



STATE OF MICHIGAN  
DEPARTMENT OF COMMUNITY HEALTH  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

JANET OLSZEWSKI  
DIRECTOR

August 2009

Dear School Based Services Provider:

The Michigan Department of Community Health is pleased to welcome Mr. Matthew Hiatt to the Office of Audit. Mr. Hiatt will be on site at the Intermediate School Districts (ISDs) throughout the State performing compliance and financial audits on the school based services program.

A letter of notification will be sent to the Medicaid Coordinator at the ISD prior to the on-site audit informing the ISD of the date the auditor will be on site and an initial list of documents needed for review. It is the responsibility of the Medicaid Coordinator to assure that space is available for the auditor to work from and to facilitate any additional contacts that are necessary during the course of the audit.

These audits are mandated by the Centers for Medicare and Medicaid Services and are conducted to assure that school based providers have the appropriate documentation and service authorizations on file, that business rules are in place to prevent excessive or invalid claim submission, that costs are reported accurately and in accordance to OMB A-87, and that the appropriate internal controls are in place.

Please share this information with your local districts or other financial staff you deem appropriate. If you have questions please contact Mr. Matthew Hiatt via email at [hiattm@michigan.gov](mailto:hiattm@michigan.gov) or by telephone at 517-241-7840.

The Medical Services Administration appreciates your assistance and cooperation.

Sincerely,

A handwritten signature in black ink that reads "Stephen Fitton".

Stephen Fitton, Acting Director  
Medical Services Administration