



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

November 2009

Dear School Based Services Provider:

This letter is to inform the School Based Service (SBS) providers of the following items:

- The cost reconciliation/settlement timeline.
- The availability of the Medicaid Allowable Expenditure Report (MAER) form on the SBS Provider Specific website.
- A consolidated contact list for all School Based Services communications.

Providers are reminded to post on their calendars the following cost reconciliation/settlement timeline for future reference:

- MAER form available on the MDCH SBS Provider Specific website – **Mid October 2009.**
- Summary software available for download via the MDCH Data Exchange Gateway (DEG) – **Mid November 2009.**
- MAER due to the Intermediate School District – **November 30, 2009.**
- Summary MAER due to MDCH – **December 31, 2009.**
- Initial cost settlements will begin - **January 2010** (the cost settlements will be processed dependent upon several factors such as; the date they are received, the approval and initial audit of the cost report and MDCH staff time).

The MAER (cost report) form is now posted on the SBS Provider Specific website and available for the Local School District or Intermediate School District to complete. The document may be downloaded from the MDCH website at, www.michigan.gov/medicaidproviders << Billing and Reimbursement << Provider Specific Information, scroll down and click on School Based Services. The cost report document name is "MDCH-MAER-LEA Cost Report." When the application hyperlink is clicked on, the file download box will appear, select "Save" and change the file name to "MAER." Place the file in a directory of your choice, in the next download complete box select "Open" and "Enable Macros." Once the process is complete it will place a new item on the Excel toolbar called "MAER." To open a new or existing cost report click on the MAER item and from the drop down menu select either new or existing cost report. If you have any questions regarding the MAER please contact Vaughn Allen at either 517-335-1355 or by email at allenv2@michigan.gov.

The implementation of the new cost-based reimbursement methodology has led to an increase in the overall number of communications and the need for additional types of contact groups. The Michigan Department of Community Health (MDCH) and Public Consulting Group (PCG) have been working together to organize, define and consolidate all of the contact types into one summary contact listing. The contact listing will be maintained by PCG and updated annually during the summer quarter.

A table detailing the contact types and their definitions has been attached for your review and future reference. If after reviewing the contact type definitions you have changes, questions or issues please contact Mike Grasseschi at mgrasseschi@pcgus.com.

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Please share this information with your local districts or other financial staff, as you deem appropriate. If you have questions or concerns regarding the timeline please contact Linda Sowle, School Based Services Policy Specialist at 517-241-8398 or by email at sowlel@michigan.gov .

Sincerely,

A handwritten signature in black ink that reads "Stephen Fitton". The signature is written in a cursive, flowing style.

Stephen Fitton, Acting Director
Medical Services Administration

attachment

Michigan Department of Community Health

SCHOOL BASED SERVICES CONTACT LIST DESCRIPTIONS AND PARAMETERS

CONTACT TYPE	DESCRIPTION	COMMUNICATIONS RECEIVED	PARAMETERS
Financial Contact List	This person will receive emails regarding the submission of financial documents	<ul style="list-style-type: none"> • PCG financial worksheets • PCG instructions and updates regarding the worksheet • PCG reminder and late notification emails 	1 name per LEA or ISD
Financial Cost Certification and Eligibility Verification Contact List	This is the person that will be responsible for the Medicaid Allowable Cost report data and the cost certification.	<ul style="list-style-type: none"> • MDCH cost reporting documents (MAER, Summary Software) • MDCH secure eligibility file verification via the Data Exchange Gateway (DEG) • MDCH cost reconciliation and settlement information 	1 name per ISD
ISD Coordinator Contact List	This person is responsible for the overall Administrative Outreach Program and Fee For Service Program and is the person to be contacted with questions and follow up regarding the program.	<ul style="list-style-type: none"> • PCG reminder and late notification emails regarding the staff pool lists and the financials • PCG compliance reports • PCG copies any follow up emails (financial, staff pool, coding etc.) • PCG master sample file • PCG quarterly staff pool list • PCG annual staff pool list summary • PCG copies of financial worksheets • MDCH/PCG contact list updates • MDCH policy bulletins 	1 name per ISD
Time Study Contact List	This is the person responsible for the oversight of the time study process	<ul style="list-style-type: none"> • PCG paper moments for distribution • PCG emails regarding time study instructions and updates • PCG compliance reports • PCG master sample file for their districts • PCG copies of follow up emails 	<p>1 name per ISD for those where ISD does distribution/notification</p> <p>1 name per LEA for where the LEA does the distribution/notification</p>
Newsletter Contact List	This is the person who will receive the MDCH/PCG newsletter	<ul style="list-style-type: none"> • MDCH/PCG newsletter 	Multiple names per ISD Multiple names per LEA (all names from the Financial, Time Study and ISD Coordinator contact lists plus any adds or deletes requested)
ISD Copy Contact List (optional)	This person is the designated backup person who will receive a copy of every item of correspondence referenced on this list	<ul style="list-style-type: none"> • All PCG and MDCH communications listed in the Financial, ISD Coordinator, Time Study and Newsletter contact types • It will be the responsibility of the ISD Coordinator to notify the designated backup in the event that the normal contact is not available to fulfill their duties 	1 name per ISD optional