



# Report Narrative Support

## Purpose

The purpose of this document is to support districts/BOCES in understanding what is sufficient information when drafting narratives for the Reimbursement Spending Report (RSR) to CDE.

## Narrative General Guidance

Crafting a comprehensive and clear narrative for the Reimbursement Spending Report (RSR) is crucial for transparency, accountability, and ensuring that Medicaid reimbursement dollars are used effectively. A mnemonic has been developed to help with this process: S.I.P. To remember the mnemonic, keep the following phrase in mind when writing RSR narratives:

**“Take a S.I.P. before you submit!”**

### S - Scope

**Consider the following question: Is the item or service being described covered by Medicaid reimbursement dollars?** Since the RSR focuses exclusively on Medicaid reimbursement dollars spent by district/BOCES, it is important that the narratives within the report exclusively detail expenditures covered by these funds.

### I - Identify

**Consider the following question: Is the item/service identifiable? Is it uniquely searchable?** Narratives should be detailed enough to make the item or service easily recognizable in subsequent reviews. Mentioning specific programs, unique curricula, or specialized positions can be helpful, especially if they aren't universally recognized. A useful benchmark is ensuring the narrative provides enough context for the item or service to be located through a general internet search.

### P - Purpose

**Consider the following question: Does the expenditure address a student health need or support program administration?** Allowable expenditures either address a health-related service for students or supports program administration. Therefore, narratives should be crafted in a manner that clearly delineates the purpose of the expenditure, ensuring its relevance and appropriateness.

The next section will cover three example scenarios with insufficient or sufficient narrative. Reasoning is provided identifying why the narrative is insufficient or sufficient. Then, additional guidance is offered for health service subcategories.

## Take A S.I.P. Examples

**Example Scenario #1:** XYZ School District organizes a training program for teachers to enhance their skills in addressing students' mental health needs.

**Insufficient Narrative:** Conducted a training program using the education enhancement grant.

**Reasoning:** The narrative does not specify the Scope of the expenditures, as it mentions a different funding source (education enhancement grant). Additionally, the training program is not Identifiable since the name or type of program is not provided.

**Example Scenario #2:** XYZ BOCES collaborates with a renowned child psychologist, Dr. Jane Smith, for a workshop on understanding and managing classroom behaviors.

**Insufficient Narrative:** Organized a classroom-based workshop in all elementary schools.

**Reasoning:** The narrative is not Identifiable as it does not specify the name of the workshop or the type (behavior management), making it hard to find out if the expenditure is allowable with the information given.

**Example Scenario #3:** XYZ School District arranges a specialized training for school nurses, focusing on emergency medical procedures and care.

**Sufficient Narrative:** Arranged a specialized training on emergency medical procedures for school nurses.

**Reasoning:** The narrative clearly states the Purpose by specifying that the training was organized to enhance the skills of school nurses in emergency medical care. The narrative would be insufficient if it did not have "...on emergency medical procedures."

## Additional Guidance for Subcategories

### **FTE/Contracted Personnel**

- Name of position/contracted organization: Be sure to include the position name or classification. If contracting hours with another organization, be sure to include the name of the organization in the narrative.
- Purpose of the expenditure: Be sure to include what administrative or health-related service the position is satisfying if the position is specialized and not typically known to provide health or administrative services (Example: District Wellness Coordinator).

### **Equipment/Material/Supplies**

- Purpose of the expenditure: For equipment or supplies not typically known to be related to the early and periodic screening, diagnostic, and treatment, it's crucial to specify the health need being addressed. If it is supplies or equipment used in professional development, it should go in the Professional Development/Trainings subcategory.

### **Professional Development/Trainings**

- Purpose of the expenditure: Ensure that the expenditure's health-related connection is clear in the narrative. Mention who is traveling to the conference or training with travel costs. (Example: Travel costs for the counseling team attending a mental health conference).

### **Screenings/Assessments & Assistance/Emergency Funds**

- Purpose of the expenditure: Ensure that the expenditure's health-related connection is clear.