

## Staff Pool List (SPL)

- January - March SPLs have been distributed and were due, November 13<sup>th</sup>.
- The new schedule of distribution and due dates is contained at the end of this newsletter in the "Michigan School Based Services Important Date Information" section.

## Contacting PCG

If ISDs or LEAs encounter problems or issues with staff pool lists or time studies please contact our hotline number directly at 877-395-5017. It is important that problems are reported immediately so that they can be resolved as quickly as possible. When calling PCG, ask for someone who can answer a question regarding the Michigan program. PCG has designated a team of trained staff who can assist with any issues.

PCG will update MDCH on issues and resolutions as well as documenting them in the monthly newsletter.

## Late Notifications from RMTS

The individual that is copied on late notifications to participants is the designated Time study Representative in the local or at the ISD level.

The language in the notifications that previously said "supervisor" will now state Time Study Representative.



## this issue

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The school year is in full swing and fall is upon us. In this month's newsletter you will find information regarding key dates.

At the end of this newsletter you will find information regarding the cost reconciliation process.

We look forward to working with you to make Michigan School Based Services a success!

Please let us know ideas you have for future newsletters by emailing: [miaop@pcgus.com](mailto:miaop@pcgus.com) or calling our toll free phone number.

## E-mailing Questions

If you have questions regarding the process and wish to e-mail your question instead of utilizing the hotline, please send the question to [miaop@pcgus.com](mailto:miaop@pcgus.com). This is the project e-mail that is checked daily by several project staff. If you e-mail a team member directly, response time can be delayed if they are out of the office, on vacation, etc. The [miaop@pcgus.com](mailto:miaop@pcgus.com) account will ensure a prompt response

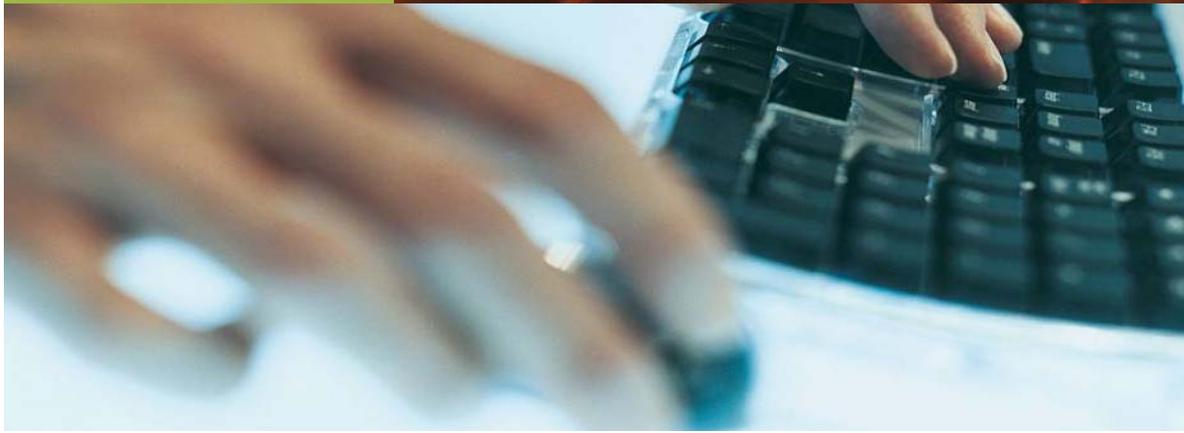
## System Changes

Effective for the October-December 2009 quarter, coordinators can login into one site, with one username and password and view compliance for all 4 cost pools. In the past, coordinators had separate information for each cost pool. As we continue into the year, the single login will be the only information needed to check compliance.

## Reminder - New Toll Free Number

PCG has upgraded the phone system in order to better serve our clients. The hotline is answered between 9:00 am and 6:00 PM EST. As a reminder, the new toll free number to call regarding questions or follow-up for RMTS is:

**877-395-5017**



## Paper v. Electronic Notification

- ISDs and Districts have the option to receive electronic notifications or paper notifications of sampled moments to distribute to staff.
- Electronic notifications are sent automatically by the system and are sent to sampled participants for whom PCG has an email address.
- How does PCG receive the information that is used to send out electronic notifications?
  - The only e-mail addresses used to send electronic notifications are those that have been returned on a quarterly staff pool list (SPL).
  - If an e-mail address is on the staff pool list, electronic notifications are automatically sent.
    - If you do not want electronic notifications sent, the e-mail addresses must be deleted from the SPL that is sent to PCG.
  - If a participant has an e-mail address on the SPL and the ISD requests paper notifications, the participant will receive BOTH electronic AND paper notifications
- A new question has been added to the moment questionnaire requesting a phone number or e-mail address for follow-up. Is PCG updating the participant e-mail with information submitted on this question?
  - No. Participants can provide an email address OR a phone number.
  - This information is NOT used to update participant information and is only used in the event additional information is needed to code a completed moment.
- Why would I want electronic notifications instead of paper?
  - Paper can only be sent once. If it is lost by the participant, they MUST call PCG to get username and password information. – Electronic notifications are sent several times and provide this required information
  - Paper notifications do not allow any method other than personal contact by a district or ISD coordinator to complete the moment or remind the participant of an overdue moment. –Electronic notifications will be sent for late moments not completed within 24 or 72 hours of the moment automatically.
- ISDs can switch at the start of any new quarter. All that is needed is for the ISD to notify PCG that they would like to change notification processes and provide e-mail addresses for staff on the Staff Pool List.

## Financial Adjustment Process

Remember to submit any adjustments to previously submitted quarterly financial schedules as soon as an issue is identified.

What are some examples of issues that have occurred?

- ARRA funds that were retroactively applied to staff after quarterly financials have been submitted
- Incorrect reporting of claimed expenditures
- Changes due to updates and corrections to the accounting system
- Issues identified through a local or state audit or review.

## Time Study & Compliance Results

Annual time study results are available on the MDCH website.

All 4 quarters of compliance reports are also available on the MDCH website

## MAER: Answers to Common questions

- Transportation Costs—the SE-4094 does not equal the Transportation
- Secretarial costs are not allowed on the Transportation MAER
- Data fields not large enough for some amounts on MAER (corrected by EDS)
- ISD versus LEA cost reporting— If all costs are housed at the ISD then the cost report is completed at the ISD not the LEA
- Estimates cannot be used for reporting financials
- If positions (i.e. Nurses) are funded with general education dollars that are not on the SE-4096 they can still be included on the direct service MAER if all program requirements are met

# Cost Reconciliation Process Update

The Medicaid Allowable Expenditure Report (MAER) Excel template is now available on the school based services website. Also on the web site are the MAER training presentation from this spring and the frequently asked questions from those live training sessions.

These materials can be found on the MDCH School Based Services web site by going to:

- [www.michigan.gov/medicaidproviders](http://www.michigan.gov/medicaidproviders)
- Click on "Billing and Reimbursement"
- Click on "Provider Specific Information"
- scroll down and click on "School Based Services"
- From that page you may select the quarterly report you wish to view

## Timelines

As a reminder, the timeframes of the cost reconciliation process are described below.

- November 2009 – LEAs and ISDs complete the MAER
- November 2009 – ISD Summary Software application will be available for download from the MDCH Data Exchange Gateway (DEG)
- November 30, 2009 – MAER files due to the ISDs
- December 2009 – ISDs compile the MAER files using the Summary Software application
- December 31, 2009 – Summary Software MAER reports due to MDCH
- January 2010 – Initial cost settlements begin

## Steps for using the MAER in Excel 2007

- Open the template, a security warning appears between the ribbon (toolbar) and the worksheet
- Click "options"
- Click "Enable Content"
- Click "Add-Ins" in the menu bar at the top
- Now the MAER menu will appear in the ribbon and you can proceed with the instructions previously given

## New Contact Types

MDCH and PCG have worked together to organize, define and consolidate all of the contact types into one summary contact listing that will be periodically updated by the ISDs. The contact types and their definitions are below for your reference. The contact list for the ISD Coordinator, Financial, and Time Study contacts were sent to ISDs during the month of October for review. The next update of the consolidated list will occur during the summer 2010 quarter. Please email PCG at [miaop@pcgus.com](mailto:miaop@pcgus.com) for updates to email addresses.

- **ISD Coordinator Contact** - This person will receive emails regarding the submission of financial documents
- **Financial Contact** - This person will receive emails regarding the submission of financial documents
- **Financial Cost Certification and Eligibility Verification Contact** - This person (usually the business office official or Superintendent) will be responsible for receiving the cost report and settlement information and for cost certification
- **Time Study Contact** - This is the person responsible for the oversight of the time study process
- **Newsletter Contact** - This is the person who will receive the MDCH/PCG newsletter
- **ISD Copy Contact (Optional)** - This person is the designated backup person who will receive a copy of every item of correspondence referenced on this list

- TCM and PCS costs are accumulated quarterly by PCG from the financial worksheets and are not included in the MAER
- The FTE (full time employee) count used for the MAER is only utilized for a reasonableness audit. It is not the level of federal funding. 1 FTE=1 full time employee, .5 FTE= half time position

## Michigan SBS Important Date Information

### SPL Update Distribution

2/1/09: Apr-Jun 2010

### SPL Update Due Dates

11/13/09: Jan – Mar 2010

3/1/10: Apr – Jun 2010

### Random Moment Time Study

11/4/09: Last Day to Return Jul – Sept 2009 RTMS Forms

1/22/10: Last Day to Return Oct – Dec 2009 RMTS Forms

5/5/10: Last Day to Return Jan – Mar 2010 RMTS Forms

7/16/10 : Last Day to Return Apr – Jun 2010 RMTS Forms

### Financial Schedule Distribution

1/4/10: Oct – Dec 2009

4/1/10: Jan – Mar 2010

7/1/10: Apr – Jun 2010

### Financial Schedule Due Dates

11/27/09: Jul – Sept 2009

2/1/10: Oct – Dec 2009

5/3/10: Jan – Mar 2010

8/2/10: Apr – Jun 2010

### AOP Claim Submission Dates

1/29/10: Jul – Sep 2009

4/29/10: Oct – Dec 2009

7/27/10: Jan – Mar 2010

10/29/10: Apr – Jun 2010

*Note: All dates for AOP claim processing projected*