



Administrative Outreach Claiming Program (AOP)

*Electronic Signature Form
Training*



WebEx Instructions

- Please place your phone on MUTE to decrease background noise
- Please do not place your phone on HOLD (the entire WebEx group will hear your 'hold' music)
- Questions: miaop@pcgus.com or toll-free at 1-877-395-5017



Outline

- Electronic Signature Form
- Completing the Form
- ISD NPI Numbers
- Submitting the Form
- Contact Information
- Questions



Electronic Signature Form



What is the Electronic Signature Form?

- New Method to submit Financials
 - Beginning with the January-March 2011 Quarter
 - Online System will replace Excel Schedules

- Announced in an L Letter (L-10-27)
 - Electronic Signature Form is required to certify quarterly online financial submission
 - Will replace need to sign and fax in the Certification page
 - The certifier should be the person responsible for assuring the accuracy of the quarterly financial submission
 - This can be the individual that completes the financials or another individual
 - The certification is individually based, once the form (DCH-3890) is on file with MDCH, and a confirmation received, an individual never needs to resubmit or renew
 - If the certifier changes at an LEA, the new certifier must submit their own DCH-3890
 - For the initial implementation of the online financial site, each LEA must complete and submit a form, DCH-3890, to MDCH by 2/18/2011
 - Instructions for completion are included with the form
 - To obtain a copy of the form go to: http://michigan.gov/mdch/0,1607,7-132-2945_5100-43782--,00.html
 - Click on the form number DCH-3890; then the format you want it in (Word or PDF)



Completing the Form

Completing the Electronic Signature Form



- An Electronic Signature Form must be on file with the state in order to utilize the electronic certification process within the online financial site to certify your quarterly costs.

Name of ISD or MI School for the Deaf or Detroit Public Schools	Provider Name	Program/Application	NPI
	User ID	Local School District Name	
Your email address	Individual Printed Name		
	Individual Signature	Date	

Callouts:
- "PCG Financial Certification" points to the Program/Application field.
- "ISD's NPI number" points to the NPI field.

ISD NPI Numbers



ISD NPI Numbers

INTERMEDIATE SCHOOL DISTRICT	NPI NUMBER
Allegan	1144265620
Alpena-Montmorency-Alcona (AMA)	1699876581
Barry	1053406496
Bay-Arenac	1477635282
Berrien	1780618819
Branch	1154342186
C.O.O.R.	1548293210
Calhoun	1396778023
Charlevoix-Emmet	1134232853
Cheboygan-Otsego-Presque	1336233675
Clare-Gladwin	1366487076
Clinton	1679589345

INTERMEDIATE SCHOOL DISTRICT	NPI NUMBER
Copper Country	1871539254
Delta-Schoolcraft	1518993781
Dickinson Iron	1164500104
Eastern Upper Peninsula	1033128566
Eaton	1467474445
Genessee	1750390720
Gogebic-Ontonagon	1508918228
Gratiot-Isabella	1245322494
Hillsdale	1528078334
Huron	1902988611
Ingham	1770652489
Ionia	1679585319
Iosco	1487664702
Jackson	1205851623
Kalamazoo	1518994698
Kent	1326050857



ISD NPI Numbers

INTERMEDIATE SCHOOL DISTRICT	NPI NUMBER
Lapeer	1609804343
Lenawee	1336257302
Lewis Cass	1174639728
Livingston	1902848302
Macomb	1770522716
Manistee	1821171596
Marquette-Alger	1174601439
Mason-Lake	1750315131
Mecosta-Osceola	1174637714
Menominee	1346271848
Midland	1831127588
Monroe	1578654745
Montcalm	1326077330
Muskegon	1932143211
Newago	1417041179
Oakland	1437160884

INTERMEDIATE SCHOOL DISTRICT	NPI NUMBER
Oceana	1417040429
Ottawa	1588751747
Saginaw	1962595140
Sanilac	1710994900
School District for the City of Detroit	1457469140
School for the Deaf and Blind (State of MI)	1437184033
Shiawasee	1033154901
St. Clair	1659307726
St. Joseph	1578633269
Traverse Bay	1144238940
Tuscola	1447276001
Van Buren	1447356688
Washtenaw	1225103096
Washtenaw	1225103096
Wayne	1578582045
Wexford-Missaukee	1659394856

Submitting the Form



Submitting the Electronic Signature Form

- Submit the original, completed form to MDCH:
Michigan Department of Community Health
Bureau of Financial Management and Administrative Services
Hospital and Health Plan Reimbursement Division
Special Programs Section
P.O. Box 30479
Lansing, Michigan 48909

- Once the LEA receives a notification email confirming receipt of the Electronic Signature form DCH-3890, that individual at the LEA will have access to certify their financial data
 - Access to the online financial site will be emailed to all contacts prior to the start of the quarter (Usernames and Passwords)
 - Access to certify is available once the contact receives notification of receipt of the DCH-3890



Contact Information



Questions? Comments? Contact Us!



Email Address

miaop@pcgus.com

Contact Numbers

Toll Free: 877-395-5017

Fax: 312-425-0565