



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

RICK SNYDER
GOVERNOR

OLGA DAZZO
DIRECTOR

January 2011

Dear School Based Services Providers:

The Michigan Department of Community Health (MDCH), in conjunction with Public Consulting Group (PCG), will implement the new statewide online financial reporting process for the January through March 2011 quarter. The online reporting process will affect quarterly financial reporting for the School Based Services (SBS) Administrative Outreach Program (AOP), SBS Personal Care Services, and SBS Targeted Case Management Services. The statewide online process will streamline the financial reporting for the schools and save staff time and resources by allowing electronic input and cost certification.

Training sessions for the completion of the Electronic Signature Verification Statement (DCH-3890) and for the new statewide online financial process will be offered beginning January 26, 2011. Since completion and receipt of the DCH-3890 form is mandatory in order to certify financial reporting, it is recommended that all staff affected either attend a training session or view a recorded session.

To obtain a copy of the DCH-3890 schools may go online to: www.michigan.gov/medicaidproviders >> Policy and Forms >> Forms >> Electronic Signature Verification Statement.

The completed DCH-3890 form must be mailed to:

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

Details on how to join the training sessions will be sent at a later date by PCG.

Training dates for the above mentioned sessions are as follows:

Electronic Signature Training (Time Estimation: 15 minutes)	Online Financial Training (Time Estimation 1 hour)	
January 26, 2011 11:00 a.m.	March 22, 2011 2:00 p.m.	April 1, 2011 10:00 a.m.
January 27, 2011 2:00 p.m.	March 23, 2011 10:00 a.m.	April 5, 2011 3:00 p.m.
February 1, 2011 10:00 a.m.	March 24, 2011 11:00 a.m.	April 6, 2011 10:30 a.m.
February 2, 2011 3:00 p.m.	March 29, 2011 3:00 p.m.	April 7, 2011 12:00 p.m.
February 3, 2011 12:00 p.m.	March 30, 2011 10:00 a.m.	
	March 31, 2011 2:30 p.m.	

Please share this information with your local districts and financial staff. If you have questions or concerns please contact Linda Sowle, School Based Services Policy Specialist at 517-241-8398 or by email at sowle@michigan.gov .

Sincerely,

Stephen Fitton, Director
Medical Services Administration