

Medicaid in Education Alert

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

Issue #14-05

TO: All SSHSP Medicaid Providers

FROM: NYS OHIP SSHSP &
NYSED Medicaid in Education Unit

DATE: October 20, 2014

SUBJECT: 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, 2013 and June 30, 2014; and
- Reopening of the Annual Medicaid Cost Report for dates of service from October 1, 2011 through June 30, 2012 and July 1, 2012 through June 30, 2013.

Access to the Annual Medicaid Cost Report for Dates of Service between July 1, 2013 and June 30, 2014

The Annual Medicaid Cost Report covering dates of service between July 1, 2013 and June 30, 2014 is open in the web-based Medicaid Cost Report and Claiming System (MCRCS). 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.

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 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.

School districts and counties are required to submit the July 1, 2013 to June 30, 2014 Cost Reports via the MCRCS no later than December 31, 2014. Any school district or county that has not submitted their cost report by December 31, 2014 for the July 1, 2013 through June 30, 2014 period may be required to return any payments received through their fee-for-service (FFS) interim billing activity for that period.

Reopening of the Annual Medicaid Cost Report for dates of service from October 1, 2011 through June 30, 2012 and July 1, 2012 through June 30, 2013

As a result of changes to the cost settlement methodology required by CMS during the State Plan Amendment Approval (SPA) approval process, school districts and counties will be required to revise the cost reports previously submitted for the periods covering **October 1, 2012 through June 30, 2013 and July 1, 2013 through June 30, 2014.**

PCG will reopen the cost reports for these two periods in the Medicaid Cost Report and Claiming System (MCRCS) on **October 20, 2014** to allow the school districts and counties to address changes to Annual Tuition, Annual Contract Costs and Intergovernmental Agreements sections. School districts and counties will have until **November 21, 2014** to make the following changes:

- 1) Validate the data included in the Intergovernmental Agreement Page for transactions between public entities (i.e., any amount paid to or received from another school district or county), including the amounts entered for:
 - a. Intergovernmental Agreement Contract Expense
 - b. Intergovernmental Agreement Contract Revenue
 - c. Intergovernmental Agreement Tuition Expense
 - d. Intergovernmental Agreement Tuition Revenue
- 2) Remove any amounts that have been moved to the Intergovernmental Agreement Page from the Annual Contract Cost or Annual Tuition Cost Page.
- 3) Move any reported tuition costs paid to BOCES from the Annual Tuition Costs Page to the Annual Contract Costs Page. These costs must be broken out by service type when they are moved to the Annual Contract Costs Page and removed from Annual Tuition.

If school districts and counties fail to make the changes above, **all costs associated with these transactions will be removed from your cost report and no credit will be received.** Please notify us via email when the updates are complete.

Summary of Key Dates

The following table summarizes the key dates and timelines for the completion and submission of the cost reports defined in the prior sections:

Cost Report Period	Open Date	Due Date
July 1, 2013 – June 30, 2014	October 1, 2014	December 31, 2014
July 1, 2012 – June 30, 2013	October 20, 2014	November 21, 2014
October 1, 2011 – June 30, 2012	October 20, 2014	November 21, 2014

School districts and counties should review previous Medicaid Alerts available on the Medicaid-in-Education webpage for additional information about Certified Public Expenditures (CPE), Random Moment Time Study (RMTS) and cost reporting. The following Medicaid Alerts contain information about these topics:

[Medicaid Alert # 12-05](#)

[Medicaid Alert # 12-07](#)

[Medicaid Alert # 12-08](#)

If you have questions or comments regarding this alert, please contact Public Consulting Group at 1-866-912-2974 or at NYSSHSP@pcgus.com.