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To: School Supportive Health Services Program (SSHSP) Providers

From: Steven Wright – Coordinator, Medicaid Unit 

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Subject: SSHSP Relevant Employee Training - Post-Compliance Agreement

For the past three years, the New York State Education Department (SED) has implemented a mandatory SSHSP training program for relevant employees, as required by the New York State (NYS) Compliance Agreement between NYS and the Centers for Medicare and Medicaid Services (CMS). The training program consisted of three phases and was designed to ensure that relevant employees are aware of all applicable laws, regulations and standards of conduct for participation in the Medicaid program. Thank you to all who participated in those training sessions, whether in person or online.

SED will continue its SSHSP training program post-Compliance Agreement. In an effort to ensure all billing providers (school districts and counties) are familiar with the SSHSP billing and claiming requirements and all updates, NYS will continue to require the following main four relevant employees attend an in-person “Medicaid Update” training session annually:

- School District Business Official/County Fiscal Officer
- School District/County Special Education Director
- School District/County Medicaid Billing Clerk
- School District/County Compliance Officer

These training sessions will be held quarterly by each [Regional Information Center \(RIC\)](#) and these main four relevant employees must attend at least one (1) in-person “Medicaid Update” training session each calendar year. Failure to have these four main relevant employees trained each calendar year may result in the school district or county not being able to submit claims through the SSHS Program. All other relevant employees are welcome to attend an in-person training session. Each RIC and SED will be maintaining a database of those who attend these training sessions. The “Medicaid Update” training sessions will mainly focus on updates to the SSHSP billing and claiming requirements.

The schedule of “Medicaid Update” training sessions can be accessed at the following link: [2013 Medicaid Training](#).

In addition, SED is developing training modules designed to educate users (or relevant employees) on specific SSHSP topics (e.g. speech therapy, claiming procedures) and will post those modules on the Medicaid-in-Education website at <http://www.oms.nysed.gov/medicaid/> as they become approved or updated. These training modules are not mandatory, but are provided as an additional resource to assist relevant employees in their work in the SSHSP.

It is the responsibility of each billing provider to ensure their relevant employees are properly educated on the SSHSP billing and claiming requirements, compliance requirements and updates.

If you have any questions or comments, please contact your local [Regional Information Center representative](#) or the NYS Education Department, Medicaid-in-Education Unit at medined@mail.nysed.gov.