SHARS Overview

- Medicaid services provided by school districts in Texas to Medicaid-eligible students are known as School Health and Related Services (SHARS). The oversight of SHARS is a cooperative effort between the Texas Education Agency (TEA) and Health and Human Services Commission (HHSC). SHARS allow 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).
Desk Review

- District/charter is required to provide needed documentation to TEA within 30 day timeline
  - Electronic submission
- TEA Review
- LEA Draft
- Final Review to HHSC
- HHSC Report of Findings

On-Site Review

- Entry Interview
- Activities may include, but not limited to:
  - Interviews, including Superintendent interview
  - Meet with SHARS coordinating group
  - Folder/document review
  - Classroom observations
  - Parent Survey
- Exit Interview and Summary
- HHSC Report of Findings
Documentation

• Minimum and not all-inclusive list:
  – Signed consent to bill Medicaid by parent or guardian
  – ARD/IEP documents (medical necessity; examples of SHARS services)
  – Attendance records
  – Assessment/evaluations
  – Current provider qualifications (current licenses and certifications)
  – Attendance records
  – Written agreements (contract) for contracted service providers
  – Required prescriptions or referrals for services
  – Medical necessity documentation (e.g., diagnoses and history of chronic conditions or disability)


Documentation

– Supervision logs
– Session notes or service logs, including provider signatures
– Transportation documentation (daily trip logs; maintenance logs/records; bus documentation; documentation for cost report)
– Claims Submittal and Payment Histories (R&S Reports and General Ledger)
– Copies of signed/notarized quarterly Certification of Funds (COF) letters and supporting documentation, including quarterly COF Reports.

• In addition, the SHARS Cost Report and all supporting documentation should be collected and maintained for SHARS records.

Common Findings

- Medicaid ID number not on all pages
- Annual written notice not verified
- Documented service does not match IEP
- IEP does not indicate setting (group/individual)
- IEPs missing nursing services information, including information for services
- Attendance records do not match dates services are billed

Common Findings

- District logs missing information
  - District must have proof they are providing the service and need evidence
  - District log and SHARS log should match
- Nurses’ logs are not maintained as the SHARS log
- Documents not always maintained for 7 years
Common Findings: Personal Care Services (PCS)

- Instructional vs. Assistance
- PCS documentation is the same regardless of setting
- Need for PCS is not linked to medical necessity
- IEP does not indicate setting or time

Transportation

- Special education transportation does not automatically equal Medicaid
- The specialized transportation needs must be included in the IEP (must include the type of adaptation that is required on the vehicle and why the student needs/requires that adaptation), and
- The child requires transportation in a school bus adapted to serve the needs of a student with a disability.

Cost Reports

- Cost report is due on or before April 1
- Cost reports will be going through desk audit this spring via HHSC

Helpful Links

- HHSC Rate Analysis SHARS website:
  - https://rad.hhs.texas.gov/acute-care/school-health-and-related-services-shars