

**FEE-FOR-SERVICE SCHOOL BASED SERVICES**  
**FEBRUARY 25, 2010**  
**CHAMPS LIAISON MEETING**  
**QUESTIONS AND ANSWERS**

*Q: Will the email addresses still be required utilizing the online staff pool list process and will the function the same?*

**A:** Yes the email addresses will still be a part of the new online staff pool list process. If the email address field is populated notifications will be sent to the entered address. This email address is also utilized for coding response follow up contacts. If notification to the Local Educational Agency (LEA) is not wanted the Intermediate School District (ISD) coordinator will need to enter [test@test.com](mailto:test@test.com) in the email address field.

*Q: Are there computer functionality requirements for the online staff pool list?*

**A:** No.

*Q: Will there be an indicator on the online staff pool list to indicate if a staff member is part time or contracted?*

**A:** This is not currently a part of the process but can be added as an enhancement.

*Q: Will there be more or less lead time needed for the new online staff pool list process?*

**A:** Since the process is now automated the staff time should be less but the processing time will remain the same (i.e. the July-September quarter is due mid June.)

*Q: Will the school calendar still be required?*

**A:** Yes this will still be required under the new online staff pool list process. Public Consulting Group (PCG) will contact schools via email for the year's calendar.

*Q: Will providers have to re-bill claims that have rejected for procedure code V2799?*

**A:** We do not know yet if there will be a mechanism for putting these claims back through the system or if providers will have to re-bill. We will send a notice to billing entities to let them know.

*Q: In the CHAMPS update portion of the meeting Lisa mentioned that the valid eligibility for Medicaid was verified by the presence of the MA indicator under the CHAMPS Benefit Plan area. Does the batch process that is done by MPHI (Michigan Public Health Institute) return the correct data and look at this indicator?*

**A:** Yes the batch process for eligibility verification is looking for the MA Benefit Plan indicator.

*Q: It was mentioned that there would be training done by PCG on cost report adjustments. Can you tell me what this training will be about?*

**A:** The training will be to educate staff on how to process an adjustment to the cost report for Personal Care Services and Targeted Case Management. These two financial pieces are flowed through PCG.

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**Q:** *Are there more MPRO (Michigan Peer Review Organization) audit letters that will be going out?*

**A:** Per Liz Patrick 69 of the 200 letters have gone out. The 200 letters are across all Medicaid provider groups, not just School Based Services providers.

**Q:** *Please explain what steps the Cost Settlement Section will be following when doing the year end reconciliations and settlements?*

**A:** In March 2010 the Cost Settlement area will begin the reconciliation and settlement process for the first year (2008/2009) of our new cost-based reimbursement methodology. Once the cost reports are reviewed and the initial settlement amounts determined, a letter will go out to the affected ISDs notifying them that either a payment or a recovery will be processed (depending on the outcome of the reconciliation). The next interim monthly payment will be adjusted to reflect the results of the over/under settlement amount from the initial settlement. At this time also the interim payments will be adjusted to reflect the actual costs of the ISD.

In July 2010 the final settlement process will begin. Once the final settlement amount is determined the ISD will be notified in writing and given 30 days to review the settlement information. After the 30 day review period has passed any over/under adjustments will be made on the next interim payment cycle.

**Q:** *Do the initial settlements include Transportation costs?*

**A:** Yes the initial settlements will include Transportation service costs. If it is found that the claim volume is very low no offset will be made to the interim payment until a re-run of the claims data at the Final Settlement. We realize that transportation claims were not getting paid in the new CHAMPS system and that this has caused an issue for providers.

**Q:** *If an ISD calls can the Cost Settlement auditor tell them where they are in the settlement process?*

**A:** Yes the auditor will be able to tell you some information regarding your settlement. If you need this information you may contact Vaughn Allen at the contact number provided in the Liaison Meeting PowerPoint. This PowerPoint is available on the School Based Services Provider Specific webpage.

**Q:** *When does the 5010 format go into effect?*

**A:** The implementation date for the 5010 electronic format is January 1, 2012.

**Q:** *When does the ICD-10 go into effect?*

**A:** The implementation date for the ICD-10 is October 1, 2013.

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**Q:** *Do comments have to be mandatory on the billing software for Personal Care Services?*

**A:** No comments are mandatory for all medical services but not for Transportation or Personal Care Services. However, these services must be documented via a transportation log for the transportation services and a personal care service log for the personal care. For more detail regarding the documentation please refer to the appropriate Medicaid Provider Manual chapters covering these services.

**Q:** *In order to bill for Targeted Case Management (TCM) it is currently necessary to have a covered Medicaid service on that same date of service; does Personal Care Services qualify as one of these covered Medicaid services?*

**A:** Yes, the only service in the listed services provided in the school that does not qualify is Transportation

**Q:** *When will the eligibility match process be done for the current year?*

**A:** This process will begin in April once the file is received from the Center for Educational Performance and Information (CEPI).

**Q:** *In addition to the staff pool list being electronic has any thought been given to moving the financial process to an online procedure?*

**A:** Yes, this is being looked into.

**Q:** *Is parental permission still needed since the payments are now based on cost reports?*

**A:** Yes, even though the claims that are processed through the invoice processing system are being paid zero they are still submitting claims.