

## New Policy Bulletin – to be issued in April

A new policy bulletin is to be released for Public Comment in April. One of the items clarified in this bulletin is that any staff pool list updates or financial data that are not received by the deadline will be removed from the quarterly claim process.

## Random Moment Time Study – Compliance Report Change

Beginning with the April – June Quarter, weekly random moment time study reports will only contain the percentage of moments which were sampled and returned. This information will only be sent to ISD Coordinators. The names of those participants who have not completed their moments will not be included. ISD/LEA Coordinators must log onto the random moment time study web site and run the MI Combined Report. Each Coordinator should have received an email earlier this week which contained the step by step process of how to access the random moment time study report as well as their username and password. The following is the web site which should be accessed to check your random moment time study compliance.

<https://easyrmts.pcgus.com/rmts/v2>



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Happy Spring! This month's newsletter includes a review of some current processes as well as some changes to processes. PCG and the State of Michigan have been working together to identify processes which we feel will help to make things run smoother for everyone.

If you have any specific areas which you would like us to address in future newsletters, please call PCG at 888-277-6334.

We realize that everyone is used to calling or emailing Sandy directly, but please be aware that we have an entire team of qualified staff dedicated to responding to your questions. When calling the main number, if you indicate that you are calling regarding Michigan, your call will be routed to someone who can promptly work with you. Also, if emailing a question, please send messages to [miaop@pcgus.com](mailto:miaop@pcgus.com). This will ensure that it receives prompt attention.

## New PCG Procedures

Beginning in March 2009, ISDs/LEAs will receive email confirmations when SPL and Financials are received by PCG.

Beginning with the most recent financial schedules that were distributed in April 2009, ISD Program Contacts will now be copied on all LEA financial schedules when they are distributed. This is being implemented due to requests from ISD Coordinators.

ISD Coordinators have requested that time study results be generated in a timelier manner. Therefore, beginning with the close of the January-March 2009 quarter, the following steps will be used to accelerate the follow-up process related to moments received during the last five weeks of the receipt process.

- Participants have five weeks after the quarter ends to complete their random moment time study forms.
- PCG will have one week after this to complete the coding for all late moments. PCG will send ISD coordinators a list of all moments that are not able to be coded because they require additional information from the sampled participant.

ISD Coordinators will have one week to have the required staff members contact PCG to provide additional information about the activity they were performing at the time of their sampled moment.

If PCG does not receive a response from the sampled staff person by the end of that additional week, moments will be coded conservatively.



## Procedures for Updating the Staff Pool List (SPL) - Corrections From March

### Correction:

Upon PCG review, if it is determined that a participant is on the incorrect tab, based on their job title, **PCG will not be removing staff from any staff pool list. If staff members are listed on the incorrect cost pool tab, it is the responsibility of the ISD coordinator to make the adjustment.**

### Correction:

It has been brought to our attention that in the staff pool list information under TSLI, incorrect terminology was used. Instead of reading "Supervised by" it should correctly read "Under the Direction of".

Teachers of Speech and Language Impairment (TSLIs) must have their American Speech and Hearing Association (ASHA) Clinical Certificate of Competence (CCCs) or be **under the direction of** an ASHA CCC Speech Language Pathologist in order to be eligible to be included on the Direct Services staff pool list. If they do not have their ASHA CCCs or are not supervised, they may be included on the AOP staff pool list.

## Staff Pool List (SPL) - Updates

PCG is in the process of updating their system to enable ISDs to update their staff pool list via the RMTS web site. More information will be available in the future and trainings will occur in late July or August.

PCG has had many questions regarding the retention of email addresses in our system. Due to the additional cost pools, PCG was required to upgrade the RMTS software system this fiscal year. This upgrade resulted in a change to the way email addresses were tracked and sent back to the ISDs for future quarters. The previous RMTS software did not allow for email addresses to be stored in the system. Beginning with the October – December 2008 quarter staff pool list update, any emails which were received from the ISDs are now stored in the RMTS system. This also means that when the new quarter's SPL update is sent out to the ISDs that all email addresses which are housed in the RMTS system will be included. Be sure to verify that email addresses are correct when you are reviewing and updating your staff pool lists.

## RMTS Notification Process

If you are a district that is still using the paper notifications, it is imperative that the following steps be followed when returning RMTS notification memos back to PCG:

- Remove the notification memo from the envelope
- Write on the notification memo the reason the information is being returned to PCG
  - Paid Leave of Absence
  - Unpaid Leave of Absence
  - Paid Short-Term or Long-Term Disability
  - Unpaid Short-Term or Long-Term Disability
  - No Longer employed by District
  - Still a Vacant Position
- Sign and date the notification memo. Failure to sign and date the information will result in a delay in the information being processed.

## Annual Medicaid Allowable Expenditure Report Training

This is a reminder that MAER on-site training will begin on Tuesday, May 5, 2009. This training is intended for all financial contacts involved in completing the annual cost reporting for Direct Service and Transportation based on information used in the SE-4094 and SE-4098. If you need a copy of the training schedule, please contact PCG at 888-277-8334.

## Vacancies

If you have a vacancy on your staff pool list and the position has been filled, notify PCG as soon as possible with the name of the person who filled the vacancy. Remember to check your staff pool list to ensure that the person filling the vacant position is not already on your staff pool list.

## Random Moment Time Study (RMTS)

As a reminder, it is very important that any staff member chosen to complete a random moment time study form do so in a timely manner. In other states, CMS has mandated strict requirements with regard to completion times for random moment time studies. We would like to encourage you to follow-up with staff members who have not yet completed their moments to do so as quickly as possible.

It is important to distribute the random moment time study information to the participants no sooner than 5 days prior to the moment. Distributing the moments early violates the procedures mandated by CMS and may jeopardize the claim for the entire state of Michigan.

A new question has been added to the Targeted Case Manager RMTS web site page for random moment time study participants. This question asks "Are you this student's Designated Case Manager?"

The Random Moment Time Study results and Compliance summaries are now available on the MDCH web site. You can access this site by clicking the following link [http://www.michigan.gov/mdch/0,1607,7-132-2945\\_42542\\_42543\\_42546\\_42551-151025--00.html](http://www.michigan.gov/mdch/0,1607,7-132-2945_42542_42543_42546_42551-151025--00.html) or navigate to the web site by going to [www.michigan.gov/medicaidproviders](http://www.michigan.gov/medicaidproviders). Click on "Billing and Reimbursement," Click on "Provider Specific Information," scroll down and click on "School Based Services." From that page you may select the quarterly report you wish to view.

## Financial Data Collection

January – March 2009 Financial Schedules were distributed on Monday, April 6, 2009. If the information was not received, you should send a message to the following email address to request that the information be resent: [miaop@pcgus.com](mailto:miaop@pcgus.com)

The due date for the financial schedules is May 22, 2009.

There has been a change to the financial data collection time schedule. In the past, districts were given 30 days to complete and return their financial schedules. Beginning with the January – March 2009 quarter, districts will have 45 days to complete and return their schedules. Any financial schedules received after the 45 day limit will not be included in the claim calculation.

## Financial Data Collection Reminders

- When completing quarterly financial spreadsheets, you can only include costs for the staff that are already included on the spreadsheet. Do not add staff to any of the cost pools; the only time you can list costs for staff not already on the spreadsheet are for direct replacements. Any other new staff must be added with the Staff Pool List submission prior to the quarter.
- When claiming for direct support staff, the person on the support staff list must directly support personnel listed on the AOP or Direct Service staff pool list. Support staff costs are only used for the AOP claim, which includes direct service costs.
- When reporting costs for Support Staff you must update the column Category Supported and indicate what percentage those staff support personnel on either the AOP or Direct Services tabs of your financial schedule. Formulas are already set in the Support Staff tab and LEA Summary tabs of your financial schedule to pull costs through according to the percent that you indicate.
- You can only report costs for Case Managers and Personal Care staff if they are submitting services. If you have staff listed that do not submit services then you will not be able to report expenditures for them. You will need to make sure that when the next quarterly Staff Pool List update occurs that these staff are removed from your list of eligible program participants.

### SPL Update Distribution

6/19/09 JUL – SEP 2009  
8/7/09 OCT – DEC 2009  
10/9/09 JAN – MAR 2010  
1/8/10 APR – JUN 2010

### SPL Update Due Dates

7/17/09 JUL – SEP 2009  
9/4/09 OCT – DEC 2009  
10/9/09 JAN – MAR 2010  
2/5/10 APR – JUN 2010

### RMTS

5/5/09 Last Day to Return Jan – Mar 09 RMTS Forms  
7/17/09 Last Day to Return Apr – Jun 09 RMTS Forms  
11/14/09 Last Day to Return Jul – Sep 09 RMTS Forms  
1/22/10 Last Day to Return Oct – Dec 09 RMTS Forms  
5/5/10 Last Day to Return Jan – Mar 10 RMTS Forms  
7/16/10 (Tent) Last Day to Return Apr – Jun 10 RMTS Forms

### Financial Schedule Distribution

4/6/09 Jan – Mar 2009  
7/1/09 Apr – Jun 2009  
10/1/09 Jul – Sep 2009  
1/4/10 Oct – Dec 2009  
4/1/10 Jan – Mar 2010  
7/1/10 Apr – Jun 2010

### Financial Schedule Due Dates

5/22/09 Jan – Mar 2009  
8/17/09 Apr – Jun 2009  
11/16/09 Jul – Sep 2009  
2/18/10 Oct – Dec 2009  
5/17/10 Jan – Mar 2010  
8/16/10 Apr – Jun 2010

### AOP Claim Submission Dates

7/26/09 Jan – Mar 2009  
10/29/09 Apr – Jun 2009  
1/29/10 Jul – Sep 2009  
4/29/10 Oct – Dec 2009  
7/27/11 Jan – Mar 2010  
10/29/11 Apr – Jun 2010