Provided to or from a Medicaid-covered service on the day for which the claim is made
- A child requires transportation in a **specially adapted vehicle** to serve the needs of the disabled
- A child resides in an area that does not have school bus transportation, such as those in close proximity to a school
- The Medicaid services covered by SHARS are included in the student's IEP
- The special transportation service is **included** in the student's IEP

Effective for dates of service after September 1, 2006, the definition of a specially adapted vehicle is one that has been physically modified (**e.g., addition of a wheelchair lift, addition of seatbelts or harnesses, addition of child protective seating, or addition of air conditioning**). A bus monitor or other personnel accompanying children on the bus is **NOT** considered an allowable special adaptive enhancement for Medicaid reimbursement under SHARS specialized transportation. Specialized transportation services reimbursable under SHARS requires the Medicaid-eligible special education student has the following documented in his or her IEP:

- The student requires a specific physical adaptation or adaptations of a vehicle in order to be transported
- The reason the student needs the specialized transportation

BILLABLE TIME (INDIVIDUAL OR GROUP SETTING: INDIVIDUAL, ONE WAY TRIP)

Reimbursement for covered transportation services is on a student one-way trip basis. If the student receives a billable SHARS service (including personal care services on the bus) and is transported on the school's specially adapted vehicle, the following one-way trips may be billed:

- From student's residence to school;
- From school to student's residence;
- From student's residence to a provider's office that is contracted with the district;
- From a provider's office that is contracted with the district to the student's residence;
- From school to a provider's office that is contracted with the district;
- From a provider's office that is contracted with the district to the school;
- From school to another campus to receive a billable SHARS service; or
- Back to student's campus from the campus where the student received the SHARS service.

Documentation of each one-way trip provided must be maintained by the school district (e.g., trip log). This service must not be billed by default simply because the student is transported on a specially adapted bus.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- School Bus Driver or Designee

Supervisor Signature Required

No

ARE SESSION NOTES REQUIRED?

No. However, a transportation log is required.

SPECIAL TRANSPORTATION ATTENDANT - PERSONAL CARE ON BUS

DESCRIPTION:

Personal care attendant services or attendant care services are covered under the state's Medicaid program to include the range of human assistance provided to persons with disabilities and chronic conditions of all ages that enables them to accomplish tasks that they would normally do for themselves if they did not have a disability.

Assistance may be in the form of hands-on assistance (actually performing a personal care task for a person) or cuing so that the person performs the task by him/herself. Such assistance most often relates to performance of Activities of Daily Living (ADLs) and Instrumental ADLs (IADLs). Included in these ADLs are special transportation aide services (escort services).

Please Note: The need for a Special Transportation Personal Care Attendant must be stated in the IEP.

BILLABLE TIME (INDIVIDUAL OR GROUP SETTING: INDIVIDUAL & GROUP, ONE WAY TRIP)

Personal Care Bus Aide Services delivered on a one-on-one basis to one student or on a group basis to more than one student. The transportation log would include the Bus Aide's own attendance for each trip and include a place for this person to sign and date the form as well as including whether the service was group or individual.

Please Note: ARD time is NOT a billable SHARS service.

APPROVED PROVIDER(S) CRITERIA

Approved for SHARS Billing

- Special Transportation Bus Attendant
- Designated Personal Care Attendant

Supervisor Signature Required

No
No

ARE SESSION NOTES REQUIRED?

No. However, a transportation log is required.

School Health and Related Services – SHARS

SESSION NOTES

Requirements Pursuant to Medicaid Compliance

Pursuant to new FY2005 Medicaid requirements concerning “Session Notes” for the following direct services (excluding Evaluations) being delivered under the SHARS program:

Audiology Services	Counseling Services	Psychological Services
Occupational Therapy Services	Physical Therapy Services	Speech Therapy Services

Session notes are only required for direct treatment and/or therapy services provided to Medicaid eligible students with special needs. At a minimum, session notes will require the following criteria for each session of direct treatment and/or therapy that is provided to the student:

- **Actual start and stop time for the session,**
- **Total minutes for the session,**
- **Narrative description of the primary activity performed during the session,**
- **Narrative description of the provider's observation of the student during the session, and**
- **Primary IEP goal addressed during the session.**

The session notes must be sufficient so that during the scope of a Medicaid audit and/or review, an auditor will have sufficient documentation to determine that the SHARS was delivered.

Please Note: The “Session Notes” will be required in addition to any other support documentation that fully documents the delivery of SHARS Services. The records retention period for the session notes and supporting documentation will be seven (7) years to support any possible Medicaid audit.

PROVIDER LICENSURE and/or CERTIFICATION REQUIREMENTS

As a requirement for Medicaid compliance, Providers and/or Clinicians must keep their appropriate licensure and/or certification current to provide direct SHARS services.

In addition, these SHARS services must be administered by district personnel who meet all SHARS licensure and/or certification requirements as listed accordingly.

SHARS SERVICE	QUALIFICATIONS FOR APPROVED SHARS PROVIDERS	SUPERVISOR SIGNATURE REQUIRED
ASSESSMENT	<ul style="list-style-type: none"> • Licensed Specialist in School Psychology (LSSP) • Licensed Psychiatrist • Licensed Psychologist 	No No No
AUDIOLOGY	<ul style="list-style-type: none"> • Licensed Audiologist • Licensed Audiologist Assistant 	No Yes
COUNSELING	<ul style="list-style-type: none"> • Licensed Professional Counselor (LPC) • Licensed Clinical Social Worker (LCSW; formerly LMSW-ACP) • Licensed Marriage and Family Therapist (LMFT) 	No No No
PSYCHOLOGICAL	<ul style="list-style-type: none"> • Licensed Psychiatrist • Licensed Psychologist • Licensed Specialist in School Psychology (LSSP) 	No No No
ASSESSMENT SERVICES (Rx)	<ul style="list-style-type: none"> • Physician (MD/DO) • Physician Assistant (PA) • Advance Practitioner Nurse (APN) 	No No No
OCCUPATIONAL THERAPY	<ul style="list-style-type: none"> • Licensed OT (LOT) • Certified OT Assistant (COTA) 	No Yes
PHYSICAL THERAPY	<ul style="list-style-type: none"> • Licensed Physical Therapist (LPT) • Licensed Physical Therapist Assistant (LPTA) 	No Yes
PERSONAL CARE SERVICES	<ul style="list-style-type: none"> • Teacher/Aide • Designated Personal Care Attendant 18 yrs or older and trained to provide required PCS 	No No
NURSING SERVICES	<ul style="list-style-type: none"> • Registered Nurse (RN) • Advanced Practitioner Nurse (APN) • Licensed Practical Nurse (LPN) • Licensed Vocational Nurse (LVN) • School Staff/Clinic Aide w/RN delegation 	No No No No No
SPECIAL TRANSPORTATION	<ul style="list-style-type: none"> • School Bus Driver or Designee 	No
SPECIAL TRANS. PERSONAL CARE SERVICES	<ul style="list-style-type: none"> • Special Transportation Bus Aide or Designee 	No

PROVIDER LICENSURE and/or CERTIFICATION REQUIREMENTS

SHARS SERVICE	QUALIFICATIONS FOR APPROVED SHARS PROVIDERS	SUPERVISOR SIGNATURE REQUIRED
<p>SPEECH-LANGUAGE PATHOLOGY THERAPY</p>	<ul style="list-style-type: none"> • ASHA/ASHA Equivalent SLP (w/TX license & Master’s) • Grandfathered SLP (w/TX License & Masters) • Grandfathered SLP (w/TX License only) • Licensed SLP Intern • TEA-Certified Speech Therapist • Licensed SLP Assistant 	<p>No No Yes Yes Yes Yes</p>

SUPERVISOR RESPONSIBILITIES:

The only positions who can supervise other providers of speech language services are:

- ASHA Speech-Language Pathologist w/Texas License
- ASHA Equivalent (SLP w/Master's and Texas License)
- Grandfathered SLP (w/TX License & Masters – deemed ASHA equivalent)

The supervision must meet the following provisions:

- Supervising Speech-language pathologist provides sufficient supervision to ensure appropriate completion of the responsibilities assigned.
- Documentation exists of direct involvement of the supervising speech pathologist in overseeing the services provided.
- The speech pathologist providing the direction must ensure that the personnel carrying out the directives meet minimum qualifications set forth in the rules of the State Board of Examiners for Speech-Language Pathology and Audiology relating to Licensed Interns or Assistants in Speech-Language Pathology.

The Center for Medicare & Medicaid Services (CMS) interprets “under the direction of SLP,” as the speech-language pathologist who:

- Is directly involved with the individual under his or her direction
- Accepts professional responsibility for the actions of the personnel he or she agrees to direct
- Sees each student at least once
- Has input about the type of care provided
- Reviews the student after the therapy begins
- Assumes professional responsibility for the services provided

IMPORTANT REMINDERS and INFORMATION

RANDOM MOMENT TIME STUDY (RMTS)

All SHARS Providers and Selected participants must take part in the Random Moment Time Study (RMTS) as required when participating in the SHARS program.

BEFORE YOU CREATE SHARS BILLING, MAKE SURE THE FOLLOWING CRITERIA ARE MET:

- The SHARS service must be stated in the student's ARD/IEP (such as a Personal Care Supplement form).
- The student is under 21 years of age with a disability and is Medicaid eligible.

PARTICIPATION IN THE SHARS PROGRAM does not preclude a child from receiving similar or additional services by parent choice under another Medicaid program or provider in the private sector.

LICENSURE/CERTIFICATION

As a requirement for Medicaid compliance, Providers and/or Clinicians must keep their appropriate licensure and/or certification current to provide direct SHARS services. **DO NOT** submit visits for any time that your licensure and/or credentials have lapsed or are in a "grace period" status.

PHYSICIAN'S REFERRAL/PRESCRIPTION

Before SHARS billing may occur for Occupational Therapy (OT), Physical Therapy (PT), and Speech Therapy (SP), a Physician's Referral/Prescription must first be obtained for students who have been identified as Medicaid eligible. **However**, for Speech Therapy, a Speech-Language Pathology Evaluation may take the place of a physician's referral if performed or approved by a fully licensed SLP. **IMPORTANT:** The Speech Evaluation **MUST** be signed by a licensed SLP.

IMPORTANT NOTICE REGARDING ARD TIME

Time spent during the ARD is not a billable SHARS service and should not be submitted for SHARS billing.

WHEN CREATING eSHARS BILLING, PLEASE MAKE SURE THAT YOU:

- Do not add a Student that already exists in the eSHARS system.
- Include the correct Visit Date, Visit Start Time, Visit Length of Time, and Type of Visit.
- Assure the student was in attendance on the days you are billing for.
- Create each Visit and Save any new changes otherwise the changes may be lost.

MAINTAIN YOUR VISITS BY:

- Periodically reviewing Pending Visits and change status to Ready to Bill (if applicable). Visits that do not require a Supervisor Signature will automatically default to a Ready to Bill Status after 3 days.
- Periodically checking the Communication Tab.

TEXAS MEDICAID CLIENT HOTLINE and WEBSITE

Refer Students, Parents, or Guardians to the Medicaid Hotline (800-252-8263) or website at www.medicaid.gov/Medicaid-CHIP-Program-Information/By-State/texas.html for the following:

- Medicaid Enrollment and Eligibility Requirements
- Medicaid Application Information and Assistance
- Star Managed Care Enrollment Information
- Medicaid Benefits and Services Information
- Medicaid ID Form (Questions About)
- Medicaid Transportation Assistance
- Texas Health Steps Program: (EPSDT) Early and Periodic Screening, Diagnosis and Treatment
- Medicaid Client Assistance: Case Information, Change of Address, or other Client Services

Certificate of Attendance

This certificate verifies that

Participated in an  training session
for the 2016-2017 school year.

This training session covered SHARS policy and audit criteria
as well as an in depth review of the eSHARS web-based system.

Trainer

Date

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