WHO’S FUNDING WHO?
A Look at Duplicate Staff Assignment – Medicaid vs. Federal Funding

Presenters:  Katy Irwin, Macomb ISD, Special Education Accountant
Kim Torchala, Macomb ISD, IDEA Project Technician

STAFF POOL LIST “COMPLIANCE”

Effective Communication
Checks and Balances
Corrective Action
When updating the Medicaid staff pool lists, communication between departments is needed to ensure that staff allocated 100% to a federal funding sources are **excluded**.
GET STARTED

CREATE A CONTACT LIST

<table>
<thead>
<tr>
<th>LEA</th>
<th>Contact for Staff Assigned to Federal Funds</th>
<th>Contact for Staff Assigned to Update Medicaid SPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchor Bay Schools</td>
<td>Name: Wilma Flintstone Phone: xxx-xxx-xxx Email: <a href="mailto:wflintstone@absidea.net">wflintstone@absidea.net</a></td>
<td>Name: Barney Rubble Phone: xxx-xxx-xxx Email: <a href="mailto:brubble@absidea.net">brubble@absidea.net</a></td>
</tr>
<tr>
<td>Armada Schools</td>
<td>Name: Betty Rubble Phone: xxx-xxx-xxx Email: <a href="mailto:rubble@armdale.org">rubble@armdale.org</a></td>
<td>Name: Dina Flintstone Phone: xxx-xxx-xxx Email: <a href="mailto:dflintstone@armdale.org">dflintstone@armdale.org</a></td>
</tr>
<tr>
<td>Centerline Schools</td>
<td>Name: George Jelison Phone: xxx-xxx-xxx Email: <a href="mailto:george.jelison@cdilea.com">george.jelison@cdilea.com</a></td>
<td>Name: Gomer File Phone: xxx-xxx-xxx Email: <a href="mailto:gomerfile@cdilea.com">gomerfile@cdilea.com</a></td>
</tr>
<tr>
<td>East Detroit Schools</td>
<td>Name: Barney File Phone: xxx-xxx-xxx Email: <a href="mailto:barneyfile@cdilea.net">barneyfile@cdilea.net</a></td>
<td>Name: Papp Smurf Phone: xxx-xxx-xxx Email: <a href="mailto:papps@cdilea.net">papps@cdilea.net</a></td>
</tr>
</tbody>
</table>

RESULTS OF GOOD COMMUNICATION

- Medicaid SPL & AOP Quarterly Financials
  - Contains only eligible staff

- 100% Federally funded staff EXCLUDED

- Reduced need to amend quarterly financials due to incorrect assignment

- Potential for timely processing of initial & final MAER settlements

"Medicaid Provider Manual"
STAFF MOVEMENT BETWEEN MEDICAID & FEDERAL FUNDS

“KEEPING YOUR CONTACTS INFORMED”

Examples of Training Options

• Face-to-face meetings, at least annually
• Tip Sheets / Must-Knows
• Help Desk
• MDHHS SBS Medicaid Provider Manual
• Webinars

Keep Documentation of Communications

• Emails
• Phone Logs
• Information system audit logs
• Other
Develop a review process

This will help to determine if there are any overlaps of staff assignment to both Medicaid and 100% federal funding.

Getting Started

- Obtain lists from your LEA contacts who manage assignment of staff to federal funds.

- Begin creating a review document, like the example shown below.
  - You may want to combine all LEA’s in one document, or create separate tabs for each LEA.
Reviewing Your Medicaid Staff Pool List

Once your review document has been compiled, access your SPLs for the same year, and look to see if any federally funded staff are listed. Mark your review document accordingly.

- Add additional columns to your review document & begin tracking staff that are also listed on your Medicaid staff pool lists.
Reviewing Your Quarterly Financials

Once you’ve determined that a staff member was assigned both to the SPL & federal funding you will need to review the financials to find out if costs were reported as federal offset or not.

- Add additional columns to indicate review of AOP financials, CHAMPS services and corrective actions.
Corrective Action needs to occur for any overlap of staff assignment to both Medicaid and 100% federal funding.

Corrective Action

- AOP Quarterly Financials
  - Contact LEA to review overlapping assignments
  - LEA must amend any financials where costs were reported

- Medicaid SPL’s
  - Remove staff

- CHAMPS
  - Void submitted services
Swapping Staff from Medicaid SPL to 100% Federal Funding

Any staff who are on Medicaid Staff and are in the Medicaid Cost Center need to be swapped out.

To swap your staff:
1. Contact the MDHHS Michigan Office of the Comptroller (MOC) at 517-373-0025 to discuss your staff's swapping needs.
2. Complete the MDHHS Staff Swap Request Form and return it to MOC.
3. MOC will process the swap request and notify you when the swap is complete.

TIP SHEET

MDHHS CONTACTS

Kevin T. Bauer
School-Based Services Policy Specialist
517-284-1197
bauerk2@Michigan.gov

Amy Kanter
School-Based Services Auditor
517-373-4522
kantera@Michigan.gov