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Steven Wright, Coordinator

To: School Supportive Health Services Program (SSHSP) Providers

From: Steven Wright, Medicaid Coordinator 

Date: August 8, 2011

Subject: SSHSP Compliance Training and Billing Update

As required by the New York State (NYS) Compliance Agreement between New York State and the Centers for Medicare and Medicaid Services (CMS), NYS “shall institute a training program designed to ensure that . . . relevant employees are aware of all applicable laws, regulations and standards of conduct for federal participation in the Medicaid program . . .” Relevant employees are defined in the June 2, 2010 memo entitled, “Tracking Medicaid-in-Education Relevant Employees” located on the Medicaid-in-Education website at http://www.oms.nysed.gov/medicaid/news_announcements/online_form_memo.pdf.

Phase I Compliance Training

Phase I of the mandated annual compliance training program began in June 2010. School districts, counties and §4201 schools were required to submit lists of their relevant employees to the NYS Education Department for inclusion in a statewide database. School districts, counties and §4201 schools were then required to ensure their relevant employees met the mandatory training requirement by having their relevant employees attend either an in-person training session or complete the web-based training. Those mandated to attend an in-person training session for Phase I training were as follows:

School district/county/§4201 school business officials
School district/county/§4201 school special education directors
School district/county/§4201 school Medicaid billing clerks

Phase II Compliance Training

Phase II of the mandated annual compliance training began in May 2011 and will continue through December 31, 2011. This training furthers the discussion on the content of the NYS Compliance Agreement, written compliance policies, federal/state laws, regulations and SSHSP Medicaid policies and procedures.

Similar to Phase I, Phase II requires school districts, counties and §4201 schools to submit updated lists of their relevant employees to the NYS Education Department for inclusion in a statewide

database. Please note that we have discontinued the use of the relevant employee online tracking form, as this process is now being handled by the Regional Information Centers (RICs). Each RIC will be disseminating established relevant employee lists, in a format prescribed by SED, to each school district, county and §4201 school, as appropriate. **Each school district, county and §4201 school is responsible for updating their relevant employee list and submitting it to the appropriate RIC by October 1, 2011.** Those school districts, counties and §4201 schools not providing updated lists to their RIC will be prevented from billing through the SSHSP until this requirement is met. School districts, counties and §4201 schools are also responsible for updating their lists periodically to account for hirings, firings, retirements, transfers and other changes in personnel. Changes to the lists should be communicated to the RICs.

School districts, counties and §4201 schools billing Medicaid through the SSHSP are required to have their relevant employees take the Phase II compliance training by December 31, 2011. The web-based training is scheduled to be available in the summer of 2011. The following relevant employees are required to attend an **in-person** training for Phase II:

School district/county/§4201 school business officials
School district/county/§4201 school special education directors
School district/county/§4201 school Medicaid billing clerks
School district/county/§4201 school compliance officers

Failure to have these relevant employees trained in person for Phase II by December 31, 2011 will result in the school district, county or §4201 school not being able to submit claims through the SSHSP. Relevant employees requiring in-person training are encouraged to attend in a timely manner to avoid last-minute scheduling issues. All other relevant employees may either attend an in-person training session or take the web-based training. The current in-person training schedule is located at http://calendar.nysed.gov/cgi-bin/Calcium.pl?CalendarName=STAC_Training. New training sessions are continually being added, so please check the schedule regularly.

Relevant employees attending an in-person training session who require a confirmation of attendance should e-mail Diana Kaplan dkaplan@mail.nysed.gov with their name, training date and training location. The web-based training will continue to provide a certificate of completion.

SSHSP claims submitted by school districts, counties and §4201 schools not meeting the NYS Compliance Agreement training requirement will be pended until the training requirement is met.

For questions regarding this memo, please contact us at medined@mail.nysed.gov.

Thank you for your continued commitment to the SSHS Program.