



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

April 2009

Dear School Based Services Provider:

The Michigan Department of Community Health (MDCH) is resending the training schedule developed by Public Consulting Group (PCG) to remind providers of the upcoming onsite trainings scheduled during the month of May 2009. PCG will be providing statewide financial training for completion of the Medicaid Allowable Expenditure Reports (MAER). There is no need to register for this training.

The training will provide instructions for completing the annual MAER for medical staff costs and transportation costs. In addition, PCG will demonstrate the application of the software that will be provided to the Intermediate School Districts (ISD), Michigan School for the Deaf and Blind, and Detroit Public Schools to summarize the costs submitted by their Local Educational Agencies (LEA).

Please ensure that a telephone is available in the training facility so that MDCH policy and cost settlement staff can be consulted if questions arise.

Participants should note the following:

- There are changes in addresses on the attached document for the Traverse City and Jackson training locations.
- The intended audience for this training is financial staff from each of the ISDs, Detroit Public Schools, Michigan School for the Deaf and Blind, and from the LEAs. The ISD is responsible for ensuring that appropriate LEA representation is present at the training sessions.
- Please print the presentation from the website and bring with you if you would like a copy to follow along with and for note taking. The presentation will be loaded on the MDCH website prior to the first onsite training seminar. You may obtain the training document from the MDCH website at www.michigan.gov/medicaidproviders >> Billing and Reimbursement >> Provider Specific Information >> School Based Services >> Medicaid Allowable Expenditure Report Training.
- It may be helpful to bring a copy of the Michigan Department of Education cost reports SE-4094 and SE-4096 with you for reference.

Because the original date for the summer staff pool list distribution would fall after the beginning of summer break for some schools, PCG has agreed to move the staff pool list mailing date up to May 15, 2009, and the due date for the return of the list to June 26, 2009. This will be done to accommodate the summer break for the summer time study quarter only (July through September); all other quarter staff pool lists will have a four week turnaround time.

Please share this information with your LEAs and any other financial staff you feel should be involved in this training.

If you have questions regarding the training, please contact PCG at 1-888-277-6334 or Linda Sowle, School Based Services Policy Specialist, at 517-241-8398.

Sincerely,

Steve Fitton, Acting Director
Medical Services Administration

attachment

Western Lower Peninsula

Date	Time	Host ISD	Location
5/5 - Tue	9 am - 11 am	Kent	Kent ISD - Grand Room 2930 Knapp St. NE Grand Rapids, MI 49525
5/5 - Tue	2 pm - 4 pm	Kent	Kent ISD - Grand Room 2930 Knapp St. NE Grand Rapids, MI 49525
5/6 - Wed	9 am - 11 am	Muskegon	Wesley School - Library 915 East Wesley Ave. Muskegon, MI 49442
5/6 - Wed	2 pm - 4 pm	Mason-Lake	Mason-Lake ISD 2130 W. US 10 Ludington, MI 49431
5/7 - Thu	9 am - 11 am	Wexford-Missaukee	Administration Building Special Education Conference Room 9907 E. 13th St. Cadillac, MI 49601
5/7 - Thu	2 pm - 4 pm	Mecosta-Osceola	Administration Building 15760 190th Ave. Big Rapids, MI 49307

Northern Lower Peninsula

Date	Time	Host ISD	Location
5/12 - Tue	9 am - 11 am	COOR	COOR ISD Conf. Rm. 11051 North Cut Road Roscommon, MI 48653
5/12 - Tue	2 pm - 4 pm	TBA	TBAISD The Hagerty Center, Rm A 715 E. Front St. Traverse City, MI 49684
5/13 - Wed	9 am - 11 am	Charlevoix-Emmet	Charlevoix-Emmet ISD 08568 Mercer Blvd Charlevoix, MI 49720
5/13 - Wed	2 pm - 4 pm	EUP	EUP ISD Conf. Room 315 Armory Place Sault Ste. Marie, MI 49783
5/14 - Thu	9 am - 11 am	AMA	AMA ESD 2118 USD 23 South Alpena, MI 49707
5/14 - Thu	2 pm - 4 pm	Iosco	Iosco ISD 27 N. Rempert Road Tawas City, MI 48763

Southeast

Date	Time	Host ISD	Location
5/5 - Tue	2 pm - 4 pm	Washtenaw	Wastenaw ISD 1819 S. Wagner Rd. Ann Arbor, MI 48106
5/6 - Wed	9 am - 11 am	Wayne	Wayne RESA Educ. Ctr.; Boyd Arthurs Auditorium 2nd Floor 33500 Van Born Road Wayne, MI 48184
5/6 - Wed	2 pm - 4 pm	Macomb	Macomb ISD 44001 Garfield Rd. Clinton Township, MI 48038
5/7 - Thu	9 am - 11 am	St. Clair	St. Clair ISD ISD Administration Building 499 Range Road Port Huron, MI 48061

Central Lower Peninsula

Date	Time	Host ISD	Location
5/12 - Tue	9 am - 11 am	Saginaw	Saginaw ISD Transition Ctr. 3860 Fashion Square Blvd. Saginaw, MI 48603
5/12 - Tue	2 pm - 4 pm	Huron	Huron ISD Huron Area Tech. Center 1160 South Van Dyke Bad Axe, MI 48413
5/13 - Wed	9 am - 11 am	Genesee	Genesee ISD Davis Education Center Entrance 3, Auditorium A-D 2413 West Maple Ave Flint, MI 48507
5/13 - Wed	2 pm - 4 pm	Gratiot-Isabella	Gratiot-Isabella RESD 1131 E. Center St. Ithaca, MI 48847
5/14 - Thu	9 am - 11 am	Oakland	Oakland Schools Adm. Bldg. Conference Room B 2111 Pontiac Lake Rd. Waterford, MI 48328

Michigan Department of Community Health
School Based Services Financial Training

L 09-12 Attachment

Upper Peninsula

Date	Time	Host ISD	Location
5/19 - Tue	9 am - 11 am	Delta-Schoolcraft	Delta-Schoolcraft ISD 2525 3rd Avenue Escanaba, MI 49829
5/19 - Tue	2 pm - 4 pm	Dickinson-Iron	Dickinson-Iron ISD 1074 Pyle Drive Kingsford, MI 49802
5/20 - Wed	9 am - 11 am	Copper Country	Copper Country ISD 809 Hecla Street Hancock, MI 49930
5/20 - Wed	2 pm - 4 pm	Marquette- Alger	Marquette-Alger RESA 321 E. Ohio St. Marquette, MI 49855

Southwest

Date	Time	Host ISD	Location
5/19 - Tue	9 am - 11 am	Berrien	Berrien RESA 711 St. Joseph Avenue Berrien Springs, MI 49103
5/19 - Tue	2 pm - 4 pm	Kalamazoo	Kalamazoo RESA Auditorium 1819 E. Milham Road Kalamazoo, MI 49002
5/20 - Wed	9 am - 11 am	Jackson	Jackson Area Career Center 6800 Browns Lake Rd. Jackson, MI 49201
5/20 - Wed	2 pm - 4 pm	Ingham	Ingham ISD Thorburn Education Center Room 302 625 Hagadorn Mason, MI 48854
5/21 - Thu	9 am - 11 am	Hillsdale	Hillsdale County ISD Parke Hayes Building 310 W. Bacon Hillsdale, MI 49242
5/21 - Thu	2 pm - 4 pm	Wayne	Wayne RESA Educ. Ctr. Boyd Arthurs Auditorium 2nd Floor 33500 Van Born Road Wayne, MI