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TSBS E-Newsletter

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Happy New Year!

Welcome to 2014! We hope you had a great holiday. TSBS is excited to announce several new updates regarding new services and upcoming events. We encourage you to subscribe to our newsletter as we aim to keep you abreast of all the new SHARS information and changes within the program. Wishing everyone a wonderful new year!



2013 Cost Report Training

School districts that have received federal reimbursements for the 2013



Our New Website

Texas State Billing Services is pleased to announce the roll-out of our newly redesigned website. When you log onto www.tsbs.cc, you will notice the site has a



Upcoming Events

Winter TCASE Conference
January 21-22, 2014
Hilton, Austin TX

2013 SHARS Cost Report
Training Webinars
January 14th, 23rd, 28th,
February 6th, 11th, 20th
March 4th, 18th

Winter TASBO Conference
February 26-27, 2014
Austin, TX

2013 Cost Report
Submission Deadline
April 1, 2014

Federal Fiscal Year must submit a 2013 SHARS Cost Report on or before April 1, 2014. Districts must submit their Cost Report by this deadline and no later or the district will be required to return the total federal funds received.

Attendance of the 2013 SHARS Cost Report Training is mandatory. Those who prepare the Cost Report must complete Cost Report training every other year for the odd-year Cost Report in order to receive credit for both years' Cost Report. To have full access to prepare a 2013 SHARS Cost Report, the preparer must attend training for the 2013 Cost Report. Until training requirements have been met the preparer will have "view only" access to the Cost Report. No exemptions from the training will be granted. Training dates available on the [HHSC website](#). If you have any questions about training, please contact the SHARS Rate Analyst at HHSC at:

RA_SHARS@hhsc.state.tx.us
or call 512-730-7400.

It is highly recommended that more than one district contact attend the training. At a minimum, the SHARS Financial Contact who will prepare the Cost Report and a contact from the Special Education office should attend training.



new look as well as a new client portal. As such, we have a new username and password for your district. As before, when you login you can find your district's reports posted on a weekly basis. Some additional features include the ability to upload files, send your TSBS Account Representative a direct message, and a new calendar.

Please feel free to login and take a look around. We will have a separate login for all practitioners which will allow them to view training videos, download forms and check our new SHARS calendar; it will not allow access to district specific reports.

Please let us know if you have any questions.



Speech Therapy Signatures for ASLP's

Regarding the question posed in late November as to the Speech ethics seminar, we have a final answer from Health and Human Services (HHSC) as to whether or not SLP Assistants are able to sign SHARS logs. Per the ethics seminar a comment was made that *licensed Speech Assistants may not write or sign/print any formal*

TASBO comes to Austin

TSBS will be attending the 68th annual TASBO Conference being held in Austin, TX at the Convention Center on February 26-27th. The conference will have 2,700 school finance and operations professionals attending. Please stop by our booth to say hello and interact with some of our knowledgeable SHARS experts. We will have snacks as well as amazing door prizes.

We are excited to announce that our McAllen representatives Tom and Ann Tafel will be joining us as well.



Introducing new training opportunities.

TSBS provides free on-site training for current or new providers anytime; however, if you are unable to schedule an on-site training, feel free to take advantage of our new training videos. We currently have training videos covering the following service areas: Assessment, Nursing, Personal Care, Occupational Therapy, Physical Therapy

document relating to the reimbursement for or the provision of speech-language services. We reached out to HHSC for additional clarification and SLP Assistants can no longer sign any formal document relating to the reimbursement for or the provision of speech-language pathology services.

According to the ruling from HHSC, SLP Assistants are still able to bill using the HIPAA codes assigned to their service area. SLP Assistants should continue to submit their SHARS billing tickets under their name and include the session information as provided to the child. The only change is the signature on the SHARS billing ticket/session notes.

Per the instruction of HHSC, all SLP Assistants who submit SHARS billing tickets/session notes must have the original document signed by the supervising SLP and kept on file with the district for audit purposes.

The following information can be found on the [DSHS website](#)



and Speech Language Therapy. These are short, 3-5 minute trainings that go over SHARS billing requirements for each service area. We also have demos on how to bill your services online through our online billing software, EPIC, as well as a 5-minute RMTS Provider Training video.

You can find these videos [here](#). Contact your TSBS Representative for your login information.

Just one more way TSBS makes SHARS easier for our district!

Additions to the TSBS Team

We are proud to introduce and welcome Holly Bynum and Stefany Carrizales to the TSBS Team. Holly is an Associate Account Representative and will be assisting both Lauren Allgood and Nikki Petre (Regional Account Managers). Stefany is also an Associate Account Representative and will be assisting Cindy Martinez (Senior Account Manager). We are happy to have both ladies on board.

