

Michigan Department of Community Health

School Based Services

Medicaid Allowable Expenditure
Report (MAER) Training

May 2009



Agenda

- Medicaid Allowable Expenditure Report (MAER)
 - Overview
 - Timeline for Completion

- Completing the MAER
 - Sources of Information
 - Completing the MAER
 - Questions and Answers

- Compiling Summary Reports (ISDs only)
 - Sources of Information
 - Compiling Summary Report
 - Questions and Answers

- Where To Go for Help

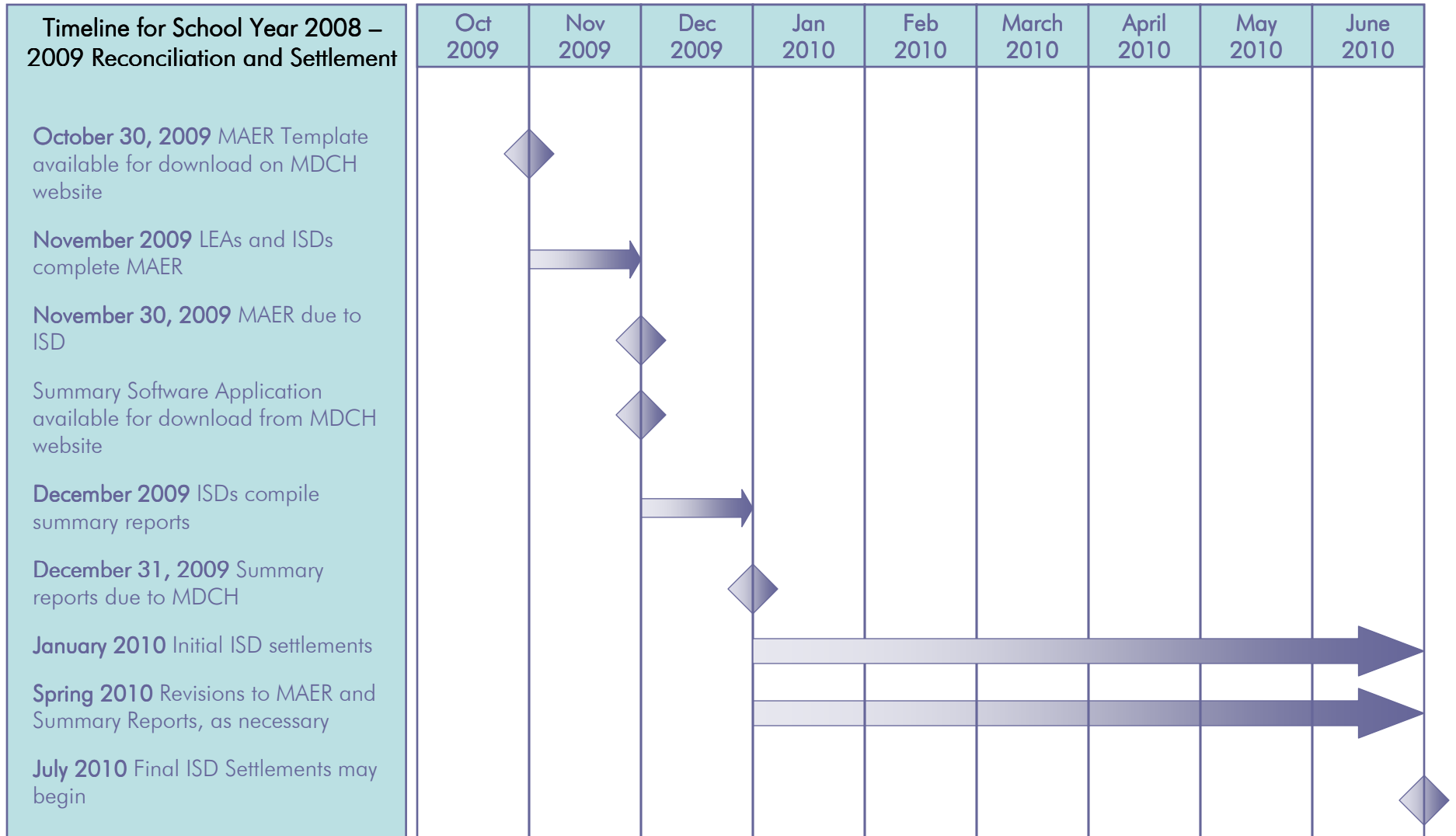
Medicaid Allowable Expenditure Report (MAER) Overview

Medicaid Allowable Expenditure Report (MAER)

Overview

- The MAER is the key component of the updated School Based Services (SBS) cost reconciliation and cost settlement process
 - Old method: SBS providers would submit bills for services rendered and received reimbursement for the bills based on various service rates
 - New method: SBS providers are reimbursed for the actual cost of providing services
 - Actual costs are reported on the MAER
 - Is used only for Direct Medical Staff and Transportation Costs
 - Quarterly financials cannot be used to complete MAER
 - Quarterly AOP financials are used to complete Administrative Outreach Program (AOP) claiming on a quarterly basis
 - Quarterly TCM and PCS financials are used to collect salary costs on a quarterly basis
 - MAER must be completed on an annual basis
- MAERs are completed by LEAs/ISDs
 - LEAs will submit completed MAERs to their ISD electronically
- ISDs review and summarize MAER data and submit MAER summary forms to MDCH
 - ISDs will use Summary Software
 - Overview of summary software will also be provided later in the training

Medicaid Allowable Expenditure Report (MAER) Overview



Medicaid Allowable Expenditure Report (MAER)

Overview

- The MAER is an Excel-based template that can be accessed via the MDCH website
 - These forms will be available Fall 2009
- From MDCH Medicaid Providers website:
(<http://www.michigan.gov/medicaidproviders>)
 - Click “Billing and Reimbursement”
 - Click “Provider Specific Information”
 - Click “School Based Services”
- Also included on the website:
 - Copies of PCG/MDCH presentations (including this presentation)
 - Copies of EDS presentation on downloading and saving MAER and Summary Software
 - Detailed MAER Instructions, codes
 - Summary Software (for ISDs Only)

MAER Demonstration



Medicaid Allowable Expenditure Report (MAER)

Overview

The screenshot shows the MDCH Department of Community Health website. The browser address bar displays the URL: http://michigan.gov/mdch/0,1607,7-132-2945_42542_42543_42546_42551-151025--,00.html. The page title is "MDCH - Department of Community Health - School-Based Services - Microsoft Internet Explorer provided by EDS COE". The main content area is titled "School Based Services" and features a navigation menu on the left with categories like "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", and "Health Systems & Health Profession Licensing". The main content includes a "Databases" section with links for various years (July 2008, Oct 2007, Oct 2006, Jan 2006, Jan 2005 Fee, 2004 April, 2003 Oct, 2008 Instructions), "FAQ-Fee-For-Service School Based Services", and "Fee for Service Rate Methodology Work Group". A paragraph states: "The purpose of this webpage is to provide information and a venue for comment to all interested parties." Below this is a section titled "Fee-for-Service Cost Reporting Documents" with a list of links: "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", and "ISD - MAER Summary Software". The footer contains links for "Michigan.gov Home", "MDCH Home", "Contact MDCH", "State Web Sites", "Privacy Policy", "Link Policy", "Accessibility Policy", "Security Policy", "Michigan News", and "Michigan.gov Survey", along with the copyright notice "Copyright © 2001-2008 State of Michigan".

- MAER Excel template will be available for download on MDCH website
- If the LEA/ISD 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.
 - If Microsoft Excel is available, LEAs/ISDs must submit the forms electronically

Medicaid Allowable Expenditure Report (MAER)

Overview

The screenshot shows the MDCH Department of Community Health website. The browser address bar displays http://michigan.gov/mdch/0,1607,7-132-2945_42542_42543_42546_42551-151025--,00.html. The page title is "School Based Services". A "File Download" dialog box is open, asking "Do you want to open or save this file?". The file details are: Name: MAER.xls, Type: Microsoft Excel Worksheet, 1.42 MB, From: localhost. The dialog has "Open", "Save", and "Cancel" buttons. A checkbox "Always ask before opening this type of file" is checked. A warning icon and text 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?". The website content includes a navigation menu on the left with categories like "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", and "Health Systems & Health Profession Licensing". The main content area lists "Databases" with links for various months and years, "FAQ-F", "Fee for", "Fee-for-Service Cost Report", and a list of links including "Medicaid Expenditure R", "FFS Cost Reporting Tra", "Direct Medical Medicaid", "Transportation Medicaid", "MAER Report - FYE 06/30/2009", "MAER Report - FYE 06/30/2010", and "ISD - MAER Summary Software". The footer contains links for "Michigan.gov Home", "MDCH Home", "Contact MDCH", "State Web Sites", "Privacy Policy", "Link Policy", "Accessibility Policy", "Security Policy", "Michigan News", and "Michigan.gov Survey", along with the copyright notice "Copyright © 2001-2008 State of Michigan".

- LEAs/ISDs will click on link to MAER Excel template
- Link will prompt user to open or save
- Click save

Medicaid Allowable Expenditure Report (MAER)

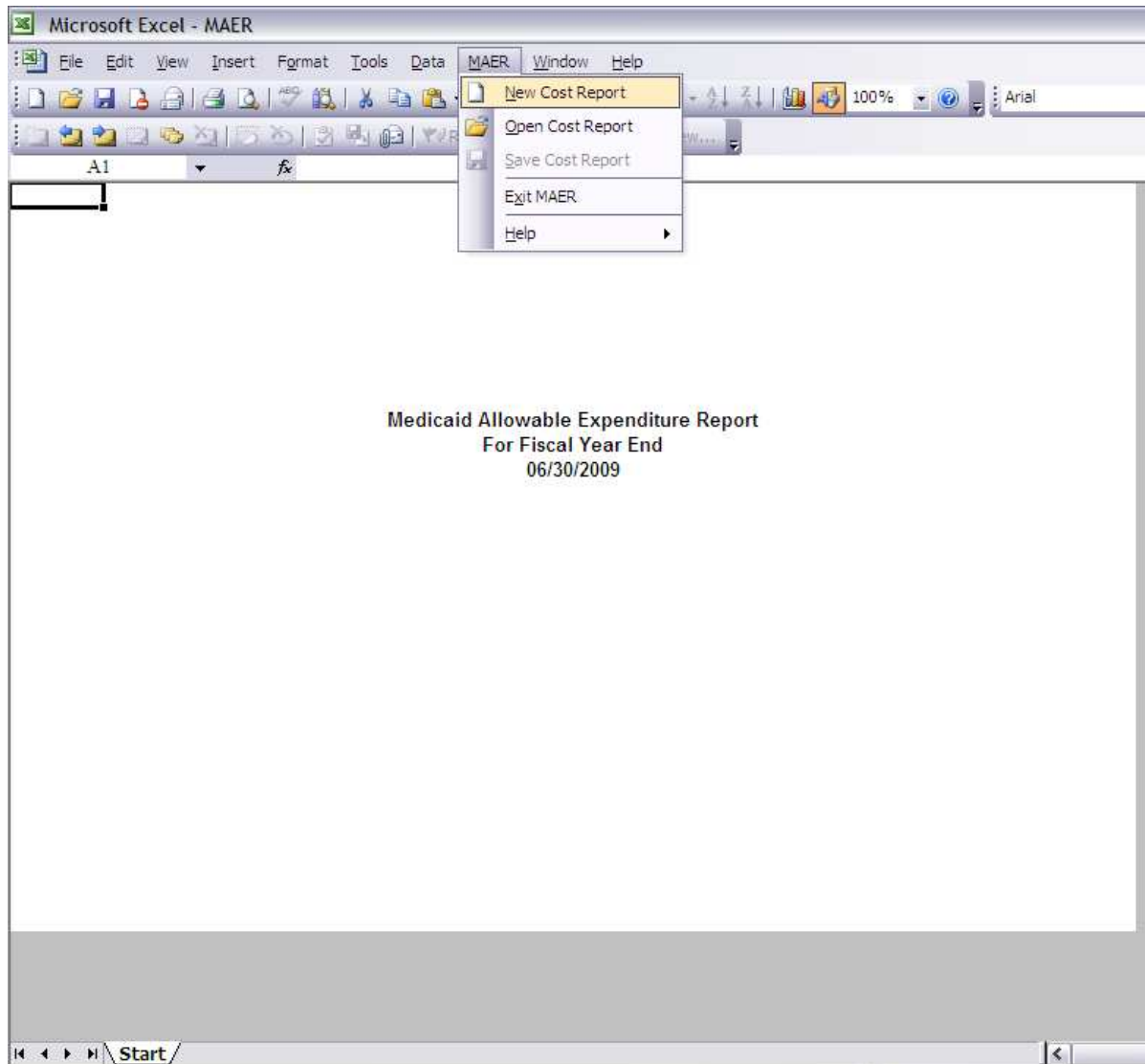
Overview

The screenshot shows a web browser window displaying the MDCH Department of Community Health website. The page title is "MDCH - Department of Community Health - School-Based Services - Microsoft Internet Explorer provided by EDS COE". 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 features a list of databases with links for various months and years (e.g., July 2008, Oct 2007, Jan 2006). A "File Download" dialog box is open, showing the file name "MAER.xls" and the save location "School Based Services". The "Save As" dialog box is also open, showing the file name "MAER.xls" and the save as type "Microsoft Excel Worksheet".

- Form must be saved onto computer hard drive (C:\) in an accessible folder or on the user's desktop
- Once MAER has been completed, file is saved in same location as MAER template

Medicaid Allowable Expenditure Report (MAER)

Overview



- When the MAER template is opened for the first time, users will see this screen
- Clicking on the MAER menu will allow the user to create a new cost report

Medicaid Allowable Expenditure Report (MAER)

Overview

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.

- This is the Medical Staff Costs worksheet to be used for reporting direct medical staff expenses
- Yellow cells are to be completed by LEA/ISD; other cells are prefilled or calculated.

Medicaid Allowable Expenditure Report (MAER)

Overview

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

District/ISD Name:
 District Code / LEA Code:
 Total number of One Way Trips:

Sum of Section 52 and 53a Costs from the SE-4094, page 2, columns 4 & 6						
Line	Object Code	Title	FTE (1)	Expenditure (4)	Expenditure (6)	Total (9)
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

- This is the Transportation Costs worksheet to be used for reporting transportation expenses
- Yellow cells are to be completed by LEA/ISD; other cells are prefilled or calculated.

Completing the MAER

Completing the MAER

- MDCH/EDS/PCG provides:
 - Annual Staff Pool Summary List
 - Will be sent by PCG prior to MAER completion
 - Listed by quarter
 - Listed by time study – Direct Service (DS) or AOP
 - MAER Excel template (website download)

- LEA/ISD provides:
 - Payroll/finance system data for direct medical staff
 - Salaries and benefits expenditures for Direct Service Staff Pool Summary List
 - Purchased services and other expenditures
 - From General Ledger according to allowable object and function codes for MAER allowable job classes
 - FTE counts (calculated using PCG provided annual staff pool list summary)
 - For Direct Service Staff Pool Summary List
 - Total Specialized Transportation one-way trips
 - Transportation expenditures
 - Amounts will come directly from SE-4094

Completing the MAER

- Salary and benefit, purchased services, and other expenditure data will come from LEA payroll and/or finance system(s)
 - Data will represent Annual Staff Pool Summary Lists for each provider category
 - Totals will not exceed SE-4096 line item totals for each function and object code
- Quarterly financials cannot be used to complete MAER
 - Quarterly financials cannot be used to complete MAER
 - Quarterly AOP financials are used to complete Administrative Outreach Program (AOP) claiming on a quarterly basis
 - Quarterly TCM and PCS financials are used to collect salary costs on a quarterly basis
 - Quarterly financials are completed on a cash basis
- MAER must be completed on an annual basis and relate to submitted SE-4096 data
 - MAER is completed on an accrual basis
- No reconciliation between quarterly financials and MAER will be required
- No reconciliation between MAER and SE-4096 will be required for submission with MAER file
 - Providers should keep any documentation used to compare MAER and SE-4096 for audit purposes

Completing the MAER: Medical Staff Costs

- The following slides will walk through a *proposed* method for completing the Medical Staff Costs worksheet of the MAER
 - Example will follow costs for Speech and Language and Audiologist professionals

Completing the MAER: Medical Staff Costs

- **Step 1:** Pull detail for FTEs, salaries, and benefits data from district payroll and/or finance system to match amounts reported on SE-4096
- **Step 2:** Match names on payroll data to Staff Pool Summary List (provided by PCG) in order to determine Direct Service percentage
- **Step 3:** Apply DS Time Study percentage to payroll and/or finance data
- **Step 4:** Enter FTEs, Salaries, and Benefits into Medical Staff Costs worksheet and verify that Medical Staff Costs are less than SE-4096
- **Step 5:** To complete Purchased Services column, download G/L detail by function code and object code
- **Step 6:** Enter Purchased Services expenses into Medical Staff Costs worksheet
- **Step 7:** To complete Other Expenditure column, download G/L detail by function code and object code
- **Step 8:** Enter Other Expenditures into Medical Staff Costs worksheet

Completing the MAER: Medical Staff Costs

- Use copy of SE-4096 as reference for completing the Medical Staff Costs worksheet

SE-4096

Instructional and Non-Instructional Support			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Line	Function Code	Category	Professional FTEs	Reimb. Aides FTEs	Salaries	Benefits	Purchased Services	Supplies and Materials	Capital Outlay	Other Expenditures
19	215	Spch & Audiol	18.90	-	\$ 1,367,576	\$ 511,049	\$ 61,140	\$ 14,446		\$ 800

Completing the MAER: Medical Staff Costs

Step 1: Pull detail for FTEs, salaries, and benefits data from district payroll and/or finance system to match amounts reported on SE-4096

School District Data (Format created by school district)

Emp #	Employee Name	Title	Function Code	Object Code	FTE	Salaries	Benefits
1431	Bernard, Margo	Speech and Language Therapist	215	1280	1.00	\$ 58,234	\$ 27,701
1043	Carson, Tanika	Speech and Language Therapist	215	1280	1.00	\$ 56,066	\$ 26,014
1463	Cheek, Leslie	Audiologist	215	1490	1.00	\$ 73,861	\$ 31,052
1101	Corse, Rachelle	Speech and Language Therapist	215	1280	1.00	\$ 90,986	\$ 34,644
1210	Frost, Carol	Speech and Language Therapist	215	1280	1.00	\$ 73,861	\$ 23,909
1001	Groesbeck, Phyllis	Speech and Language Therapist	215	1280	1.00	\$ 89,393	\$ 27,732
1294	House, Jill	Speech and Language Therapist	215	1280	0.60	\$ 45,977	\$ 16,886
1450	Hunt, Bonnie	Speech and Language Therapist	215	1280	1.00	\$ 73,032	\$ 31,467
1004	Leder, Adelia	Assistive Technology	215	1280	1.00	\$ 69,712	\$ 29,478
1268	McCane, Jodie	Audiologist	215	1490	0.80	\$ 56,599	\$ 16,459
1090	Merle, Doris	Speech and Language Therapist	215	1280	1.00	\$ 89,958	\$ 27,883
1345	Mullings, Ladonna	Speech and Language Therapist	215	1280	0.50	\$ 34,856	\$ 10,303
1155	Parnell, Amy	Speech and Language Therapist	215	1280	1.00	\$ 73,032	\$ 31,331
1430	Pearle, Jayne	Speech and Language Therapist	215	1280	1.00	\$ 72,659	\$ 21,458
1441	Sharpe, Kurt	Speech and Language Therapist	215	1280	1.00	\$ 69,712	\$ 30,551
1146	Slavik, Katherine	Speech and Language Therapist	215	1280	1.00	\$ 70,542	\$ 23,022
1238	Tarvin, Douglas	Assistive Technology	215	1280	1.00	\$ 56,066	\$ 18,898
1174	Winfred, Pattie	Audiologist	215	1490	1.00	\$ 73,032	\$ 21,377
1516	Winton, Paula	Speech and Language Therapist	215	1891	0.00	\$ 7,074	\$ 1,711
1252	Witherow, Megan	Speech and Language Therapist	215	1280	1.00	\$ 58,234	\$ 27,357
1472	Wittler, Joselyn	Speech and Language Therapist	215	1280	1.00	\$ 74,691	\$ 31,816

Total	18.90	\$	1,367,576	\$	511,049
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Completing the MAER: Medical Staff Costs

- FTEs, Salaries, and Benefits Costs match amounts reported on SE-4096

SE-4096

Instructional and Non-Instructional Support			(1)	(2)	(3)	(4)
Line	Function Code	Category	Professional FTEs	Reimb. Aides FTEs	Salaries	Benefits
19	215	Spch & Audiol	18.90	-	\$ 1,367,576	\$ 511,049

School District Data

	FTE	Salaries	Benefits
Total	18.90	\$ 1,367,576	\$ 511,049

Completing the MAER: Medical Staff Costs

Step 2: Match names on payroll data to Annual Staff Pool list (provided by PCG) in order to determine Direct Service percentage

Sample Annual Staff Pool Summary List from PCG

ISD DPS	ISD DPS#	LEA	LEA#	Cost Pool	Job	LName	FName	Quarter
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Hunt	Bonnie	Q1
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Hunt	Bonnie	Q2
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Hunt	Bonnie	Q3
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Hunt	Bonnie	Q4
INGHAM ISD	24	Ingham ISD	24	DS	Audiologist	McCane	Jodie	Q1
INGHAM ISD	24	Ingham ISD	24	DS	Audiologist	McCane	Jodie	Q2
INGHAM ISD	24	Ingham ISD	24	DS	Audiologist	McCane	Jodie	Q3
INGHAM ISD	24	Ingham ISD	24	DS	Audiologist	McCane	Jodie	Q4
INGHAM ISD	24	Ingham ISD	24	AOP	Speech-Language Therapist	Merle	Doris	Q2
INGHAM ISD	24	Ingham ISD	24	AOP	Speech-Language Therapist	Merle	Doris	Q3
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Merle	Doris	Q4
INGHAM ISD	24	Ingham ISD	24	AOP	Speech-Language Therapist	Mullings	Ladonna	Q2
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Mullings	Ladonna	Q3
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Mullings	Ladonna	Q4

Q1 = July – September Q2 = October – December Q3 = January – March Q4 = April – June

Completing the MAER: Medical Staff Costs

- Calculate Direct Service percentage by determining how many quarters each employee participated in DS Time Study
 - Example #1 is a typical situation where an employee was on the DS Staff Pool list all 4 quarters

From Annual Staff Pool Summary List (from PCG)

ISD DPS	ISD DPS#	LEA	LEA#	Cost Pool	Job	LName	FName	Quarter
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Hunt	Bonnie	Q1
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Hunt	Bonnie	Q2
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Hunt	Bonnie	Q3
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Hunt	Bonnie	Q4

Q1 = July – September Q2 = October – December Q3 = January – March Q4 = April – June



Sample School District Summary of Employee Time Study Participation

Name	AOP Time Study (# of Quarters)	DS Time Study (# of Quarters)	# of Quarters Excluded*	Total # of Quarters Employed	# of Quarters Not Employed*	DS %
Hunt, Bonnie		4		4		100%

$DS \% = \# \text{ of Quarters of DS Time Study Participation} / \text{Total \# of Quarters Worked} = 4 / 4 = 100\%$

*Total = AOP + DS + Excluded

*Excluded = Employed by district but not included in a Time Study Pool

*Not Employed = Not employed by school district during quarter

Total + Not Employed = 4 Quarters

Completing the MAER: Medical Staff Costs

- Calculate Direct Service percentage by determining how many quarters each employee participated in DS Time Study
 - Example #2 is a situation where an employee was on the DS Staff Pool list for only 1 quarter
 - In Q1, Doris was employed by the district but did not participate in any Time Study
 - In Q2 and Q3, Doris was eligible for the AOP Time Study only because she did not meet DS qualifications
 - In Q4, Doris received her ASHA certification and was able to participate in the DS Time Study

From Annual Staff Pool Summary List (from PCG)

ISD	DPS	ISD DPS#	LEA	LEA#	Cost Pool	Job	LName	FName	Quarter
INGHAM	ISD	24	Ingham ISD	24	AOP	Speech-Language Therapist	Merle	Doris	Q2
INGHAM	ISD	24	Ingham ISD	24	AOP	Speech-Language Therapist	Merle	Doris	Q3
INGHAM	ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Merle	Doris	Q4

Q1 = July – September Q2 = October – December Q3 = January – March Q4 = April – June



Sample School District Summary of Employee Time Study Participation

Name	AOP Time Study (# of Quarters)	DS Time Study (# of Quarters)	# of Quarters Excluded*	Total # of Quarters Employed	# of Quarters Not Employed*	DS %
Merle, Doris	2	1	1	4		25%

$DS \% = \# \text{ of Quarters of DS Time Study Participation} / \text{Total \# of Quarters Worked} = 1/4 = 25\%$

*Total = AOP + DS + Excluded

*Excluded = Employed by district but not included in a Time Study Pool

*Not Employed = Not employed by school district during quarter

Total + Not Employed = 4 Quarters

Completing the MAER: Medical Staff Costs

- Calculate Direct Service percentage by determining how many quarters each employee participated in DS Time Study
 - Example #3 is a situation where an employee was on the DS Staff Pool list for only 2 quarters
 - In Q1, Ladonna was not employed by the district
 - In Q2, Ladonna was eligible for the AOP Time Study only because she did not meet the DS qualifications
 - In Q3, Ladonna received her certification and was put on the DS staff pool list for the remaining quarters

From Annual Staff Pool Summary List (from PCG)

ISD DPS	ISD DPS#	LEA	LEA#	Cost Pool	Job	LName	FName	Quarter
INGHAM ISD	24	Ingham ISD	24	AOP	Speech-Language Therapist	Mullings	Ladonna	Q2
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Mullings	Ladonna	Q3
INGHAM ISD	24	Ingham ISD	24	DS	Speech-Language Therapist	Mullings	Ladonna	Q4

Q1 = July – September Q2 = October – December Q3 = January – March Q4 = April – June



Sample School District Summary of Employee Time Study Participation

Name	AOP Time Study (# of Quarters)	DS Time Study (# of Quarters)	# of Quarters Excluded*	Total # of Quarters Employed	# of Quarters Not Employed*	DS %
Mullings, Ladonna	1	2		3	1	67%

$DS \% = \# \text{ of Quarters of DS Time Study Participation} / \text{Total \# of Quarters Worked} = 2/3 = 67\%$

*Total = AOP + DS + Excluded

*Excluded = Employed by district but not included in a Time Study Pool

*Not Employed = Not employed by school district during quarter

Total + Not Employed = 4 Quarters

Completing the MAER: Medical Staff Costs

Step 3: Apply DS Time Study percentage to payroll data (by multiplying payroll data from Step 1 by DS Time Study percentages)

School District Spreadsheet (Step 1 * Results of Step 2)

Emp #	Employee Name	Title	Function Code	Object Code	DS%	Reportable FTE	Reportable Salaries	Reportable Benefits
1431	Bernard, Margo	Speech and Language Therapist	215	1280	100%	1.00	\$ 58,234	\$ 27,701
1043	Carson, Tanika	Speech and Language Therapist	215	1280	100%	1.00	\$ 56,066	\$ 26,014
1463	Cheek, Leslie	Audiologist	215	1490	100%	1.00	\$ 73,861	\$ 31,052
1101	Corse, Rachelle	Speech and Language Therapist	215	1280	100%	1.00	\$ 90,986	\$ 34,644
1210	Frost, Carol	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,861	\$ 23,909
1001	Groesbeck, Phyllis	Speech and Language Therapist	215	1280	100%	1.00	\$ 89,393	\$ 27,732
1294	House, Jill	Speech and Language Therapist	215	1280	100%	0.60	\$ 45,977	\$ 16,886
1450	Hunt, Bonnie	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,032	\$ 31,467
1004	Leder, Adelia	Assistive Technology	215	1280	0%	-	\$ -	\$ -
1268	McCane, Jodie	Audiologist	215	1490	100%	0.80	\$ 56,599	\$ 16,459
1090	Merle, Doris	Speech and Language Therapist	215	1280	25%	0.25	\$ 22,490	\$ 6,971
1345	Mullings, Ladonna	Speech and Language Therapist	215	1280	67%	0.33	\$ 23,237	\$ 6,868
1155	Parnell, Amy	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,032	\$ 31,331
1430	Pearle, Jayne	Speech and Language Therapist	215	1280	100%	1.00	\$ 72,659	\$ 21,458
1441	Sharpe, Kurt	Speech and Language Therapist	215	1280	100%	1.00	\$ 69,712	\$ 30,551
1146	Slavik, Katherine	Speech and Language Therapist	215	1280	100%	1.00	\$ 70,542	\$ 23,022
1238	Tarvin, Douglas	Assistive Technology	215	1280	0%	-	\$ -	\$ -
1174	Winfred, Pattie	Audiologist	215	1490	100%	1.00	\$ 73,032	\$ 21,377
1516	Winton, Paula	Speech and Language Therapist	215	1891	0%	-	\$ -	\$ -
1252	Witherow, Megan	Speech and Language Therapist	215	1280	100%	1.00	\$ 58,234	\$ 27,357
1472	Wittler, Joselyn	Speech and Language Therapist	215	1280	100%	1.00	\$ 74,691	\$ 31,816

Total	15.98	\$ 1,155,637	\$ 436,615
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Completing the MAER: Medical Staff Costs

- Organize data from Step 3 by Title
School District Spreadsheet

Emp #	Employee Name	Title	Function Code	Object Code	DS%	Reportable FTE	Reportable Salaries	Reportable Benefits
1004	Leder, Adelia	Assistive Technology	215	1280	0%	-	\$ -	\$ -
1238	Tarvin, Douglas	Assistive Technology	215	1280	0%	-	\$ -	\$ -
Subtotal-Assistive Tech						-	\$ -	\$ -
1463	Cheek, Leslie	Audiologist	215	1490	100%	1.00	\$ 73,861	\$ 31,052
1268	McCane, Jodie	Audiologist	215	1490	100%	0.80	\$ 56,599	\$ 16,459
1174	Winfred, Pattie	Audiologist	215	1490	100%	1.00	\$ 73,032	\$ 21,377
Subtotal- Audiologist						2.80	\$ 203,492	\$ 68,889
1431	Bernard, Margo	Speech and Language Therapist	215	1280	100%	1.00	\$ 58,234	\$ 27,701
1043	Carson, Tanika	Speech and Language Therapist	215	1280	100%	1.00	\$ 56,066	\$ 26,014
1101	Corse, Rachelle	Speech and Language Therapist	215	1280	100%	1.00	\$ 90,986	\$ 34,644
1210	Frost, Carol	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,861	\$ 23,909
1001	Groesbeck, Phyllis	Speech and Language Therapist	215	1280	100%	1.00	\$ 89,393	\$ 27,732
1294	House, Jill	Speech and Language Therapist	215	1280	100%	0.60	\$ 45,977	\$ 16,886
1450	Hunt, Bonnie	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,032	\$ 31,467
1090	Merle, Doris	Speech and Language Therapist	215	1280	25%	0.25	\$ 22,490	\$ 6,971
1345	Mullings, Ladonna	Speech and Language Therapist	215	1280	67%	0.33	\$ 23,237	\$ 6,868
1155	Parnell, Amy	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,032	\$ 31,331
1430	Pearle, Jayne	Speech and Language Therapist	215	1280	100%	1.00	\$ 72,659	\$ 21,458
1441	Sharpe, Kurt	Speech and Language Therapist	215	1280	100%	1.00	\$ 69,712	\$ 30,551
1146	Slavik, Katherine	Speech and Language Therapist	215	1280	100%	1.00	\$ 70,542	\$ 23,022
1516	Winton, Paula	Speech and Language Therapist	215	1891	0%	-	\$ -	\$ -
1252	Witherow, Megan	Speech and Language Therapist	215	1280	100%	1.00	\$ 58,234	\$ 27,357
1472	Wittler, Joselyn	Speech and Language Therapist	215	1280	100%	1.00	\$ 74,691	\$ 31,816
Subtotal- Spch Lang Ther.						13.18	\$ 952,145	\$ 367,726

Total	15.98	\$ 1,155,637	\$ 436,615
--------------	--------------	---------------------	-------------------

Completing the MAER: Medical Staff Costs

- Organize data into Medical Staff Costs worksheet format by Title

Medical Staff Costs Worksheet Format

	FTE	Salaries	Benefits
Speech and Language Therapist	13.18	\$ 952,145	\$ 367,726
Audiologist	2.80	\$ 203,492	\$ 68,889
Total	15.98	\$ 1,155,637	\$ 436,615

Completing the MAER: Medical Staff Costs

Step 4: Enter FTEs, Salaries, and Benefits into Medical Staff Costs worksheet and verify that totals are less than SE-4096

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

District ISD Name: Ingham Intermediate School District
District Code / LEA Code: 33000

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)	-	\$ -	\$ -	\$ -	\$ -	\$ -
2	213	RN/LPN (1450)	-	\$ -	\$ -	\$ -	\$ -	\$ -
3	213	PT/PTA (1470)	-	\$ -	\$ -	\$ -	\$ -	\$ -
4	213	OT/COTA (1480)	-	\$ -	\$ -	\$ -	\$ -	\$ -
5	214	Psychologist/Psych (1430)	-	\$ -	\$ -	\$ -	\$ -	\$ -
6	215	Speech Therapist (1280)	13.18	\$ 952,145	\$ 367,726	\$ -	\$ -	\$ 1,319,871
7	215	Audiologist (1490)	2.80	\$ 203,492	\$ 68,889	\$ -	\$ -	\$ 272,381
8	215	Supervised TSLI's (1240)	-	\$ -	\$ -	\$ -	\$ -	\$ -
9	216	Social Worker (1440)	-	\$ -	\$ -	\$ -	\$ -	\$ -
10	217	O&M Specialist (1290)	-	\$ -	\$ -	\$ -	\$ -	\$ -
11		Total	15.98	\$ 1,155,637	\$ 436,615	\$ -	\$ -	\$ 1,592,252

SE-4096

Instructional and Non-Instructional Support			(1)	(2)	(3)	(4)
Line	Function Code	Category	Professional FTEs	Reimb. Aides FTEs	Salaries	Benefits
19	215	Spch & Audiol	18.90	-	\$ 1,367,576	\$ 511,049

Completing the MAER: Medical Staff Costs

Step 5: To complete Purchased Services column, download G/L detail by function code and object code

- Verify that costs are associated with DS Time Study allowable employees
- Verify that costs are medically-related (according to Section 1861(s)(6) of the SSA):
 - For a service, supply or equipment whose primary or customary use is for a medical purpose
 - Would not be useful in the absence of an illness or injury

School District Spreadsheet

Function Code	Object Code	Account Description	Account Detail	Object Codes 3130, 3190, 4120 & 4220
215	3190	SPCH & LNG-CONTRACTED CONSULTATION	Outside consultation from Rodney Harrison	\$ 5,235
215		Total		\$ 5,235
215	3190	AUDIOLGIST-CONTRACTED CONSULTATION	Consultation March 23 (Justin Long)	\$ 8,000
215	4120	AUDIOLGIST-INSTR EQUIP REPAIR	Repair of octoscope	\$ 3,558
215		Total		\$ 11,558

Object Code 3130: Professional/Technical contracted audiological medical service, psychologist, or other student services

Object Code 3190: Other professional/technical services for staff such as medical consultation not provided under employee benefits

Object Code 4120: Instructional Equipment Repair and Maintenance is limited to instructional equipment used 100% for special education

Object Code 4220: Rental of special education instructional equipment

Completing the MAER: Medical Staff Costs

- Verify that costs are associated with DS Time Study allowable employees
 - Refer to PCG Annual Staff Pool list
 - Rodney Harrison was not on list
 - Costs are not allowable
 - Justin Long was on Staff Pool list in Q3

- Verify that costs are medically-related
 - Octoscope is a medical tool

School District Spreadsheet

Function Code	Object Code	Account Description	Account Detail	Object Codes 3130, 3190, 4120 & 4220	Reportable on MAER
215	3190	SPCH & LNG-CONTRACTED CONSULTATION	Outside consultation from Rodney Harrison	\$ 5,235	\$ -
215		Total		\$ 5,235	\$ -
215	3190	AUDIOLGIST-CONTRACTED CONSULTATION	Consultation March 23 (Justin Long)	\$ 8,000	\$ 8,000
215	4120	AUDIOLGIST-INSTR EQUIP REPAIR	Repair of octoscope	\$ 3,558	\$ 3,558
215		Total		\$ 11,558	\$ 11,558

Completing the MAER: Medical Staff Costs

Step 6: Enter Purchased Services expenses into Medical Staff Costs worksheet

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

District ISD Name: Ingham Intermediate School District
District Code / LEA Code: 33000

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)	-	\$ -	\$ -	\$ -	\$ -	\$ -
2	213	RN/LPN (1450)	-	\$ -	\$ -	\$ -	\$ -	\$ -
3	213	PT/PTA (1470)	-	\$ -	\$ -	\$ -	\$ -	\$ -
4	213	OT/COTA (1480)	-	\$ -	\$ -	\$ -	\$ -	\$ -
5	214	Psychologist/Psych (1430)	-	\$ -	\$ -	\$ -	\$ -	\$ -
6	215	Speech Therapist (1280)	13.18	\$ 952,145	\$ 367,726	\$ -	\$ -	\$ 1,319,871
7	215	Audiologist (1490)	2.80	\$ 203,492	\$ 68,889	\$ 11,558	\$ -	\$ 283,939
8	215	Supervised TSLI's (1240)	-	\$ -	\$ -	\$ -	\$ -	\$ -
9	216	Social Worker (1440)	-	\$ -	\$ -	\$ -	\$ -	\$ -
10	217	O&M Specialist (1290)	-	\$ -	\$ -	\$ -	\$ -	\$ -
11		Total	15.98	\$ 1,155,637	\$ 436,615	\$ 11,558	\$ -	\$ 1,603,810

Completing the MAER: Medical Staff Costs

Step 7: To complete Other Expenditure column, download G/L detail by function code and object code

- Verify that dues and fees are associated with DS Time Study allowable employees
- Verify that dues and fees are medically-related (according to Section 1861(s)(6) of the SSA)

School District Spreadsheet

Function Code	Object Code	Account Description	Account Detail	Object Code 7410
215	7410	SPCH & LNG-DUES & FEES ECSES	MSHA Dues for Kurt Sharpe, Carol Frost	\$ 600
		Total		\$ 600
215	7410	AUDIOLGST-DUES & FEES	MAA Dues for Pattie Winfred	\$ 200
		Total		\$ 200

Object Code 7410: Dues and fees for special education personnel memberships in professional organizations related to special education, as well as, professional licenses for instructional and support personnel

Completing the MAER: Medical Staff Costs

- Verify that costs are associated with DS Time Study allowable employees
 - Kurt Sharpe and Carol Frost were included on PCG Annual Staff Pool list for all four quarters
 - Pattie Winfred was included on PCG Annual Staff Pool list for all four quarters

School District Spreadsheet

Function Code	Object Code	Account Description	Account Detail	Object Code 7410	Reportable on MAER
215	7410	SPCH & LNG-DUES & FEES ECSES	MSHA Dues for Kurt Sharpe, Carol Frost	\$ 600	\$ 600
		Total		\$ 600	\$ 600
215	7410	AUDIOLGST-DUES & FEES	MAA Dues for Pattie Winfred	\$ 200	\$ 200
		Total		\$ 200	\$ 200

Object Code 7410: Dues and fees for special education personnel memberships in professional organizations related to special education, as well as, professional licenses for instructional and support personnel

Completing the MAER: Medical Staff Costs

Step 8: Enter Other Expenditures into Medical Staff Costs worksheet

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

District ISD Name: Ingham Intermediate School District
District Code / LEA Code: 33000

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)	-	\$ -	\$ -	\$ -	\$ -	\$ -
2	213	RN/LPN (1450)	-	\$ -	\$ -	\$ -	\$ -	\$ -
3	213	PT/PTA (1470)	-	\$ -	\$ -	\$ -	\$ -	\$ -
4	213	OT/COTA (1480)	-	\$ -	\$ -	\$ -	\$ -	\$ -
5	214	Psychologist/Psych (1430)	-	\$ -	\$ -	\$ -	\$ -	\$ -
6	215	Speech Therapist (1280)	13.18	\$ 952,145	\$ 367,726	\$ -	\$ 600	\$ 1,320,471
7	215	Audiologist (1490)	2.80	\$ 203,492	\$ 68,889	\$ 11,558	\$ 200	\$ 284,139
8	215	Supervised TSLI's (1240)	-	\$ -	\$ -	\$ -	\$ -	\$ -
9	216	Social Worker (1440)	-	\$ -	\$ -	\$ -	\$ -	\$ -
10	217	O&M Specialist (1290)	-	\$ -	\$ -	\$ -	\$ -	\$ -
11		Total	15.98	\$ 1,155,637	\$ 436,615	\$ 11,558	\$ 800	\$ 1,604,610

Completing the MAER: Transportation Costs

Completing the MAER: Transportation Costs

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

District ISD Name:
District Code / LEA Code:

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)
SE-4094 Line	MAER Line	Object Code	Title				
2	1	1610	Bus Driver				\$0
4	2	1630	Aides				\$0
7	3	2000	Employee Benefits				\$0
13	4	3310	Pupil Trans Common Carrier				\$0
14	5	3330	Pupil Trans Family Veh Cost				\$0
15	6	3310	Family Vehicle Contract Csts				\$0
16	7	3930	Pupil Transp. Fleet Insurance				\$0
17	8	4230	Contracted/Leased Buses				\$0
18	9	4XXX	Other Vehicle Related Costs				\$0
20	10	5710	Gasoline				\$0
21	11	5710	Oil/Grease				\$0
22	12	5720	Tires/Batteries				\$0
26	13	7000	Other Expenses/Adjustment (related to object codes listed above)				\$0
27	14		Bus Amortization				\$0
	15	TOTAL EXPENDITURES			\$0	\$0	\$0

Completing the MAER: Transportation Costs

- ISDs may manage transportation for some LEAs
- Calculating total special education one-way trips
 - One-way trips are total number of special education transportation trips from which the costs are used in the SE-4094
 - Best (actual) method for obtaining one-way trip count = bus logs
 - Some ISDs handle this at ISD level
 - Alternative (estimate) method = multiply attendance days for specialized transportation students by 2
 - May reduce transportation reimbursement
 - Denominator for allowable transportation cost calculation may be over-inflated
 - If neither option is available, contact MDCH to assist in determining number of one-way trips
- Number of allowable one-way trips will be provided based on actual number of trips billed through MMIS
- Do not include personal care aides as transportation aides
- Costs to report tie directly to certain categories of cost reported on SE-4094

Completing the MAER

- Once MAER is completed, LEAs will save and electronically submit the file to their ISD

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

District ISD Name: Ingham Intermediate School District
District Code / LEA Code: 33000 Ingham Intermediate School District
Total number of One Way Trips: 4.097

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	22.00	\$1,000,000	\$200,000
2	1630	Aides	19.00	\$750,000	\$0
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			\$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			\$1,750,000	\$350,000

- Once the MAER preparer chooses to “Save,” the file will automatically save in the same location where the MAER Excel Template is saved
- Location of file will be included in pop up box on screen
- LEA will then be able to submit their saved file electronically to their ISD

Compiling the Summary Report

Compiling the Summary Report: Overview

- After ISDs receive electronic copies of their LEAs' MAER files, the Summary Software will summarize MAER data
 - ISDs will review all MAER data for accuracy and reasonableness
- Personal care and TCM costs from PCG quarterly financials are also summarized in the Summary Software
 - ISDs will review personal care and TCM data for accuracy and reasonableness
- Direct Service, Transportation, Personal Care, and TCM costs will be compared to interim payments received in order to determine settlement amount
 - ISDs will submit completed Summary Reports electronically to MDCH via the State's Single Sign-On Web Portal (SSO)
 - ISDs will submit the signed certification of public expenditures form to MDCH

Compiling the Summary Report: Overview

- LEA provides:
 - Completed electronic MAER file

- MDCH/EDS/PCG provides:
 - Summary Software (Available in Fall 2009)
 - Medicaid IEP Eligibility Rate (District Specific)
 - Unrestricted Indirect Cost Rate (District Specific)
 - Time Study Results (Statewide)
 - Total Allowable One-Way trips
 - Total Interim Payments

- ISD provides:
 - Generates Medicaid Allowable Expenditure Summary Report
 - Oversight and monitoring of LEA MAER reports and cost settlements
 - Reviews data for accuracy and reasonableness
 - Keeps track of Interim Payments and Initial/Final settlements to be included in Interim Comparison Form spreadsheet
 - Electronic transfer of the summary data file to MDCH (via SSO)
 - Instructions for SSO transfer will be available on MDCH Website
 - Signed cost certification form to MDCH

Compiling the Summary Report

- The Summary Software is a program created by EDS that can be accessed via the SSO
 - Instructions for accessing the SSO are available on the MDCH website
 - Is also referred to as “Michigan Medicaid Forms” or “MMF”
 - Preparers will download software and install on computer
- From MDCH Medicaid Providers website:
(<http://www.michigan.gov/medicaidproviders>)
 - Click “Billing and Reimbursement”
 - Click “Provider Specific Information”
 - Click “School Based Services”
- Also included on the website:
 - Copies of PCG/MDCH presentations (including this presentation)
 - Copies of EDS presentation on downloading and saving MAER and Summary Software
 - MAER Template
 - Detailed MAER Instructions

Summary Software Demonstration



Compiling the Summary Report

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 The Official State of Michigan Website

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Providers

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- > 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

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 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](#)

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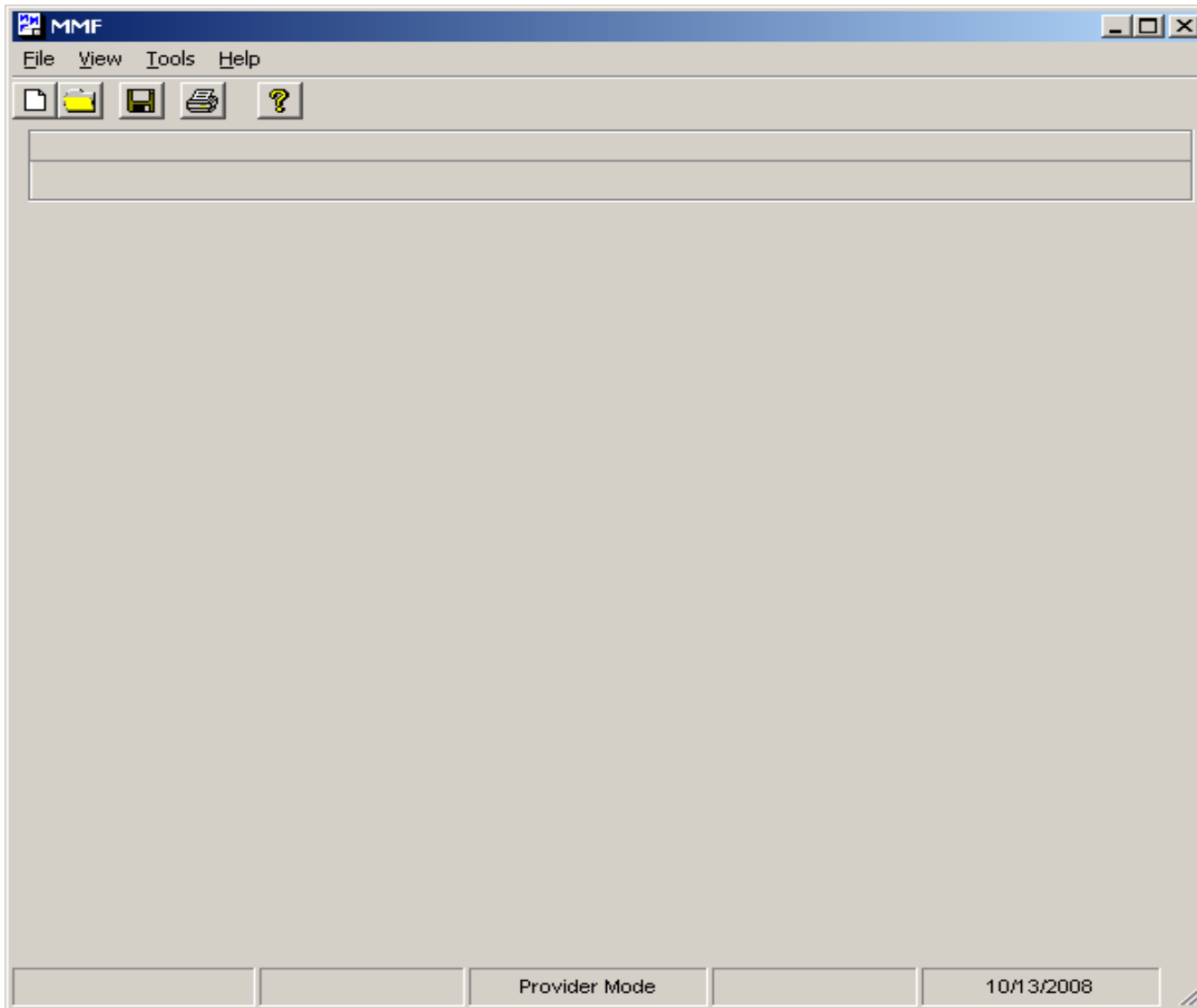
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- ISDs will access Summary Software download via SSO
- ISDs will save and install Summary Software onto computer hard drive (C:\) in an accessible folder or on the user's desktop

Compiling the Summary Report

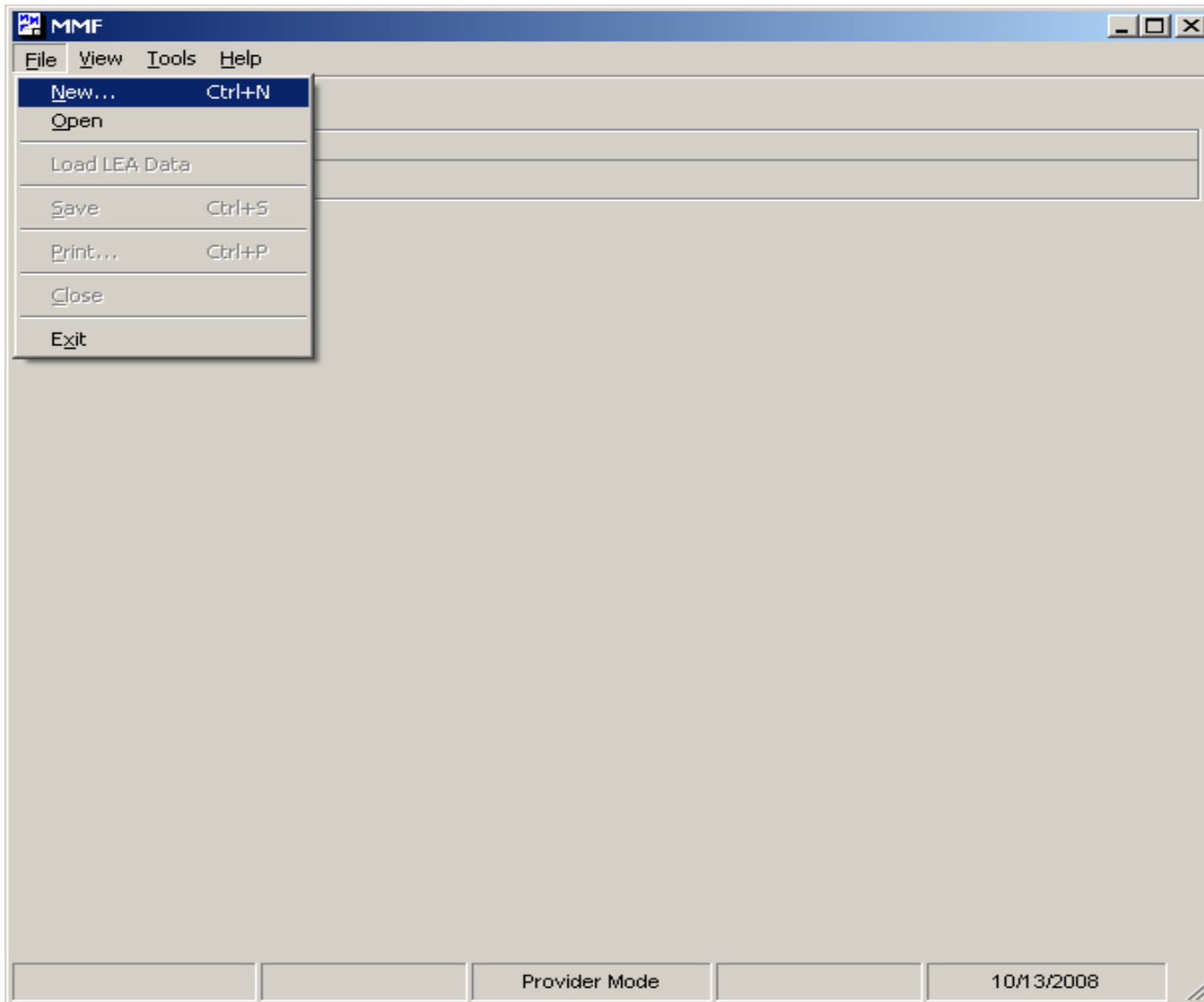
- Step 1: ISDs will receive electronic MAER files from their respective LEAs
- Step 2: Import MAER file into Summary Software
- Step 3: Enter general ISD contact information into Summary Software
- Step 4: Review imported data for accuracy and reasonableness
- Step 5: Save and submit electronic Summary Report to MDCH via SSO
- Step 6: Print and sign expenditure certification form
- Step 7: Submit signed certification form to MDCH

Compiling the Summary Report



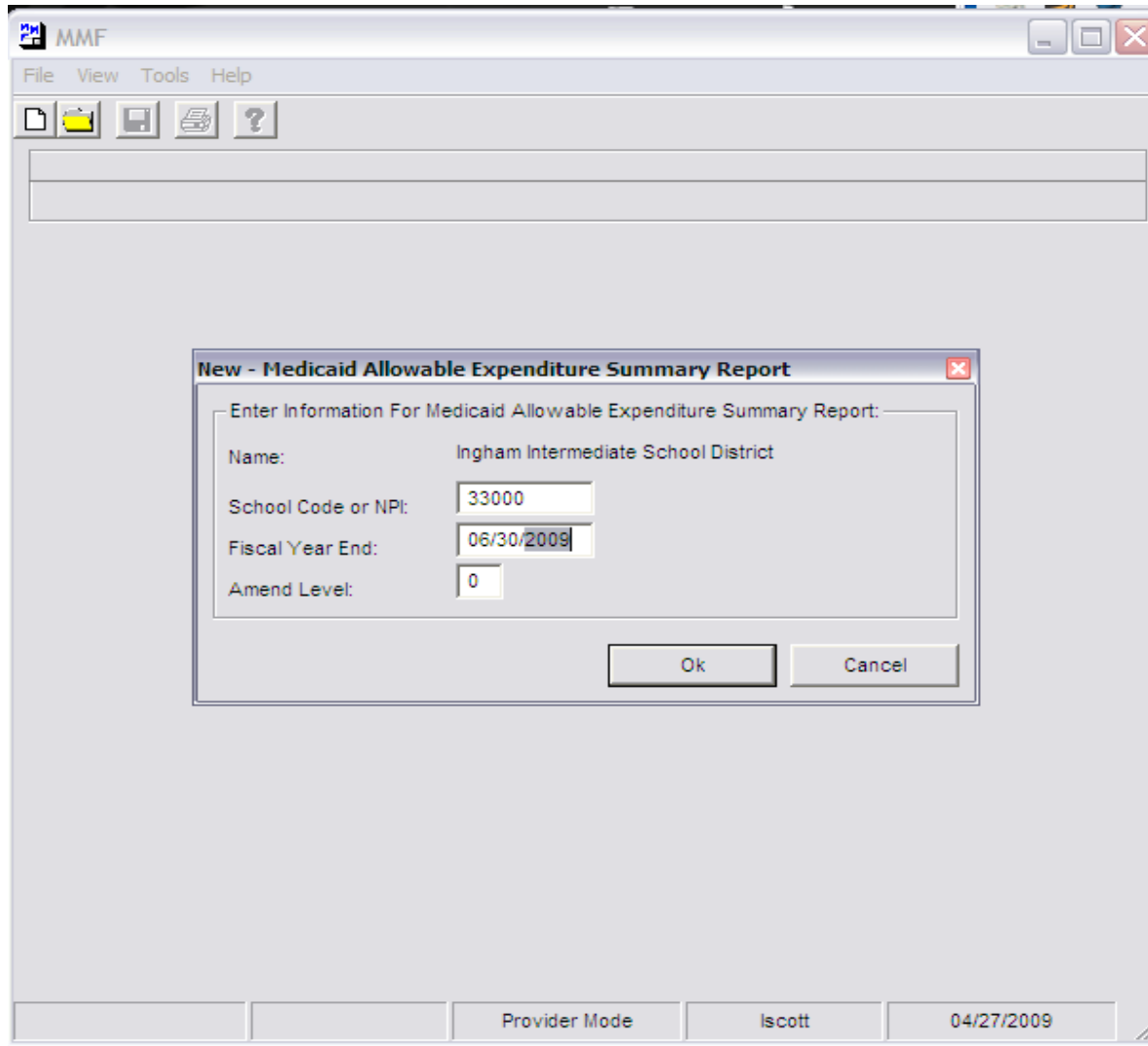
- When the Summary Software is opened for the first time, users will see this screen

Compiling the Summary Report



- Clicking on the File menu will allow the user to create a new summary report

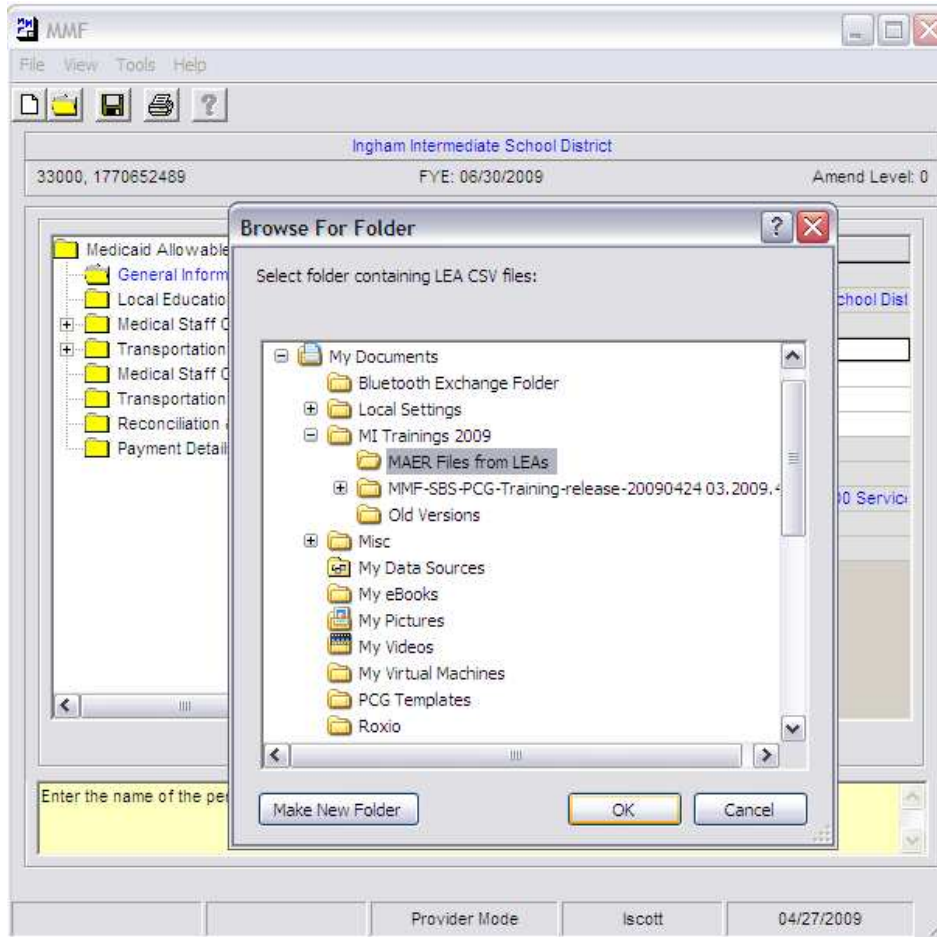
Compiling the Summary Report



- When a user chooses to create a new file, they will be prompted to enter the district ISD code and a Fiscal Year End date

Compiling the Summary Report

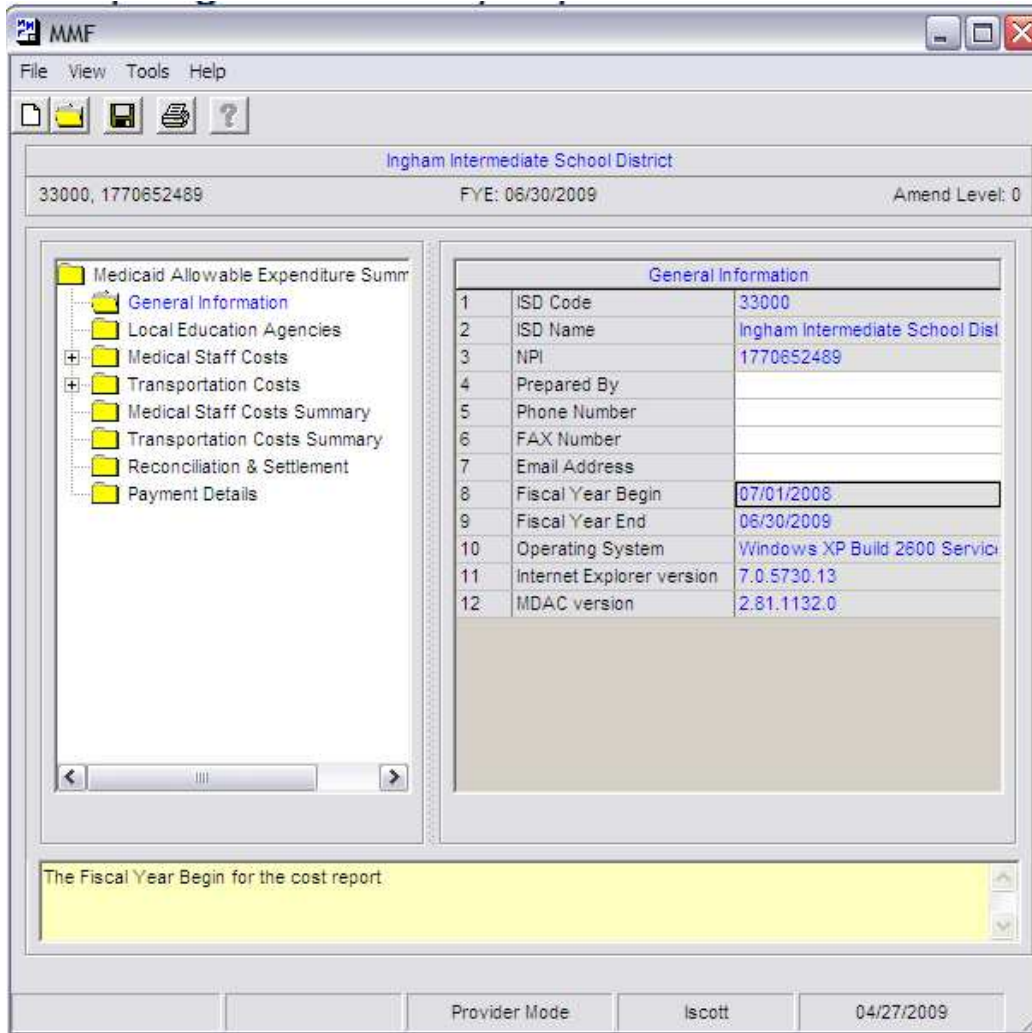
- Step 1: ISDs will receive MAER files from their respective LEAs
- Step 2: Import MAER into Summary Software



- Users will be prompted to load LEA files into the summary software
- This screen will pop up automatically when creating a new file
 - Subsequently, this function can be selected from the Tools menu

Compiling the Summary Report

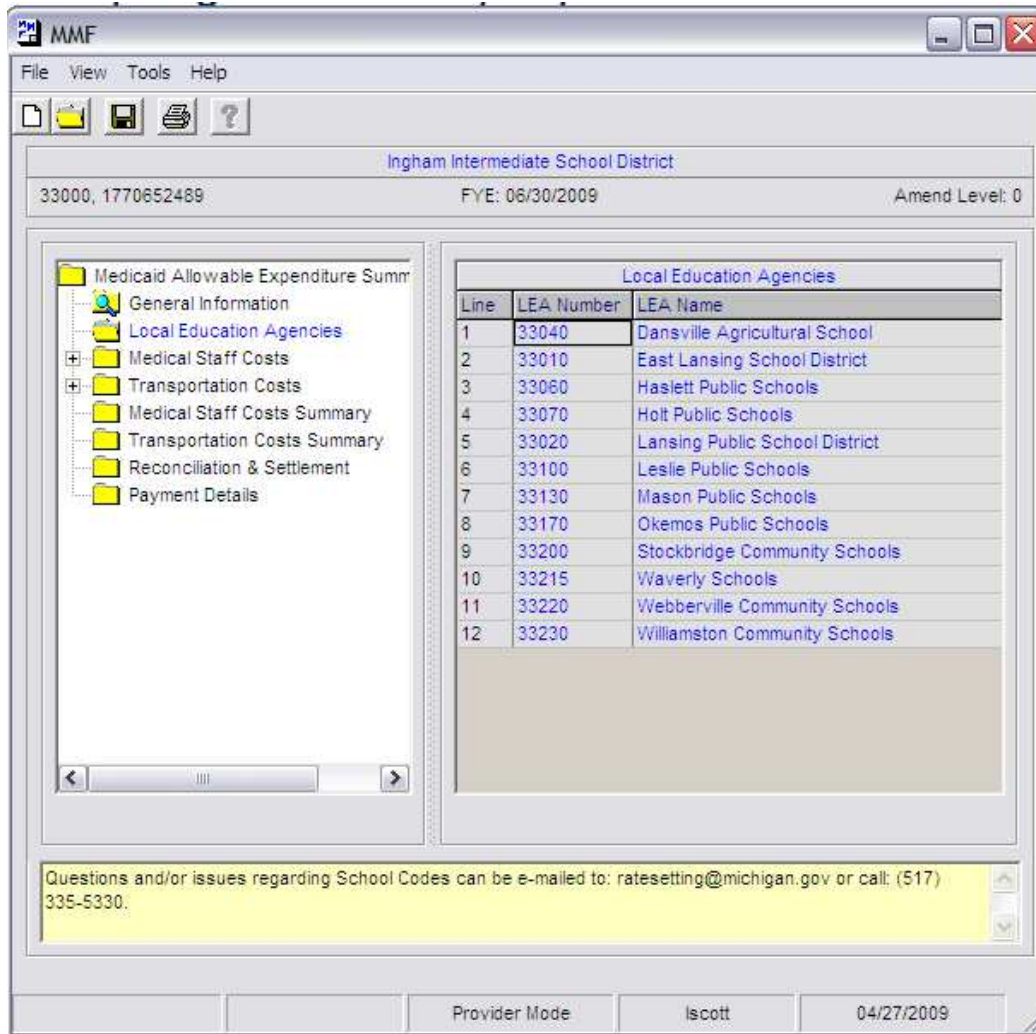
- Step 3: Enter general ISD contact information into Summary Software



- Users complete the white cells on the General Information worksheet; other cells are prefilled or calculated
- “Tool Tips” at bottom of screen (in yellow) show information related to highlighted cell

Compiling the Summary Report

- Step 4: Review imported data for accuracy and reasonableness



- This is the LEAs Worksheet
- Includes all LEAs assigned to an ISD
- Contact MDCH if the LEA list is inaccurate

Compiling the Summary Report

MMF

Ingham Intermediate School District

33000, 1770652489 FYE: 06/30/2009 Amend Level: 0

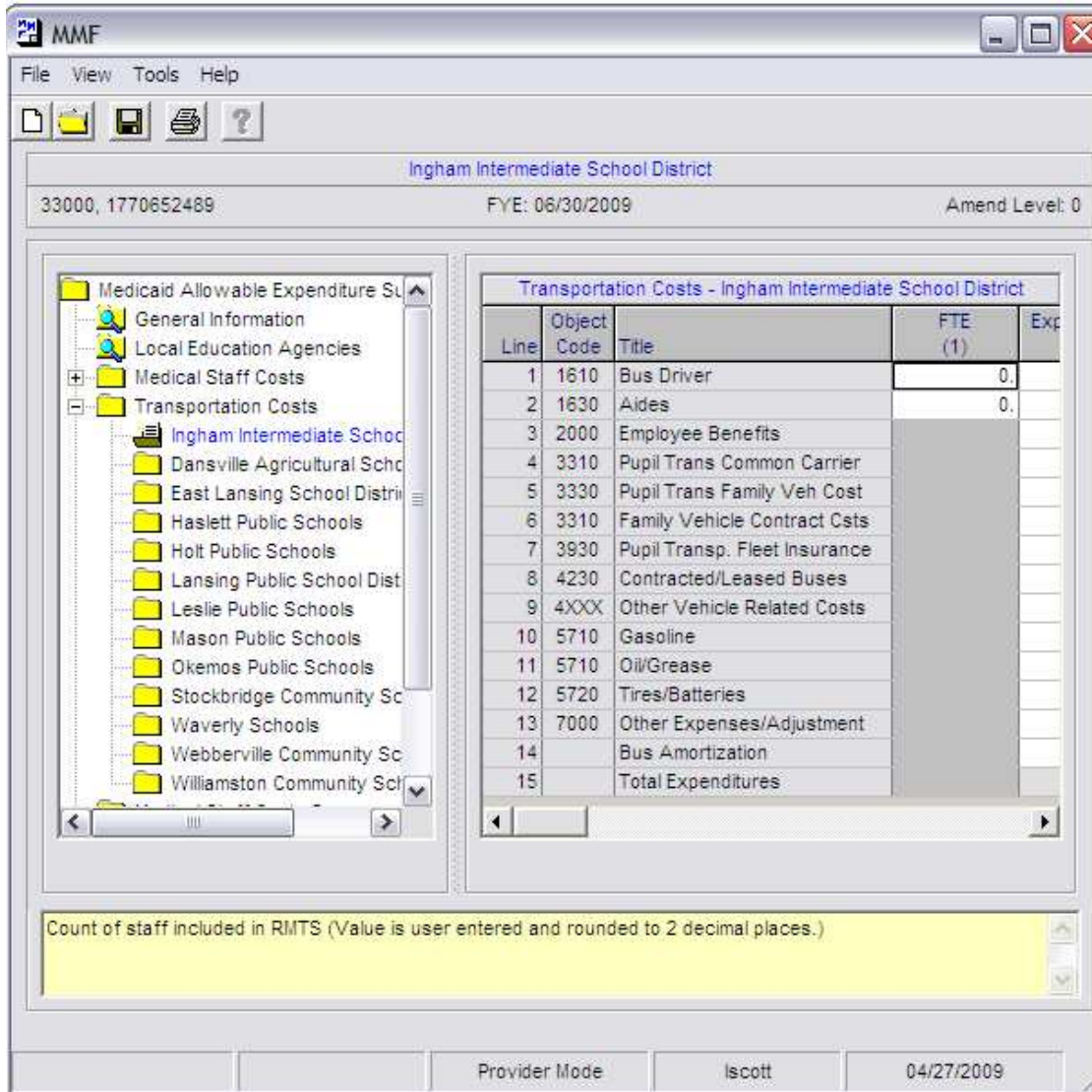
Line	Function Code	Title and Object Code	Staff FTE (2)	Sa
1	213	Physician (1410)	0.	
2	213	RN/LPN (1450)	0.	
3	213	PT/PTA (1470)	0.	
4	213	OT/COTA (1480)	0.	
5	214	Psychologist/Psych (1430)	0.	
6	215	Speech Therapist (1280)	13.18	
7	215	Audiologist (1490)	2.8	
8	215	Supervised TSL's (1240)	0.	
9	216	Social Worker (1440)	0.	
10	217	O&M Specialist (1290)	0.	
11		Total	15.98	1.

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

Provider Mode iscott 04/27/2009

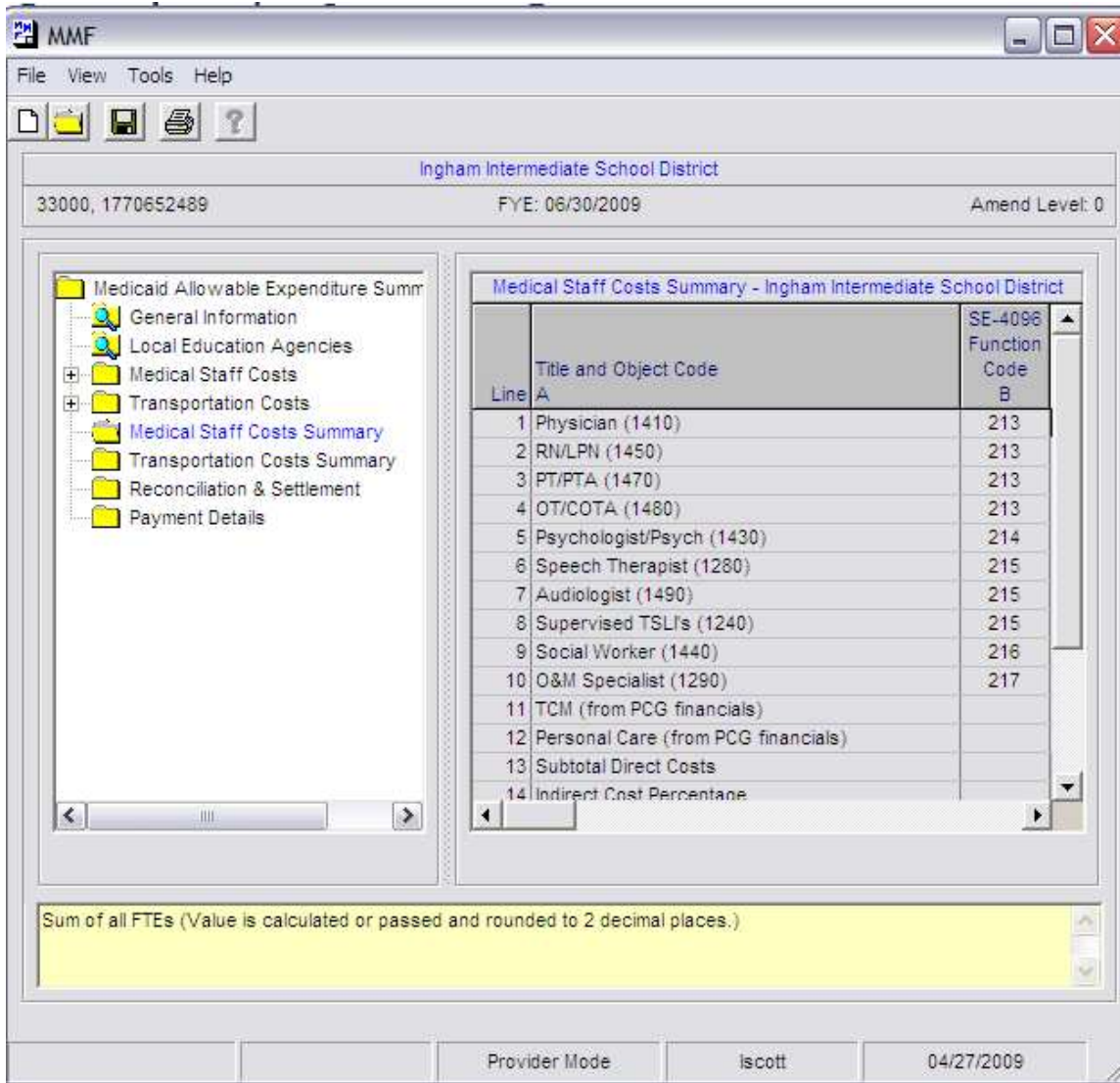
- The medical staff costs worksheets should import all MAER data from the LEA that was imported earlier in the process
- ISDs should review LEA data for accuracy and reasonableness

Compiling the Summary Report



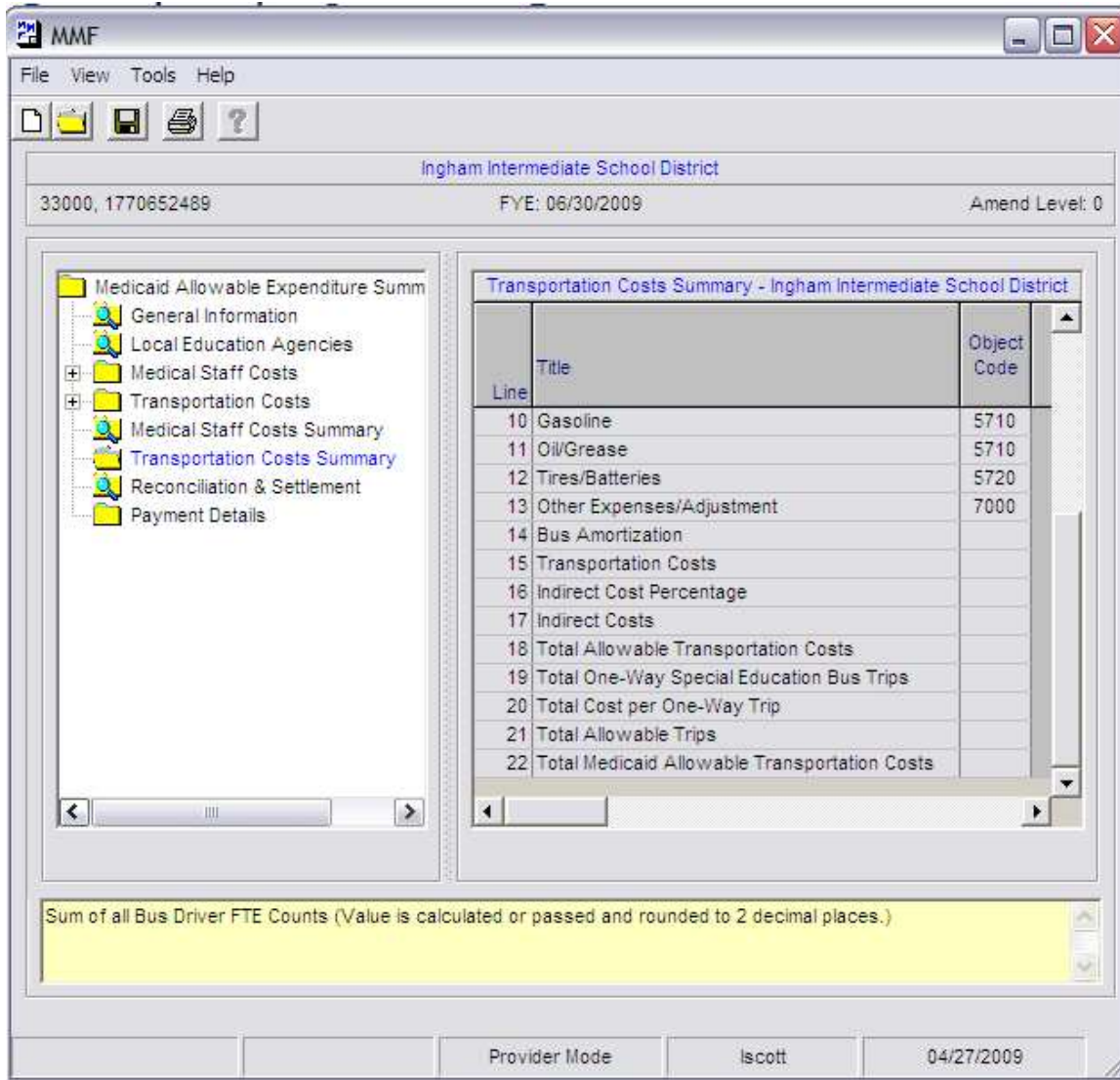
- Similar to the medical staff costs worksheets, the transportation costs worksheets should import MAER data from the LEA
- ISDs should review LEA data for accuracy and reasonableness

Compiling the Summary Report



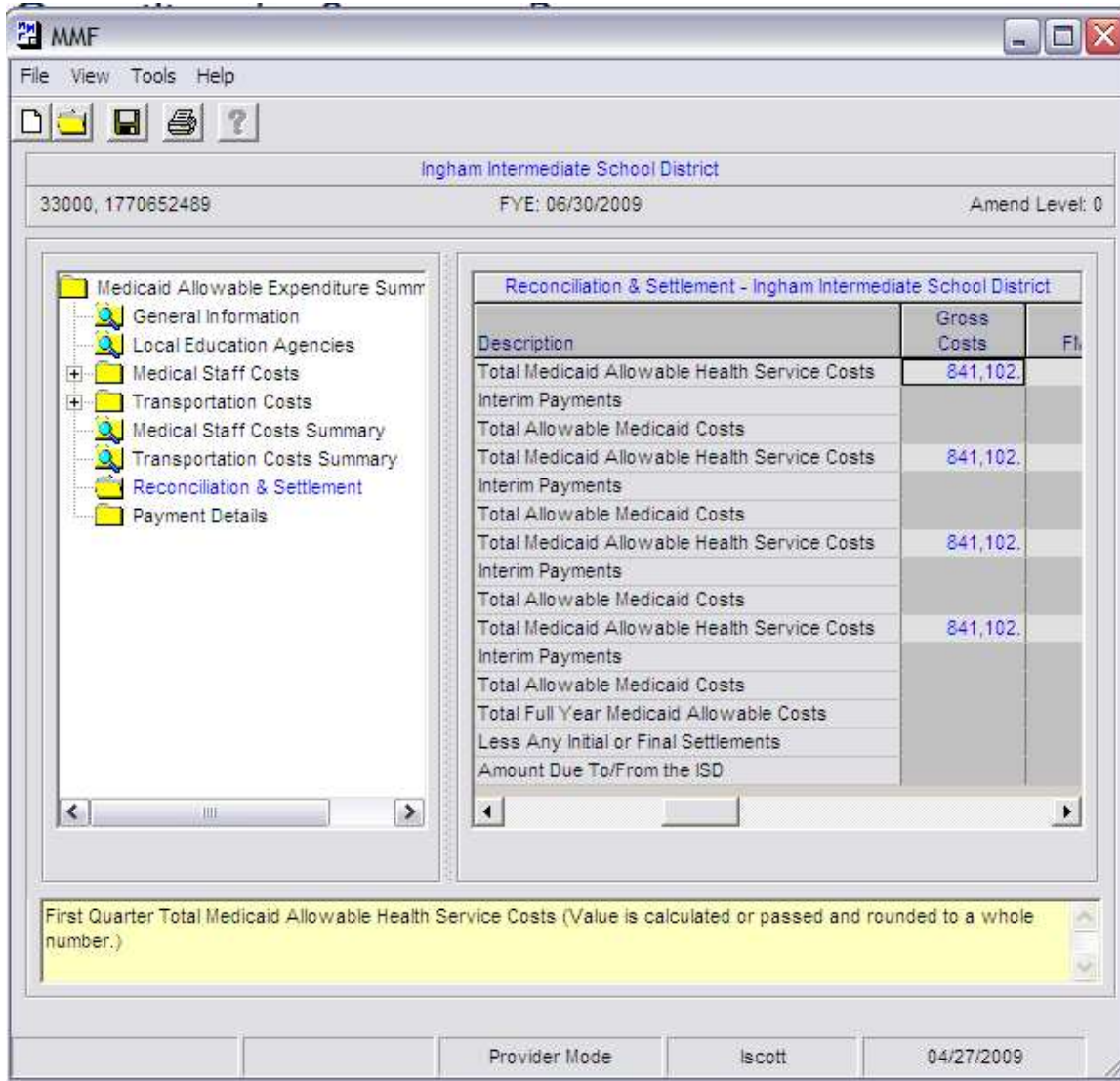
- This is the Medical Staff Costs Summary
- There is no data input on this worksheet; all cells are populated using other worksheets
- Personal care and TCM costs from PCG quarterly financials are also summarized on this worksheet
 - ISDs and LEAs should review data for accuracy and reasonableness

Compiling the Summary Report



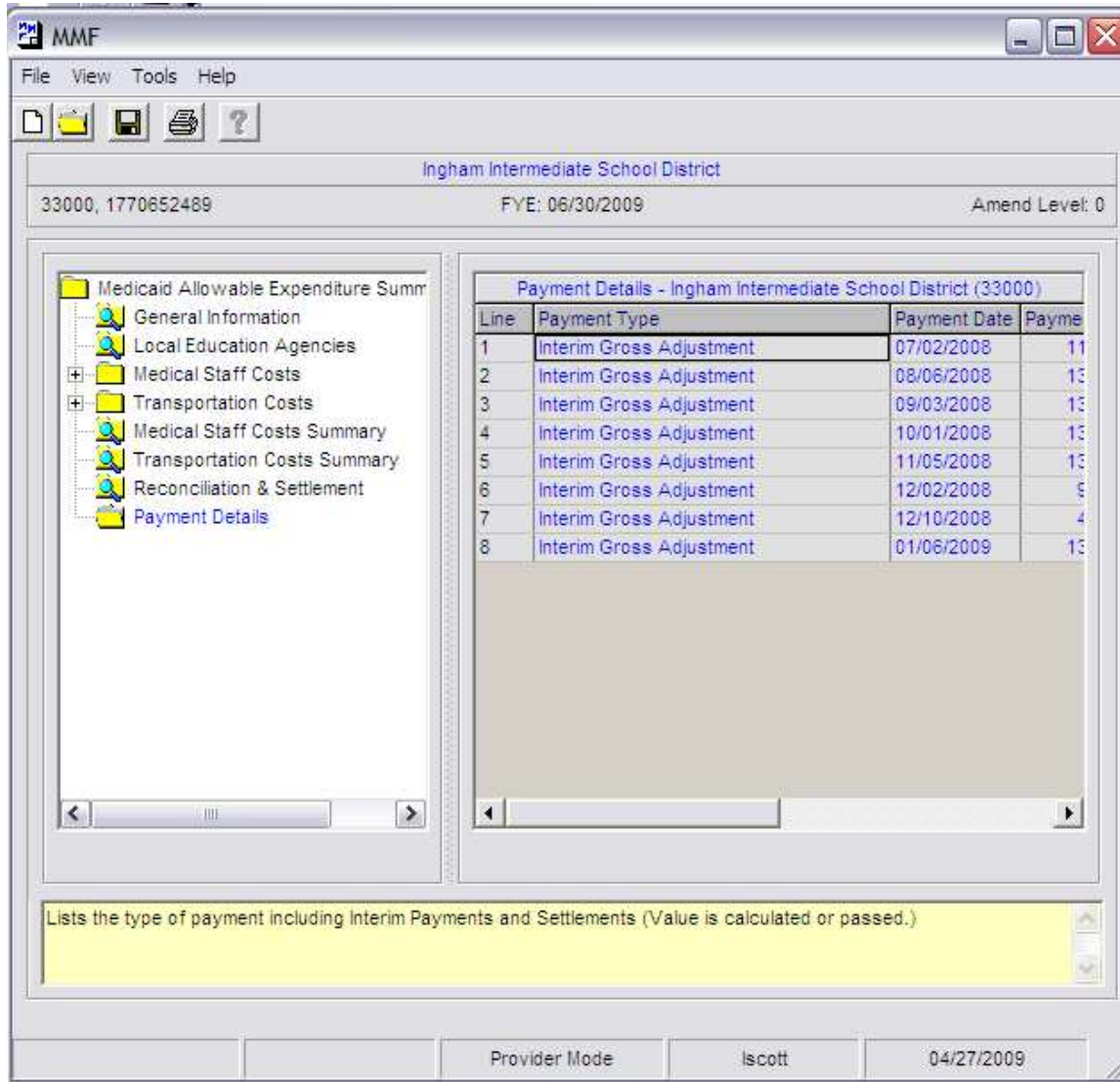
- This is the Transportation Costs Summary
- There is no data input on this worksheet; all cells are populated using other worksheets
 - ISDs and LEAs should review data for accuracy and reasonableness

Compiling the Summary Report



- This is the Reconciliation and Settlement worksheet for the ISD
- There is no data input on this worksheet; all cells are populated with medical staff and transportation costs
- ISDs should review data for accuracy and reasonableness

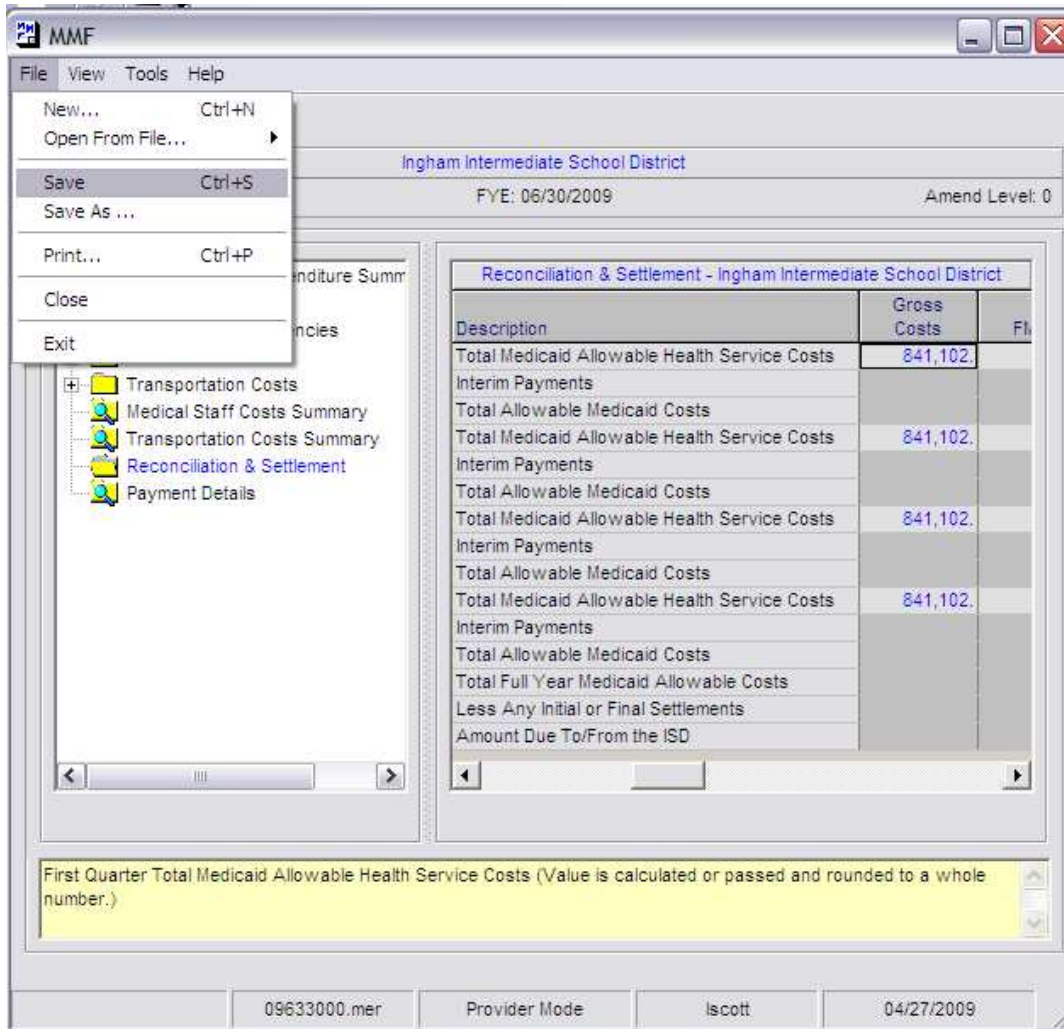
Compiling the Summary Report



- This is the Payment Details worksheet for the ISD
- Summarizes interim payments made throughout the year
 - Interim payments are included on Reconciliation and Settlement worksheet
- There is no data input on this worksheet
- ISDs should review data for accuracy

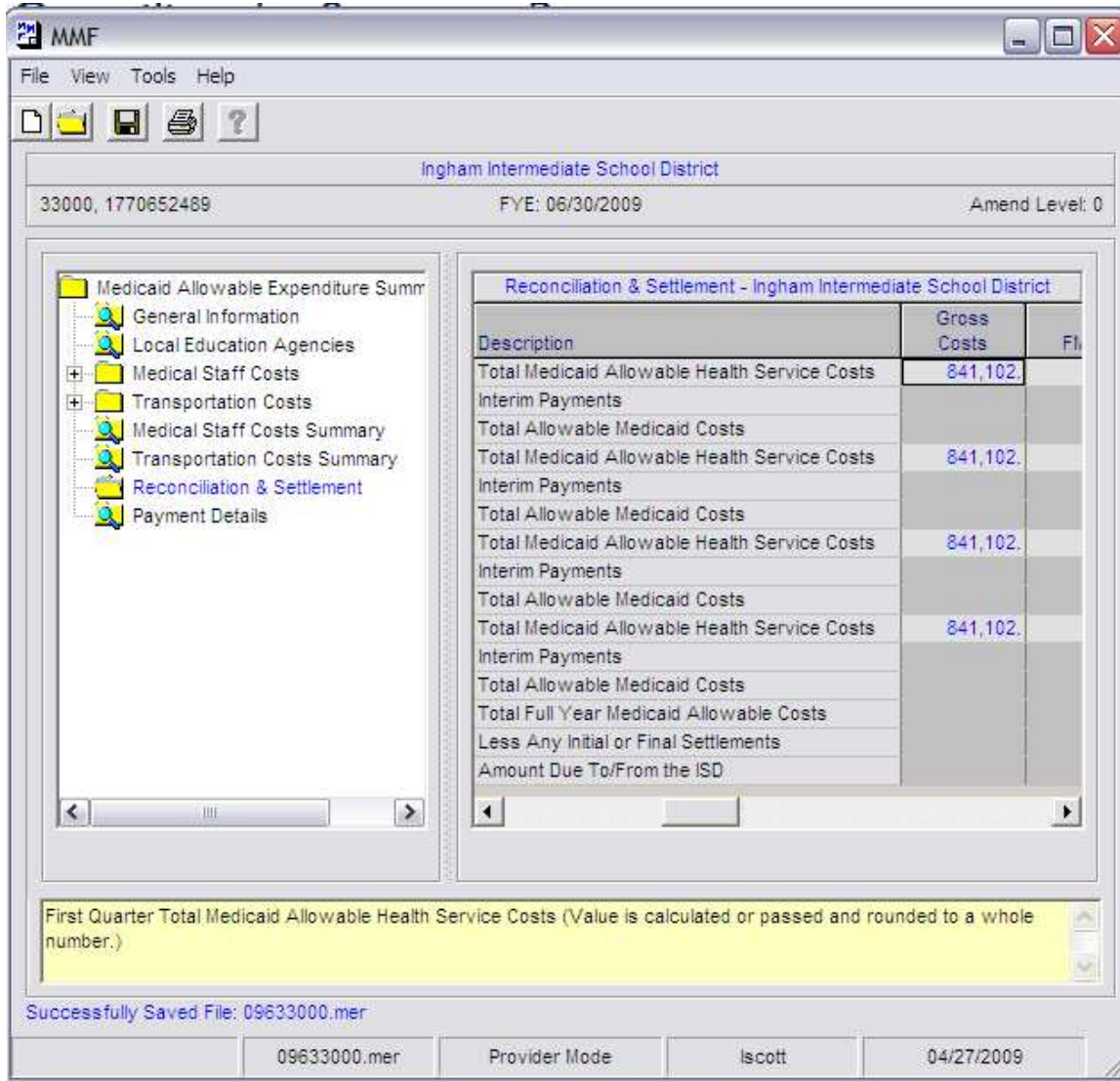
Compiling the Summary Report

- Step 5: Save and submit electronic Summary Report to MDCH via SSO



- The ISD should now save the Summary Report using the FILE menu

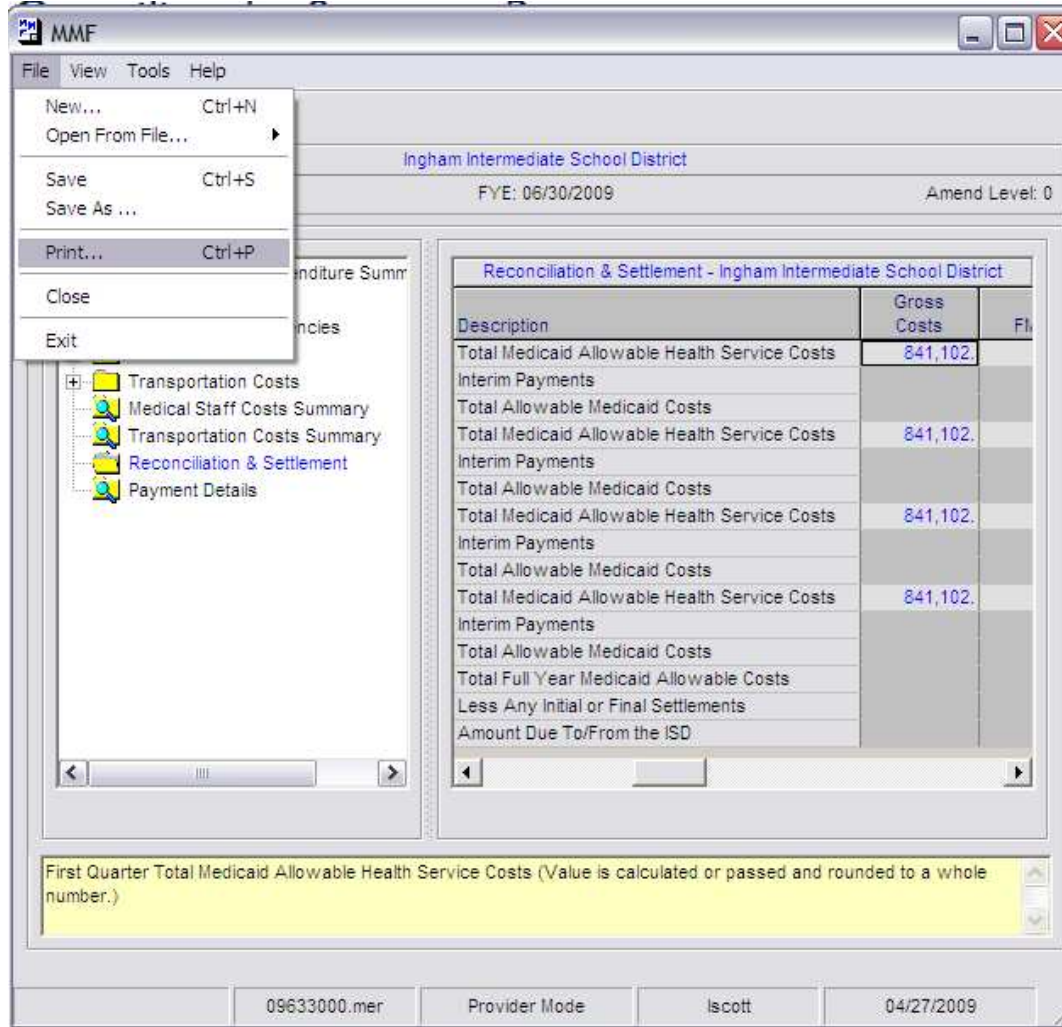
Compiling the Summary Report



- The file name displays at the bottom of the screen
- Each ISD submits this file to MDCH via SSO
 - Instructions for SSO transfer will be available on MDCH website

Compiling the Summary Report

- Step 6: Print and sign the expenditure certification form



Compiling the Summary Report

- Step 7: Submit signed certification form to MDCH via mail or fax

The screenshot shows a window titled "MMF Print" displaying a certification form. The form is titled "CERTIFICATION OF PUBLIC EXPENDITURE (CPE)" and "GOVERNMENTAL PROVIDER USE ONLY: CERTIFICATION OF TOTAL COMPUTABLE PUBLIC EXPEN". It contains the following information:

1. Governmental Provider Name and Address: Ingham Intermediate School District 2630 W. Howell Road Mason, MI 48854-9329	
2. Reporting Period (Medicaid State Plan Rate Year): From: 07/01/2008 To: 06/30/2009	
3. a. Type of Report: <input type="checkbox"/> Partial Period Report <input type="checkbox"/> Quarterly Cost Report <input type="checkbox"/> Full Year Cost Report <input type="checkbox"/> Revised Cost Report	b. Total Computable Certified Public Expenditure by Component: <input checked="" type="checkbox"/> Medicaid <input type="checkbox"/> Medical Services Total Computable Expenditure: <u>3364409</u>

At the bottom of the form, there is a warning: "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, there is a navigation pane with the following items: Transportation Costs Summary, Reconciliation & Settlement, Payment Details, and Provider Certification Page (selected). There are also buttons for "Clear All", "Run", and "Cancel".

Mail:

Michigan Department of Community Health

Bureau of Financial Management and Administrative Services

Hospital and Health Plan Reimbursement Division Special Program Section

P.O. Box 30479

400 S. Pine, 5th Floor

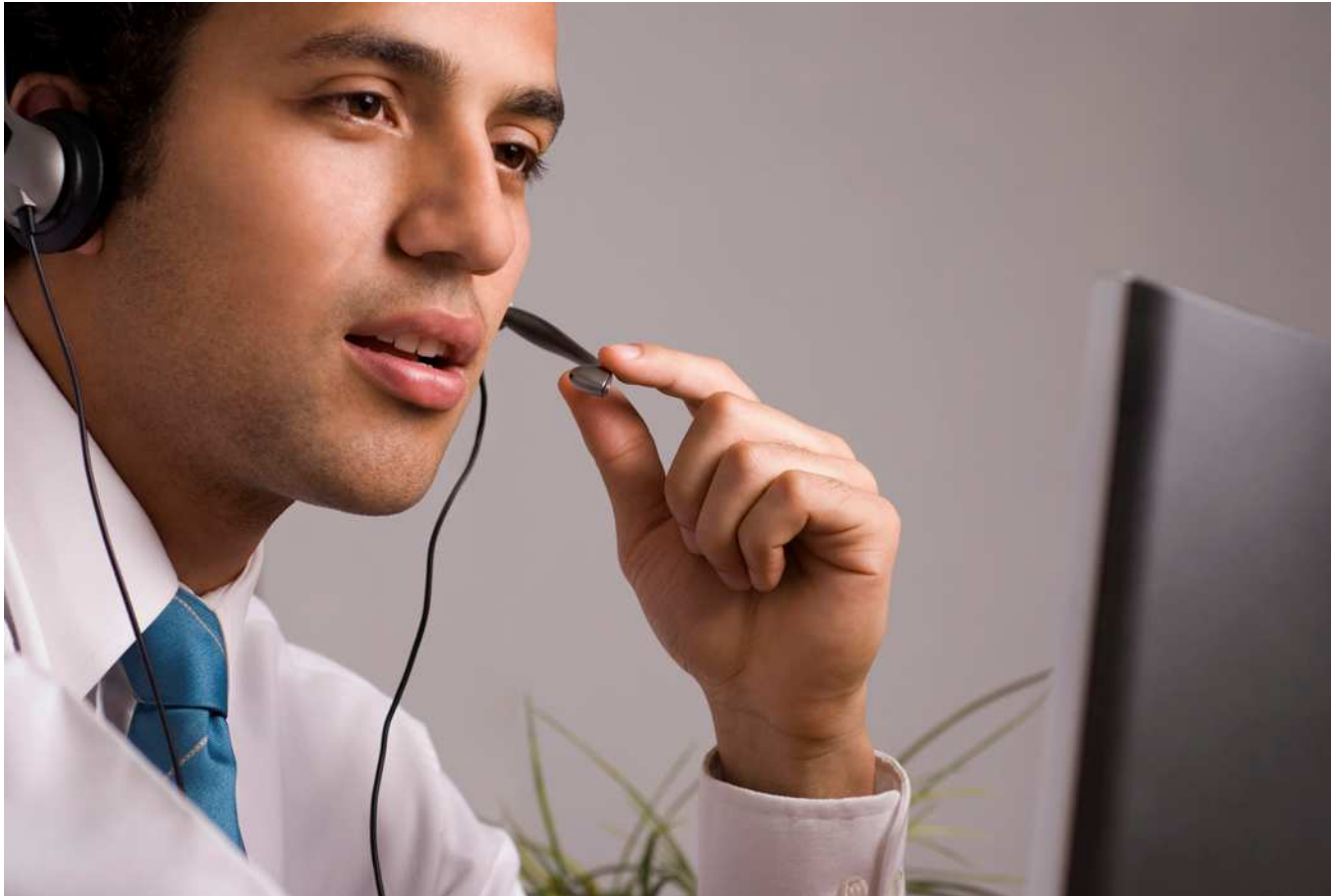
Lansing, Michigan 48909

Fax: 517-241-7408

Compiling the Summary Report: Questions and Answers

- Question and Answers

Where to Go for Assistance



Where to Go for Assistance

- SBS Fee For Service (FFS)
 - Linda Sowle
 - 517-241-8398
 - sowlel@michigan.gov

- SBS Administrative Outreach
 - Penny Dipple
 - 517-241-5159
 - dipplep@michigan.gov

- FFS Cost Reporting
 - Vaughn Allen
 - 517-335-1355
 - allenv2@michigan.gov

- Provider Support Hotline
 - 1-800-292-2550
 - Indicate the call is regarding School Based Services