

# 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

Issue #16-01

TO: All SSHSP Medicaid Providers

FROM: NYS DOH OHIP SSHSP &  
NYSED Medicaid in Education Unit

DATE: January 19, 2016

SUBJECT: Additional Information on Submission of 2011-12 and 2012-13 Certified Public Expenditure (CPE) Forms to the New York State Department of Health

This Medicaid alert provides additional guidance to Preschool/School Supportive Health Services Program (SSHSP) providers regarding the process for submitting certified public expenditure (CPE) forms for the 2011-12 and 2012-13 school years. Guidance is provided in the following areas: optional attestation language, optional additional documentation regarding the Medicaid Cost Reporting and Claiming System (MCRCS), and documentation SSHSP providers can maintain to support their cost reports. This alert also includes a reminder regarding requirements for signatories on CPE forms and an updated, final due date for those who have not yet submitted these required forms or who wish to provide additional information to the Department regarding their cost reports.

## Additional Attestation Language – CPE Forms (Optional)

Medicaid Alert #15-06 contains detailed information regarding stricter interpretation that was applied to the IEP ratio calculation in the 2011-12 and 2012-13 cost reports. If an SSHSP provider has a concern with certifying the CPE form with the Centers for Medicare and Medicaid Services (CMS) and State approved ratios applied to the cost settlement calculation, the note below may be added to the attestation on the CPE form prior to signing and submitting the form via email to [nysshsp@pcgus.com](mailto:nysshsp@pcgus.com).

*Note: Regarding the calculation of the Medicaid Cost Settlement, the following ratios were approved by the Centers for Medicare and Medicaid Services per the State Plan Amendments 11-39A and 11-39B, and were not calculated by Local Education Agencies: the numerator of the Individualized Education Program (IEP) Ratio and the Health Related Tuition Percentages.*

#### Additional Documentation to Accompany the Cost Settlement Summary (Optional)

Some providers have expressed concern regarding the statement in the MCRCs approving the Cost Settlement Summary. The “approval” functionality in this software is necessary to close the report so that the desk review process can be initiated. SSHSP providers concerned with the “Approval” of the Cost Settlement Summary may, at their choosing, transmit a separate document to PCG clarifying that they did not make the two calculations described in the “Note” above. Transmission of such additional documentation is at the discretion of individual SSHSP providers, and is not required.

#### Documentation of 2011-12 and 2012-13 Cost Reports

In addition to maintaining fiscal and programmatic documentation to support their cost reports, SSHSP providers may wish to maintain a copy of Medicaid Alerts #15-06 and #16-01 in their internal files with 2011-12 and 2012-13 cost report information. This would provide a record of the State and federal directives regarding the calculations of the IEP and the Health Related Tuition Percentages ratios for the 2011-12 and 2012-13 school years.

#### CPE Signatory Reminder and Updated Due Date

As Medicaid Alert #15-06 indicated, and as discussed at the training sessions on the cost reporting/CPE process, the completed CPE form must be signed by the **Chief Executive Officer, Chief Fiscal Officer, or Superintendent** of the school district or county. SSHSP providers who have not yet submitted certified and signed CPE forms are reminded to have these forms signed by one of the appropriate signatories, listed above.

All CPE forms must be received by PCG by **Friday, January 29, 2016**. **Failure to return the completed CPE forms may result in the withholding of future SSHSP interim payments.** Once school districts and counties print and sign the CPE form, signed forms should be submitted via email to [nysshsp@pcgus.com](mailto:nysshsp@pcgus.com). If a school district or county does not have the technology to submit the signed CPE form via email, they should contact PCG to request the appropriate address to mail the form.

If you have any questions or comments regarding this alert, please contact the NYS Department of Health at (518) 473-2160 or at [SSHSP@health.ny.gov](mailto:SSHSP@health.ny.gov), or Public Consulting Group (PCG) at 1-866-912-2974 or at [NYSSHSP@pcgus.com](mailto:NYSSHSP@pcgus.com), or the NYS Education Department, Medicaid Unit at [medined@nysed.gov](mailto:medined@nysed.gov).