



Health Service Categories Support Tool

Purpose

The purpose of this document is to support districts in understanding how expenditures may be categorized in the 2021-2026 Locals Services Plan (LSP) or in the FY 2020-21 Annual Report to CDE. Districts using the previous health services list of twenty-four (24) categories may also use this document as they transition to the new list of categories released on October 1, 2020.

Please keep in mind that districts may use their discretion when categorizing health services expenditures. The examples in this document are not meant to be all-inclusive and are just some ways that health expenditures may be categorized.

Instructions

The document is split into six pages by health service category. The header for each section contains the name of the health service category being discussed on that page. Under the header will be a short description on how a district can think about what expenditures can be categorized in that section. There is a bullet point section following that description that lists categories from the previous list of twenty-four (24) categories used by pre-2021-2026 LSPs, whose expenditures could fall under the new category. These bullet points are quickly followed by examples of expenditures, along with how they would be categorized in SHS documents like the LSP or Annual Report to CDE in this format: (Main Category Name > Sub-Category).

Below is a list of the categories and sub-categories:

Main Categories:

1. Nursing
2. Mental Health
3. Student Health
4. Special Service Providers
5. Outreach & Enrollment
6. Transportation

Sub-Categories:

- FTEs/Contracted Personnel
- Equipment/Materials/Supplies
- Professional Development/Trainings
- Assistance/Emergency Funds
- Screenings/Assessments

For additional support or if you have more questions, please contact:

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Category: Nursing

Expenditures in this category may include health services delivered by a licensed nurse, health assistant clinic aid, or intensive health tech. Health-related educational activities directed to nurses, as an example, could also fall under this category. Training related costs for these trainings, like travel, may also be included under this category. Health screenings, when conducted by FTE or contracted personnel under this category, like a health technician, may be categorized here.

Previous categories that may be included in this category:

- Intensive Health Tech
- Nursing Services
- Health Assistant Clinic Aide
- Materials/Equipment/Supplies
- Professional Development/Trainings
- Screening and Assessments
- Assistance/Emergency Fund

Expenditure Examples

- A school district is planning to hire two (2) clinic aides to support the workload expected in the coming year. **(Nursing > FTE/Contracted Personnel)**
- A nurse, working with the districts Medicaid coordinator, purchased supplies for the nurse's office including gloves, tissues, sanitizing supplies, and bandages. **(Nursing > Equipment/Materials/Supplies)**
- A school nurse received approval to attend the CASN (Colorado Association of School Nurses) Fall Conference and will pay for registration and travel fees using reimbursement funds. **(Nursing > Professional Development/Trainings)**
- A school nurse works with the Medicaid coordinator to secure funds for software related to vision and hearing screening conducted by the school health technicians **(Nursing > Screenings/Assessments)**.



Category: Mental Health

Expenditures in this category may include health services delivered by a licensed counselor, therapist, social worker, psychologists, or other mental health related position. Mental Health-related educational activities directed to school staff could also fall under this category. Training related costs for these trainings, like travel, may also be included under this category. Health screenings, when conducted by FTE or contracted personnel under this category, like a licensed school psychologist, may be categorized here.

Previous categories that may be included in this category:

- Mental Health
- Health Education
- Materials/Equipment/Supplies
- Professional Development/Trainings
- Screening and Assessments
- Assistance/Emergency Funds

Expenditure Examples

- A district wants to hire a school psychologist that will work in two middle schools. **(Mental Health > FTE/Contracted Personnel)**
- A district wants to send a group consisting of certain school counselors, social workers, and psychologists to a mental health-focused training as a precursor to forming a mobile behavioral health team for the district. **(Mental Health > Professional Development/Trainings)**
- The same group described above completed their training, but now need funds for software related to building mental health-related supports in the district including a software. **(Mental Health > Materials/Equipment/Supplies)**
- A school, coordinating with their Medicaid coordinator, uses funds to provide a mental health training for all staff members in the school. **(Mental Health > Professional Development/Trainings)**
- A school would like to purchase a mental health screening tool to identify at-risk students for additional supports. **(Mental Health > Screening and Assessments)**



Category: Student Health

Expenditures categorized under Student Health may include health-related assistive technology, costs associated with health-related case management services, sub-contracted services for dental or physician services or follow-ups, health education curriculum or instruction directed to students not categorized in the Mental Health category, or health-oriented feeding programs such as providing breakfast to low-SES students.

Previous categories that may be included in this category:

- Case Management/Care Coordination
- Health Education
- Assistive Technology
- Physician Services
- Dental
- Nutrition
- Materials/Equipment/Supplies
- Professional Development/Trainings
- Screening and Assessments
- Assistance/Emergency Funds

Expenditure Examples

- A school would like to staff a position that covers case management and care coordination for several students (**Student Health > FTE/Contracted Personnel**)
- A counselor would like to be certified as an instructor to teach students health related modules throughout the school year. The counselor needs funds for the certification and training materials (**Student Health > Professional Development/Trainings & Equipment/Materials/Supplies**)
- A coordinator would like to purchase a Text-To-Speech assistive tool for a student with a disability (**Student Health > Equipment/Materials/Supplies**)
- A district would like to contract with a qualified physician to provide diagnostic and evaluation services for some of their students (**Student Health > FTE/Contracted Personnel**)
- A school, working with the Medicaid coordinator, would like to have funds available to provide vouchers to students for dental visits (**Student Health > Assistance/Emergency Funds**)



Category: Special Services Provider

Expenditures in this category may include health services delivered by a licensed Speech Language Pathologist (SLP), Occupational Therapist or Therapist Assistant (COTA/OTA), Orientation & Mobility Specialist, Audiologist, or Physical Therapist or Therapist Assistant (PT/PTA). Professional development directed to FTE under this category, like registration to a position-specific conference, may also fall under this category. Health screenings, when conducted by FTE or contracted personnel under this category, like an audiologist conducting annual screenings, may be categorized here.

Previous categories that may be included in this category:

- Assistive Technology
- Speech Language SLP
- Occupational Therapy
- Audiology
- Physical Therapy
- Motor Therapy
- Orientation & Mobility
- Materials/Equipment/Supplies
- Professional Development/Trainings
- Screening and Assessments
- Assistance/Emergency Funds

Expenditure Examples

- A school district wants to hire for three (3) new positions, including a Speech Language Pathologist, a licensed Occupational Therapist Assistant, and an Occupational Therapist. **(Special Services Provides > FTE/Contracted Personnel)**
- The school audiologist needs to replace the Otoacoustic Emissions (OAE) device used for screening students. **(Special Services Provider > Screening and Assessments OR Materials/Equipment/Supplies)**
- A school occupational therapist needs to renew their DORA license next year and works with the Medicaid coordinator to secure the funds. **(Special Services Provider > Professional Development/Trainings)**
- A school needs to purchase items a gait belt, walkers, and exercise bands used during mobility exercises with some students. **(Special Services Provider > Equipment/Materials/Supplies)**



Category: Outreach & Enrollment

Expenditures in this category may include those related to the provision of health-related informational brochures or other literature. This would also include cost associated with outreach and enrollment for a district or school's Medicaid program. Training or other activities for parents/legal guardians on health-related topics may also fall under this category. Costs related to the support of outreach and enrollment, like translation services, may also fall under this category.

Previous categories that may be included in this category:

- Health Education
- Insurance Outreach - CHP+ & Medicaid
- Parent & Family Services
- Materials/Equipment/Supplies
- Professional Development/Trainings
- Screening and Assessments
- Assistance/Emergency Funds

Expenditure Examples

- A school prepares for the next school year by printing and purchasing health-related literature and brochure. These informational items will be available to students and their legal guardians. **(Outreach & Enrollment > Equipment/Materials/Supplies)**
- A school collaborates with the counseling team and Medicaid coordinator to put on an informational night for parents with trainings covering various topics including youth mental health, nutritional health, and health services provided by the school. **(Outreach & Enrollment > Professional Development/Trainings)**
- A district Medicaid coordinator contracts with a translating service for their Mandarin-speaking population. The contracted individual provides their services during office hours and health events with the school's Medicaid team. **(Outreach & Enrollment > FTE/Contracted Personnel)**
- A school would like to hire an Outreach Specialist for their Medicaid program. This person would conduct health and Medicaid informational sessions, as well as provides guidance on accessing health services in the community. **(Outreach & Enrollment > FTE/Contracted Personnel)**



Category: Transportation

Expenditures that may fall in this category may include vouchers for students who are unable to secure travel to health-related community services, expenditures related to specialized transportation like special education busses, or training for transportation staff.

Previous categories that may be included in this category:

- Transportation
- Health Education
- Materials/Equipment/Supplies
- Professional Development/Trainings
- Screening and Assessments
- Assistance/Emergency Funds

Expenditure Examples

- A school wants to train all bus operators in basic first aid. (**Transportation > Professional Development/Trainings**)
- A special education team works with the Medicaid coordinator to secure funds to fix the lift on one of the special education busses. (**Transportation > Materials/Equipment/Supplies**)
- A school district is working with the Medicaid coordinator to secure funds for as-needed travel vouchers for certain low-income students to travel to community services. (**Transportation > Assistance/Emergency Funds**)



List of previous support categories

The list below are the twenty-four (24) categories that districts used to categorize expenditures before the release of new categories on October 1, 2020. These have been discontinued, but some LSPs still use these categories.

1. Assistance/Emergency Funds
2. Assistive Technology
3. Audiology
4. Case Management/Care Coordination
5. Dental
6. Health Assistant/Clinic Aide
7. Health Education
8. Insurance Outreach - CHP+ & Medicaid
9. Intensive Health Tech
10. Materials/Equipment/Supplies
11. Mental Health
12. Motor Therapy
13. Nursing Services
14. Nutrition
15. Occupational Therapy
16. Orientation & Mobility
17. Parent & Family Services
18. Physical Therapy
19. Physician Services
20. Screening and Assessments
21. Speech Language SLP
22. Professional Development/Trainings
23. Transportation
24. Vision