

**Bulletin:** MSA 10-09

**Distribution:** School Based Services Providers

**Issued:** April 1, 2010

**Subject:** School Based Services Summer Quarter Random Moment Time Study  
Parameter Change and Cost Reconciliation Information Clarification

**Effective:** As Indicated

**Programs Affected:** School Based Services

### **Summer Quarter Random Moment Time Study Parameter (RMTS) Change**

The Centers for Medicare and Medicaid Services (CMS) has approved the Michigan Department of Community Health (MDCH) request to change the start date for the School Based Services (SBS) Summer Quarter RMTS from the date the 9-month staff return to school to the date the students return to school. This change in methodology more accurately reflects the tasks performed during the summer quarter for direct service random moment response coding. Effective for the time study quarter beginning July 2010 and for all summer quarters thereafter the start date for the time study will be modified to reflect the date the students return to school.

### **Cost Reconciliation Information Clarification**

The following paragraph will be added after the second paragraph in Section 6.1.D. of the School Based Services chapter of the Medicaid Provider Manual to reflect the web-based process for reporting SBS costs:

To report direct service related costs providers will utilize the Medicaid Allowable Expenditure Report. This cost report template may be obtained from the School Based Services Provider Specific webpage. Refer to the Directory Appendix for website information. An Excel printable version of the cost report is also available on the website for those providers in need of a paper version. Cost reports from the Local Educational Agencies will be submitted to their Intermediate School District for summation utilizing the Michigan Medicaid Forms (MMF) summary software (available to providers via the Data Exchange Gateway). Providers must register and have access to the secure Single Sign On (SSO) in order to utilize the MMF summary software. SSO registration instructions are also available on the School Based Services Provider Specific webpage.

### **Manual Maintenance**

Retain this bulletin until the information has been incorporated into the Michigan Medicaid Provider Manual.

## Questions

Any questions regarding this bulletin should be directed to Provider Inquiry, Department of Community Health, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mail at [ProviderSupport@michigan.gov](mailto:ProviderSupport@michigan.gov). When you submit an e-mail, include your name, affiliation, and phone number so you may be contacted if necessary. Providers may phone toll-free 1-800-292-2550.

## APPROVED

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

Stephen Fitton, Director  
Medical Services Administration