



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

**System to Track and Account for Children (STAC) and Medicaid Unit**

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To: School Supportive Health Services Program (SSHSP) Providers

From: Steven Wright, STAC and Medicaid Director

Date: June 25, 2014

Subject: 2014 SSHSP Training

Consistent with the New York State (NYS) Compliance Agreement with the Centers for Medicare and Medicaid Services (CMS), NYS is providing annual SSHSP training for relevant employees. SSHSP in-person training sessions have been scheduled during the months of July, August and September, 2014.

Morning training sessions are scheduled from 9:00 AM - 1:00 PM and will provide an overview of the SSHSP and training on Certified Public Expenditures (Random Moment Time Study (RMTS) and the Medicaid Cost Reporting and Claiming System (MCRCS)). The afternoon training sessions are scheduled from 1:30 PM - 3:30 PM and will focus on the NYS Compliance Agreement, written compliance policies, federal/state laws, regulations, SSHSP Medicaid policies and procedures and provide important program updates. These morning and afternoon sessions are scheduled together to enable participants to meet all training requirements in one day as opposed to training over multiple days.

The following relevant employees are **required to attend an in-person morning training session:**

- School district/county Compliance Officers (if applicable)
- School district/county RMTS Coordinators
- School district/county staff responsible for the preparation of the SSHSP annual cost report (Business Officials/County Finance Staff)

Failure of these mandated relevant employees to attend a morning training session may result in the school district/county not having access to the MCRCS system which will prevent completion of the 2013/14 SSHSP cost report.

The following relevant employees are **required to attend an in-person afternoon training session**:

- School district/county Compliance Officers (if applicable)

The following relevant employees are invited and encouraged to attend an afternoon training session:

- Medicaid Billing Clerks
- Special Education Directors
- SSHSP Service Providers
- Supervisors of SSHSP Service Providers

Pre-registration with the local Regional Information Center (RIC) is required for both AM and/or PM sessions. **Relevant employees required to attend an in-person training session are encouraged to register in a timely manner to avoid last-minute scheduling issues.** All other relevant employees may attend as appropriate and space permitting.

For questions regarding this memo, please contact [medined@mail.nysed.gov](mailto:medined@mail.nysed.gov).

Thank you for your continued commitment to the SSHSP.