



Department of Community Health

School Based Services Cost Reporting Process

Overview

- This presentation demonstrates at a high level the software and processes that will be used to record and submit Medicaid School Based Services cost report information.
- Please note that the screens are not yet in their final state. There may be minor variances in the final implementation.



LEA MAER Process

LEA MAER Process – Web Download Site

MDCH - Department of Community Health - School-Based Services - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Address http://michigan.gov/mdch/0,1607,7-132-2945_42542_42543_42546_42551-151025--,00.html

MDCH Department of Community Health Michigan.gov Home MDCH Home Online Services Sitemap Contact MDCH Michigan.gov The Official State of Michigan Website Search

School Based Services

Providers

- > HIPAA
- > Health Professional Shortage Area
- > Institutional Review Board
- > State Loan Repayment Program
- > Lab Services
- > Public Health Preparedness
- > Communicable & Chronic Diseases
- > Departmental Forms
- > Community Mental Health Services
- > Certificate of Need
- > Toxic Substances
- > Substance Abuse Providers

Birth, Death, Marriage and Divorce Records

Physical Health & Prevention

Pregnant Women, Children & Families

Mental Health & Substance Abuse

Health Care Coverage

Statistics and Reports

Inside Community Health

Health Systems & Health Profession Licensing

Databases [July 2008 Data](#) [Oct 2007 Data](#) [Oct 2006 Data](#) [Jan 2006 Data](#) [Jan 2005 Fee Data](#) [2004 April Data](#) [2003 Oct Data](#) [2008 Instructions](#)

[FAQ-Fee-For-Service School Based Services](#)

[Fee for Service Rate Methodology Work Group](#)

The purpose of this webpage is to provide information and a venue for comment to all interested parties.

Fee-for-Service Cost Reporting Documents

- [Medicaid Expenditure Reporting Overview](#)
- [FFS Cost Reporting Training Presentation](#)
- [Direct Medical Medicaid Allowable Expenditure Reporting - Detailed Instructions](#)
- [Transportation Medicaid Allowable Expenditure Reporting - Detailed Instructions](#)

- [MAER Report - FYE 06/30/2009](#)
- [MAER Report - FYE 06/30/2010](#)

- [ISD - MAER Summary Software](#)

[Michigan.gov Home](#) | [MDCH Home](#) | [Contact MDCH](#) | [State Web Sites](#)
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NOTE: “MAER” is an acronym for “Medicaid Allowable Expenditure Report”

LEA MAER Process – Select File for Download

The screenshot shows a web browser window displaying the MDCH Department of Community Health website. The browser's address bar shows the URL: http://michigan.gov/mdch/0,1607,7-132-2945_42542_42543_42546_42551-151025--,00.html. The website header includes the MDCH logo, navigation links (Michigan.gov Home, MDCH Home, Online Services, Sitemap, Contact MDCH), and a search bar. The main content area is titled "School Based Services" and features a "File Download" dialog box. The dialog box asks, "Do you want to open or save this file?" and displays the following information: Name: MAER.xls, Type: Microsoft Excel Worksheet, 1.42 MB, From: localhost. Below the information are buttons for "Open", "Save", and "Cancel". A checkbox labeled "Always ask before opening this type of file" is checked. A warning icon and text at the bottom of the dialog box state: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)".

Providers

- > HIPAA
- > Health Professional Shortage Area
- > Institutional Review Board
- > State Loan Repayment Program
- > Lab Services
- > Public Health Preparedness
- > Communicable & Chronic Diseases
- > Departmental Forms
- > Community Mental Health Services
- > Certificate of Need
- > Toxic Substances
- > Substance Abuse Providers

Birth, Death, Marriage and Divorce Records

Physical Health & Prevention

Pregnant Women, Children & Families

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School Based Services

Databases [July 2008](#) | [Data](#) | [Oct 2007](#) | [Data](#) | [Oct 2006](#) | [Data](#) | [Jan 2006](#) | [Data](#) | [Jan 2005 Fee](#) | [Data](#) | [2004 April](#) | [Data](#) | [2003 Oct](#) | [Data](#) | [2008 Instructions](#)

FAQ-Fee for Service

The purpose of this webpage is to provide information and comment to all interested parties.

Fee-for-Service Cost Reporting

- [Medicaid Expenditure Report](#)
- [FFS Cost Reporting Tables](#)
- [Direct Medical Medicaid](#)
- [Transportation Medicaid](#)

• [MAER Report - FYE 06/30/2009](#)

• [MAER Report - FYE 06/30/2010](#)

• [ISD - MAER Summary Software](#)

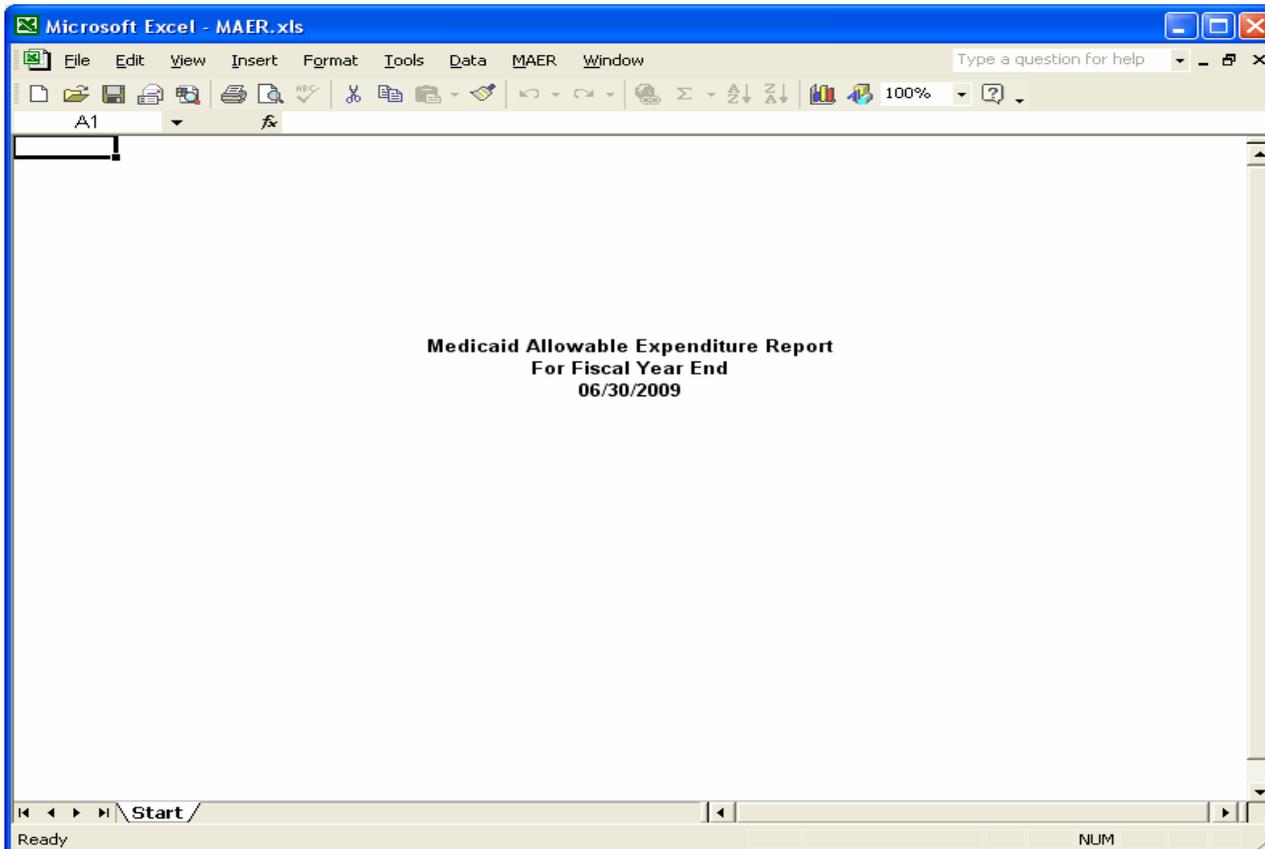
[Michigan.gov Home](#) | [MDCH Home](#) | [Contact MDCH](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

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LEA MAER Process – Save File Locally

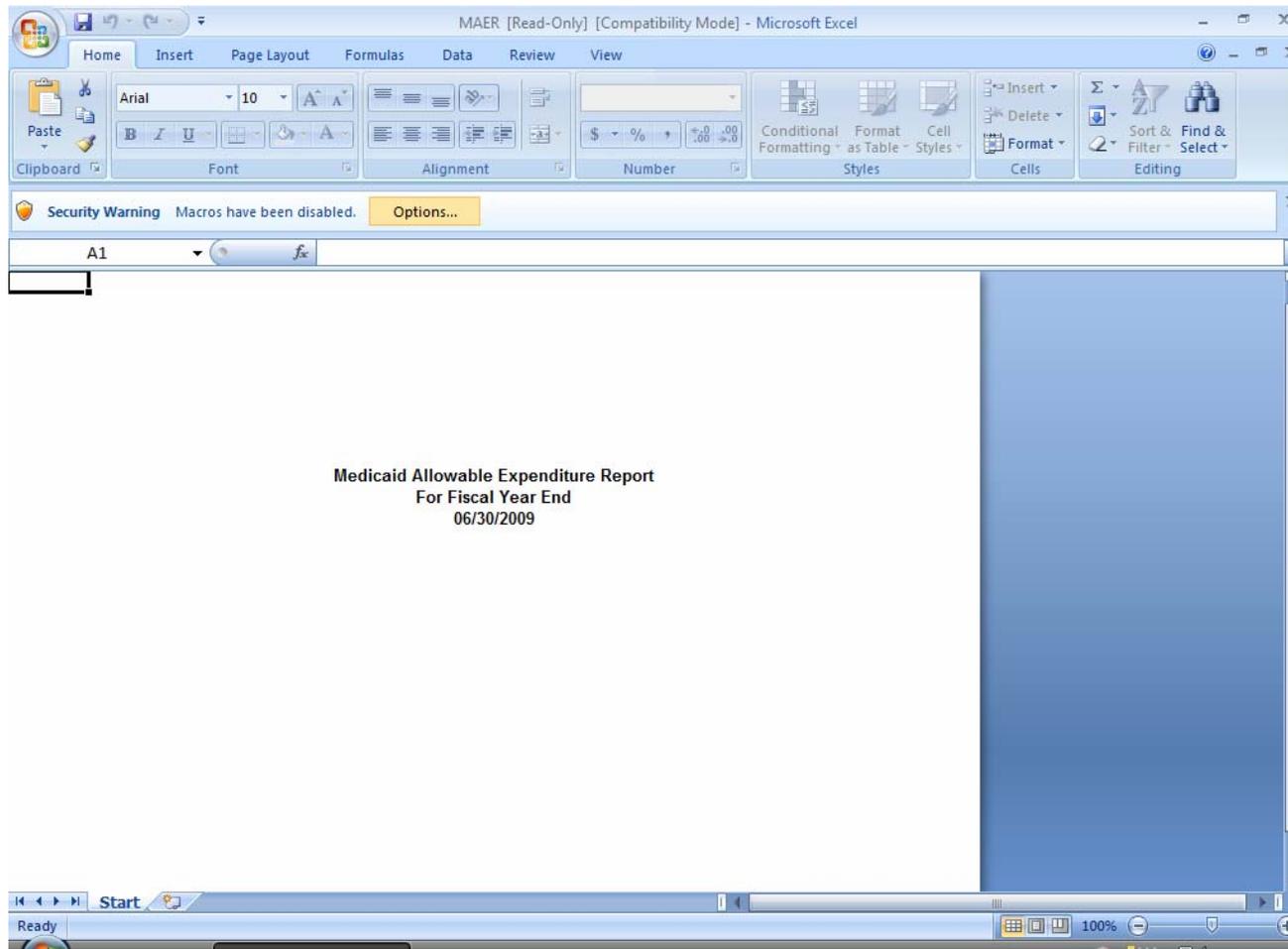
The screenshot shows a Microsoft Internet Explorer browser window displaying the Michigan Department of Community Health (MDCH) website. The address bar shows the URL: http://michigan.gov/mdch/0,1607,7-132-2945_42542_42543_42546_42551-151025--,00.html. The website header includes the MDCH logo, navigation links (Michigan.gov Home, MDCH Home, Online Services, Sitemap, Contact MDCH), and a search bar. The main content area is titled "School Based Services" and lists various databases and fee information. A "File Download" dialog box is open, showing the file name "MAER.xls" and the file type "Microsoft Excel Worksheet". A "Save As" dialog box is also open, showing the file name "MAER.xls" and the file type "Microsoft Excel Worksheet". The "Save As" dialog box is open to the "School Based Services" folder, and the file name is "MAER.xls". The file type is "Microsoft Excel Worksheet". The "Save" button is highlighted.

LEA MAER Process – Initial Screen



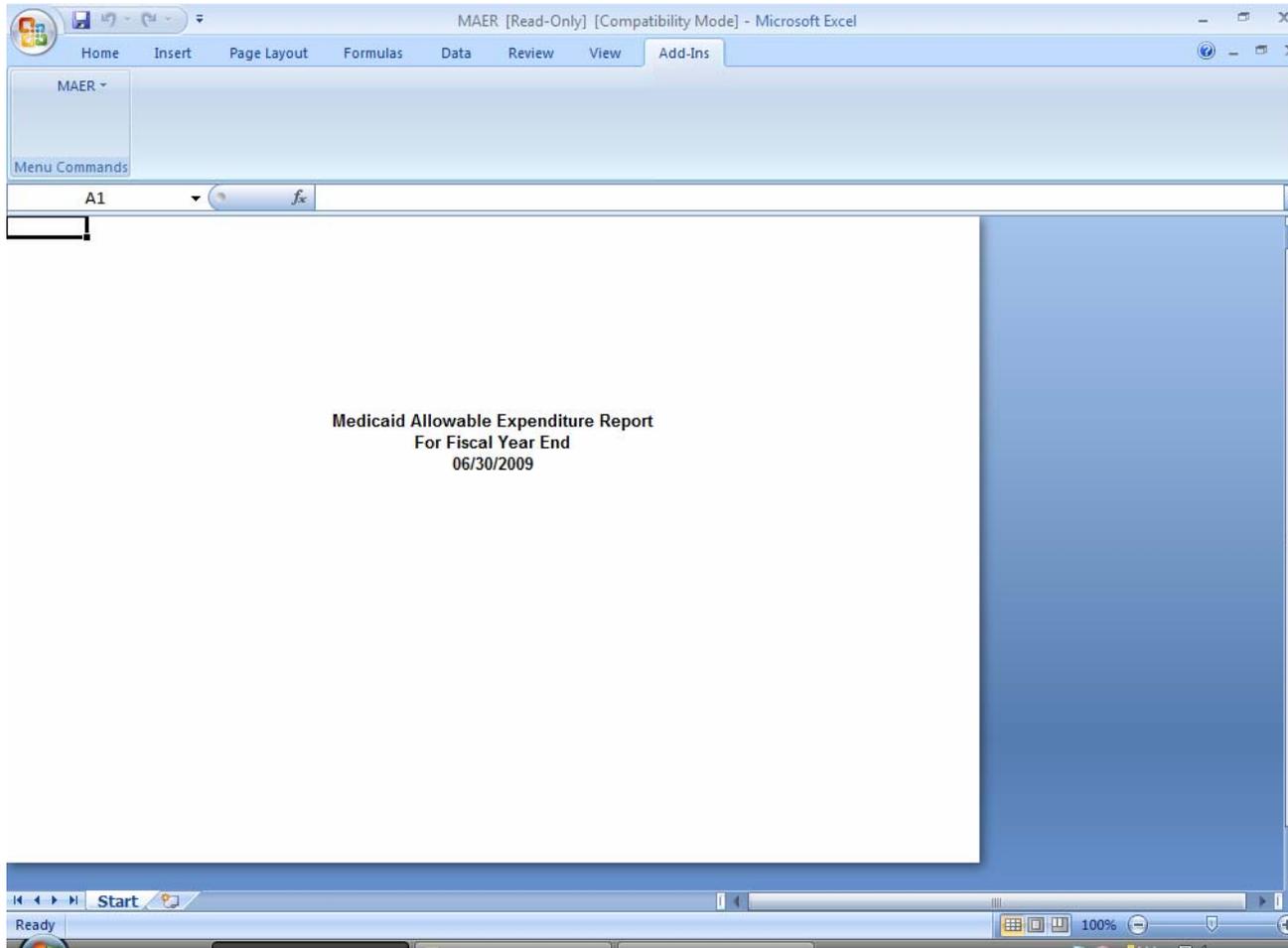
NOTE: If the LEA computer is unable to run Microsoft Excel files, blank forms will be available on the web site to print, complete manually, and submit to the ISD.

LEA MAER Process – Initial Screen – Macros Disabled



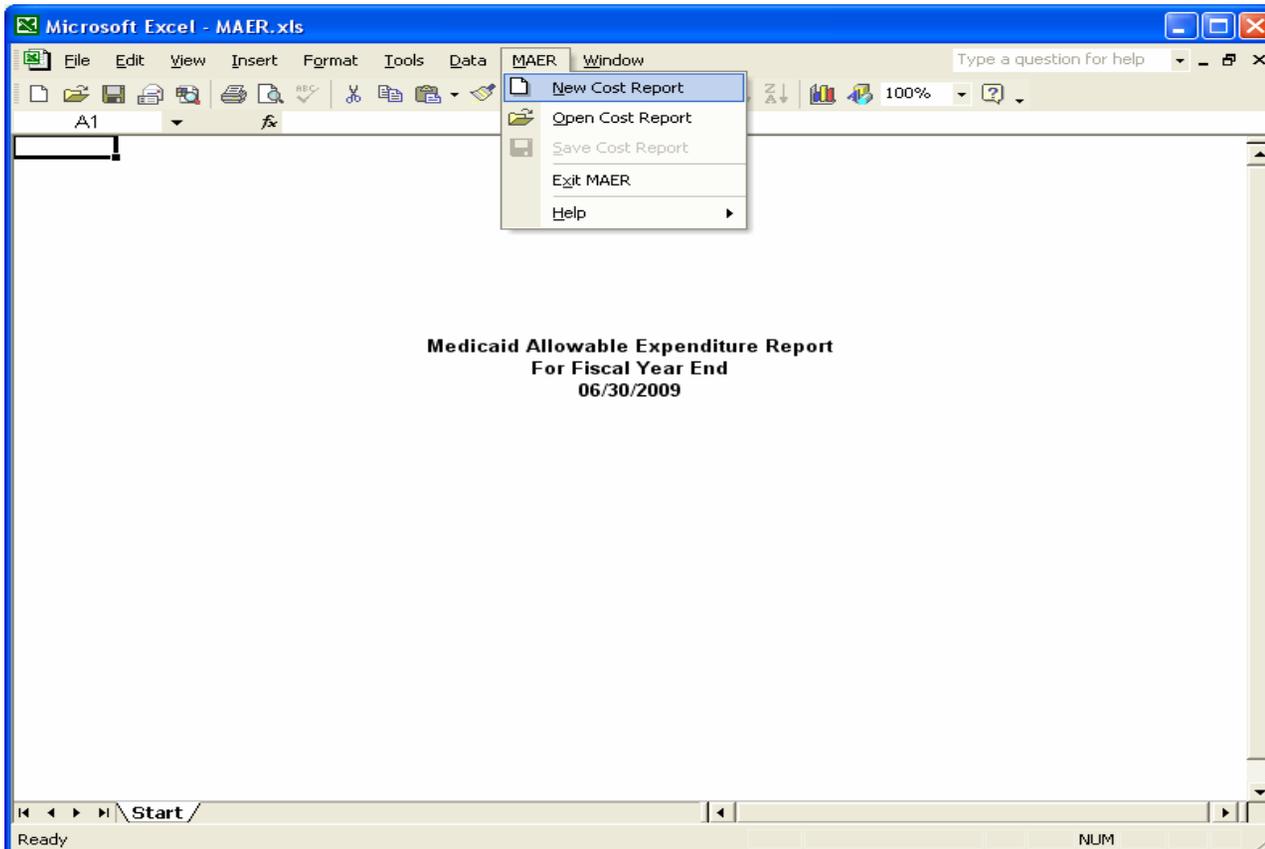
NOTE: Office 2007 (shown on left) or other Office systems may open the MAER with macros disabled. For Office 2007, click on the Options tab and follow the prompts to enable macros. Your IT department should be able to help you enable macros.

LEA MAER Process – Initial Screen – Macros Enabled



NOTE: Once macros are enabled, some versions of Office may display the MAER menu in a different location within Excel as shown in Office 2007 to the left. In this display you can see that Office 2007 adds the MAER menu as a sub-menu within the Add-Ins menu.

LEA MAER Process – Create New File



LEA MAER Process – Medical Staff Costs

Microsoft Excel - MAER.xls

File Edit View Insert Format Tools Data MAER Window

Medicaid Allowable Expenditure Report
 Medical Staff Costs
 July 1, 2008 through June 30, 2009

District ISD Name:
 District Code / LEA Code:

Sum of Section 52 and 53a Costs from the SE-4096, page 3, columns 3, 4, 5 and 8			Staff FTE Count	Salaries	Benefits 2100, 2800 & 2920	Purchased Services 3130, 3190, 4120 & 4220	Other Expend. 7410	Total
Function Code	TITLE AND OBJECT CODE			(3)	(4)	(5)	(8)	(9)
1	213 Physician (1410)							\$0
2	213 RN/LPN (1450)							\$0
3	213 PT/PTA (1470)							\$0
4	213 OT/COTA (1480)							\$0
5	214 Psychologist/Psych (1430)							\$0
6	215 Speech Therapist (1280)							\$0
7	215 Audiologist (1490)							\$0
8	215 Supervised TSL's (1240)							\$0
9	216 Social Worker (1440)							\$0
10	217 O&M Specialist (1290)							\$0
11	Total		0.00	\$0	\$0	\$0	\$0	\$0

If there are revised expenditures that affect the above lines, check the box to the left and contact MDCH Hospital and Health Plan Reimbursement Division, Special Program Section, at (517) 335-5330 with the details.

Medical Staff Costs / Transportation Costs /

Ready NUM

NOTE: Preparer completes "yellow" cells. Other cells are prefilled or calculated.

LEA MAER Process – Enter LEA Code

Microsoft Excel - MAER.xls

File Edit View Insert Format Tools Data MAER Window

Type a question for help

100%

**Medicaid Allowable Expenditure Report
Medical Staff Costs
July 1, 2008 through June 30, 2009**

District ISD Name:
District Code / LEA Code:

Sum of Section 52 and 53a Costs from the SE-4096, page 3, columns 3, 4, 5 and 8			Staff FTE Count	Salaries	Benefits 2100, 2800 & 2920	Purchased Services 3130, 3190, 4120 & 4220	Other Expend. 7410	Total
Function Code	TITLE AND OBJECT CODE			(3)	(4)	(5)	(8)	(9)
1	213 Physician (1410)							\$0
2	213 RN/LPN (1450)							\$0
3	213 PT/PTA (1470)							\$0
4	213 OT/COTA (1480)							\$0
5	214 Psychologist/Psych (1430)							\$0
6	215 Speech Therapist (1280)							\$0
7	215 Audiologist (1490)							\$0
8	215 Supervised TSLI's (1240)							\$0
9	216 Social Worker (1440)							\$0
10	217 O&M Specialist (1290)							\$0
11	Total		0.00	\$0	\$0	\$0	\$0	\$0

If there are revised expenditures that affect the above lines, check the box to the left and contact MDCH Hospital and Health Plan Reimbursement Division, Special Program Section, at (517) 335-5330 with the details.

Medical Staff Costs / Transportation Costs /

Enter NUM

LEA MAER Process – LEA/ISD Names Displayed

Microsoft Excel - MAER.xls

File Edit View Insert Format Tools Data MAER Window

Type a question for help

Medicaid Allowable Expenditure Report
Medical Staff Costs
July 1, 2008 through June 30, 2009

District ISD Name: Allegan Area Educational Service Agency
 District Code / LEA Code: 3060 Martin Public Schools

Sum of Section 52 and 53a Costs from the SE-4096, page 3, columns 3, 4, 5 and 8			Staff FTE Count	Salaries	Benefits 2100, 2800 & 2920	Purchased Services 3130, 3190, 4120 & 4220	Other Expend. 7410	Total
Function Code	TITLE AND OBJECT CODE			(3)	(4)	(5)	(8)	(9)
1	213 Physician (1410)							\$0
2	213 RN/LPN (1450)							\$0
3	213 PT/PTA (1470)							\$0
4	213 OT/COTA (1480)							\$0
5	214 Psychologist/Psych (1430)							\$0
6	215 Speech Therapist (1280)							\$0
7	215 Audiologist (1490)							\$0
8	215 Supervised TSLI's (1240)							\$0
9	216 Social Worker (1440)							\$0
10	217 O&M Specialist (1290)							\$0
11	Total		0.00	\$0	\$0	\$0	\$0	\$0

If there are revised expenditures that affect the above lines, check the box to the left and contact MDCH Hospital and Health Plan Reimbursement Division, Special Program Section, at (517) 335-5330 with the details.

Medical Staff Costs / Transportation Costs /

Ready NUM

LEA MAER Process – Transportation Costs

Microsoft Excel - MAER.xls

File Edit View Insert Format Tools Data MAER Window

Type a question for help

**Medicaid Allowable Expenditure Report
Transportation Costs
July 1, 2008 through June 30, 2009**

District/ISD Name: Allegan Area Educational Service Agency
District Code / LEA Code: 3060 Martin Public Schools
Total number of One Way Trips:

Sum of Section 52 and 53a Costs from the SE-4094, page 2, columns 4 & 6			FTE (1)	Expenditure (4)	Expenditure (6)	Total (9)
Line	Object Code	Title				
1	1610	Bus Driver				\$0
2	1630	Aides				\$0
3	2000	Employee Benefits				\$0
4	3310	Pupil Trans Common Carrier				\$0
5	3330	Pupil Trans Family Veh Cost				\$0
6	3310	Family Vehicle Contract Csts				\$0
7	3930	Pupil Transp. Fleet Insurance				\$0
8	4230	Contracted/Leased Buses				\$0
9	4XXX	Other Vehicle Related Costs				\$0
10	5710	Gasoline				\$0
11	5710	Oil/Grease				\$0
12	5720	Tires/Batteries				\$0
13	7000	Other Expenses/Adjustment (related to object codes listed above)				\$0
14		Bus Amortization				\$0
15	TOTAL EXPENDITURES			\$0	\$0	\$0

Ready NUM

NOTE: The LEA/ISD name displays carry over from the Medical Staff Costs.

LEA MAER Process – Save ISD Submission File

Microsoft Excel - MAER.xls

File Edit View Insert Format Tools Data MAER Window

New Cost Report
Open Cost Report
Save Cost Report
Exit MAER
Help

Medical Staff Cost Report
July 2009
District ISD Name: Allegany
District Code / LEA Code: 3060 Martin Public Schools

Sum of Section 52 and 53a Costs from the SE-4096, page 3, columns 3, 4, 5 and 8			Staff FTE Count	Salaries (3)	Benefits 2100, 2800 & 2920 (4)	Purchased Services 3130, 3190, 4120 & 4220 (5)	Other Expend. 7410 (8)	Total (9)
Function Code	TITLE AND OBJECT CODE							
1	213 Physician (1410)		123.00	\$456	\$789	\$12	\$324	\$1,581
2	213 RN/LPN (1450)							\$0
3	213 PT/PTA (1470)							\$0
4	213 OT/COTA (1480)							\$0
5	214 Psychologist/Psych (1430)							\$0
6	215 Speech Therapist (1280)							\$0
7	215 Audiologist (1490)							\$0
8	215 Supervised TSLI's (1240)							\$0
9	216 Social Worker (1440)							\$0
10	217 O&M Specialist (1290)							\$0
11	Total		123.00	\$456	\$789	\$12	\$324	\$1,581

If there are revised expenditures that affect the above lines, check the box to the left and contact MDCH Hospital and Health Plan Reimbursement Division, Special Program Section, at (517) 335-5330 with the details.

Medical Staff Costs / Transportation Costs /

Ready NUM

LEA MAER Process – ISD Submission File Created

NOTE: Each LEA submits this file to the ISD.

Do not rename this file! The ISD MMF Summary software expects files named in this specific format. If the file is not named properly, it will not be recognized by the summary application.

Medicaid Allowable Expenditure Report
Medical Staff Costs
July 1, 2008 through June 30, 2009

District ISD Name: Allegan Area Educational Service Agency
 District Code / LEA Code: 3060 Martin Public Schools

Sum of Section 52 and 53a Costs from the SE-4096, page 3, columns 3, 4, 5 and 8		Staff FTE Count	Salaries	Benefits 2100, 2800 & 2920	Purchased Services 3130, 3190, 4120 & 4220	Other Expend. 7410	Total
Function Code	TITLE AND OBJECT CODE		(3)	(4)	(5)	(8)	(9)
1	213 Physician (1410)	123.00	\$456	\$789	\$12	\$324	\$1,581
2	213 RN/LPN (1450)						\$0
3	213 PT/PTA (1470)						\$0
4	213 OT/COTA (1480)						\$0
5	214 Psychologist/Psych (1430)						\$0
6	215 Speech Therapist (1280)						\$0
7	215 Audiologist (1490)						\$0
8	215 Supervised TSLI's (1240)						\$0
9	216 Social Worker (1440)						\$0
10	217 O&M Specialist (1290)						\$0
11	Total	123.00	\$456	\$789			1,581

If there are revised expenditures that affect the above lines, check the box to Health Plan Reimbursement Division, Special Program Section, at (517) 335

MAER - Processing Complete
 The following csv file has been created:
 C:\Temp\MAER_06302009_03060.csv



ISD Summary Process

ISD Summary Process – Web Download Site



State of Michigan Single Sign On

User ID

Password

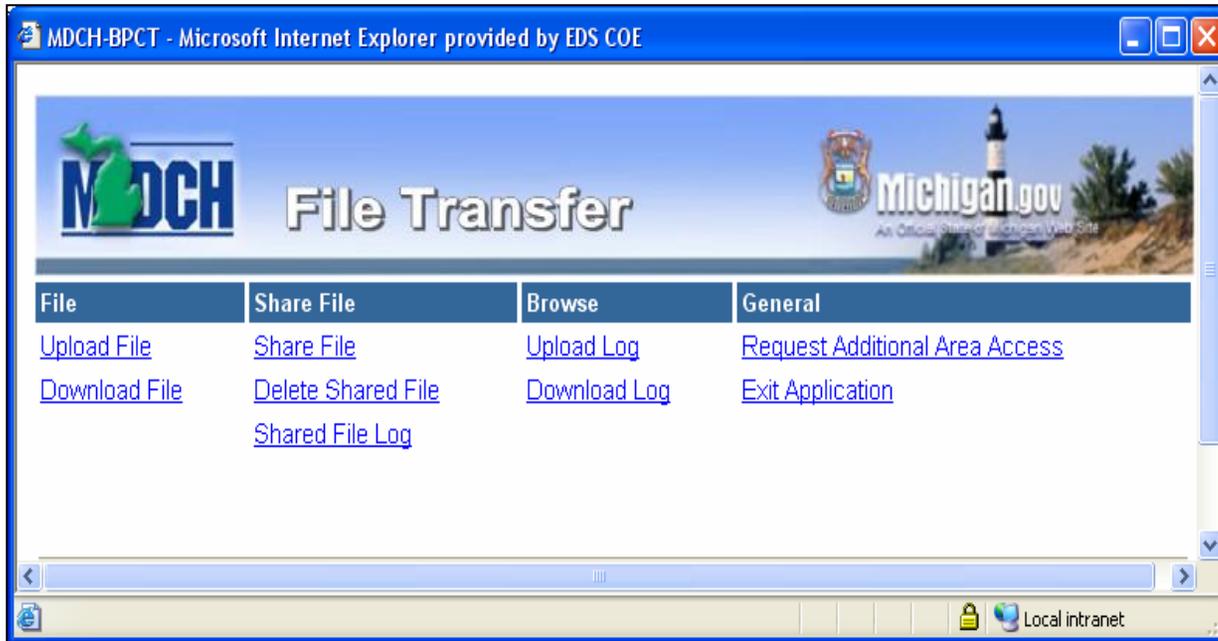
Login

* If you do not have a User ID, please click

[I forgot my Password](#)

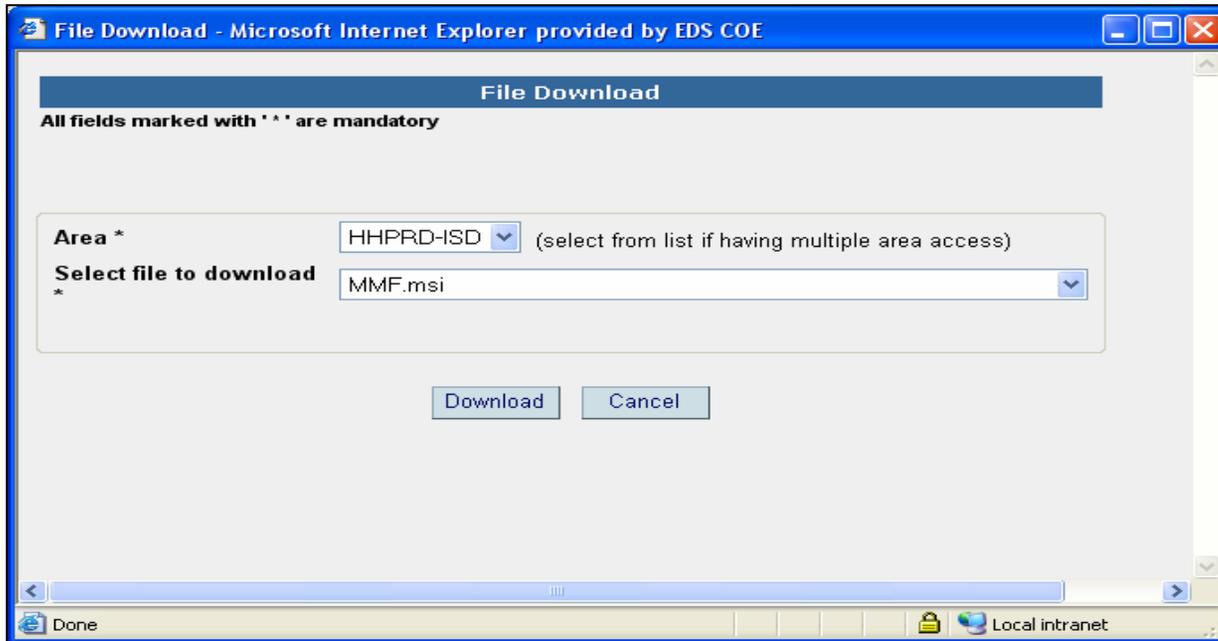
NOTE: The “ISD - MAER Summary Software” is called “Michigan Medicaid Forms” or “MMF” and is available via the DCH File Transfer application within Single Sign On (SSO)

ISD Summary Process – Web Download Site



NOTE: Once Signed into the MDCH File Transfer web site, click the "Download File" link on the upper left side of the page.

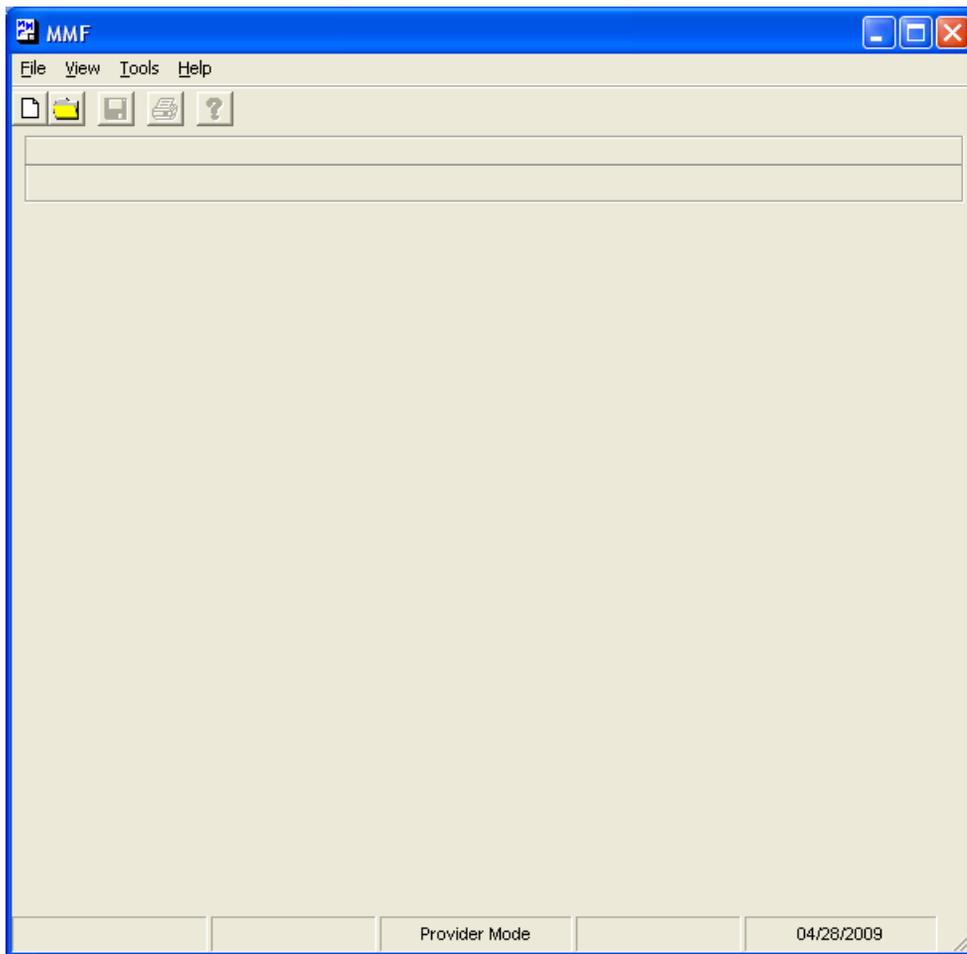
ISD Summary Process – Web Download Site



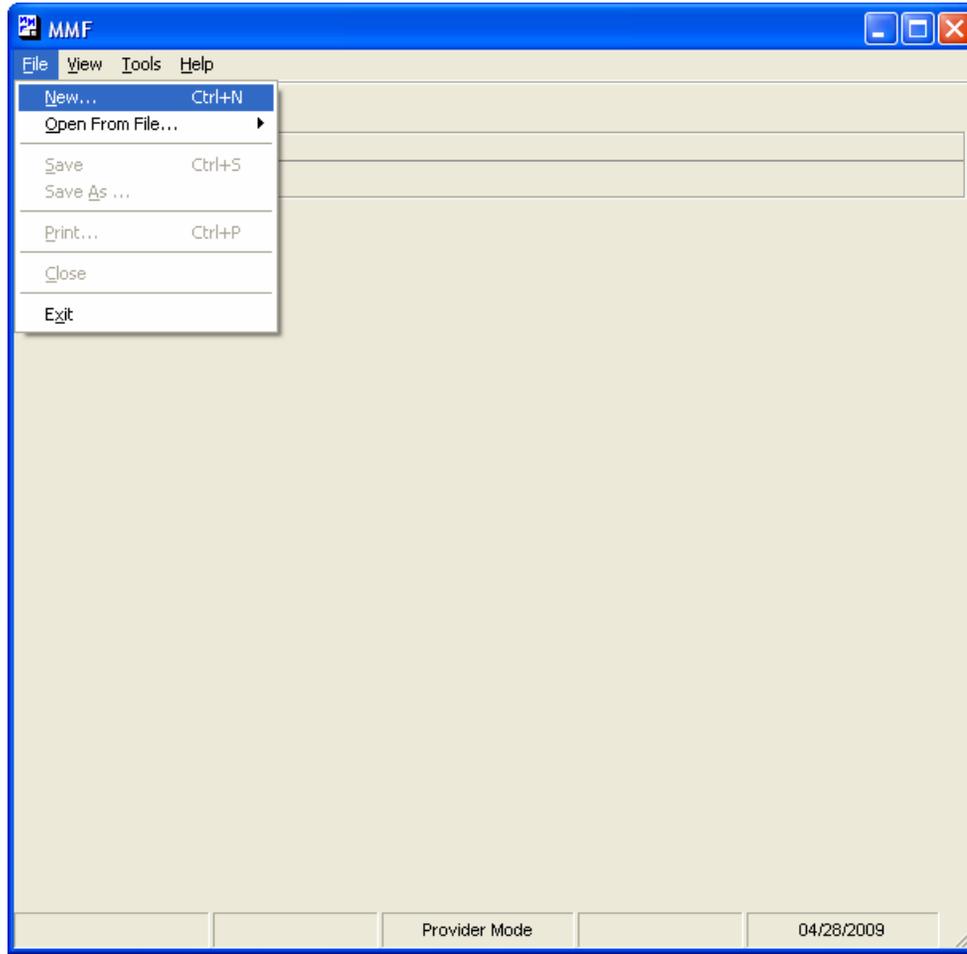
NOTE: From the File Download page, select HHPRD-ISD as the Area, and select the MMF.msi file from the Select file to download drop list and click the Download button.

Once downloaded, double click the MMF.msi file to install MMF.

ISD Summary Process – Initial Screen



ISD Summary Process – Create New File



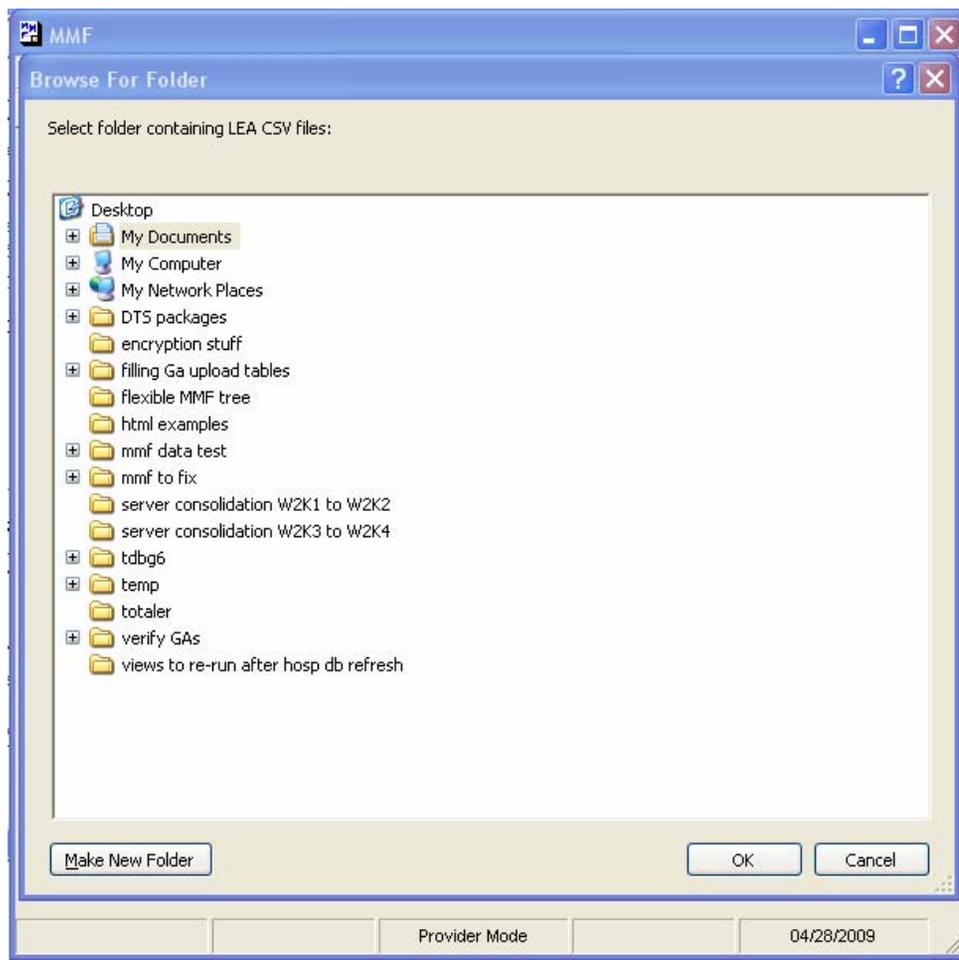
ISD Summary Process – Enter ISD Code/Year

The screenshot shows a software window titled "MMF" with a menu bar (File, View, Tools, Help) and a toolbar. A dialog box titled "New - Medicaid Allowable Expenditure Summary Report" is open, prompting the user to "Enter Information For Medicaid Allowable Expenditure Summary Report:". The dialog box contains the following fields:

- Name: Allegan Area Educational Service Agency
- School Code or NPI: 03000
- Fiscal Year End: 06/30/2009
- Amend Level: 0

At the bottom of the dialog box are "Ok" and "Cancel" buttons. The main window's status bar at the bottom shows "Provider Mode" and the date "04/28/2009".

ISD Summary Process – Load LEA MAER Files



The screen at the right will “pop up” automatically when creating a new file. Subsequently, this function can be selected from the Tools menu.

NOTE: You need to have placed all of your LEAs CSV files into a single folder location. At the time of creating your cost report data file, you will need to select the folder that contains all of the LEA CSV files.

ISD Summary Process – General Information Worksheet

MMF

File View Tools Help

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Medicaid Allowable Expenditure Summ

- General Information
- Local Education Agencies
- Medical Staff Costs
- Transportation Costs
- Medical Staff Costs Summary
- Transportation Costs Summary
- Reconciliation & Settlement
- Payment Details

General Information		
1	ISD Code	03000
2	ISD Name	Allegan Area Educational Serv
3	NPI	1144265620
4	Prepared By	
5	Phone Number	
6	FAX Number	
7	Email Address	
8	Fiscal Year Begin	07/01/2008
9	Fiscal Year End	06/30/2009
10	Operating System	Windows XP Build 2600 Service
11	Internet Explorer version	6.0.2900.5512
12	MDAC version	2.81.1132.0

Enter the name of the person responsible for preparing this cost report.

Provider Mode 04/28/2009

NOTE: Preparer completes “white” cells. Other cells are prefilled or calculated.

“Tool Tips” at bottom of screen (in yellow) show information related to highlighted cell.

ISD Summary Process – Local Education Agencies Worksheet (Lists LEAs assigned to ISD)

The screenshot shows the MMF (Michigan Medicaid Fee) software interface. The window title is "MMF". The menu bar includes "File", "View", "Tools", and "Help". Below the menu bar are icons for file operations. The main window displays the "Allegan Area Educational Service Agency" information, including the ID "03000, 1144265620", the fiscal year "FYE: 06/30/2009", and "Amend Level: 0".

The left sidebar shows a tree view of the Medicaid Allowable Expenditure Summary, with "Local Education Agencies" selected. The right pane displays a table titled "Local Education Agencies" with the following data:

Line	LEA Number	LEA Name
1	03030	Allegan Public Schools
2	03050	Fennville Public Schools
3	03070	Hopkins Public Schools
4	03060	Martin Public Schools
5	03020	Otsego Public Schools
6	03010	Plainwell Community Schools
7	03040	Wayland Union Schools

At the bottom of the window, there is a text box with contact information: "Questions and/or issues regarding School Codes can be e-mailed to: ratesetting@michigan.gov or call: (517) 335-5330." The status bar at the bottom indicates "Provider Mode" and the date "04/28/2009".

NOTE: Contact MDCH if the LEA list is inaccurate.

ISD Summary Process – Medical Staff Costs Worksheet

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Line	Function Code	Title and Object Code	Staff FTE (2)
1	213	Physician (1410)	0.00
2	213	RN/LPN (1450)	0.00
3	213	PT/PTA (1470)	0.00
4	213	OT/COTA (1480)	0.00
5	214	Psychologist/Psych (1430)	0.00
6	215	Speech Therapist (1280)	0.00
7	215	Audiologist (1490)	0.00
8	215	Supervised TSL's (1240)	0.00
9	216	Social Worker (1440)	0.00
10	217	O&M Specialist (1290)	0.00
11		Total	0.00

Count of staff included in RMTS (Value is user entered and rounded to 2 decimal places.)

Provider Mode 04/28/2009

NOTE: The default screen display size is set to accommodate smaller monitors with lower resolution. Scroll bars are available and column widths may be changed. The screen may also be expanded to accommodate larger monitors with higher resolution.

ISD Summary Process – Medical Staff Costs Worksheet (Expanded)

MMF

File View Tools Help

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Medical Staff Costs - Allegan Area Educational Service Agency (03000)

Line	Function Code	Title and Object Code	Staff FTE (2)	Salaries (3)	Benefits 2100, 2800 & 2900 (4)	Purchased Services 3130, 3190, 4120 & 4220 (5)	Other Expend. 7410 (8)	Total (9)
1	213	Physician (1410)	0.00	0.	0.	0.	0.	0.
2	213	RN/LPN (1450)	0.00	0.	0.	0.	0.	0.
3	213	PT/PTA (1470)	0.00	0.	0.	0.	0.	0.
4	213	OT/COTA (1480)	0.00	0.	0.	0.	0.	0.
5	214	Psychologist/Psych (1430)	0.00	0.	0.	0.	0.	0.
6	215	Speech Therapist (1280)	0.00	0.	0.	0.	0.	0.
7	215	Audiologist (1490)	0.00	0.	0.	0.	0.	0.
8	215	Supervised TSLI's (1240)	0.00	0.	0.	0.	0.	0.
9	216	Social Worker (1440)	0.00	0.	0.	0.	0.	0.
10	217	O&M Specialist (1290)	0.00	0.	0.	0.	0.	0.
11		Total	0.00	0.	0.	0.	0.	0.

Count of staff included in RMTS (Value is user entered and rounded to 2 decimal places.)

09603000.mer Provider Mode 04/28/2009

ISD Summary Process – Transportation Costs Worksheet

The screenshot displays the MMF (Medicaid Management Framework) software interface. The window title is "MMF". The menu bar includes "File", "View", "Tools", and "Help". The toolbar contains icons for file operations and help. The main window displays the "Allegan Area Educational Service Agency" worksheet for fiscal year "06/30/2009" and "Amend Level: 0".

The left navigation pane shows a tree structure under "Medicaid Allowable Expenditure Summary":

- General Information
- Local Education Agencies
- Medical Staff Costs
- Transportation Costs
 - Allegan Area Educational Serv.
 - Allegan Public Schools
 - Fennville Public Schools
 - Hopkins Public Schools
 - Martin Public Schools
 - Otsego Public Schools
 - Plainwell Community Schools
 - Wayland Union Schools
- Medical Staff Costs Summary
- Transportation Costs Summary
- Reconciliation & Settlement
- Payment Details

The main data table, titled "Transportation Costs - Allegan Area Educational Service Agency", contains the following data:

Line	Object Code	Title	FTE (1)	Exp
1	1610	Bus Driver	0.00	
2	1630	Aides	0.00	
3	2000	Employee Benefits		
4	3310	Pupil Trans Common Carrier		
5	3330	Pupil Trans Family Veh Cost		
6	3310	Family Vehicle Contract Csts		
7	3930	Pupil Transp. Fleet Insurance		
8	4230	Contracted/Leased Buses		
9	4XXX	Other Vehicle Related Costs		
10	5710	Gasoline		
11	5710	Oil/Grease		
12	5720	Tires/Batteries		
13	7000	Other Expenses/Adjustment		
14		Bus Amortization		
15		Total Expenditures		

At the bottom of the window, there is a text field with the label "Count of staff included in RMTS (Value is user entered and rounded to 2 decimal places.)" and a status bar showing "Provider Mode" and the date "04/28/2009".

ISD Summary Process – Transportation Costs Worksheet (Expanded)

MMF

File View Tools Help

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Medicaid Allowable Expenditure Summary Report

- General Information
- Local Education Agencies
- Medical Staff Costs
- Transportation Costs
 - Allegan Area Educational Service Agency
 - Allegan Public Schools
 - Fennville Public Schools
 - Hopkins Public Schools
 - Martin Public Schools
 - Otsego Public Schools
 - Plainwell Community Schools
 - Wayland Union Schools
- Medical Staff Costs Summary
- Transportation Costs Summary
- Reconciliation & Settlement
- Payment Details

Transportation Costs - Allegan Area Educational Service Agency (03000)

Line	Object Code	Title	FTE (1)	Expenditure (4)	Expenditure (6)	Total (9)
1	1610	Bus Driver	0.00	0.	0.	0.
2	1630	Aides	0.00	0.	0.	0.
3	2000	Employee Benefits		0.	0.	0.
4	3310	Pupil Trans Common Carrier		0.	0.	0.
5	3330	Pupil Trans Family Veh Cost		0.	0.	0.
6	3310	Family Vehicle Contract Csts		0.	0.	0.
7	3930	Pupil Transp. Fleet Insurance		0.	0.	0.
8	4230	Contracted/Leased Buses		0.	0.	0.
9	4XXX	Other Vehicle Related Costs		0.	0.	0.
10	5710	Gasoline		0.	0.	0.
11	5710	Oil/Grease		0.	0.	0.
12	5720	Tires/Batteries		0.	0.	0.
13	7000	Other Expenses/Adjustment		0.	0.	0.
14		Bus Amortization		0.	0.	0.
15		Total Expenditures		0.	0.	0.

Count of staff included in RMTS (Value is user entered and rounded to 2 decimal places.)

09603000.mer Provider Mode 04/28/2009

ISD Summary Process – Medical Staff Costs Summary Worksheet

MMF

File View Tools Help

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Medical Staff Costs Summary - Allegan Area Educational Service

Line	Title and Object Code	SE-41 Func Cod B
1	Physician (1410)	21:
2	RN/LPN (1450)	21:
3	PT/PTA (1470)	21:
4	OT/COTA (1480)	21:
5	Psychologist/Psych (1430)	21:
6	Speech Therapist (1280)	21:
7	Audiologist (1490)	21:
8	Supervised TSLI's (1240)	21:
9	Social Worker (1440)	21:
10	O&M Specialist (1290)	21:
11	TCM (from PCG financials)	
12	Personal Care (from PCG financials)	
13	Subtotal Direct Costs	
14	Indirect Cost Percentage	

Sum of all FTEs (Value is calculated or passed and rounded to 2 decimal places.)

Provider Mode 04/28/2009

NOTE: Summary of previous forms. No user input cells on this worksheet.

ISD Summary Process – Medical Staff Costs Summary Worksheet (Expanded)

MMF

File View Tools Help

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Medicaid Allowable Expenditure Summary Report

- General Information
- Local Education Agencies
- Medical Staff Costs
 - Medical Staff Costs Summary
 - Transportation Costs Summary
 - Reconciliation & Settlement
 - Payment Details
- Transportation Costs

Medical Staff Costs Summary - Allegan Area Educational Service Agency (03000)

Line	Title and Object Code A	SE-4096 Function Code B	FTE Count C	Total Allowable Costs D	RMTS Allowable % E	Medicaid Allocated Cost F
1	Physician (1410)	213	0.00	0.	0.4619	0.
2	RN/LPN (1450)	213	0.00	0.	0.4619	0.
3	PT/PTA (1470)	213	0.00	0.	0.4619	0.
4	OT/COTA (1480)	213	0.00	0.	0.4619	0.
5	Psychologist/Psych (1430)	214	0.00	0.	0.4619	0.
6	Speech Therapist (1280)	215	0.00	0.	0.4619	0.
7	Audiologist (1490)	215	0.00	0.	0.4619	0.
8	Supervised TSLI's (1240)	215	0.00	0.	0.4619	0.
9	Social Worker (1440)	216	0.00	0.	0.4619	0.
10	O&M Specialist (1290)	217	0.00	0.	0.4619	0.
11	TCM (from PCG financials)		13.05	156,750.	0.0866	13,575.
12	Personal Care (from PCG financials)		11.98	171,000.	0.1855	31,720.
13	Subtotal Direct Costs					45,295.
14	Indirect Cost Percentage					0.0225
15	Indirect Costs					1,019.
16	Total Allowable Health Service Costs					46,314.
17	Medicaid Eligibility Rate					0.4518
18	Total Medicaid Allowable Health Service Costs					20,925.

Sum of all FTEs (Value is calculated or passed and rounded to 2 decimal places.)

09603000.mer Provider Mode 04/28/2009

ISD Summary Process – Transportation Costs Summary Worksheet

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Transportation Costs Summary - Allegan Area Educational

Line	Title	Objec Code
1	Bus Driver	161C
2	Aides	163C
3	Employee Benefits	200C
4	Pupil Trans Common Carrier	331C
5	Pupil Trans Family Veh Cost	333C
6	Family Vehicle Contract Csts	331C
7	Pupil Transp. Fleet Insurance	393C
8	Contracted/Leased Buses	423C
9	Other Vehicle Related Costs	4XXC
10	Gasoline	571C
11	Oil/Grease	571C
12	Tires/Batteries	572C
13	Other Expenses/Adjustment	700C
14	Bus Amortization	

Sum of all Bus Driver FTE Counts (Value is calculated or passed and rounded to 2 decimal places.)

Provider Mode 04/28/2009

NOTE: Summary of previous forms.

ISD Summary Process – Transportation Costs Summary Worksheet (Expanded)

Allegan Area Educational Service Agency
03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Line	Title	Object Code	FTE Count	Total Allowable Costs
1	Bus Driver	1610	0.00	0.
2	Aides	1630	0.00	0.
3	Employee Benefits	2000		0.
4	Pupil Trans Common Carrier	3310		0.
5	Pupil Trans Family Veh Cost	3330		0.
6	Family Vehicle Contract Csts	3310		0.
7	Pupil Transp. Fleet Insurance	3930		0.
8	Contracted/Leased Buses	4230		0.
9	Other Vehicle Related Costs	4XXX		0.
10	Gasoline	5710		0.
11	Oil/Grease	5710		0.
12	Tires/Batteries	5720		0.
13	Other Expenses/Adjustment	7000		0.
14	Bus Amortization			0.
15	Transportation Costs			0.
16	Indirect Cost Percentage			0.0225
17	Indirect Costs			0.
18	Total Allowable Transportation Costs			0.
19	Total One-Way Special Education Bus Trips			0.
20	Total Cost per One-Way Trip			0.00
21	Total Allowable Trips			0.
22	Total Medicaid Allowable Transportation Costs			0.

Enter the estimated Total One-Way Special Education Bus Trips (Value is user entered and rounded to a whole number.)

09603000.mer Provider Mode 04/26/2009

NOTE: Line 21 is entered by MDCH based upon submitted claims.

ISD Summary Process – Reconciliation & Settlement Worksheet

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Reconciliation & Settlement - Allegan Area Educational Service

Line	Time Period	Description
1	July - September	Total Medicaid Allowable Health Serv
2	July - September	Interim Payments
3	July - September	Total Allowable Medicaid Costs
4	October - December	Total Medicaid Allowable Health Serv
5	October - December	Interim Payments
6	October - December	Total Allowable Medicaid Costs
7	January - March	Total Medicaid Allowable Health Serv
8	January - March	Interim Payments
9	January - March	Total Allowable Medicaid Costs
10	April - June	Total Medicaid Allowable Health Serv
11	April - June	Interim Payments
12	April - June	Total Allowable Medicaid Costs
13		Total Full Year Medicaid Allowable C
14		Less Any Initial or Final Settlements
15		Amount Due To/From the ISD

First Quarter Total Medicaid Allowable Health Service Costs (Value is calculated or passed and rounded to a whole number.)

Provider Mode 04/28/2009

NOTE: Summary and calculations based upon previous forms. No user input cells on this worksheet.

ISD Summary Process – Reconciliation & Settlement Worksheet (Expanded)

MMF

File View Tools Help

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Medicaid Allowable Expenditure Summary Report

- General Information
- Local Education Agencies
- Medical Staff Costs
- Transportation Costs
- Medical Staff Costs Summary
- Transportation Costs Summary
- Reconciliation & Settlement**
- Payment Details

Reconciliation & Settlement - Allegan Area Educational Service Agency (03000)

Line	Time Period	Description	Gross Costs	FMAP	Total Federal	60% ISD Share
1	July - September	Total Medicaid Allowable Health Service Costs	5,231.	0.5810	3,039.	1,823.
2	July - September	Interim Payments				150,570.
3	July - September	Total Allowable Medicaid Costs				-148,747.
4	October - December	Total Medicaid Allowable Health Service Costs	5,231.	0.6958	3,640.	2,184.
5	October - December	Interim Payments				156,501.
6	October - December	Total Allowable Medicaid Costs				-154,317.
7	January - March	Total Medicaid Allowable Health Service Costs	5,231.	0.6958	3,640.	2,184.
8	January - March	Interim Payments				52,167.
9	January - March	Total Allowable Medicaid Costs				-49,983.
10	April - June	Total Medicaid Allowable Health Service Costs	5,231.	0.6958	3,640.	2,184.
11	April - June	Interim Payments				0.
12	April - June	Total Allowable Medicaid Costs				2,184.
13		Total Full Year Medicaid Allowable Costs				-350,863.
14		Less Any Initial or Final Settlements				0.
15		Amount Due To/From the ISD				-350,863.

First Quarter Total Medicaid Allowable Health Service Costs (Value is calculated or passed and rounded to a whole number.)

09603000.mer Provider Mode 04/28/2009

ISD Summary Process – Payment Details Worksheet

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Line	Payment Type	Payment Date	Pe
1	Interim Gross Adjustment	07/02/2008	
2	Interim Gross Adjustment	08/06/2008	
3	Interim Gross Adjustment	09/03/2008	
4	Interim Gross Adjustment	10/01/2008	
5	Interim Gross Adjustment	11/05/2008	
6	Interim Gross Adjustment	12/02/2008	
7	Interim Gross Adjustment	12/10/2008	
8	Interim Gross Adjustment	01/06/2009	

Lists the type of payment including Interim Payments and Settlements (Value is calculated or passed.)

Provider Mode 04/28/2009

ISD Summary Process – Payment Details Worksheet (Expanded)

Allegan Area Educational Service Agency

03000, 1144265620 FYE: 06/30/2009 Amend Level: 0

Medicaid Allowable Expenditure Summary Report

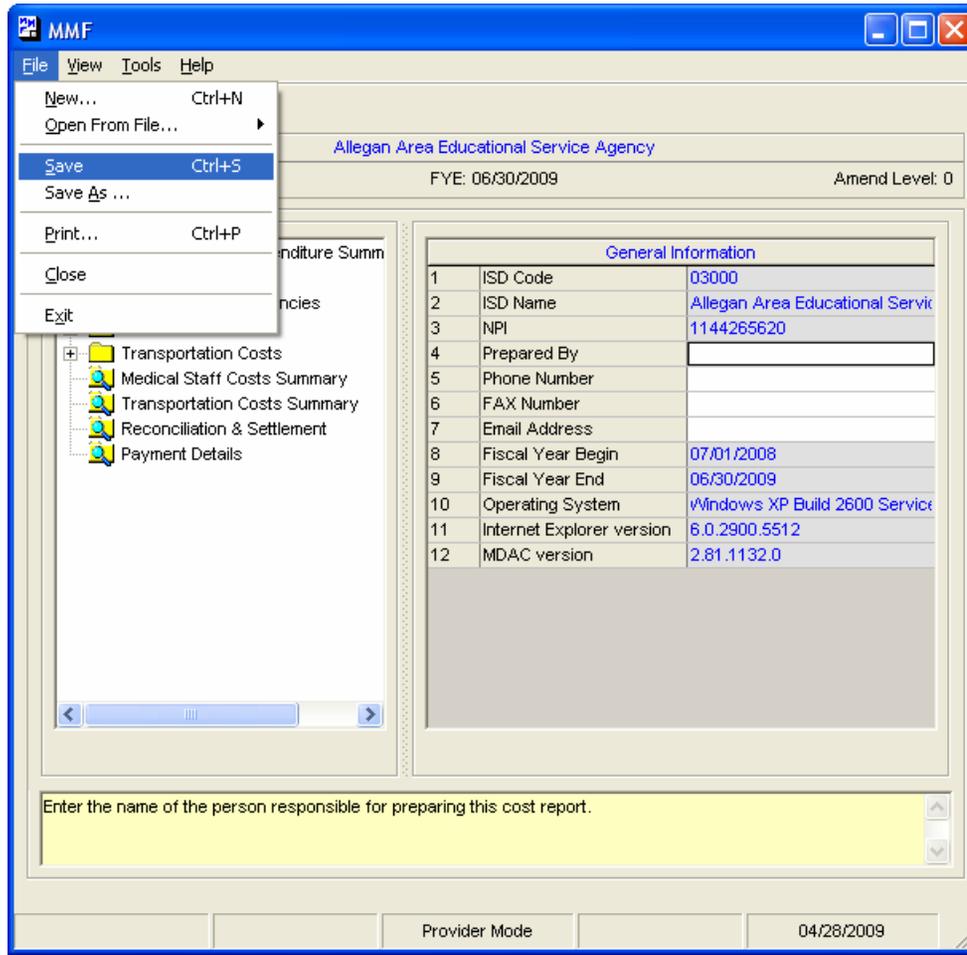
- General Information
- Local Education Agencies
- Medical Staff Costs
- Transportation Costs
- Medical Staff Costs Summary
- Transportation Costs Summary
- Reconciliation & Settlement
- Payment Details

Line	Payment Type	Payment Date	Payment Amount
1	Interim Gross Adjustment	07/02/2008	49,994.
2	Interim Gross Adjustment	08/06/2008	50,288.
3	Interim Gross Adjustment	09/03/2008	50,288.
4	Interim Gross Adjustment	10/01/2008	52,167.
5	Interim Gross Adjustment	11/05/2008	52,167.
6	Interim Gross Adjustment	12/02/2008	34,778.
7	Interim Gross Adjustment	12/10/2008	17,389.
8	Interim Gross Adjustment	01/06/2009	52,167.

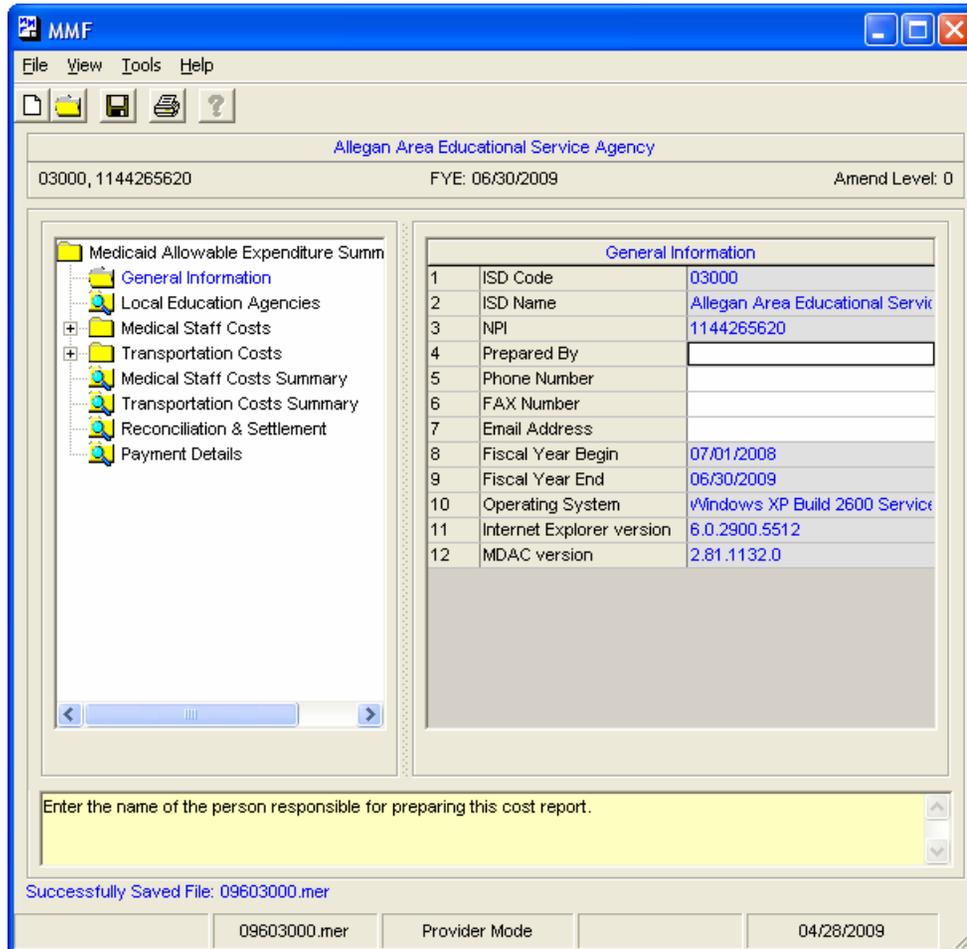
Lists the type of payment including Interim Payments and Settlements (Value is calculated or passed.)

09603000.mer Provider Mode 04/28/2009

ISD Summary Process – Saving the Cost Report File



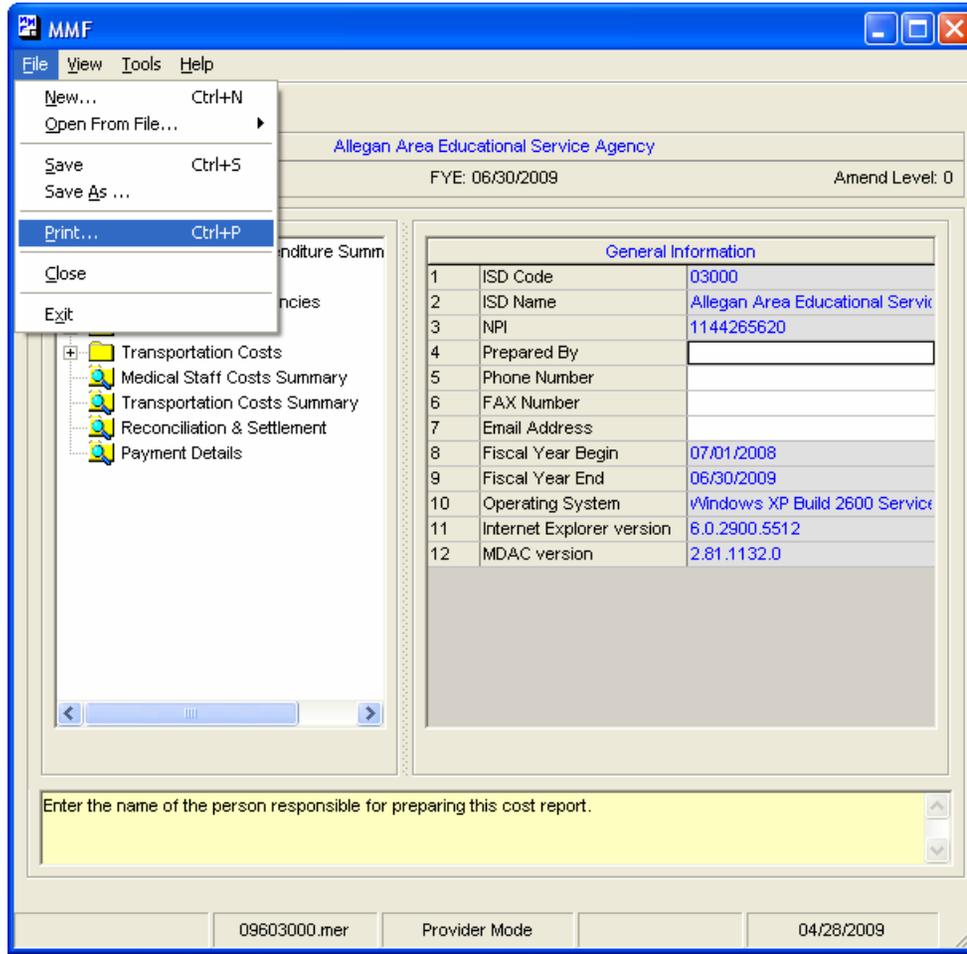
ISD Summary Process – File Saved Successfully



NOTE: The file name displays at the bottom of the screen. The ISD submits this file to MDCH.

The example to the left shows the file name "09603000.mer". Each ISD will have a similarly named file with the last 5 characters ending in their own school code. Do not rename this file!

ISD Summary Process – Choosing Print



ISD Summary Process – Print Certification

The screenshot shows a window titled "MMF Print" with a toolbar at the top containing a print icon, a search icon, a zoom dropdown set to 85%, a page indicator showing 1/1, and back/forward navigation buttons. The main content area displays a form titled "CERTIFICATION OF PUBLIC EXPENDITURE (CPE)". Below the title is a section for "GOVERNMENTAL PROVIDER USE ONLY: CERTIFICATION OF TOTAL COMPUTABLE PUBLIC EXPEN". The form is divided into three numbered sections:

1. Governmental Provider Name and Address:
Allegan Area Educational Service Agency
310 Thomas Street
Allegan, MI 49010-9158

2. Reporting Period (Medical State Plan Rate Year):
From: 07/01/2008
To: 06/30/2009

3. a. Type of Report:
 Partial Period Report
 Quarterly Cost Report
 Full Year Cost Report
 Revised Cost Report

b. Total Computable Certified Public Expenditure by Component:
 Medical
Medical Services
Total Computable Expenditure: 20925

At the bottom of the form, a disclaimer reads: "INTENTIONAL MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED HEREIN MAY BE PUNISHABLE BY FINE AND/OR IMPRISONMENT UNDER FEDERAL AND/OR STATE LAWS".

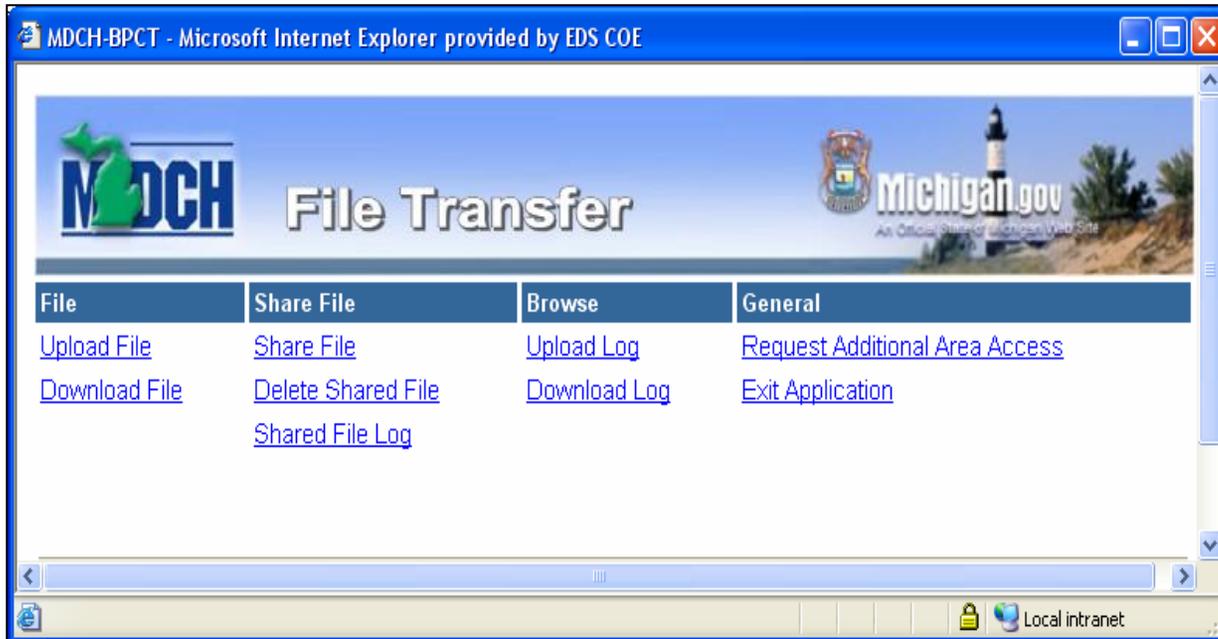
Below the form is a navigation pane with a list of menu items: "Transportation Costs Summary", "Reconciliation & Settlement", "Payment Details", and "Provider Certification Page" (which is highlighted). To the right of the list are three buttons: "Select All", "Run", and "Cancel".

NOTE: The ISD submits the signed certification form to MDCH.

Sign the certification form and fax it to (517) 241-7408

ISD Summary Process – Web Download Site

NOTE: Once the file has been saved via the MMF application, the “.mer” file can be uploaded to the HPRD using the MDCH File Transfer application. Once Signed in, choose the “Upload File” link on the upper left side of the page.



When uploading, choose your Area name as the Area.

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