

# Medicaid in Education Alert

New York State Office of Health Insurance Programs (NYS OHIP)  
New York State Education Department (NYSED)  
Preschool/School Supportive Health Services Program (SSHSP)  
Medicaid in Education Units

Issue #13-15

TO: All SSHSP Medicaid Providers

FROM: NYS OHIP SSHSP & NYSED  
Medicaid in Education Units

DATE: December 10, 2013

SUBJECT: 2012-13 SSHSP Medicaid Cost Report Update

This Medicaid Alert provides information on the following:

- Access to the Annual Medicaid Cost Report for dates of service between July 1, 2012 and June 30, 2013;
- Supplemental form of Contracted Practitioners for dates of service between July 1, 2012 and June 30, 2013; and
- Cost Report Training in order to receive access to the July 2012 to June 2013 Annual Medicaid Cost Report.

## **Access to the Annual Medicaid Cost Report**

The Annual Medicaid Cost Report covering dates of service between July 1, 2012 and June 30, 2013 will be open in the web-based Medicaid Cost Report and Claiming System (MCRCS) on December 10, 2013. The school district or county's Business Office is responsible for completing the annual cost report. School districts and counties must obtain log-in credentials to complete cost reports in the MCRCS. If a school district or county received access to the MCRCS last year, those log-in credentials are still valid and will allow access to this year's cost report as long as a representative from your school district/county has completed the required training.

If you experience any issues logging in to MCRCS, please contact PCG's hotline at 1-866-912-2974. Any individual who does not have access to the MCRCS should send an email to [NYSSHSP@pcgus.com](mailto:NYSSHSP@pcgus.com) that includes their School District or County, Name, Title, Email Address, Phone Number, and Level of Access requested to receive new credentials. The three levels of access are as follows:

1. Administrator: The administrator is required to "manage" the school district/county's contacts (web-based system users), and is the only level with the ability to certify costs. Administrator access also includes that of the report editor and can add, delete, or edit information in the MCRCS prior to certification.
2. Report Editor: The Report Editor can add, delete or edit information in the MCRCS prior to certification by the Administrator.
3. Report Viewer: The Report Viewer can only view information in the MCRCS and cannot add, delete, or edit information.

For those in need of a tutorial on how to navigate the MCRCS application, there is a prerecorded Webinar offering a step-by-step walkthrough of the system including all updates to the July 2012 to June 2013 report. This prerecorded Webinar, along with other relevant training materials, is posted on the MCRCS dashboard page and the Med-in-Ed website.

School districts and counties are required to submit the July 1, 2012 to June 30, 2013 Cost Reports via the MCRCS no later than **January 31, 2014**.

### **Supplemental Form for Contracted Practitioners**

As indicated in Medicaid Alert #12-07 and #12-08, contracted practitioners, including independent contractors, those employed by independent agencies, and BOCES practitioners, are not to be included in the time study roster. However, the costs for those contracted practitioners will be included in the school district or county's Annual Medicaid Cost Report. For cost reporting purposes, school districts and counties are required to complete a supplemental form identifying the contracted practitioners who provided services during the period July 1, 2012 to June 30, 2013. Only practitioners whose costs are reported as Annual Contract Costs should be included on the Supplemental Form. Practitioners whose services are reported as part of a school district or county's tuition expenses are not to be included. The supplemental form must include the following information:

- First Name
- Last Name
- Title of contracted practitioner
- License Number, if applicable
- NPI number, OR, if working "under the direction of" or "under the supervision of" a qualified practitioner, the name, license #, and the NPI# of the directing/supervising practitioner
- Agency name

The supplemental form (attached in Excel format) for the July 1, 2012 to June 30, 2013 cost reporting period is due **January 31, 2014**.

## **Annual Medicaid Cost Report Training**

Medicaid Alert #13-12 informed SSHSP Billing Providers of online Webinar training sessions which provided an overview of the cost report process. At least one individual from each school district or county is required to participate in a training in order to guarantee that school district or county has access to the July 2012 to June 2013 Medicaid Cost Report. PCG has maintained attendance lists from each of these trainings. Only school districts and counties that are credited with attending a training will receive access to the July 2012 to June 2013 Cost Report in the MCRCS on December 10, 2013.

For those school districts and counties that did not attend a cost reporting webinars and have not received access to the MCRCS, a prerecorded Webinar that provides an overview of the cost settlement process is available on the State Education Department's Med-in-Ed website, the MCRCS dashboard page, and upon request. Additionally, a link to a short online quiz will be available on the MCRCS dashboard page and upon request. The training and quiz will take approximately 55 minutes.

At least one individual from the school district or county must answer all questions to the quiz and notify PCG once it has been completed via email. Please include "2012-13 Cost Report Training" in the subject line of the email. Within the email, include your name and school district or county name and telephone number. Upon reviewing the quiz and providing all answers are correct, PCG will grant the school district or county access to the MCRCS. School districts and counties can anticipate access to the MCRCS within one business day after successful completion of the training.

For more information on the recorded Webinar, quiz, or submission instructions, please contact PCG by phone (1-866-912-2974) or email ([NYSSHSP@pcgus.com](mailto:NYSSHSP@pcgus.com)).