



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

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Dear School Based Services Providers and Local Educational Agency Financial Staff:

The Michigan Department of Community Health (MDCH) will be implementing two changes to the financial flow process.

- Local Educational Agency (LEA) financial data flow to the Intermediate School District (ISD) on a quarterly basis
- Year end financial due date change to allow for cost report adjustments for Targeted Case Management (TCM) and Personal Care Services (PCS) financials

Financial Data Flow

Pursuant to internal audit findings, the MDCH has mandated that all financial data submitted for cost reporting by the Local Educational Agencies (LEAs) be copied to the Intermediate School District (ISD). As the enrolled Medicaid provider, the ISD is responsible for all cost data submitted under their provider identification number and should have this data on file.

On a quarterly basis, Public Consulting Group (PCG) will send copies of the LEA quarterly financials to the ISD for all cost pools (Direct Medical, Administrative Outreach, Personal Care Services, and Targeted Case Management.) The ISD will be responsible for verifying the annual financial information for TCM and PCS based on the quarterly information they receive, PCG will no longer be sending the summary report to the ISDs. The ISD will then certify these amounts using the Michigan Medicaid Forms (MMF) summary software.

Year-end Financial Due Date Change

Beginning with the School Fiscal Year 2009/2010 the year-end process for submission of the TCM and PCS financials will be as follows:

- **October 1** – PCG will issue a written reminder to the ISDs to complete their review and certification of the financial data for TCM and PCS
- **November 8** – April – June quarter financials distributed to the ISDs
- **November 15** – Due date for any financial adjustments and certifications for TCM and PCS to PCG
- **November 22** – Due date for PCG submission of the annual summary financial data for TCM and PCS to MDCH

If you have questions or concerns please contact Linda Sowle, School Based Services Policy Specialist at 517-241-8398 or by email at sowlel@michigan.gov.

Sincerely,

Stephen Fitton, Director
Medical Services Administration