

Finance Breakout Session

SBS Medicaid Conference

SBS Conference – 8/16/2018

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AGENDA

- Existing Financial Processes
- Available Resources
- Needed Resources
- Future

Existing Financial Process

What are your existing financial processes for SBS Medicaid?

Staff Pool List

How does the Staff Pool List relate to finance?

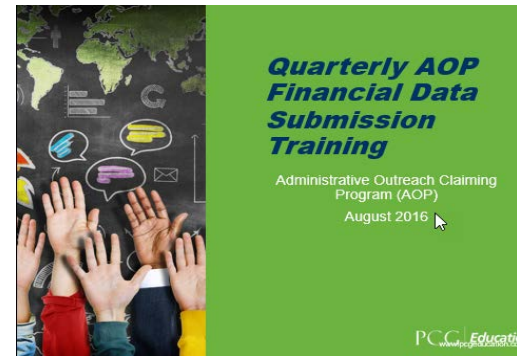
Resources

AVAILABLE AND NEEDED RESOURCES



Examples of Available Resources

- MDE – Special Education Program Finance:
http://www.michigan.gov/mde/0,4615,7-140-6598_8391---,00.html
- MDE – State Aid and School Finance:
<http://www.michigan.gov/mde/0,4615,7-140-6605---,00.html>
- MDE – Michigan Public School Accounting Manual -
<http://www.michigan.gov/mde/0,4615,7-140-6605-21321--,00.html>
- PCG Website
- MDE – Indirect Cost Rates -
<http://www.michigan.gov/mde/0,4615,7-140-6605-118785--,00.html>
- MDE – Michigan School Auditing Manual –
http://www.michigan.gov/documents/mde/2016-2017_Michigan_School_Auditing_Manual_571738_7.pdf
- Dropbox:
<https://www.dropbox.com/home/MI%20SBS%20Program>



QUESTIONS AND ANSWERS

- We have a social worker who is split funded – part general ed, part special ed and she has students from both. Do I have to amend my quarterlies to deduct the general ed costs?
 - NO. These costs are reportable for the quarterlies. However, they are NOT for the MAER (as the general ed costs would not be reported on the SE-4096).
- Are transportation "Purchased Services Staff" costs reportable?
 - YES. Report on line 4.5 of the Transportation MAER
- Are agency fees reportable?
 - Agency fees are reportable on the quarterly reports, but NOT on the MAER.
- Are "At Risk" funds reportable?
 - At Risk funds are reportable on the quarterly reports, but not on the MAER.
- Are Early Retirement Incentive payments reportable?
 - Early Retirement Incentives are reportable on the quarterly reports, but not on the MAER.
- Are Worker's Comp costs reportable?
 - Yes, if the costs are incurred during a quarter when they were on the SPL.
- We have staff who are paid under two function codes (Audiology and Speech). They are on the pool as Speech pathologists. Can I report all their costs?
 - Yes. Please report all costs in the job classification on the staff pool.
- Our MAER payroll reports last year were for September to August, not July to June. Did we do something wrong?
 - It depends upon how your district accrues payroll costs. The MAER should contain salaries/benefits/contracted services costs **earned** from 7/1/15 to 6/30/16, regardless of when the "checks" were written (same as the 4096).

Last Minute Tips and FAQ for Michigan Medicaid School Based Services Implementers and Business Officials for Completing the MAER (Medicaid Allowable Expenditure Report)

due December 31, 2013 (info as of 11-27-13)

Q 1: Are agency fees eligible as costs in our quarterly financial reports for contractors under the AOP program? Or stated another way: do agency fees have to be deducted from contracted staff costs? We learned in 2010 that agency fees cannot be included in the MAER, but what about the quarterly financials? During internal MAER training we learned that, for purchased services/staff (contracted staff), the invoice(s) have to separate staff costs from agency fees and that the fees could not be reported on the MAER. We wonder if this is also true for the quarterly reports. Please clarify.

A. 1: Yes, agency fees are eligible as costs for the contractor, under the AOP program.

Q 2: Reimbursement for taxi transportation. We noticed the 2012-13 MAER, line 6 says, "contracted taxis" but last year, the 2011-12 MAER, line 6 said, "family vehicle contract cost". So what has changed? This change was not included as a part of the finance training this past Fall, so please advise us what we need to do to obtain reimbursement for the costs of transportation when provided by taxis this past year.

A. 2: You will need to go back this past year to your records to find those students who were transported by taxi. Verify attendance on the same date of a Medicaid reimbursable service.

Available Resources

What finance specific resources does your district currently utilize for SBS Medicaid financial reporting and training?

Needed Resources/SWOT Suggestions

- Finance 101
- Allowable Cost Guide
- MDHHS/MDE
- Website/Technical Assistance
- Share drive for finance or finance specific folder in Dropbox.

Needed Resources

What would new finance personnel for SBS Medicaid need? (ISD/LEA)

Needed Resources

Where should the information be located and how should it be organized?

Follow up

- Recruitment
- Future Dates
- Support
- Agenda Focus