



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

JANET OLSZEWSKI  
DIRECTOR

February 2010

Dear School Based Services Providers and Intermediate School District (ISD) Medicaid Coordinators:

The Michigan Department of Community Health (MDCH) and Public Consulting Group (PCG) are pleased to announce the statewide implementation of online updates for the random moment time study staff pool list (SPL.) Effective with the July-September 2010 time study quarter and for all quarters thereafter, the staff pool list update process will be accomplished online. We are confident that the new process will offer a more streamlined, effective, and less error prone methodology for updating the staff pool lists.

The staff pool list is a critical function of the time study process. It identifies the participants and their allowable costs for Medicaid claiming. Without accurate SPLs the schools are not fully capturing the allowable federal revenue. With this new process the Local Educational Agencies (LEAs) appointed contact is responsible for the electronic update and certification of their staff pool lists. The overall final review and certification of the ISD summary staff pool list will be done by the ISD Medicaid Coordinator. A new SPL contact at the LEA level will be established for this function. PCG will be contacting the ISD Medicaid Coordinators for the list of SPL contacts to be used in their ISDs.

The following WebEx training times will be offered by PCG. Intermediate School District Coordinators must ensure that the affected staff members in their local districts attend one of the training sessions. PCG will forward WebEx instructions to the SPL and ISD contacts at least two weeks prior to the training sessions.

**ISD Staff Training Sessions:**

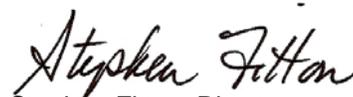
Monday	May 3, 2010	3:00 p.m.
Tuesday	May 4, 2010	12:00 p.m.
Wednesday	May 5, 2010	10:00 a.m.

**LEA Staff Training Sessions:**

Monday	May 3, 2010	11:00 a.m.
Monday	May 3, 2010	1:00 p.m.
Tuesday	May 4, 2010	10:00 a.m.
Tuesday	May 4, 2010	3:00 p.m.
Wednesday	May 5, 2010	12:00 p.m.
Wednesday	May 5, 2010	2:00 p.m.
Thursday	May 6, 2010	10:00 a.m.
Thursday	May 6, 2010	3:00 p.m.
Friday	May 7, 2010	11:00 a.m.
Friday	May 7, 2010	1:00 p.m.

Please share this information with your local district staff and any other staff you deem appropriate. If you have questions or concerns please contact Linda Sowle, School Based Services Policy Specialist at 517-241-8398 or by email at [sowlel@michigan.gov](mailto:sowlel@michigan.gov).

Sincerely,

  
Stephen Fitton, Director  
Medical Services Administration