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School Health and Related Services

Personal Care Services

What is SHARS?

- Medicaid services provided by school districts in Texas to Medicaid-eligible students are known as School Health and Related Services (SHARS).
 - SHARS allows local school districts, including public charter schools, to deliver and be reimbursed for certain medically-necessary Medicaid health-related services.
- The Individual Education Plan (IEP) is constructed by the provider's Admission, Review & Dismissal (ARD) committee and includes all health-related services the student requires in order to receive a free appropriate public education.
 - These services are not necessarily reimbursable through the SHARS program.



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What is SHARS?

- If the student is in Medicaid and any health-related services the student receives are also SHARS services, the school may seek reimbursement from Medicaid for providing those services.
- Billing Medicaid for SHARS requires parental consent.



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What is SHARS?

Services covered by SHARS includes:

- Audiology services
- Counseling
- Nursing services
- Occupational therapy (OT)
- Personal care services (PCS)
- Physical therapy (PT)
- Physician services
- Psychological services, including assessments
- Speech therapy (ST)
- Transportation in a school setting



For these services to be reimbursable through SHARS they must be provided by qualified personnel who are under contract with or employed by the school district.

How is SHARS Reimbursed?

SHARS reimbursement is provided for students who meet all of the following requirements:

- Are 20 years of age and younger and eligible for Medicaid
- Meet eligibility requirements for special education described in the Individuals with Disabilities Education Act (IDEA)
- Have IEPs that prescribe the needed services



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How is SHARS Reimbursed?

- To be reimbursed for delivering Medicaid services, CMS, the federal Medicaid oversight agency, requires:
 - School districts to complete annual cost reporting
 - Cost reconciliation
 - Cost settlement processes
- CMS also requires SHARS providers to participate in Random Moment Time Studies (RMTS)



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What is PCS?

In Texas Medicaid, Personal Care Services (PCS) are support services provided to individuals who require:

- Assistance with activities of daily living (ADLs)
- Instrumental activities of daily living (IADLs)
- Health-related functions

...because of a physical, cognitive, or behavioral limitation related to an individual's disability or chronic health condition



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What is PCS?

- ADLs include:
 - Eating, bathing, dressing, toileting (including diapering), transferring, and maintaining continence
 - ADLs may also include assistance with mobility services
 - The ability to move between locations in the individual's environment
- Not all of these activities will be applicable/relevant in the school setting and/or for a particular child



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What is PCS?

IADLs capture more complex life activities and include:

- Personal hygiene
 - Light housework
 - Essential household chores
 - Laundry
 - Meal planning and preparation
 - Transportation
 - Grocery shopping
 - Communication by telephone or other media, medication management
 - Managing finances
 - Getting around and participating in the community
 - Limited exercises to increase range of motion and flexibility
- Not all of these activities will be applicable/relevant in the school setting and/or for a child



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What is PCS?

- Assistance may be in the form of:
 - “Hands-on Assistance” which is actually performing a personal care task for a person
 - “Cueing” the person so that the person performs the task by him/herself
 - Redirecting, monitoring, and observing that are medically necessary and an integral part of completing a personal care service
- PCS are provided by someone other than the minor client’s legal or foster parent/guardian or the client’s spouse



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What is *not* PCS?

- Assistance with ADLs or IADLs that a typically developing child of the same chronological age could also not safely and independently perform without adult supervision
- Teaching a life skills class
- Cueing educational tasks



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Documentation of PCS

- **To bill for one-to-one PCS:**
 - All individual PCS must be documented by including in the service log the start time and stop time for each PCS task/episode throughout the day
 - With minutes accumulated for the day for all PCS delivered in an individual setting and converted to units, with checkboxes for the various types of PCS delivered
- Documentation must include the signature of the individual that provided PCS



Documentation of PCS

- **To bill for group PCS:**
 - PCS may be documented by indicating the various types of personal care services delivered, and
 - Group PCS must document the start time and stop time for each day
- Documentation must include the signature of the individual that provided PCS



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Documentation of PCS

Example of documentation in the IEP for group PCS with intermittent one-on-one PCS

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.

Insufficient documentation

- “Bobby” needs group and one-on-one PCS throughout the day.
- Bobby is wheelchair bound.



Billing for PCS

| Procedure Code | Service |
|-----------------------|--|
| T-1019-U5 | PCS in the school, each 15 minutes, individual |
| T-1019-U5-UD | PCS in the school, each 15 minutes, group |
| T-1019-U6 | PCS on the bus, each student one-way trip, individual |
| T-1019-U6-UD | PCS on the bus, each student one-way trip, group |



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Personal Care Services Frequently Asked Questions

FAQs - 1

Q: Who is qualified to provide PCS?

A: The Medicaid state plan for children's services outlines the requirements for a qualified provider in §42 CFR 440.167.

- PCS must be provided by a qualified provider who is 18 years or older
- Has been trained to provide the personal care services required by the client
- This can include the bus monitor/aide on the bus, special education teacher and special education teacher's aide.



FAQs - 2

Q: If a student needs constant monitoring all day, even during instructional time, is the entire day billable as personal care services?

A: The IEP should clearly justify the need for constant monitoring and any other PCS (such as toileting, feeding, etc.) required during the school day. The IEP and supporting documentation justifying the medical necessity of PCS needs to answer the following questions or provide the requested documentation.

Examples of PCS:

- When/where are the personal care services are needed;
- Reason for PCS (such as medical necessity, etc.); and
- Why student cannot perform the age appropriate task



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FAQs - 3

Q: Can personal care services be billed under nursing services?

A: No, personal care services are not skilled nursing tasks.

- PCS must be billed as PCS and nursing services must be billed as nursing tasks.
- If there is uncertainty whether a task is a personal care service or a nursing service
 - The SHARS provider should check with their RN or APN who can make that determination.



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FAQs - 4

Q: If a nurse changes the diaper for a child receiving personal care services during a life skills class, is this billed under nursing services?

A: In order to bill SHARS for nursing services, it must be documented in the IEP.

- Billing the diaper change as a nursing service would depend on whether the diaper changing required the special skills of a nurse
 - For example, a child with Spina Bifida requiring the application of a salve: In this case the diaper change could be billed under nursing services.
 - If the nurse changed the diaper because the child felt comfortable with the school health professional, then the diaper change could not be billed under nursing services.



FAQs - 5

Q: How do you bill for a full-time childhood special education setting (Early Childhood Intervention – ECI) as it relates to PCS?

- **This setting consists of 3-5 students who have many assistants in the classroom to assist them in most everything they do.**
- **Most are severe.**
- **Would this be a group PCS?**

A: ECI is a separate Medicaid program and is not billable under SHARS.



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FAQs – 6

Q: We have a student in PPCD (Preschool Program for Children with Disabilities) who requires PCS but does not require one-on-one PCS.

- **This student is in the classroom from 8 am to 2 pm or 6 hours/360 minutes.**
- **The IEP deducts 60 minutes a day for lunch, etc., showing only 300 minutes.**
- **Can the hour for lunch, etc. be included in the group PCS claim?**
- **The student must still be fed, changed, cared for during this hour.**



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FAQs – 6

A: No, because those 60 minutes are not in the student's IEP.

- If it is not in the IEP, the service cannot be a SHARS reimbursable service.
- However, if the IEP was changed to include the 60 minutes for lunch because it's medically necessary, the school district would be able to bill for PCS provided during lunch, beginning with the effective date of the change.



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FAQs – 7

Q: For the Community-based instruction/ Vocational training:

- **We feel that some activities fall under housekeeping or money management chores, but some activities do not**
- **Teaching a student how to react in their environment as they transition from one class to another or from classroom to lunchroom, from school to work program, etc.**
- **Can guidance be provided for Personal Care services definitions and explanations that include Community-based instruction/Vocational training?**



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FAQs – 7

A: In order to bill for PCS services for activities that occur in the Community-based instruction/Vocational training

- The activities must meet the criteria of support services provided to clients who meet the definition of medical necessity and
- Require assistance with ADLs, IADLs, and health-related functions because of a physical, cognitive, or behavioral limitation related to a client's disability or chronic health condition, and
- It must be documented in the IEP



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FAQs – 8

Q: If the Visual Impairment Specialist(s) is working with a student to assist them in adapting in the classroom using various methods and devices in order to complete assignments.

- Would this type of service be considered a "Personal Care" service by Medicaid definitions & therefore be billable, or at the least "not deducted" from the rest of a student's personal care day?**

FAQs – 8

A: The Vision Impairment provider can review the visually-impaired student's classroom documents and/or the PCS provider's notation of specific type of PCS provided to be sure that she agrees that the VI specialist is providing PCS in that she is assisting the student with the performance of ADLs and IADLs because the student is not able to perform the age appropriate tasks due to his/her disabilities.

- Services provided by Orientation and Mobility Specialists often meet the definition of PCS for visually-impaired students.



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FAQs – 9

Q: Can we bill SHARS for special transportation and PCS, including PCS on the bus, if the IEP does not list special transportation, but does indicate transportation aid on the personal care attendant schedule of services?



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FAQs – 9

A: If the medical necessity for the PCS is documented in the IEP (to include PCS on the bus), the PCS on the specialized transportation vehicle (PCS on the bus) can be billed to SHARS.

- The specialized transportation (bus ride) cannot be billed to SHARS because there is no medical necessity for the specialized transportation documented in the IEP.
- In order to bill SHARS for specialized transportation, the IEP would have to list that the child requires a specific adaptation(s) on a bus/vehicle and why the specific adaptation(s) are needed.



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FAQs – 10

Q: If a student has speech therapy in the life skills classroom because the student can become combative and the therapist wants the teacher's aide to be readily available to assist with the student, should the speech therapist's time be backed out of the total time for PCS?



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FAQs – 10

A: Yes. When the speech therapist begins therapy in the life skills classroom, the group PCS should be documented with a stop time and the speech therapist's time should be documented with start and stop time for the period of the therapy session.

- Because the teacher's aide is simply present in the classroom during the speech therapy, no PCS is being performed and cannot be billed.
- However, if the teacher's aide is actually required to provide PCS during the same time the speech therapist is providing speech therapy (and documented in the IEP justifying the medical necessity of PCS during speech therapy time), then the PCS could be billed as individual PCS and documented with start and stop time.



FAQs – 11

Q: We have two students that arrive early and are met by their aide at the bus stop.

- **When do we start billing PCS for SHARS?**

A: If the service is documented in the IEP (including justifying the medical necessity of PCS), the school can begin billing PCS when the aides meet the child at the bus stop.

- The same applies for after school.



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Personal Care Services Examples

Examples – 1

In a class of 3 and/or 4 year olds, students are expected to sit on the carpet for circle time.

- John has difficulty identifying a place to sit and staying on the carpet.
- One of his IEP goals is to sit independently.
- A red tape box is placed on the carpet and John is reminded to sit within the boundaries of the box during circle time.
- Within a few weeks, John becomes successful, the box is reduced to a red dot on the carpet. (This technique may also be used for general education students.)

May not be eligible for PCS because support is educational and/or age appropriate.



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Examples – 2

Jana is a fourth grader with Autism.

- Her IEP schedule includes general education science, social studies, and electives with support.
- The IEP special education setting includes self-contained reading and math classes.
- Due to her limited communication skills, the IEP requires staff support during lunch as well as to and from the bus.

May be eligible for PCS during lunch and transitions to and from the bus because support is medical.



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Examples – 3

Jill does not wear diapers, but does not toilet independently.

- She has cerebral palsy and is unable to adjust clothing due to physical limitations.
- Staff assist Jill to remove and replace clothing when she toilets.

May be eligible for PCS because support is medical.



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Examples – 4

Zane is a student with only a Speech Impairment in the area of voice.

- During unstructured time, he runs away from the group and hides in the building.
- As part of the Behavior Intervention Plan in the IEP, the campus has an emergency plan to call Ms. Heal when this occurs.
- With encouragement, he responds to Ms. Heal when asked to return to his class.

May not be eligible for PCS because behavior challenges are not a part of his disability.



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Questions?



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Thank you

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