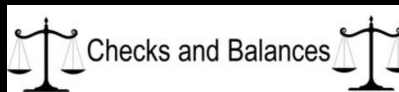


# WHO'S FUNDING WHO?

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"



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**.



## COMMUNICATION IS ESSENTIAL

Medicaid  
Staff Pool  
List



Federally  
Funded  
Staff



## GET STARTED

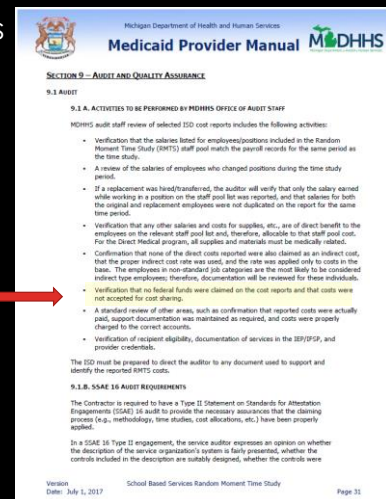
## CREATE A CONTACT LIST



LEA	Contact for Staff Assigned to Federal Funds	Contact for Staff Assigned to Update Medicaid SPL
Anchor Bay Schools	Name: Wilma Flintstone Phone: xxx-xxx-xxxx email: <a href="mailto:wflintstone@abslea.net">wflintstone@abslea.net</a>	Name: Barney Rubble Phone: xxx-xxx-xxxx Email: <a href="mailto:brubble@abslea.net">brubble@abslea.net</a>
	Name: Betty Rubble Phone: xxx-xxx-xxxx email: <a href="mailto:rubbleb@armlea.org">rubbleb@armlea.org</a>	Name: Dino Flintstone Phone: xxx-xxx-xxxx Email: <a href="mailto:flintstoned@armlea.org">flintstoned@armlea.org</a>
Armada Schools	Name: George Jetson Phone: xxx-xxx-xxxx email: <a href="mailto:george.jetson@clslea.com">george.jetson@clslea.com</a>	Name: Gomer Pile Phone: xxx-xxx-xxxx Email: <a href="mailto:gomer.pile@clslea.com">gomer.pile@clslea.com</a>
	Name: Betty Rubble Phone: xxx-xxx-xxxx email: <a href="mailto:rubbleb@armlea.org">rubbleb@armlea.org</a>	Name: Gomer Pile Phone: xxx-xxx-xxxx Email: <a href="mailto:gomer.pile@clslea.com">gomer.pile@clslea.com</a>
Centerline Schools	Name: George Jetson Phone: xxx-xxx-xxxx email: <a href="mailto:george.jetson@clslea.com">george.jetson@clslea.com</a>	Name: Gomer Pile Phone: xxx-xxx-xxxx Email: <a href="mailto:gomer.pile@clslea.com">gomer.pile@clslea.com</a>
	Name: Betty Rubble Phone: xxx-xxx-xxxx email: <a href="mailto:rubbleb@armlea.org">rubbleb@armlea.org</a>	Name: Gomer Pile Phone: xxx-xxx-xxxx Email: <a href="mailto:gomer.pile@clslea.com">gomer.pile@clslea.com</a>
East Detroit Schools	Name: Barney Fife Phone: xxx-xxx-xxxx email: <a href="mailto:bfife@edslea.net">bfife@edslea.net</a>	Name: Papa Smurf Phone: xxx-xxx-xxxx Email: <a href="mailto:psmurf@edslea.net">psmurf@edslea.net</a>
	Name: Betty Rubble Phone: xxx-xxx-xxxx email: <a href="mailto:rubbleb@armlea.org">rubbleb@armlea.org</a>	Name: Gomer Pile Phone: xxx-xxx-xxxx Email: <a href="mailto:gomer.pile@clslea.com">gomer.pile@clslea.com</a>

## 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



## STAFF MOVEMENT BETWEEN MEDICAID & FEDERAL FUNDS

### “KEEPING YOUR CONTACTS INFORMED”

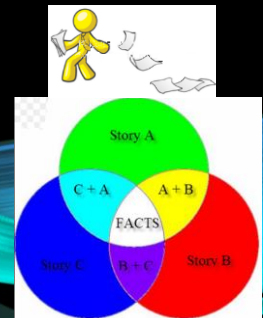
#### Examples of Training Options

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



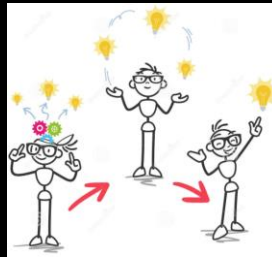
## Keep Documentation of Communications

- 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.

<div> <div>■</div> PPS - Proportionate Share           <div>■</div> New to grant           <div>■</div> FTE Change         </div>									
FEDERAL FUNDING - STAFF ASSIGNMENT									
				Flowthrough (F)		PreSchool (P)		Other Federal Funding	Total Federal FTE
LEA	Staff	Prof	Ald	2016 YR 2 FTE	2017 (7/1/16-6/30/18) YR 1 FTE	2016 YR 2 FTE	2017 (7/1/16-6/30/18) YR 1 FTE		
ANC	Cage, Rusty	x		1.00					1.00
ANC	Dodger, Brooklyn	x			0.50			0.50	1.00
ANC	Duck, Donald	x					1.00		1.00
ANC	Lee-Lowe, Rhea	x		1.00					1.00
ARM	Baykon, Chris P.	x			0.60				0.60
ARM	Beech, Sandy		x		0.10				0.10
ARM	Illa, Van	x			1.00				1.00
CEN	Book, Rita	x		0.01					0.01
CEN	Gump, Forrest	x		1.00					1.00
CEN	Kane, Candie		x	1.00					1.00
CEN	Purple, Martin	x		0.87			0.13		1.00
EAS	Open, Doris	x		0.63			0.25		0.88
EAS	Rhodes, Rockie	x		1.00					1.00
EAS	Skye, Sunny	x			0.33			0.67	1.00
EAS	Winter, Gus T.	x			1.00				1.00

# 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.

PCG CLAIMING SYSTEM  
Michigan AOP

Home People Calendar Moments Quarterly Configuration Reports

EV17 Aug-Sep 2016 LEA: Anchor Bay School District

Staff at LEA: Anchor Bay School District

Export

Certification Date: 05/12/2016 9:45 AM  
Certification User:

Available Filters (filtered)

Shows 100% assignment to federal funding	Cost Pool	Email	Emp Id	Name	Job Category	Job Title
	TCM			(Vacancy)	Case Manager	Resource Teacher
→	TCM	dduck@abslea.net	299929	Duck, Donald	Case Manager	Case Manager
	TCM	cgraham@abslea.net	745396	Graham, Cinnamon	Case Manager	Case Manager

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

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# 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.

PCG CLAIMING SYSTEM  
Michigan AOP

FY17 : Aug-Sep 2016 LEA: Anchor Bay School District

Home People Calendar Moments Quarterly Configuration Reports

### Quarterly: District Payroll Staff

Export

Available Filters

Status	LEA	Emp Id	Name	Job Category	Cost Pool	Salary	Benefits	Fed Offset	State Offset	Gross	Net
✓	Anchor Bay School District	745396	Duck, Donald	Case Manager	TCM	\$8,958.33	\$5,586.09	\$0.00	\$0.00	\$14,544.42	\$14,544.42

- Add additional columns to indicate review of AOP financials, CHAMPS services and corrective actions.

= PPS - Proportionate Share = New to grant = FTE Change										Corrective Action - box when completed ok = less than 1.0 FTE, ok for SPL Pool: TCM = Targeted Case Management DS = Direct Service PCS = Personal Care Services AOP = Admin Outreach MEDICAID - STAFF ASSIGNMENT				
FEDERAL FUNDING - STAFF ASSIGNMENT														
				Flowthrough (F)		PreSchool (P)								
LEA	Staff	Prof	Aid	2016 YR 2 FTE	2017 (7/1/16-6/30/18) YR 1 FTE	2016 YR 2 FTE	2017 (7/1/16-6/30/18) YR 1 FTE	Other Federal Funding	Total Federal FTE	On Medicaid SPL	Sal/Bene. on AOP Qtrly Financials	Services Submitted to CHAMPS	Corrective Action - Financials	Corrective Action - CHAMPS
ANC	Cage, Rusty	x		1.00					1.00	no				
ANC	Dodger, Brooklyn	x			0.50			0.50	1.00	no				
ANC	Duck, Donald	x					1.00		1.00	Q1, Q2, Q3, Q4 TCM	Q3 & Q4 yes Q1 & Q2 no	yes	amend Q3B & Q4	void > 6/30/16
ANC	Lee-Lowe, Rhea	x		1.00					1.00	no				
ARM	Baykon, Chris P.	x			0.60				0.60	yes, ok	TCM	yes	yes	n/a
ARM	Beech, Sandy		x		0.10				0.10	yes, ok	PCS	yes	yes	n/a
ARM	Illa, Van	x			1.00				1.00	no				
CEN	Book, Rita	x			0.01				0.01	yes, ok	DS	yes	yes	n/a
CEN	Gump, Forrest	x			1.00				1.00	no				
CEN	Kane, Candie		x		1.00				1.00	no				
CEN	Purple, Martin	x			0.87		0.13		1.00	no				
EAS	Open, Doris	x		0.63			0.25		0.88	yes, ok	TCM	yes	yes	n/a
EAS	Rhodes, Rockie	x		1.00					1.00	Q3 & Q4	DS	no	yes	void > 6/30/16
EAS	Skye, Sunny	x			0.33			0.67	1.00	no				
EAS	Winter, Gus T.	x			1.00				1.00	no				

# HOW DO WE FIX IT?

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



# TIP SHEET

## Swapping Staff from Medicaid SPL to 100% Federal Funding

Moving of Staff who are on a Medicaid staff pool list (SPL) to FEDERAL Funding:  
How it Impacts Medicaid AOP Financials, MAER & Service Logging

- 1) **Staff Position Was: 100% SPL // Staff Position Now: SPL & Partial FTE to Federal Funding**
- INFORM ISD MEDICAID OFFICE OF THE CHANGE
  - AOP Quarterly Financials
    - Amendments will need to be submitted to back out costs associated with the federal percentages.
    - Contact ISD Medicaid Office if certified financials need to be amended to adjust costs. ISD Medicaid Office will have to contact PCG to request that the financial be re-opened. Make sure to specify which quarter(s) & specific pool(s) that needs amending.
    - Public Consulting Group (PCG) will either send you or ISD Medicaid Office an email when the site is open. Make your changes and re-certify.
  - Random Moment Time Study Staff Pool List
    - No need to remove staff from the list because position is only partially allocated to federal funds.
  - Personnel Activity Reports (PARS) – Aides who have split assignment
    - Kept on staff NOT 100% federally funded.
  - Payroll Certification
    - Not needed on partial federally funded staff.
  - Medicaid Allowable Expenditure Report (MAER)
    - LEA reporting staff will report salary/benefits for the non-federal portion.
  - Medicaid Service Logging
    - No need to VOID service logs.
- **Staff Position Was: partial or 100% SPL // Staff Position Now: 100% Federal Funding**
- INFORM ISD MEDICAID OFFICE OF THE CHANGE
  - AOP Quarterly Financials
    - Amendments will need to be made to reflect ZERO costs for 100% federally funded staff.
    - Contact ISD Medicaid Office if certified financials need to be amended to adjust costs. ISD Medicaid Office will have to contact PCG to request that the financial be re-opened. Make sure to specify which quarter(s) & specific pool(s) that needs amending.
    - PCG will either send you or ISD Medicaid Office via an email when the site is open. Make your changes and re-certify.
  - Random Moment Time Study Staff Pool List
    - Inform the person at your district responsible for updating the staff pool, to REMOVE the 100% federally funded staff member from the SPL.
    - For updates to upcoming school year's July-Sept staff pool list: do not remove the staff person if you know they will be allocated partially/removed from federal funding for the new school year.
  - Personnel Activity Reports (PARS) – Aides who have split assignment
    - Kept on staff NOT 100% federally funded.
  - Payroll Certification
    - Needed for 100% federally funded staff – twice a year
  - Medicaid Allowable Expenditure Report (MAER)
    - LEA reporting staff will ZERO salary/benefits for 100% federally funded staff.
  - Medicaid Service Logging
    - Inform staff that they should discontinue logging Medicaid services, until such time that the staff's position is partially/completely funded with non-federal funds and added back onto the SPL.
    - Any service submitted to Medicaid/CHAMPS for the school year in which the staff was 100% federally funded should be VOIDED

## MDHHS CONTACTS

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kantera@Michigan.gov