MDHHS
Michigan Department of Health & Human Services
RICK SNYDER, GOVERNOR | NICK LYON, DIRECTOR

Virtual Presentation

- Welcome to MDHHS Virtual Presentation
- The presentation will begin momentarily
- You may download documents, including this presentation along with the Adobe user guide, from the File Pod located in the *upper right hand corner* of the webpage
- Within the Web Link Pod you will find the Provider Relations Training Evaluation
- A Q&A will be held at the end of the presentation for questions

Please note: Audio is via your computer speakers.

Michigan Department of Health & Human Services

RICK SNYDER, GOVERNOR | NICK LYON, DIRECTOR

Facility Settlement Training

December 6, 2017

Local Education Agency (LEA) &
Intermediate School District (ISD)

"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

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Provider Resources

- **MDHHS website:** www.michigan.gov/medicaidproviders
- **School Based Services website:** http://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546_42551-151025--,00.html

- **We continue to update our Provider Resources, just click on the links below:**
  - Listserv Instructions
  - Medicaid Alerts and Biller "B" Aware
  - Provider Tips
  - Medicaid Provider Training Sessions
  - CHAMPS Resources

- **Provider Support:**
  - ProviderSupport@michigan.gov or 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program

Provider Enrollment

- ****Please Note: The CHAMPS Provider Enrollment screens will be view only from December 22, 2017 – January 2, 2018****

- **Provider Enrollment website:** http://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546-104293--,00.html

- **Trainings:**
  - MILogin New Look
  - Facility/Agency/Organization Enrollment
  - Atypical Enrollment
  - Rendering/Servicing Provider Enrollment
  - Domain Administrator Functions

- **SIGMA:**
  - New ISDs must register with SIGMA
  - Please visit: Michigan.gov/SIGMAVSS

- **Provider Enrollment:**
  - ProviderEnrollment@Michigan.gov or (800) 292-2550

LEA and ISD Support

- Amy Kanter, Auditor

  Rate Review Section

  Hospital and Clinic Reimbursement Division

  (517) 373-4522

- Steve Ireland, Manager

  Rate Review Section

  Hospital and Clinic Reimbursement Division

  (517) 335-5352

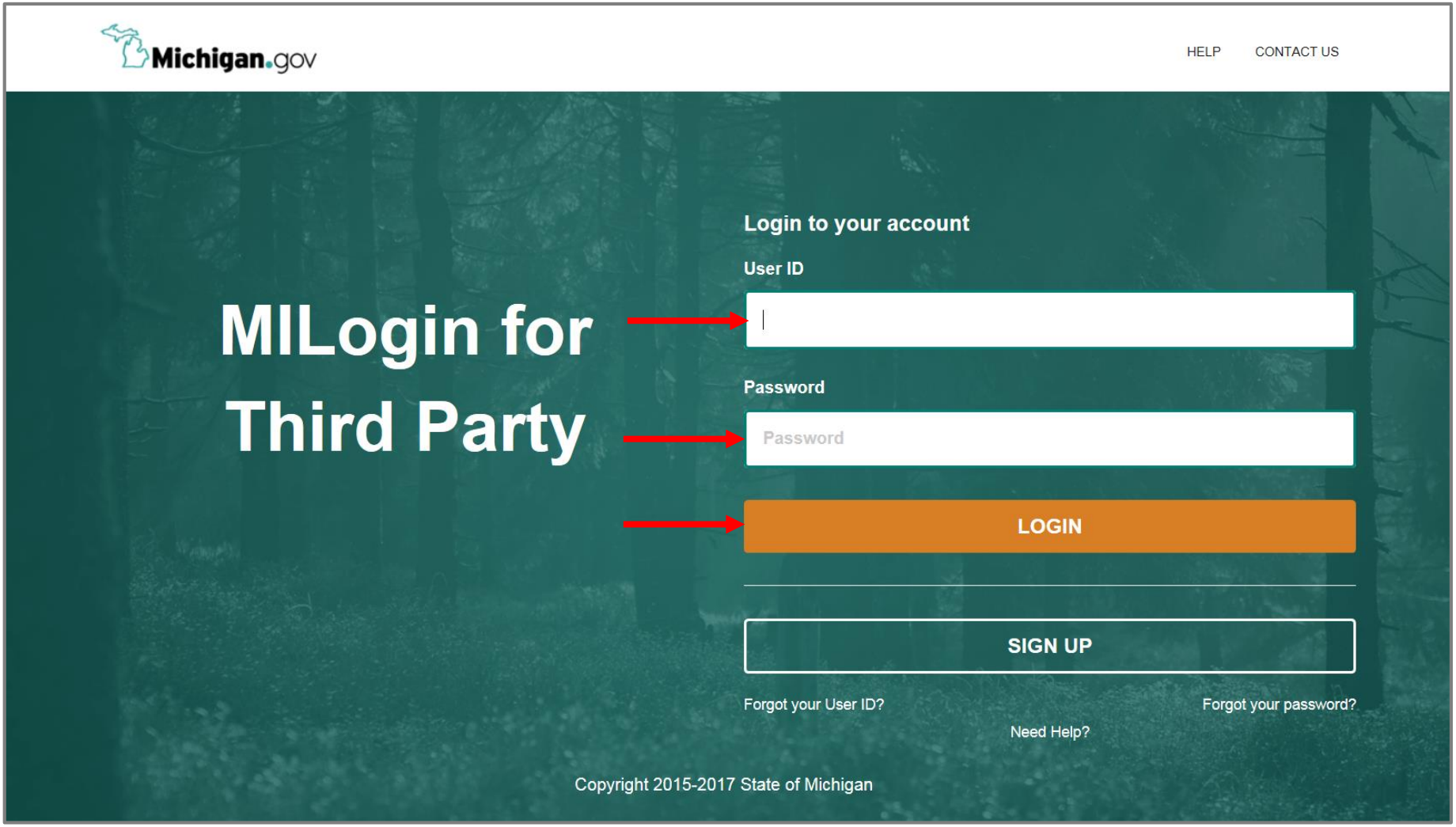
PCG Training

- PCG's training will focus on how to use the Staff Pool List and the Quarterly Financials within the new CHAMPS Facility Settlement system in order to complete the Medicaid Administrative Expenditure Report (MAER).
  - Providers will receive an email notification requesting their registration for these trainings.
  - Training registration can also be found on the PCG website.

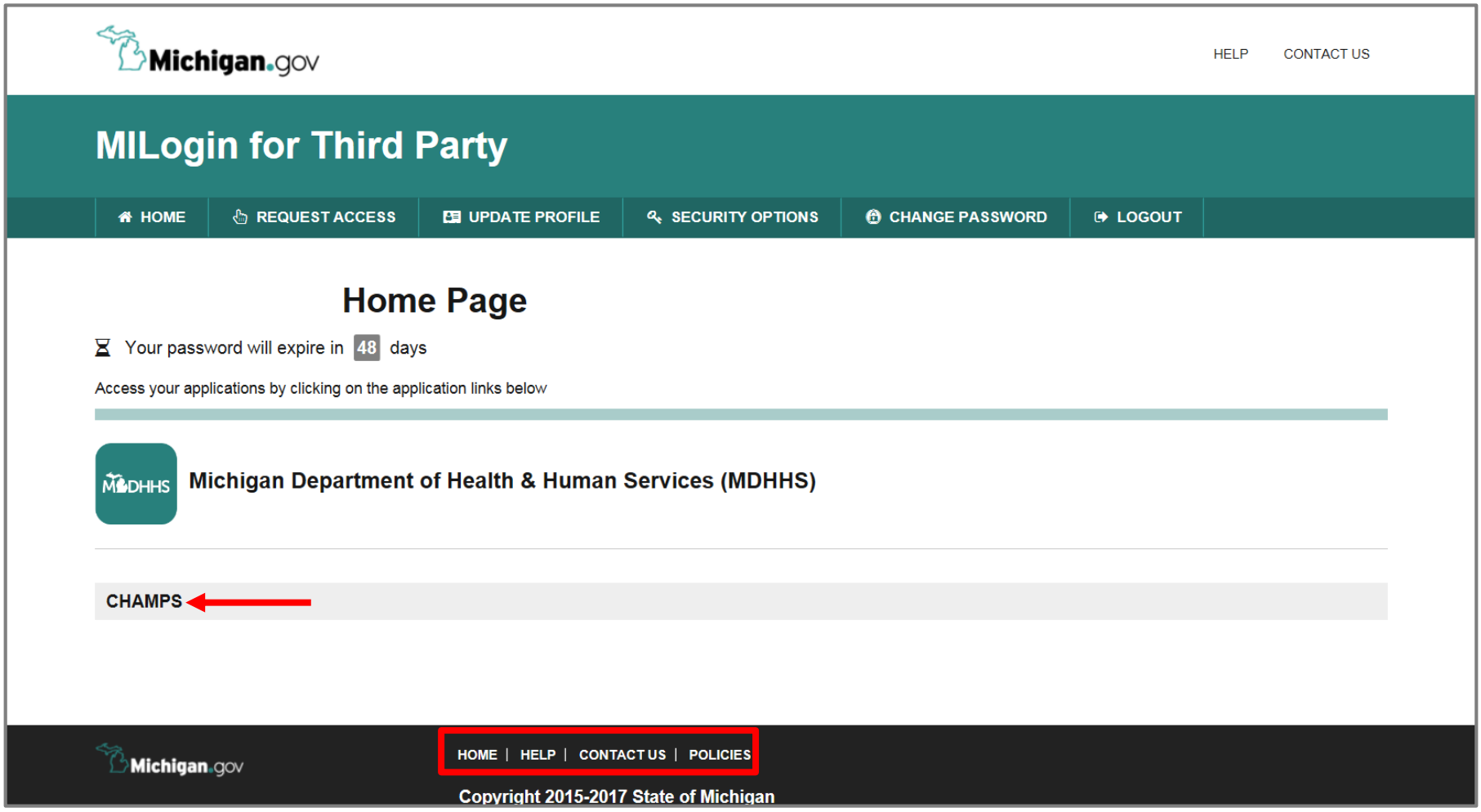
- Training Dates:
  - January 8, 2018 from 2:00 - 4:00 PM EST
  - January 9, 2018 from 10:00 AM - 12:00 PM EST

Facility Settlement

- Introduction to CHAMPS and the Facility Settlement system
  - Slides 9-12
- Prepare LEA Cost Report
  - Slides 13-33

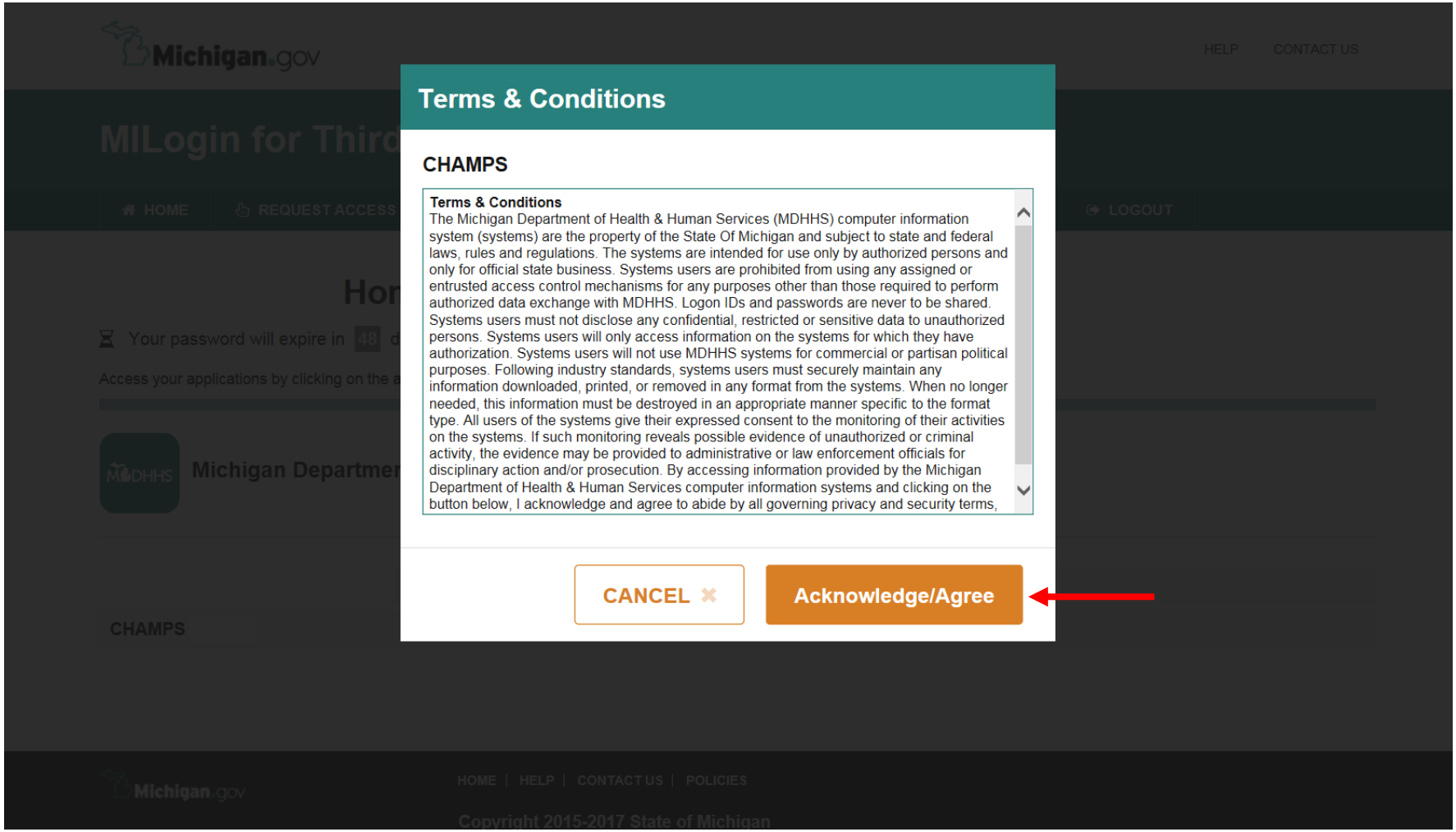


- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Enter your User ID and Password
- Click Login



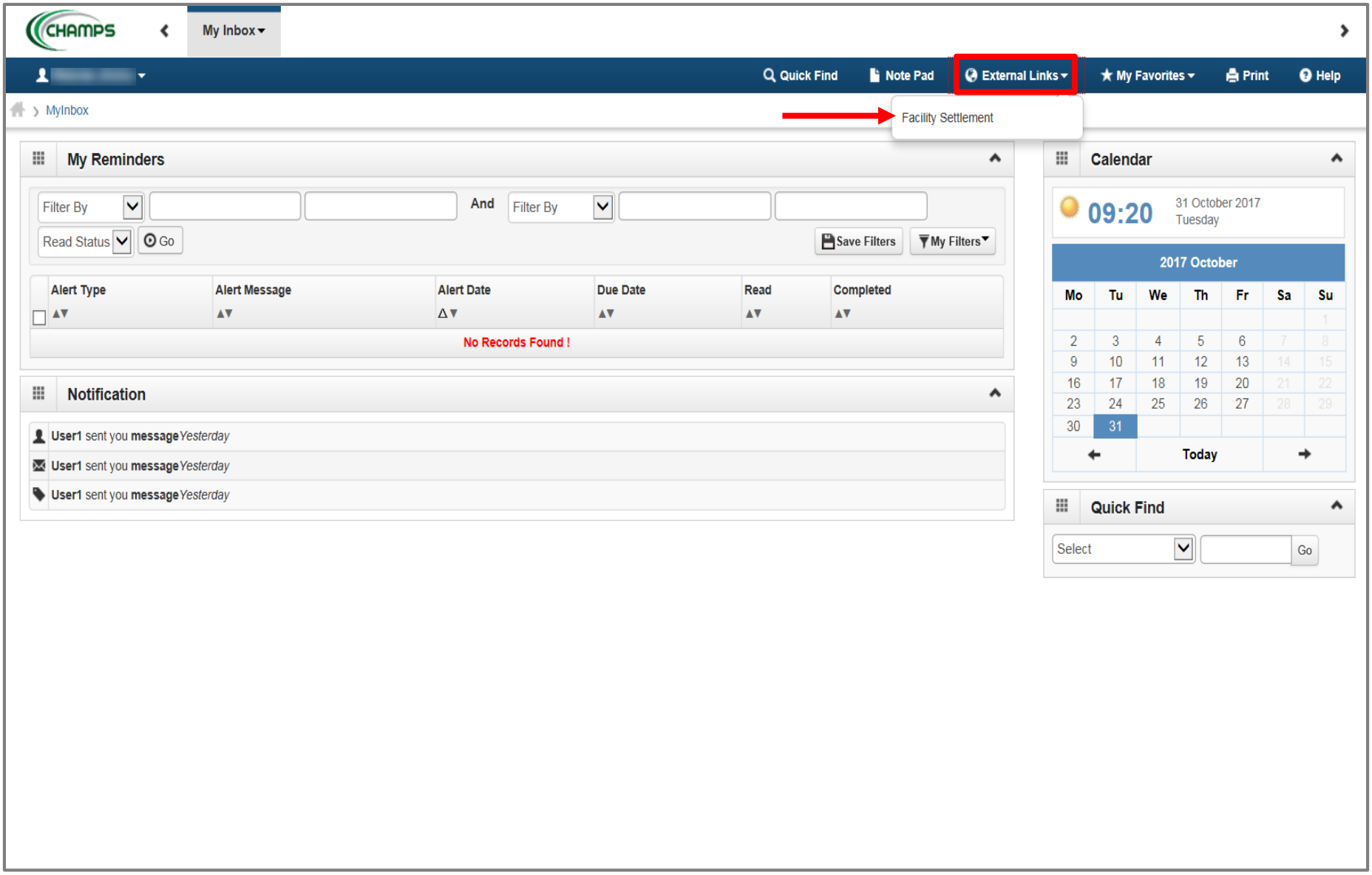
- You will be directed to your MILogin home page
- Click the CHAMPS hyperlink

**MILogin resource links are listed at the bottom of the page*

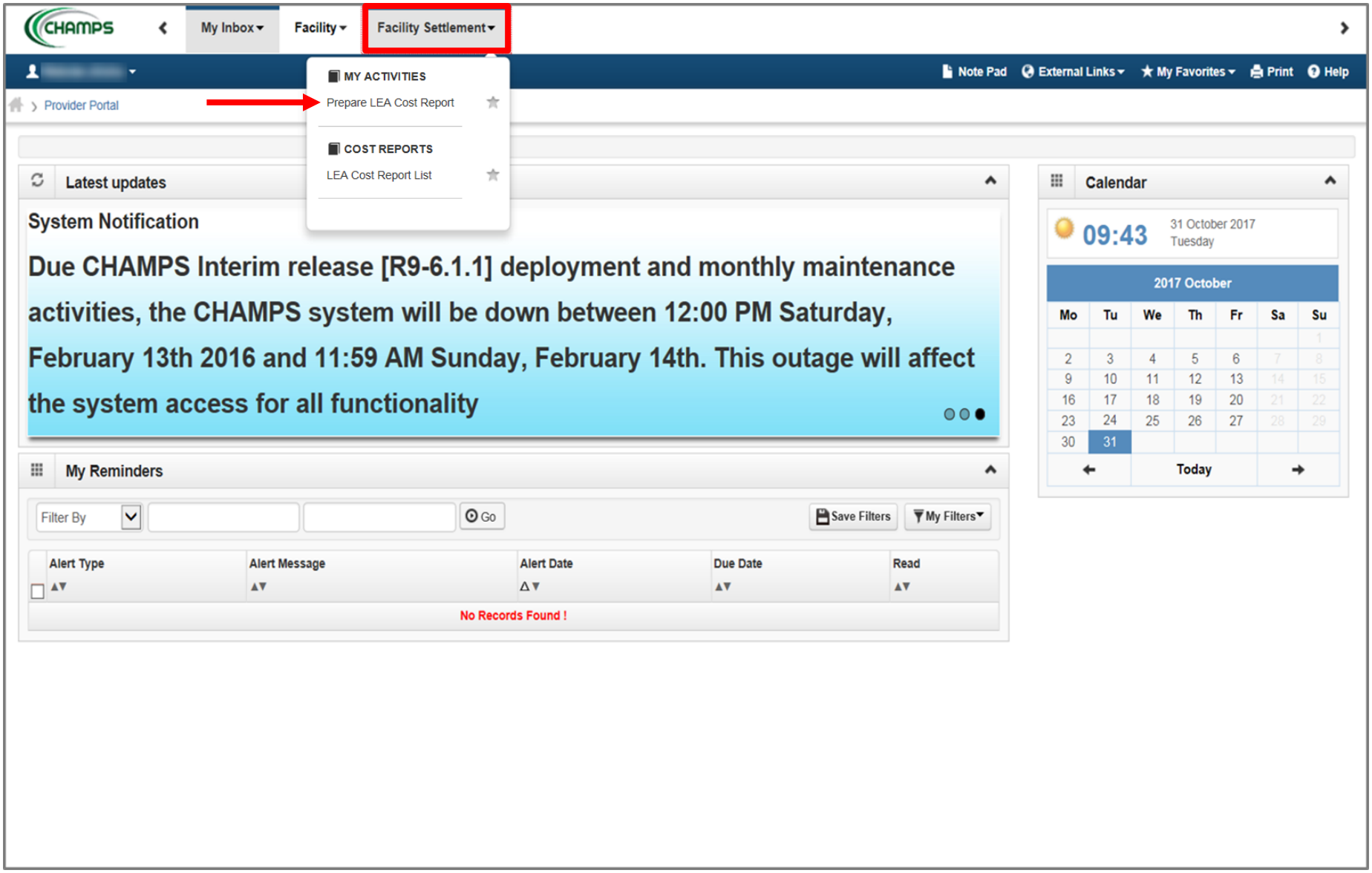


- Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS

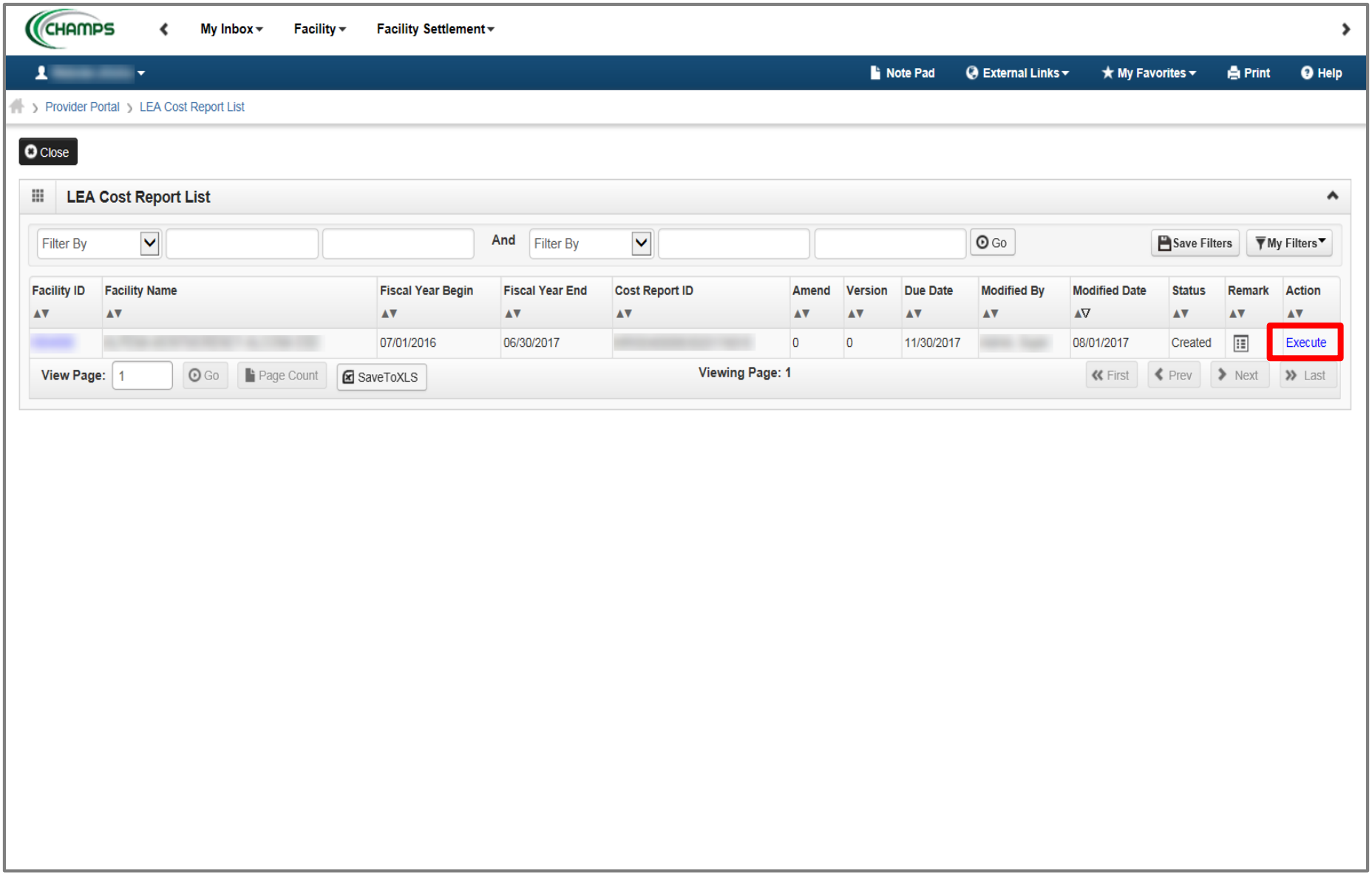
- Select the Billing NPI from the Domain dropdown
- Beginning January 2, 2018, providers will be able to choose the applicable FS profile (for example, FS LPHD, FS Clinic, FS LEA, FS ISD, FS THC Clinic, etc.)
- Click Go



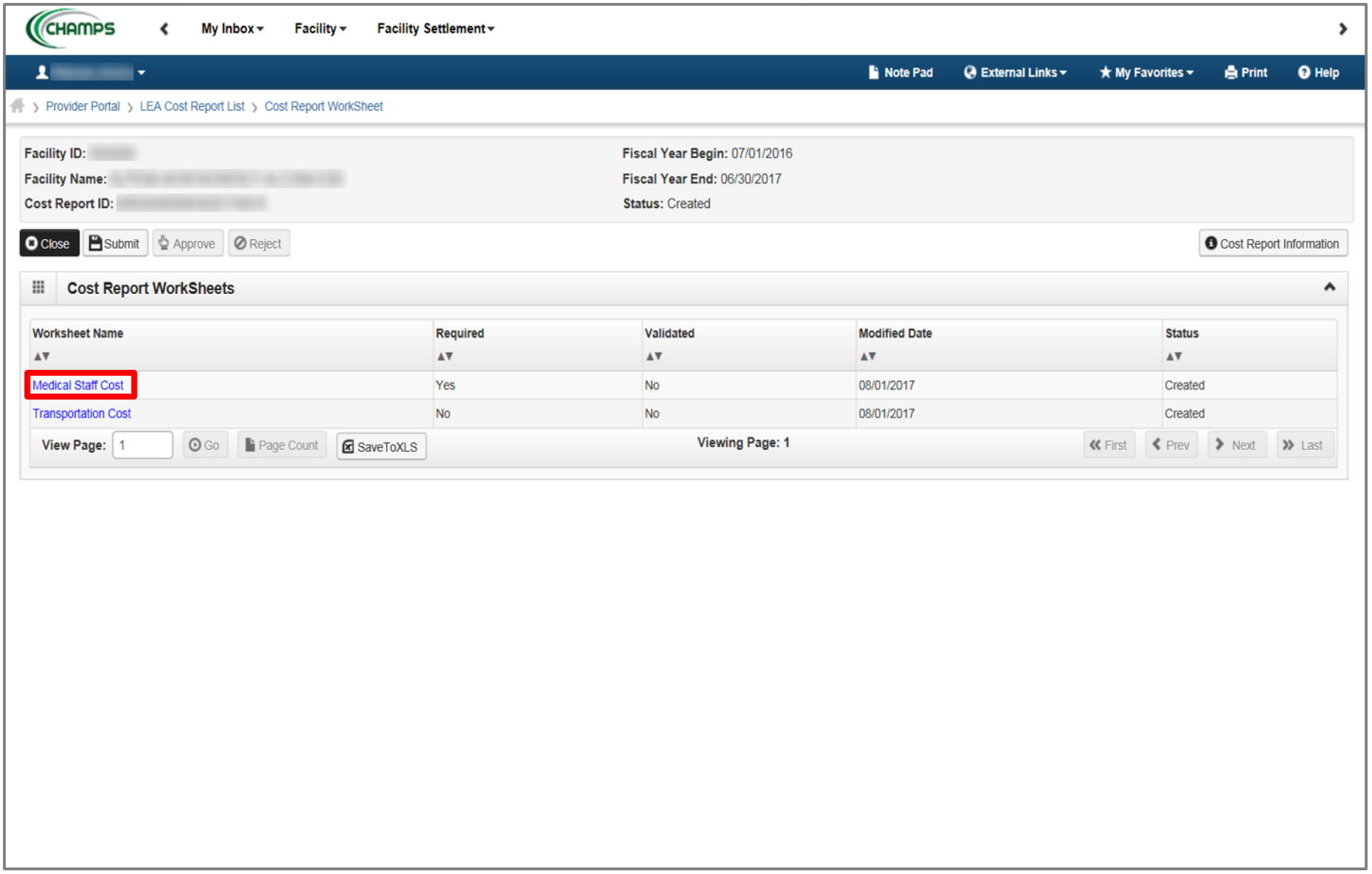
- Once logged in you will be directed to the Provider Portal page
- Click on External Links
- Select Facility Settlement



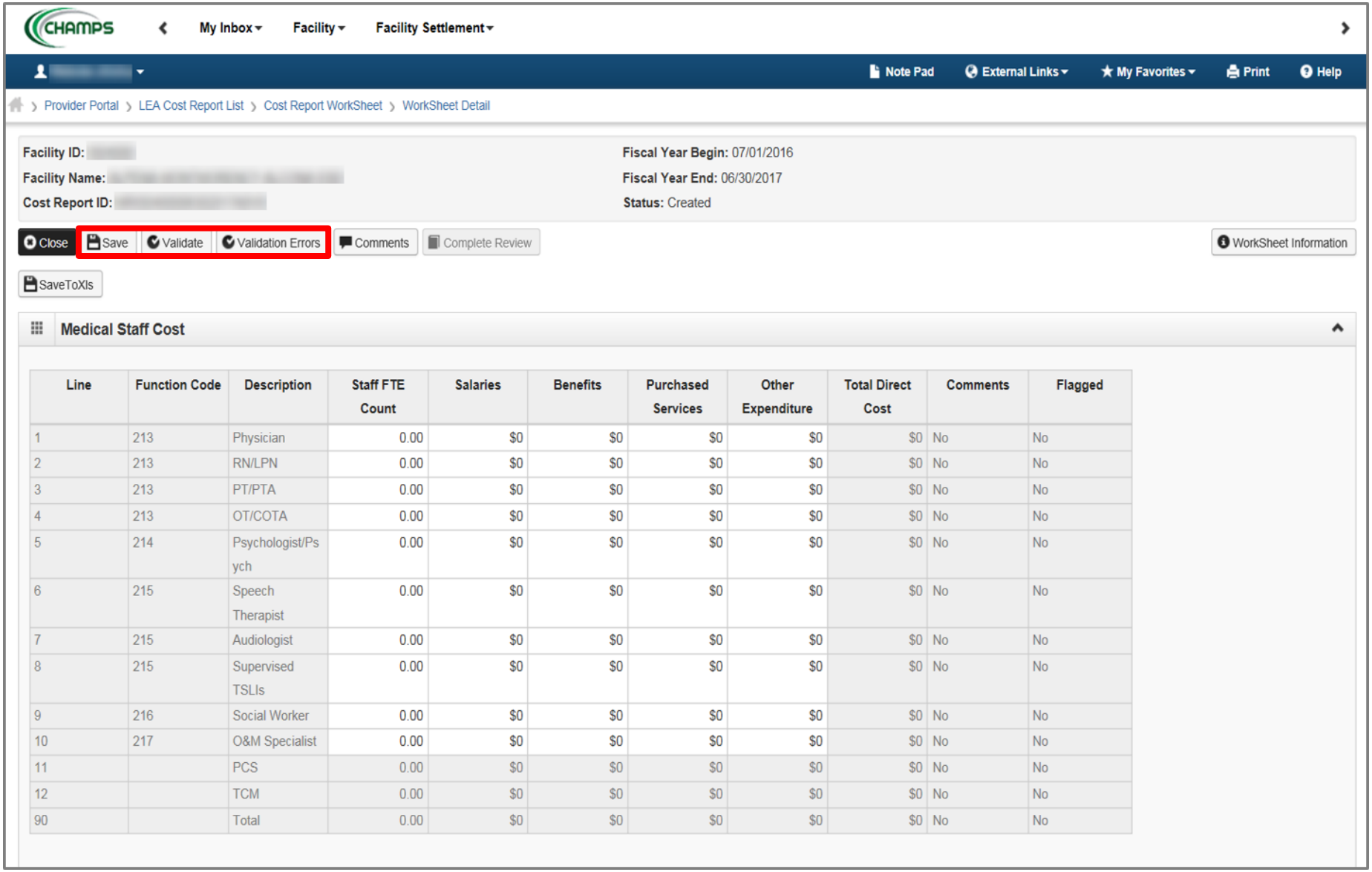
- Click Facility Settlement
- Select Prepare LEA Cost Report



- Click Execute for the most recent fiscal report



- Click Medical Staff Cost

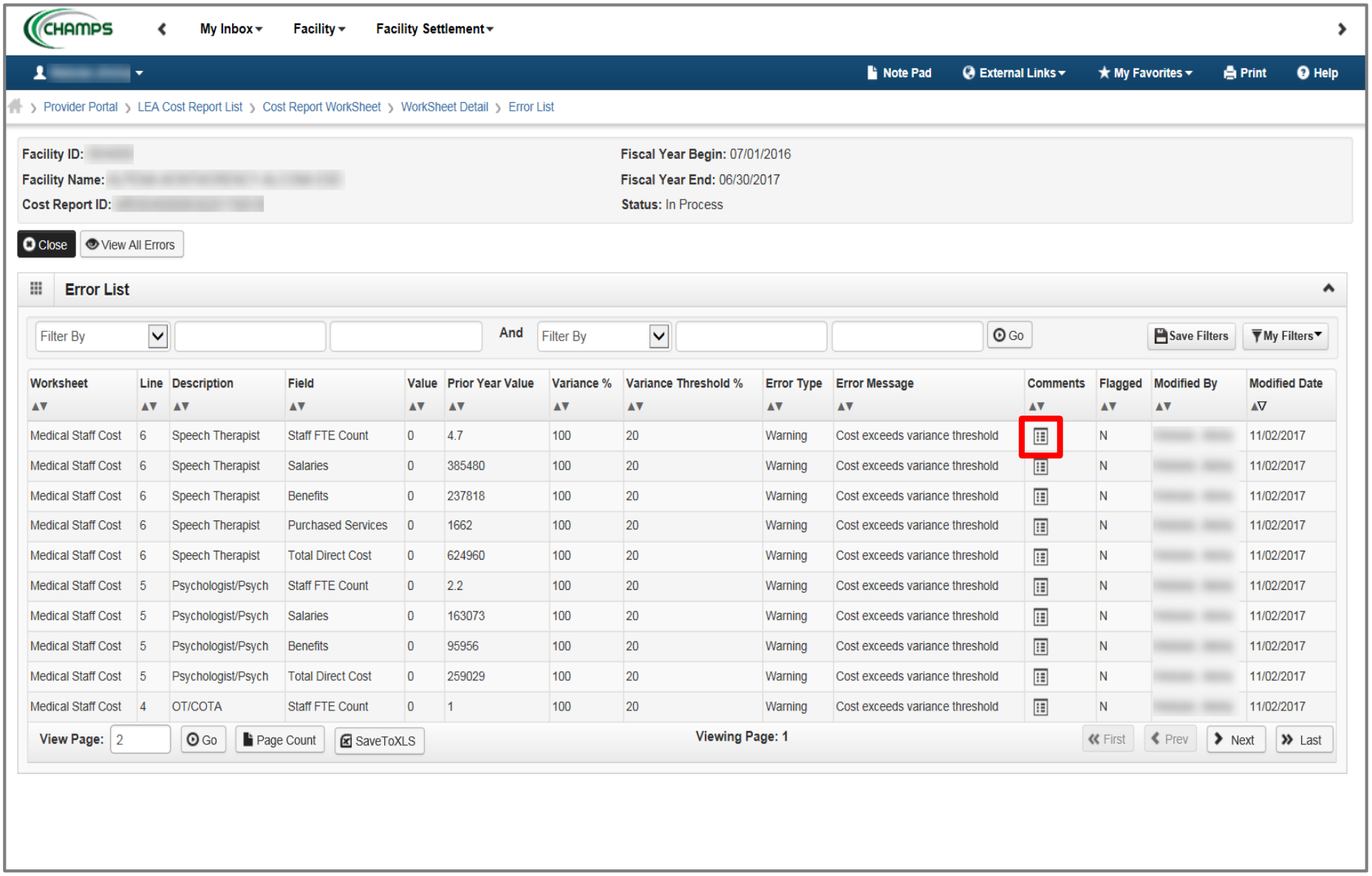


Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost	Comments	Flagged
1	213	Physician	0.00	$0	$0	$0	$0	$0	No	No
2	213	RN/LPN	0.00	$0	$0	$0	$0	$0	No	No
3	213	PT/PTA	0.00	$0	$0	$0	$0	$0	No	No
4	213	OT/COTA	0.00	$0	$0	$0	$0	$0	No	No
5	214	Psychologist/Psych	0.00	$0	$0	$0	$0	$0	No	No
6	215	Speech Therapist	0.00	$0	$0	$0	$0	$0	No	No
7	215	Audiologist	0.00	$0	$0	$0	$0	$0	No	No
8	215	Supervised TSLIs	0.00	$0	$0	$0	$0	$0	No	No
9	216	Social Worker	0.00	$0	$0	$0	$0	$0	No	No
10	217	O&M Specialist	0.00	$0	$0	$0	$0	$0	No	No
11		PCS	0.00	$0	$0	$0	$0	$0	No	No
12		TCM	0.00	$0	$0	$0	$0	$0	No	No
90		Total	0.00	$0	$0	$0	$0	$0	No	No

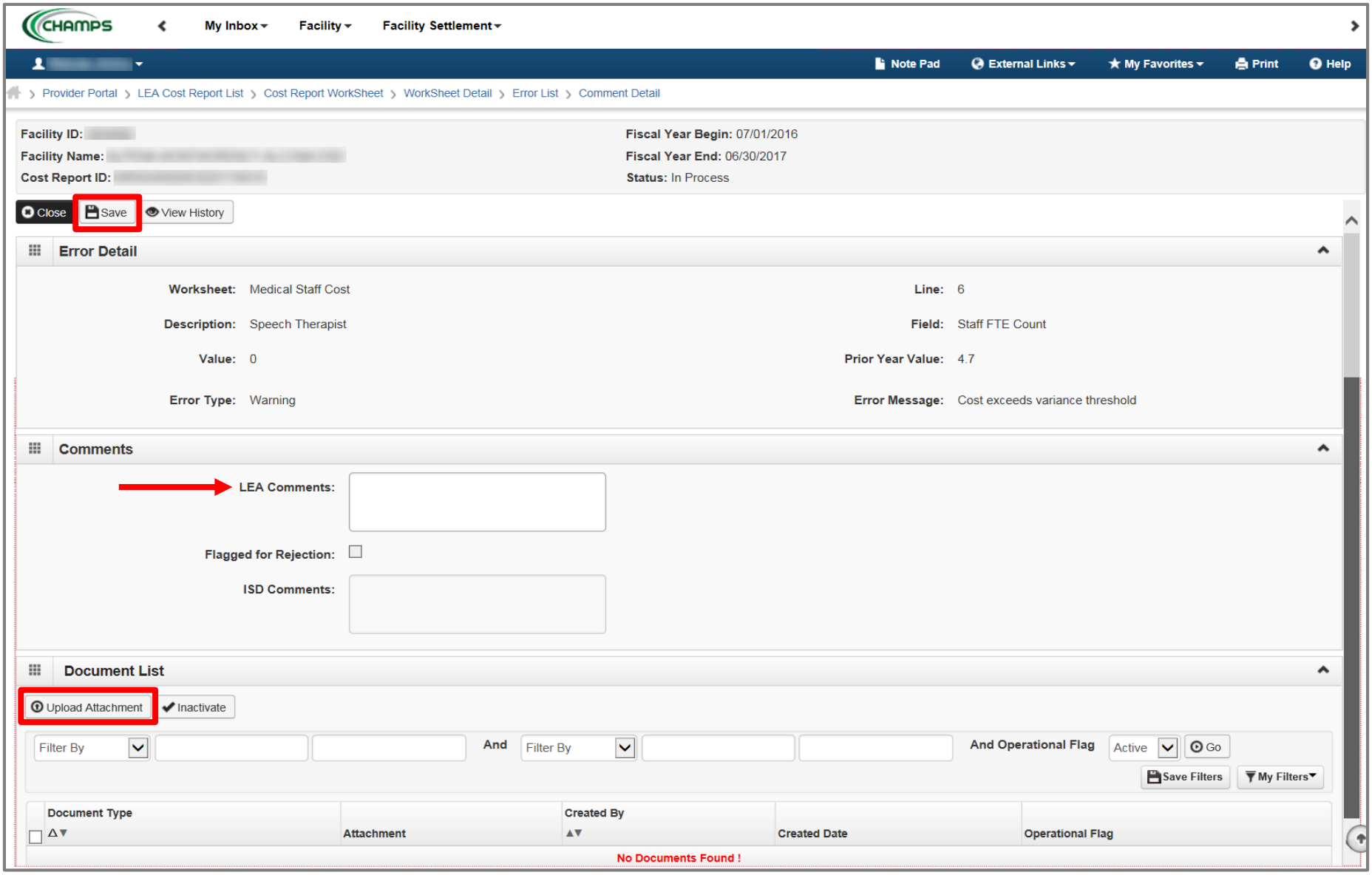
- This worksheet allows providers to manipulate any field not greyed out
- Once the worksheet is complete:
  - Click Save → Validate → Validation Errors

Definitions:

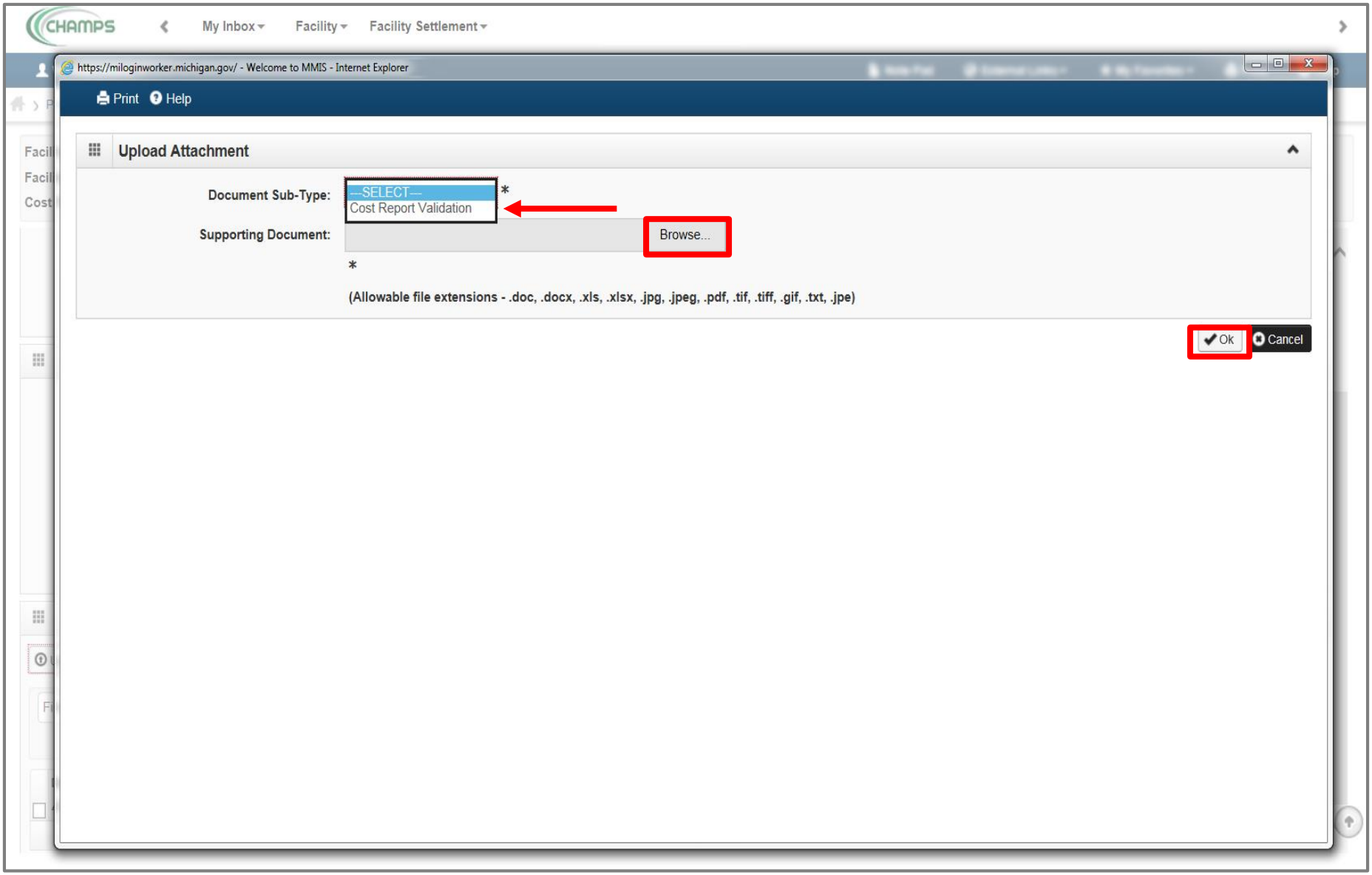
- **Save -** Updates database and calculates worksheet values.
- **Validate -** Performs validation rules against all saved data.
- **Validation Errors -** Provides a list of errors and warnings. Comments must be added to warnings and errors must be corrected before the cost report can be validated/submitted.
- **Validate and Validation Errors -**
  The Validate button performs the activity, whereas the Validation Error button provides the list to address the variances and errors found.



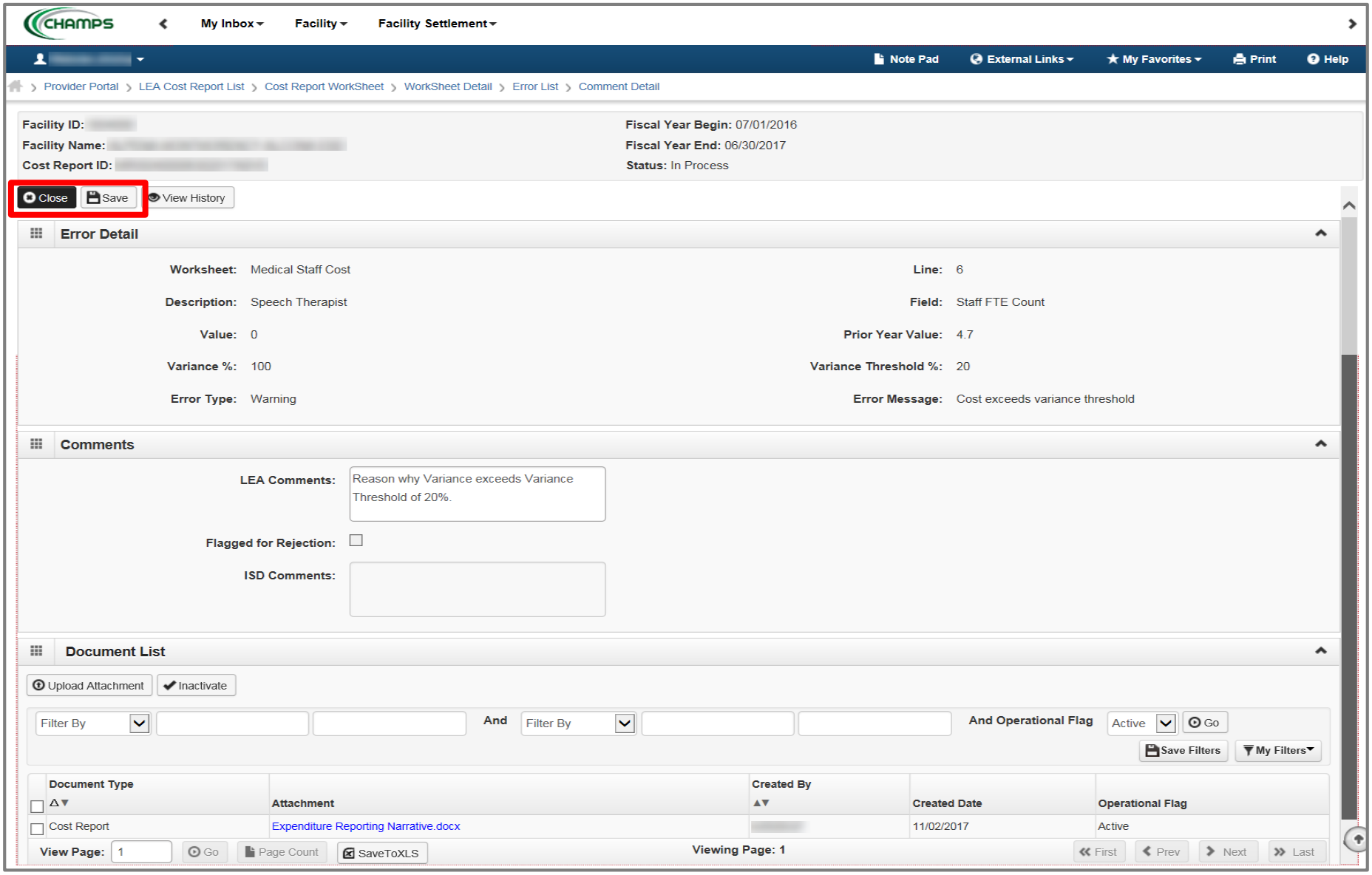
- After clicking on Validation Errors, the Error List pops-up. Each line represents a variance; two error types;
  - Warning - must be commented upon to explain why the variance is appropriate
  - Error - must be resolved in order for the worksheet to validate
- Click on the Comment Icon to access Comment Detail page



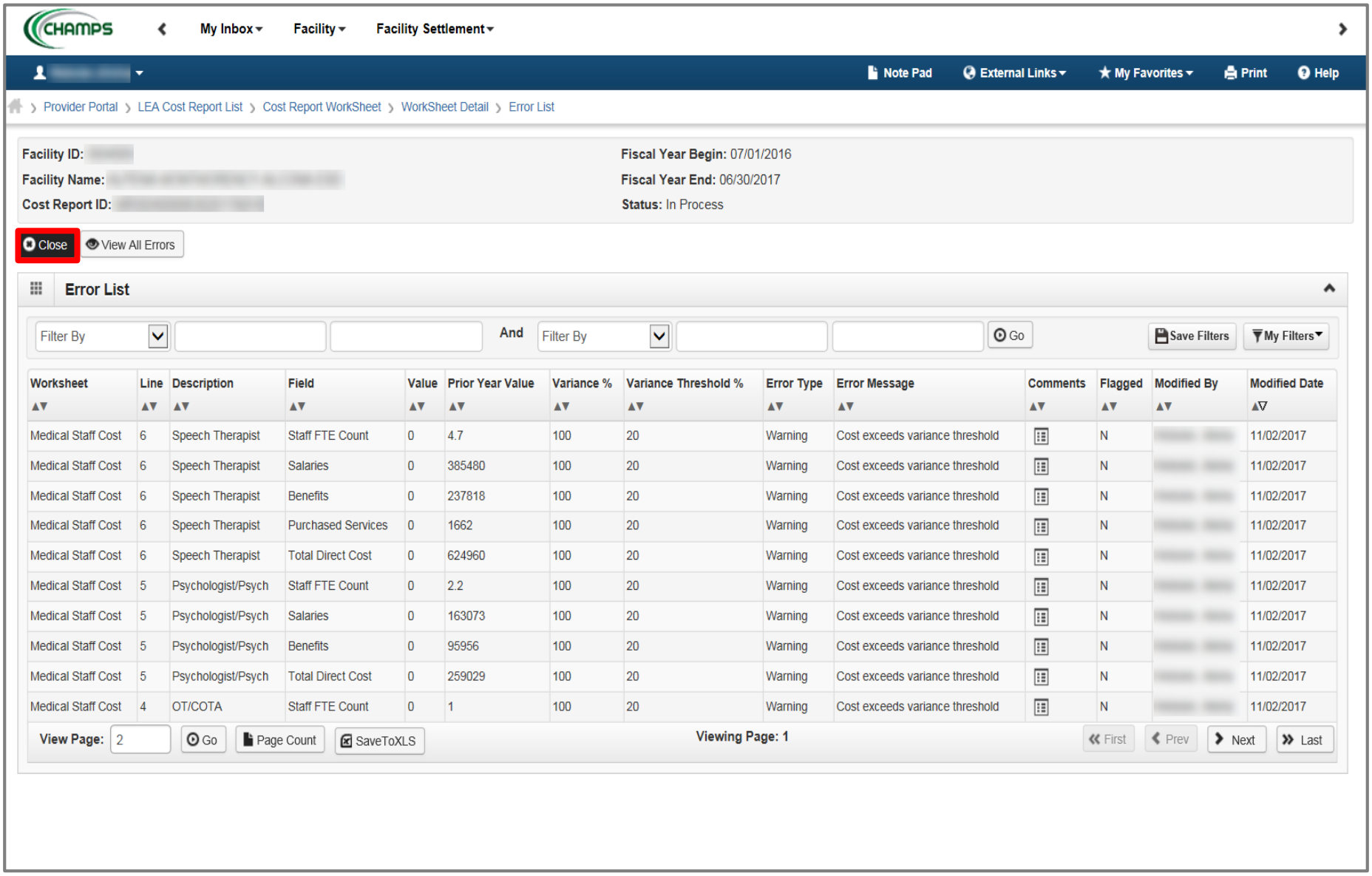
- Add comments within the LEA Comments sections as to why the variance is appropriate
- Click Save
- Click Upload Attachment



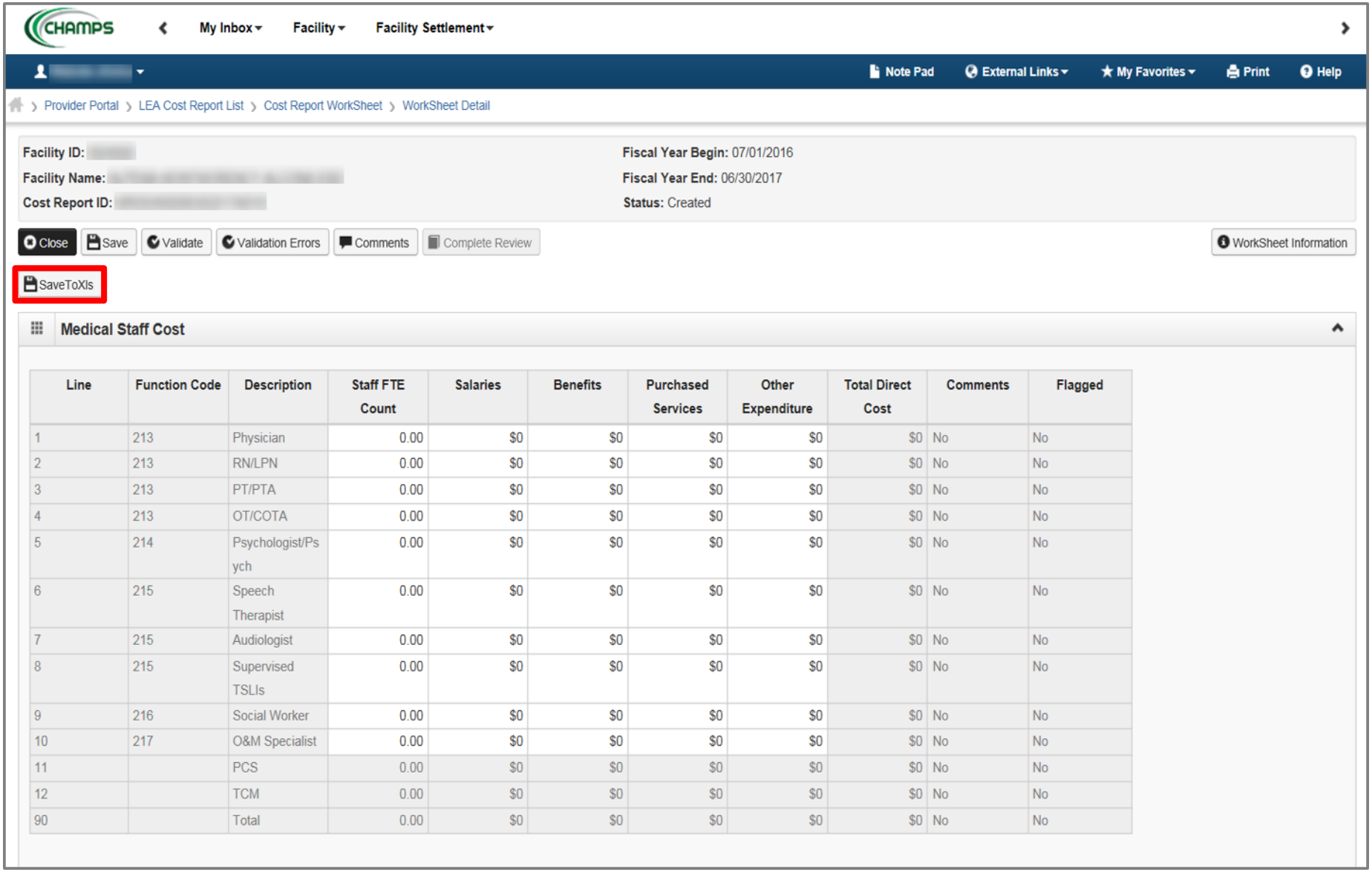
- Select Cost Report Validation under Document Sub-Type
- Click Browse; locate the document that will support the Warning Variance
- Click Ok



- Click Save
- Click Close


CHAMPS
My Inbox
Facility
Facility Settlement
Note Pad
External Links
My Favorites
Print
Help
Provider Portal › LEA Cost Report List › Cost Report WorkSheet › WorkSheet Detail › Error List
Facility ID:
Facility Name:
Cost Report ID:
Fiscal Year Begin: 07/01/2016
Fiscal Year End: 06/30/2017
Status: In Process
Close
View All Errors
Error List
Filter By
And
Filter By
Go
Save Filters
My Filters
Worksheet
Line
Description
Field
Value
Prior Year Value
Variance %
Variance Threshold %
Error Type
Error Message
Comments
Flagged
Modified By
Modified Date
Medical Staff Cost 6 Speech Therapist Staff FTE Count 0 4.7 100 20 Warning Cost exceeds variance threshold N 11/02/2017
Medical Staff Cost 6 Speech Therapist Salaries 0 385480 100 20 Warning Cost exceeds variance threshold N 11/02/2017
Medical Staff Cost 6 Speech Therapist Benefits 0 237818 100 20 Warning Cost exceeds variance threshold N 11/02/2017
Medical Staff Cost 6 Speech Therapist Purchased Services 0 1662 100 20 Warning Cost exceeds variance threshold N 11/02/2017
Medical Staff Cost 6 Speech Therapist Total Direct Cost 0 624960 100 20 Warning Cost exceeds variance threshold N 11/02/2017
Medical Staff Cost 5 Psychologist/Psych Staff FTE Count 0 2.2 100 20 Warning Cost exceeds variance threshold N 11/02/2017
Medical Staff Cost 5 Psychologist/Psych Salaries 0 163073 100 20 Warning Cost exceeds variance threshold N 11/02/2017
Medical Staff Cost 5 Psychologist/Psych Benefits 0 95956 100 20 Warning Cost exceeds variance threshold N 11/02/2017
Medical Staff Cost 5 Psychologist/Psych Total Direct Cost 0 259029 100 20 Warning Cost exceeds variance threshold N 11/02/2017
Medical Staff Cost 4 OT/COTA Staff FTE Count 0 1 100 20 Warning Cost exceeds variance threshold N 11/02/2017
View Page: 2
Go
Page Count
SaveToXLS
Viewing Page: 1
First
Prev
Next
Last

- Click Close



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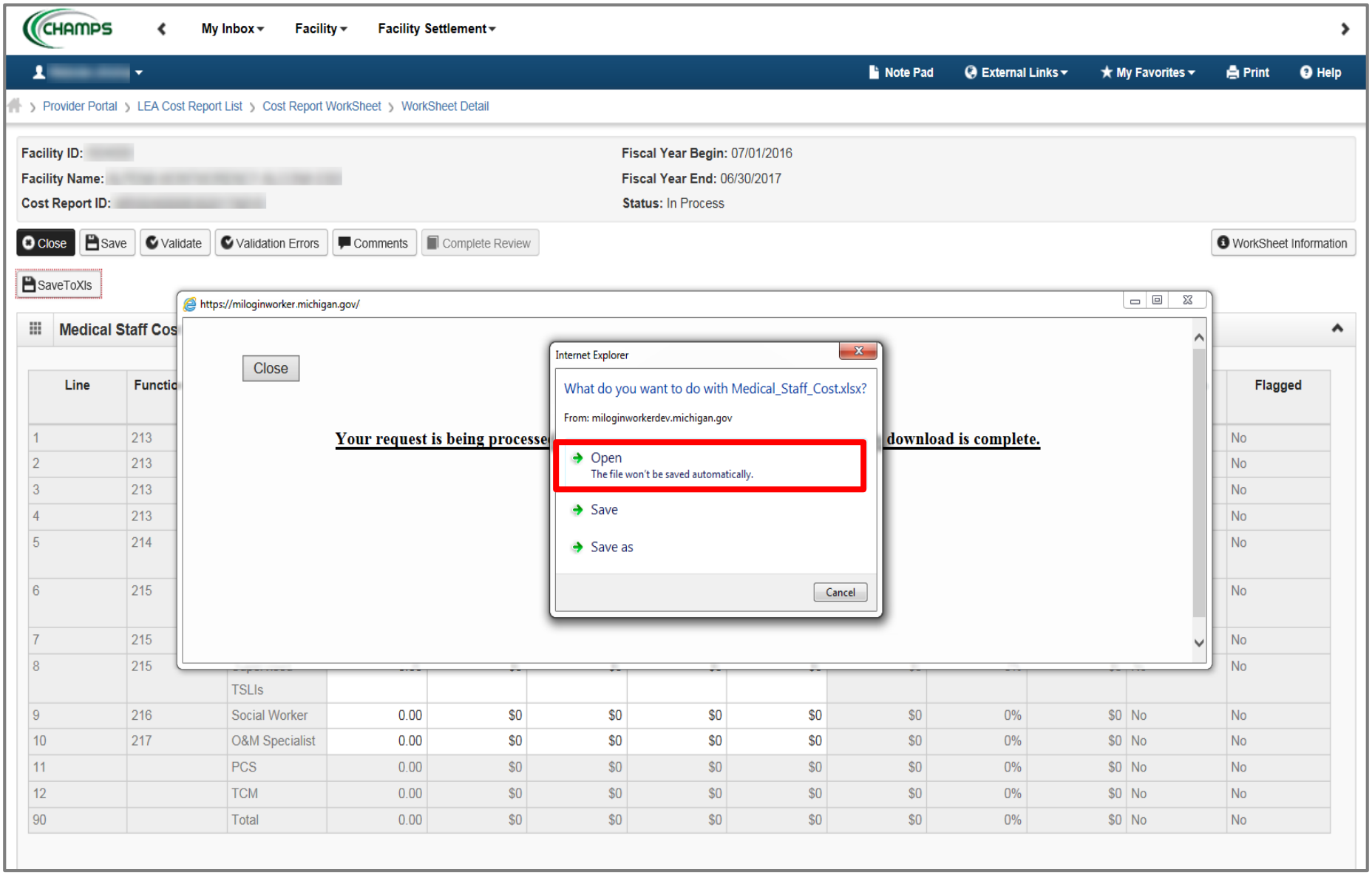
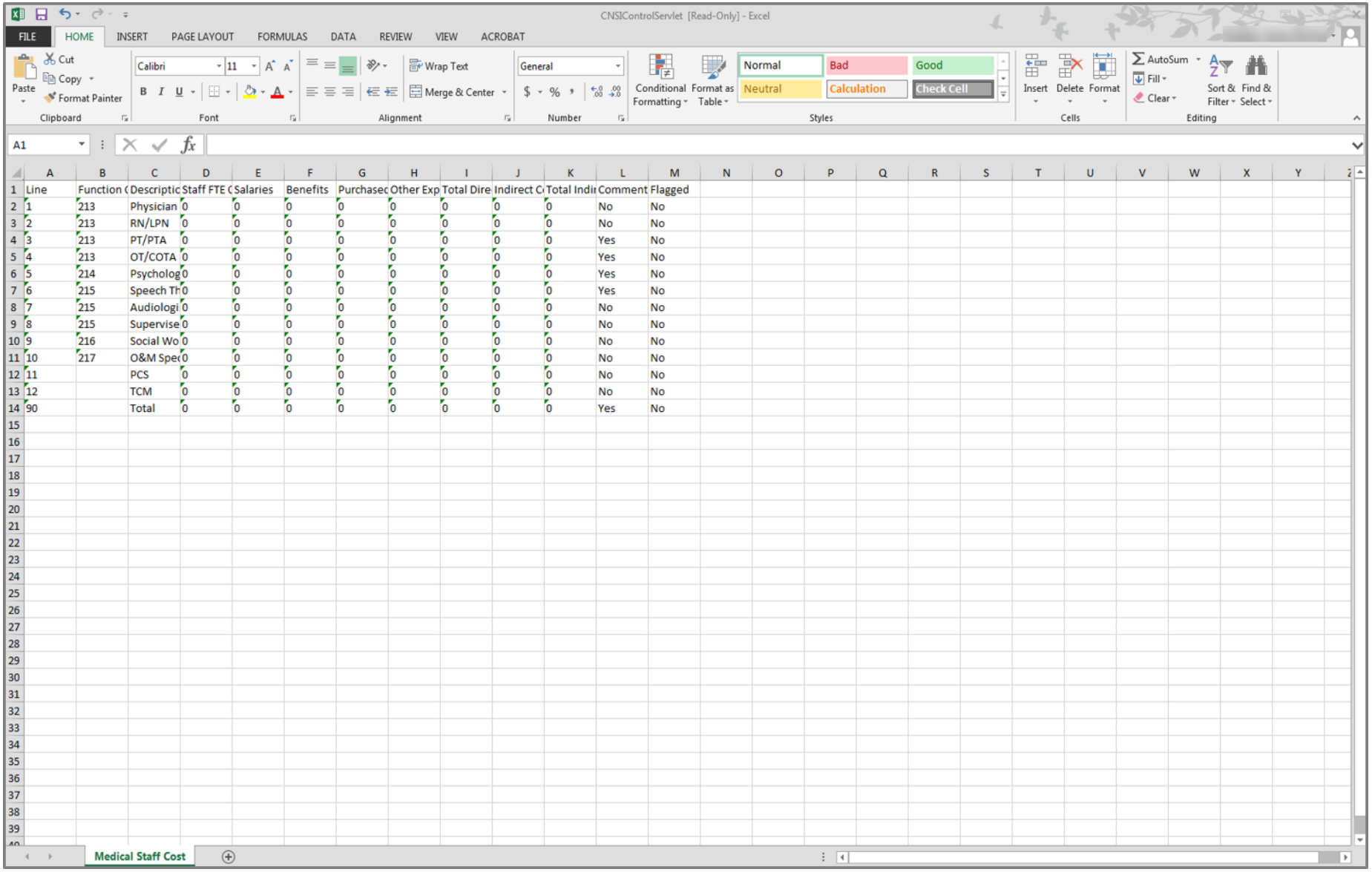
2	213	RN/LPN	0.00	$0	$0	$0	$0	$0	No	No
3	213	PT/PTA	0.00	$0	$0	$0	$0	$0	No	No
4	213	OT/COTA	0.00	$0	$0	$0	$0	$0	No	No
5	214	Psychologist/Psych	0.00	$0	$0	$0	$0	$0	No	No
6	215	Speech Therapist	0.00	$0	$0	$0	$0	$0	No	No
7	215	Audiologist	0.00	$0	$0	$0	$0	$0	No	No
8	215	Supervised TSLIs	0.00	$0	$0	$0	$0	$0	No	No
9	216	Social Worker	0.00	$0	$0	$0	$0	$0	No	No
10	217	O&M Specialist	0.00	$0	$0	$0	$0	$0	No	No
11		PCS	0.00	$0	$0	$0	$0	$0	No	No
12		TCM	0.00	$0	$0	$0	$0	$0	No	No
90		Total	0.00	$0	$0	$0	$0	$0	No	No

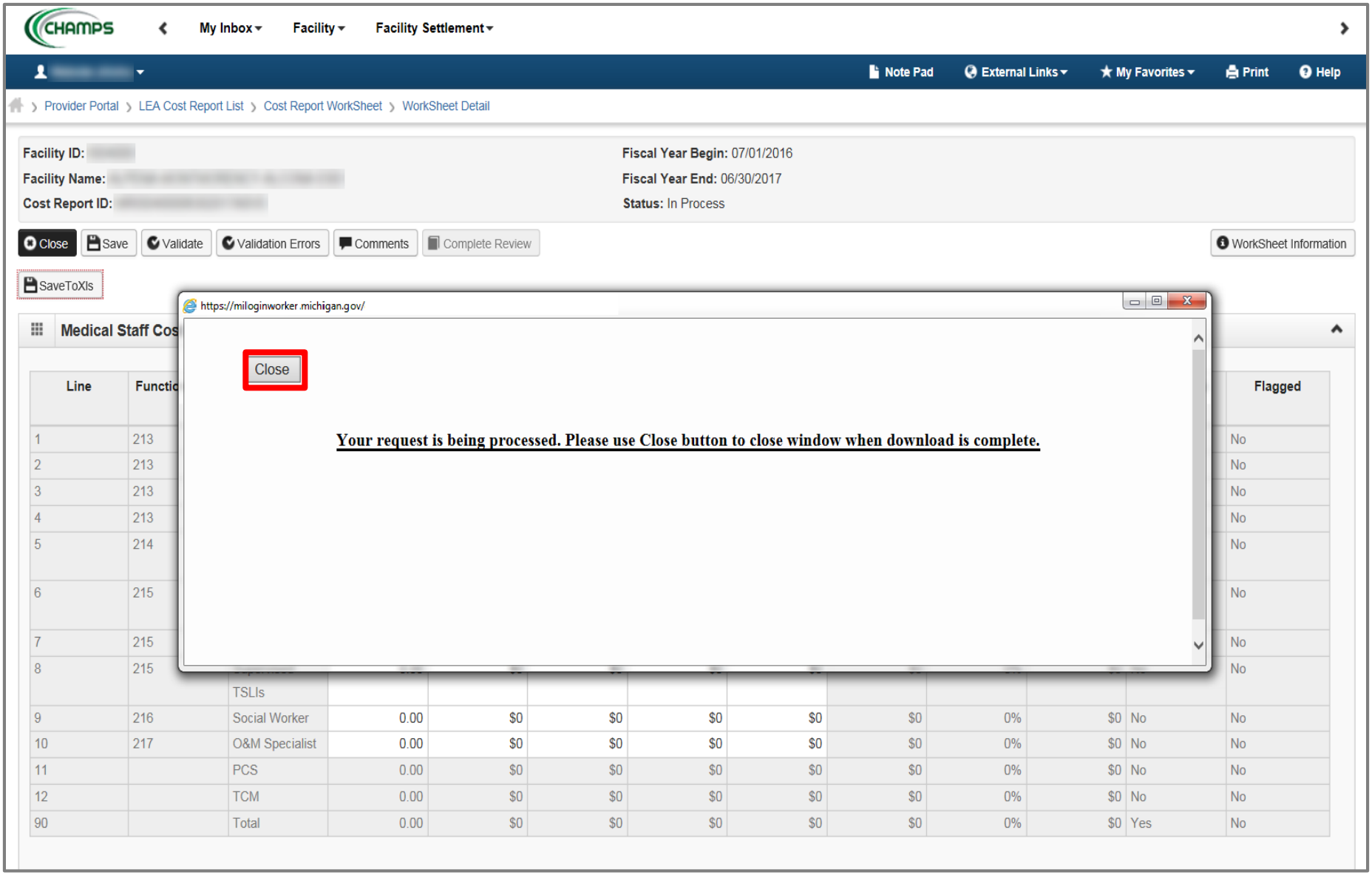
- Some providers might find it helpful to work in Microsoft Excel versus the Facility Settlement (FS) system, in order to do this;
- Click SaveToXls


CHAMPS
My Inbox
Facility
Facility Settlement
Note Pad
External Links
My Favorites
Print
Help
Provider Portal › LEA Cost Report List › Cost Report WorkSheet › WorkSheet Detail
Facility ID:
Facility Name:
Cost Report ID:
Fiscal Year Begin: 07/01/2016
Fiscal Year End: 06/30/2017
Status: In Process
Close
Save
Validate
Validation Errors
Comments
Complete Review
WorkSheet Information
SaveToXls
Medical Staff Cos
https://miloginworker.michigan.gov/
Close
Your request is being processe
download is complete.
Internet Explorer
What do you want to do with Medical_Staff_Cost.xlsx?
From: miloginworkerdev.michigan.gov
Open
The file won't be saved automatically.
Save
Save as
Cancel
Line
Flagged
1 213 No
2 213 No
3 213 No
4 213 No
5 214 No
6 215 No
7 215 No
8 215 TSLIs No
9 216 Social Worker 0.00 $0 $0 $0 $0 $0 0% $0 No No
10 217 O&M Specialist 0.00 $0 $0 $0 $0 $0 0% $0 No No
11 PCS 0.00 $0 $0 $0 $0 $0 0% $0 No No
12 TCM 0.00 $0 $0 $0 $0 $0 0% $0 No No
90 Total 0.00 $0 $0 $0 $0 $0 0% $0 No No

- Click Open



- Worksheet opens-up in Microsoft Excel
  (Please Note: providers can only manipulate the fields not greyed out in the Worksheet)
- Providers may choose to copy and paste Microsoft Excel data into the Worksheet


CHAMPS
My Inbox
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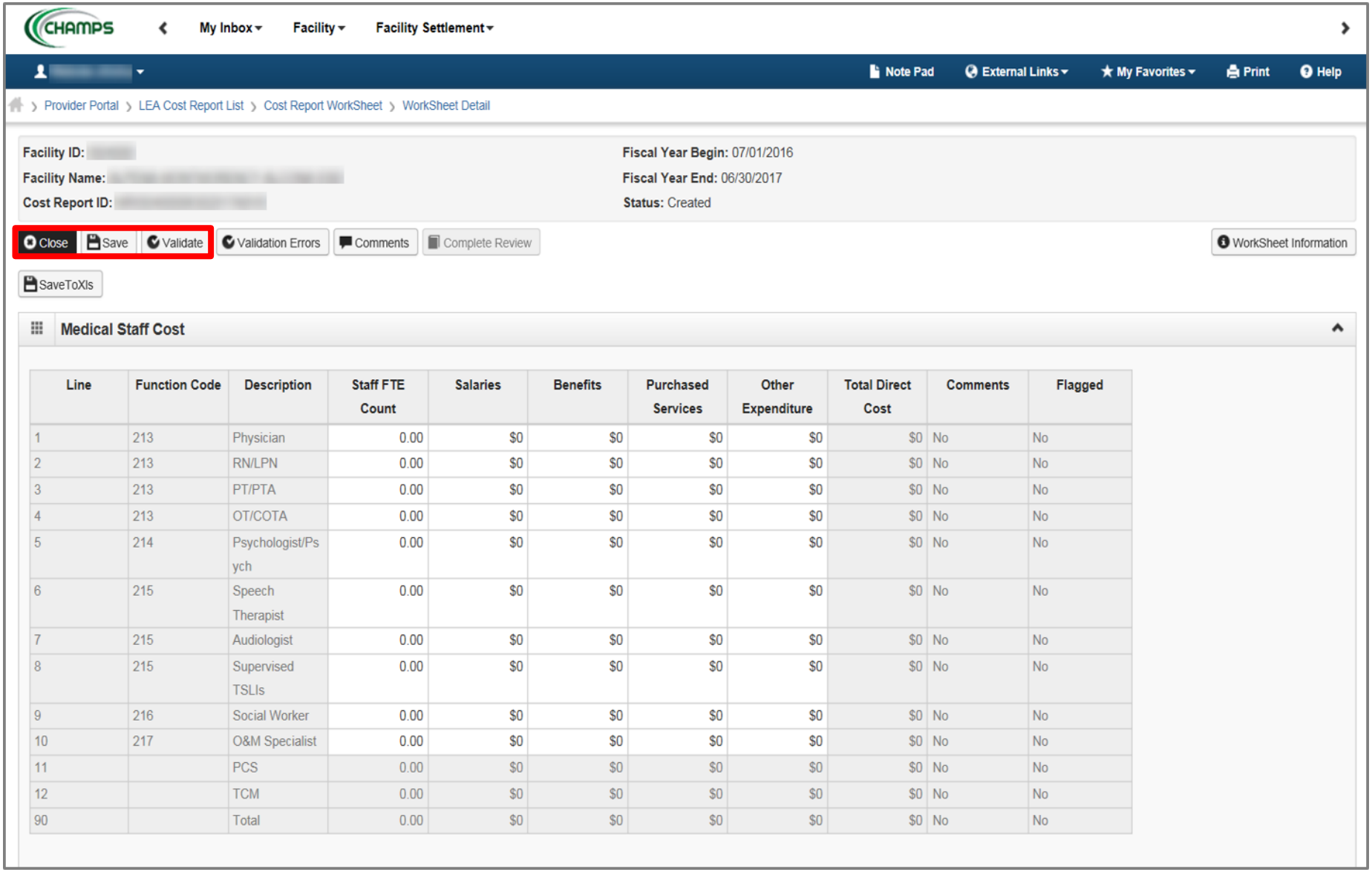
External Links
My Favorites
Print
Help
Provider Portal › LEA Cost Report List › Cost Report WorkSheet › WorkSheet Detail
Facility ID:
Facility Name:
Cost Report ID:
Fiscal Year Begin: 07/01/2016
Fiscal Year End: 06/30/2017
Status: In Process
Close
Save
Validate
Validation Errors
Comments
Complete Review
WorkSheet Information
SaveToXls
Medical Staff Cos
https://miloginworker.michigan.gov/
Close
Your request is being processed. Please use Close button to close window when download is complete.
Line
Flagged
TSLIs
9 216 Social Worker 0.00 $0 $0 $0 $0 $0 0% $0 No No
10 217 O&M Specialist 0.00 $0 $0 $0 $0 $0 0% $0 No No
11 PCS 0.00 $0 $0 $0 $0 $0 0% $0 No No
12 TCM 0.00 $0 $0 $0 $0 $0 0% $0 No No
90 Total 0.00 $0 $0 $0 $0 $0 0% $0 Yes No

- Click Close



Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost	Comments	Flagged
1	213	Physician	0.00	$0	$0	$0	$0	$0	No	No
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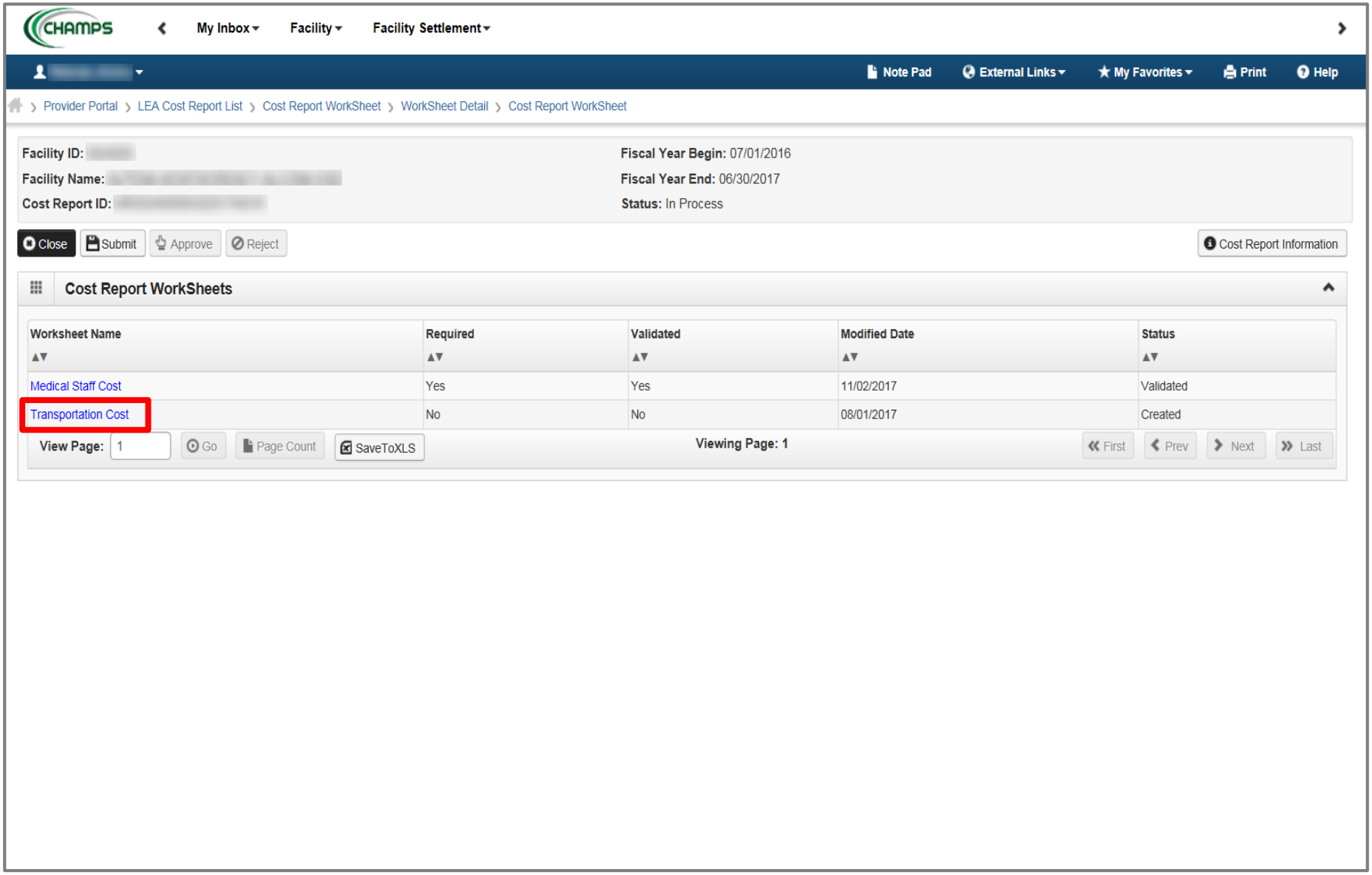
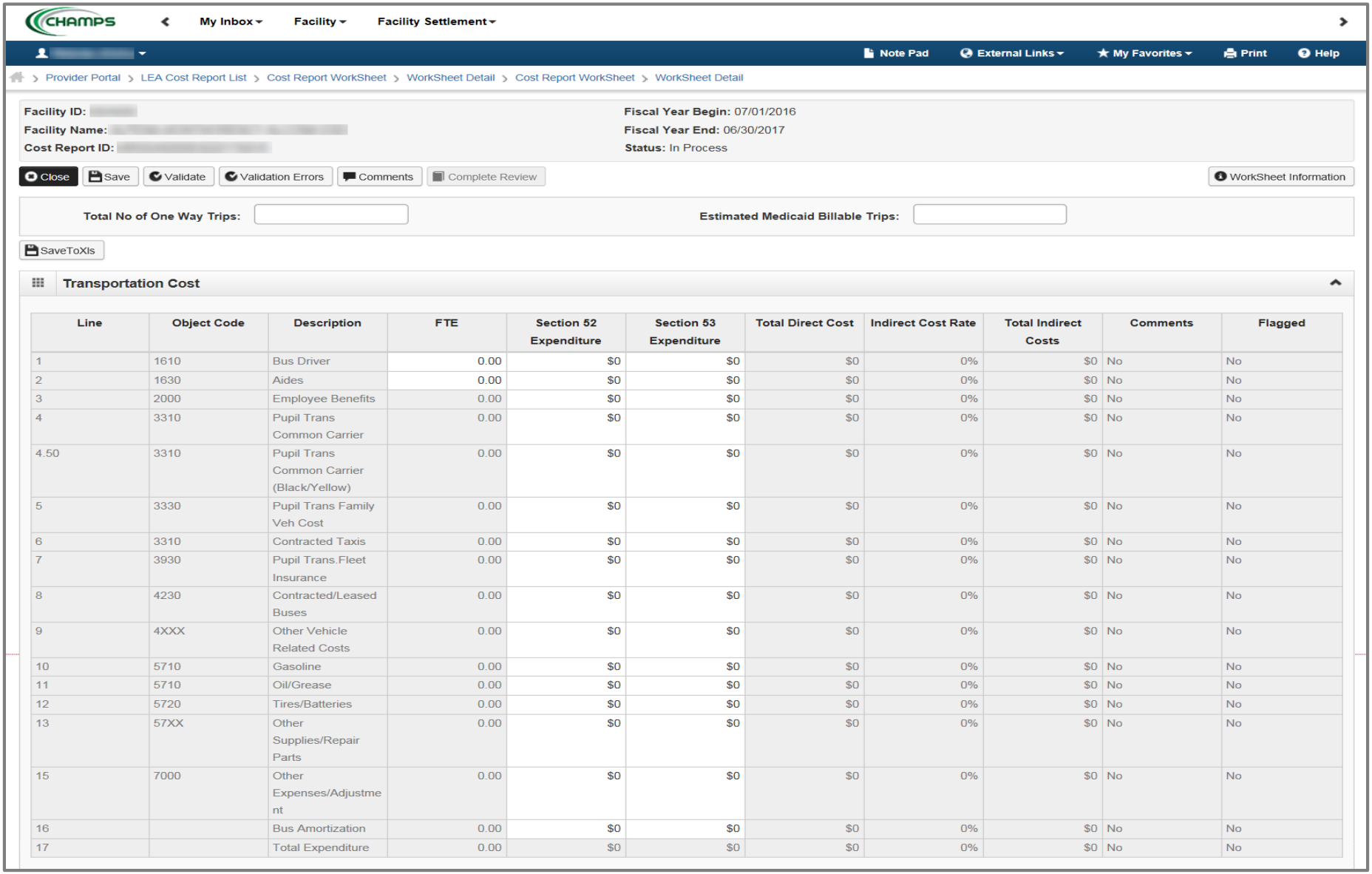
3	213	PT/PTA	0.00	$0	$0	$0	$0	$0	No	No
4	213	OT/COTA	0.00	$0	$0	$0	$0	$0	No	No
5	214	Psychologist/Psych	0.00	$0	$0	$0	$0	$0	No	No
6	215	Speech Therapist	0.00	$0	$0	$0	$0	$0	No	No
7	215	Audiologist	0.00	$0	$0	$0	$0	$0	No	No
8	215	Supervised TSLIs	0.00	$0	$0	$0	$0	$0	No	No
9	216	Social Worker	0.00	$0	$0	$0	$0	$0	No	No
10	217	O&M Specialist	0.00	$0	$0	$0	$0	$0	No	No
11		PCS	0.00	$0	$0	$0	$0	$0	No	No
12		TCM	0.00	$0	$0	$0	$0	$0	No	No
90		Total	0.00	$0	$0	$0	$0	$0	No	No

- Click Save
- Click Validate
- Click Close



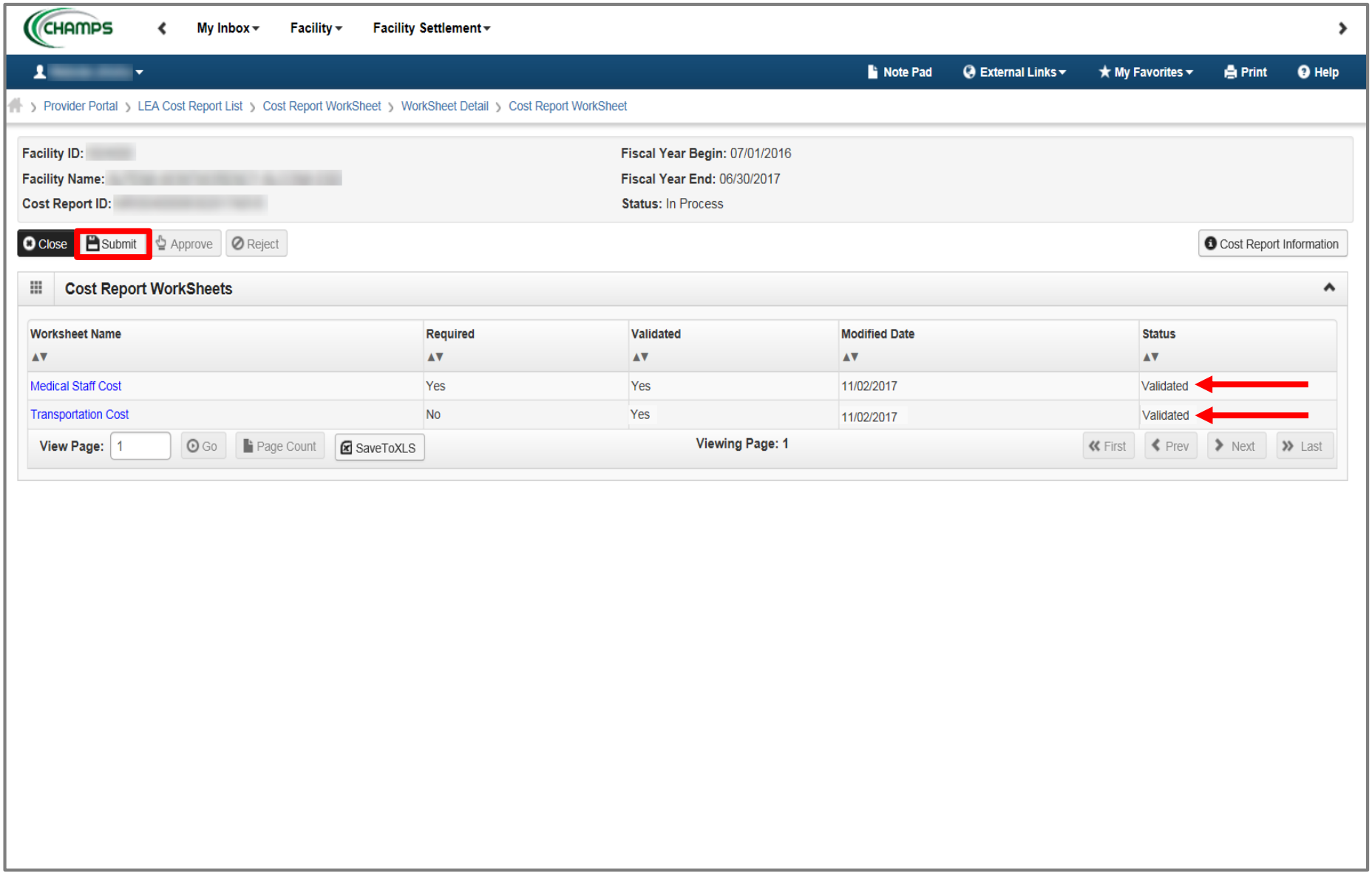
- Click Transportation Cost

(Please Note: this is not a required worksheet unless you click into it)

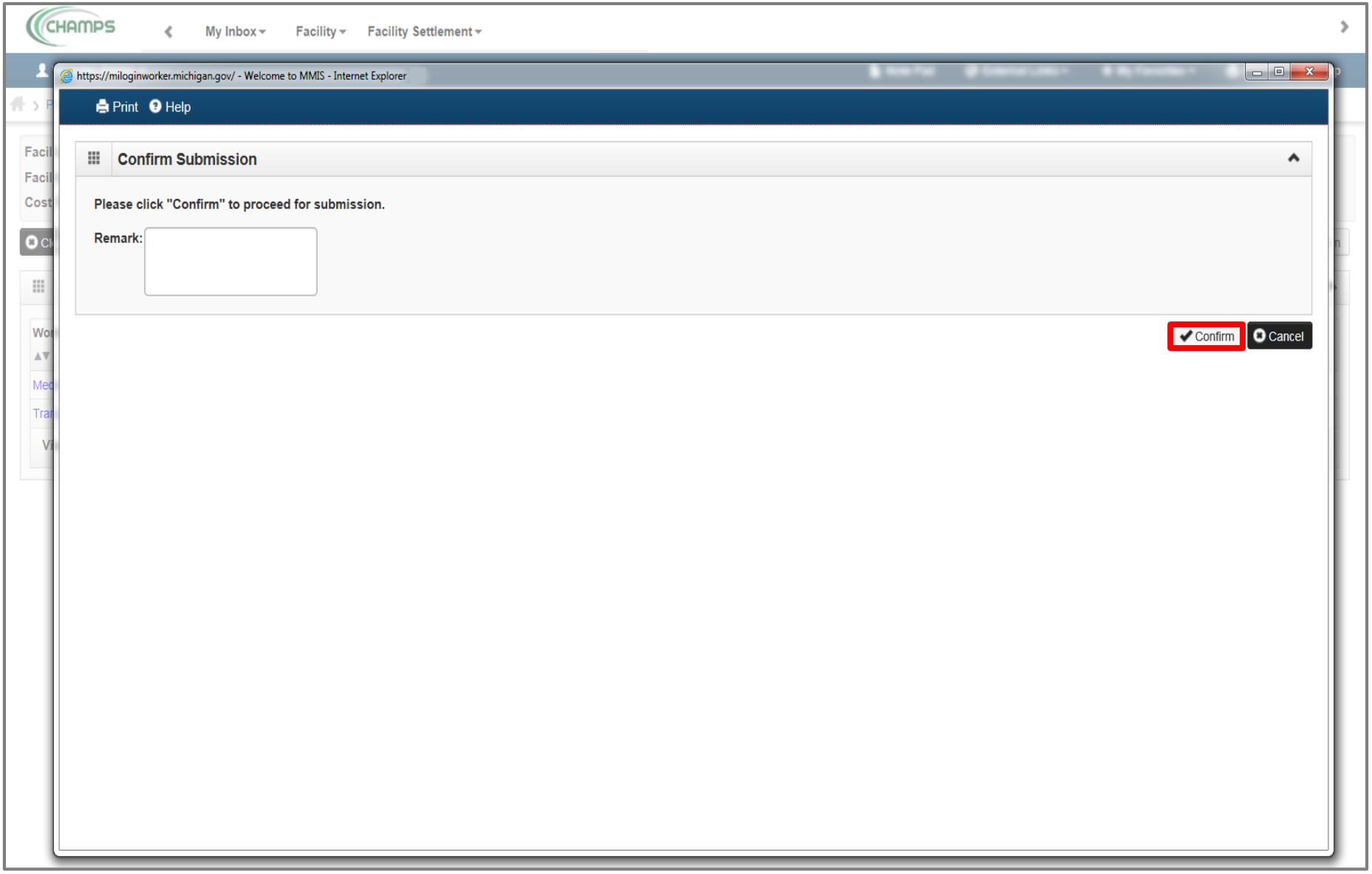


Line	Object Code	Description	FTE	Section 52 Expenditure	Section 53 Expenditure	Total Direct Cost	Indirect Cost Rate	Total Indirect Costs	Comments	Flagged
1	1610	Bus Driver	0.00	$0	$0	$0	0%	$0	No	No
2	1630	Aides	0.00	$0	$0	$0	0%	$0	No	No
3	2000	Employee Benefits	0.00	$0	$0	$0	0%	$0	No	No
4	3310	Pupil Trans Common Carrier	0.00	$0	$0	$0	0%	$0	No	No
4.50	3310	Pupil Trans Common Carrier (Black/Yellow)	0.00	$0	$0	$0	0%	$0	No	No
5	3330	Pupil Trans Family Veh Cost	0.00	$0	$0	$0	0%	$0	No	No
6	3310	Contracted Taxis	0.00	$0	$0	$0	0%	$0	No	No
7	3930	Pupil Trans.Fleet Insurance	0.00	$0	$0	$0	0%	$0	No	No
8	4230	Contracted/Leased Buses	0.00	$0	$0	$0	0%	$0	No	No
9	4XXX	Other Vehicle Related Costs	0.00	$0	$0	$0	0%	$0	No	No
10	5710	Gasoline	0.00	$0	$0	$0	0%	$0	No	No
11	5710	Oil/Grease	0.00	$0	$0	$0	0%	$0	No	No
12	5720	Tires/Batteries	0.00	$0	$0	$0	0%	$0	No	No
13	57XX	Other Supplies/Repair Parts	0.00	$0	$0	$0	0%	$0	No	No
15	7000	Other Expenses/Adjustment	0.00	$0	$0	$0	0%	$0	No	No
16		Bus Amortization	0.00	$0	$0	$0	0%	$0	No	No
17		Total Expenditure	0.00	$0	$0	$0	0%	$0	No	No

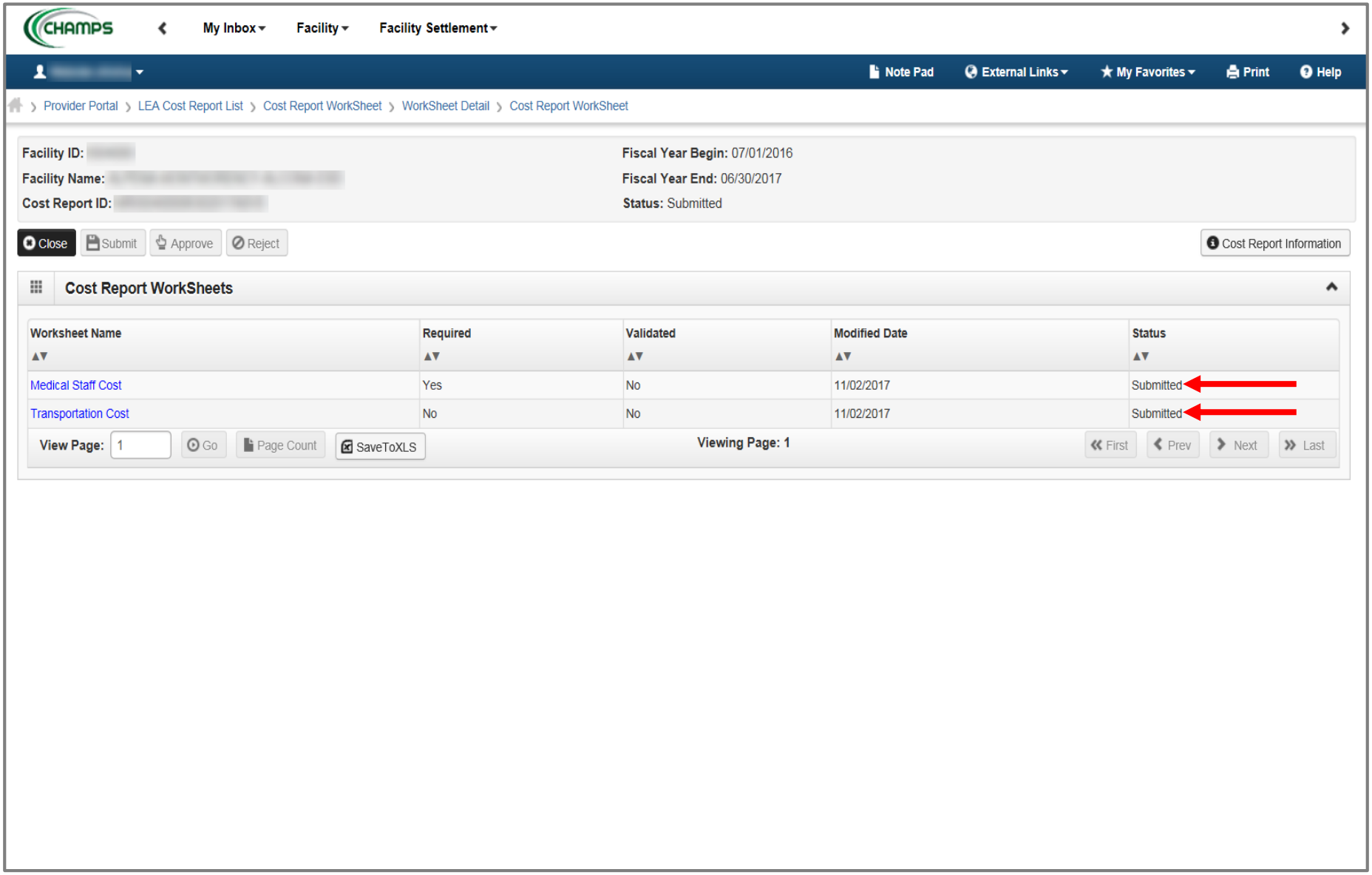
- This shows what the Transportation Cost worksheet looks like
- Follow the same instructions as the Medical Staff Cost worksheet



- Once both worksheets have been validated, click Submit



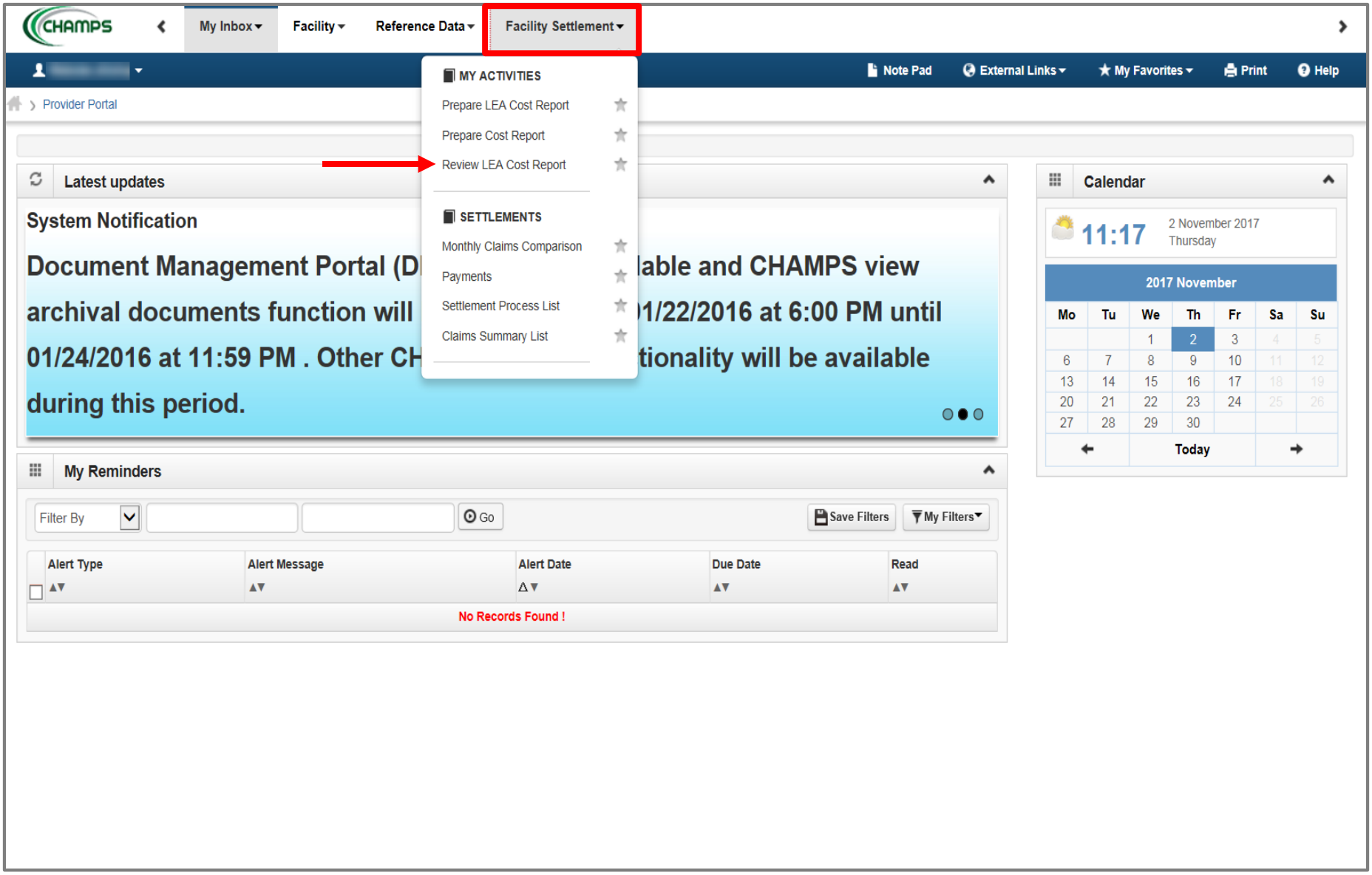
- Click Confirm to proceed (remarks optional)



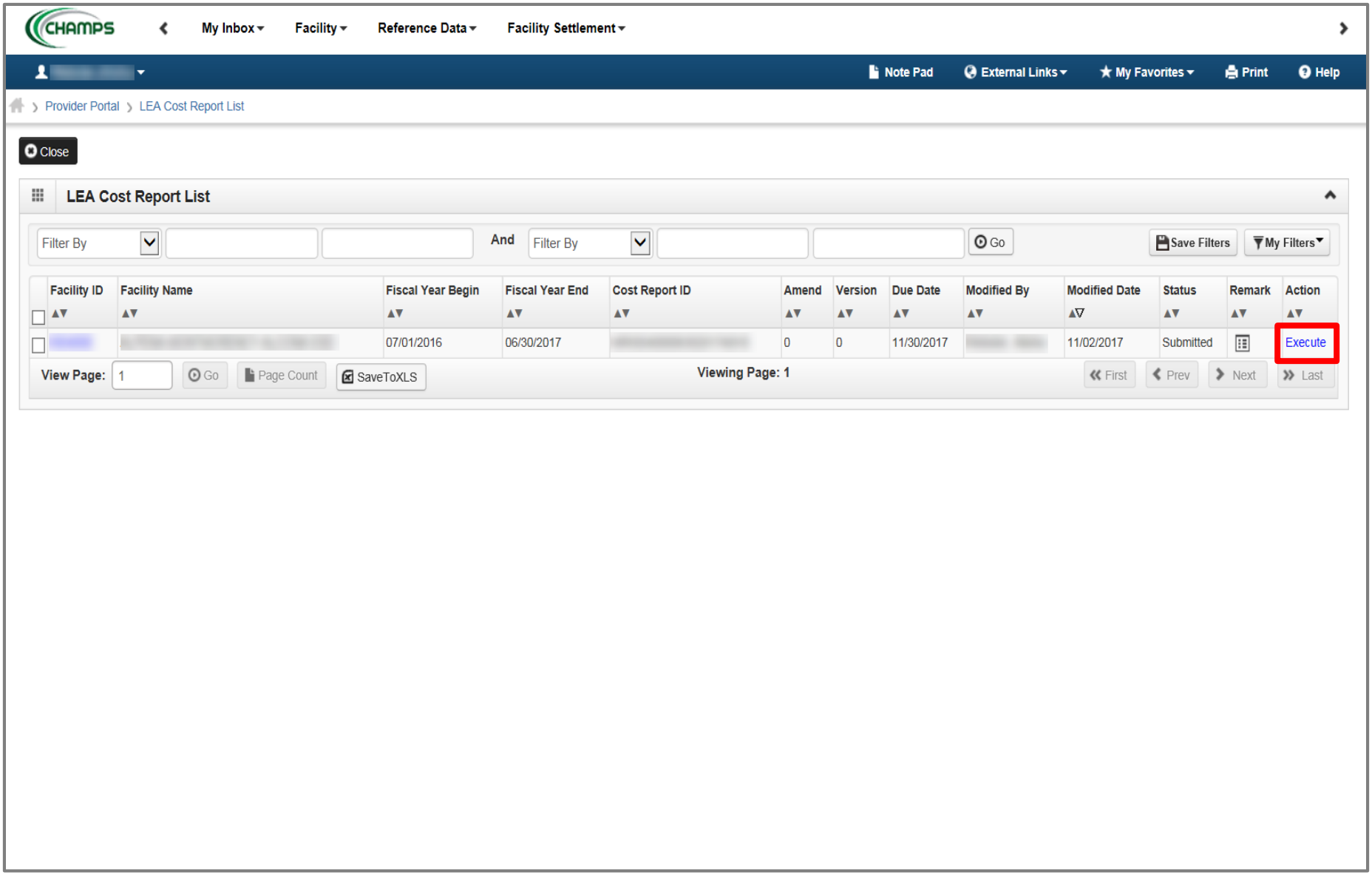
- Once the Status for each Worksheet shows Submitted, LEAs are done at this point
- ISDs will need to review the LEA cost report

Facility Settlement

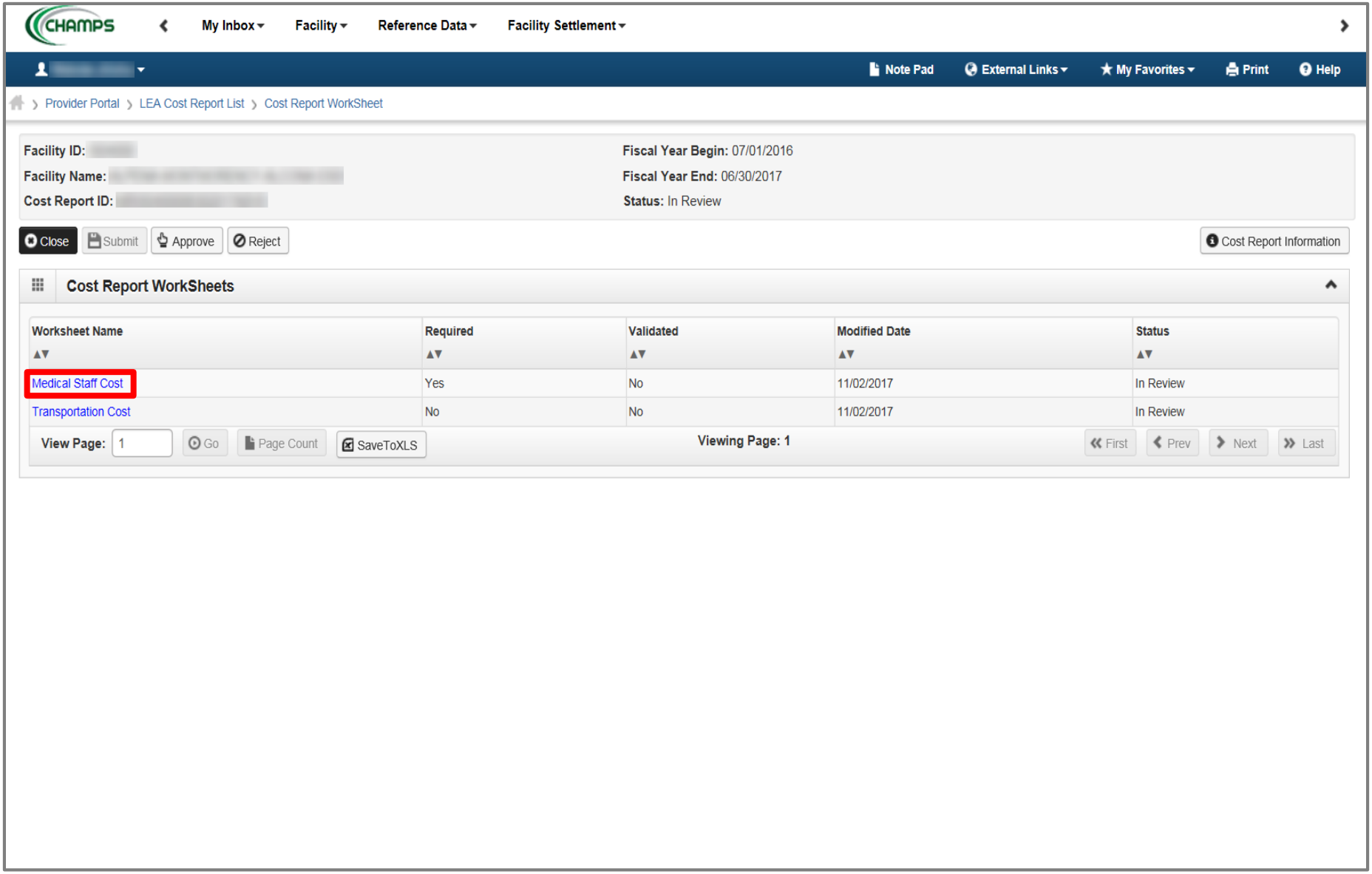
- ISD review of LEA Cost Report
  - Slides 35-51



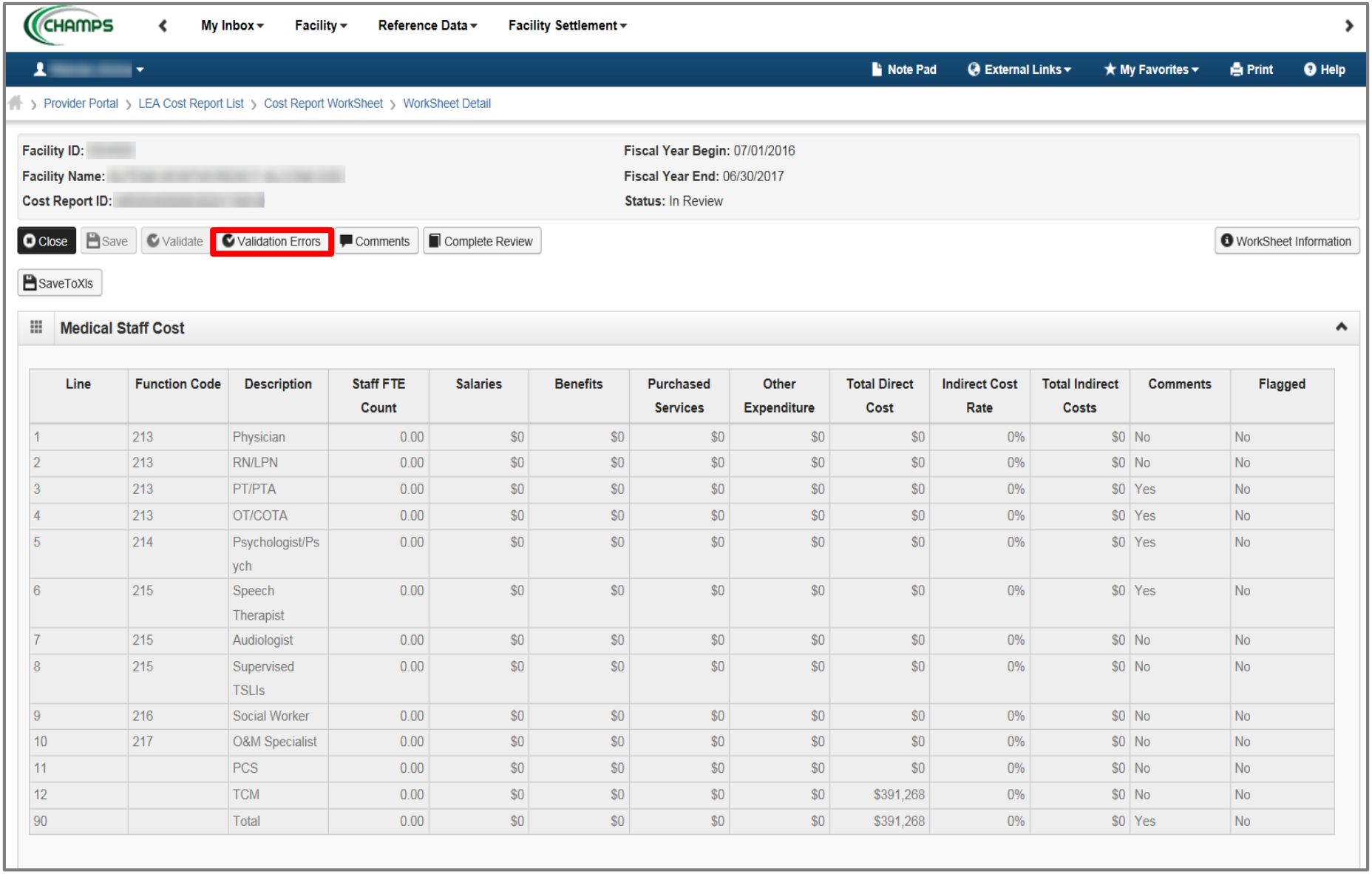
- ISD View: Click Facility Settlement
- Select Review LEA Cost Report



- Click Execute for the most recent fiscal report

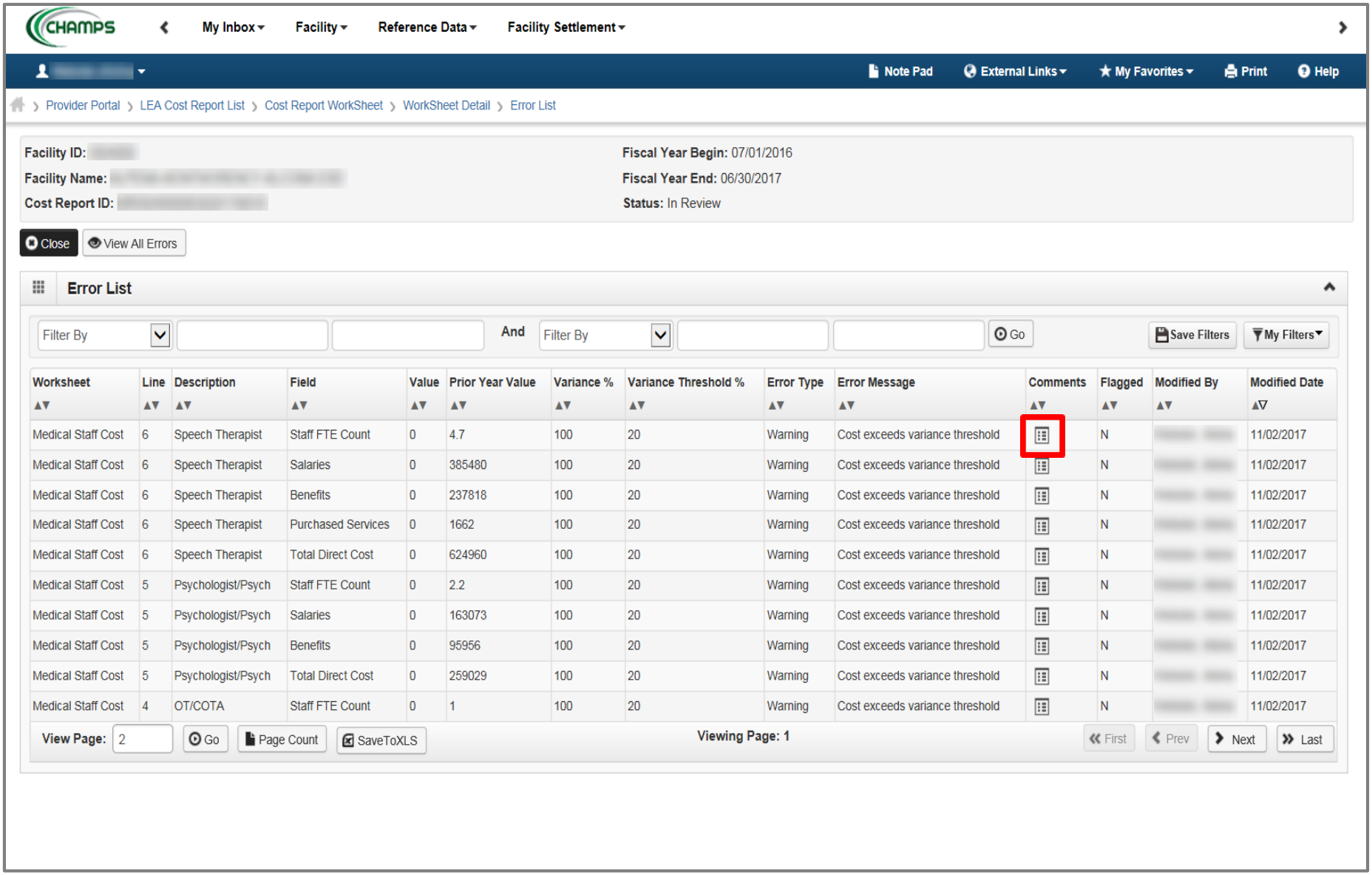


- Review LEA worksheets
- Click Medical Staff Cost

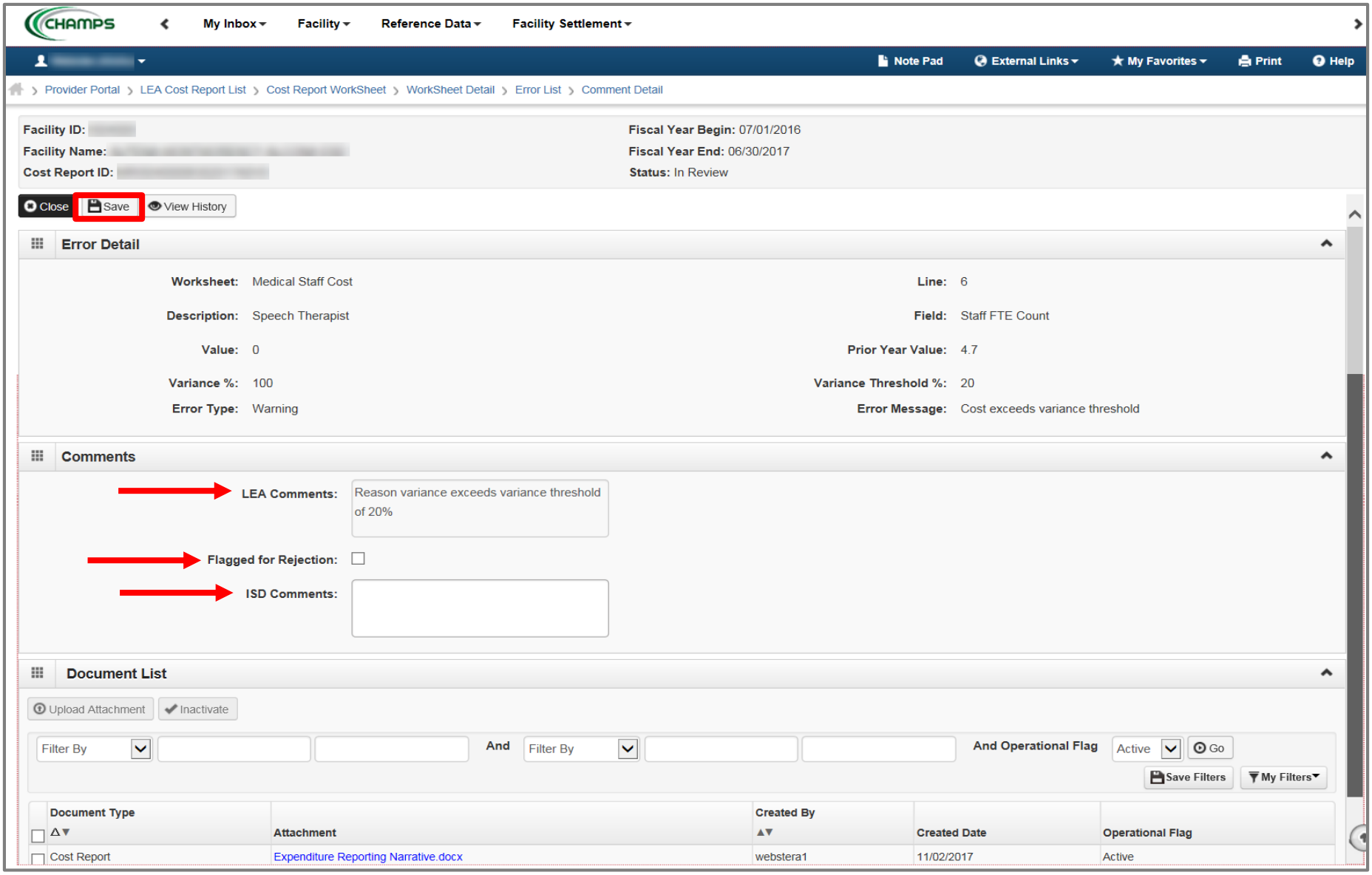


Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost	Indirect Cost Rate	Total Indirect Costs	Comments	Flagged
1	213	Physician	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
2	213	RN/LPN	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
3	213	PT/PTA	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
4	213	OT/COTA	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
5	214	Psychologist/Psych	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
6	215	Speech Therapist	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
7	215	Audiologist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
8	215	Supervised TSLIs	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
9	216	Social Worker	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
10	217	O&M Specialist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
11		PCS	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
12		TCM	0.00	$0	$0	$0	$0	$391,268	0%	$0	No	No
90		Total	0.00	$0	$0	$0	$0	$391,268	0%	$0	Yes	No

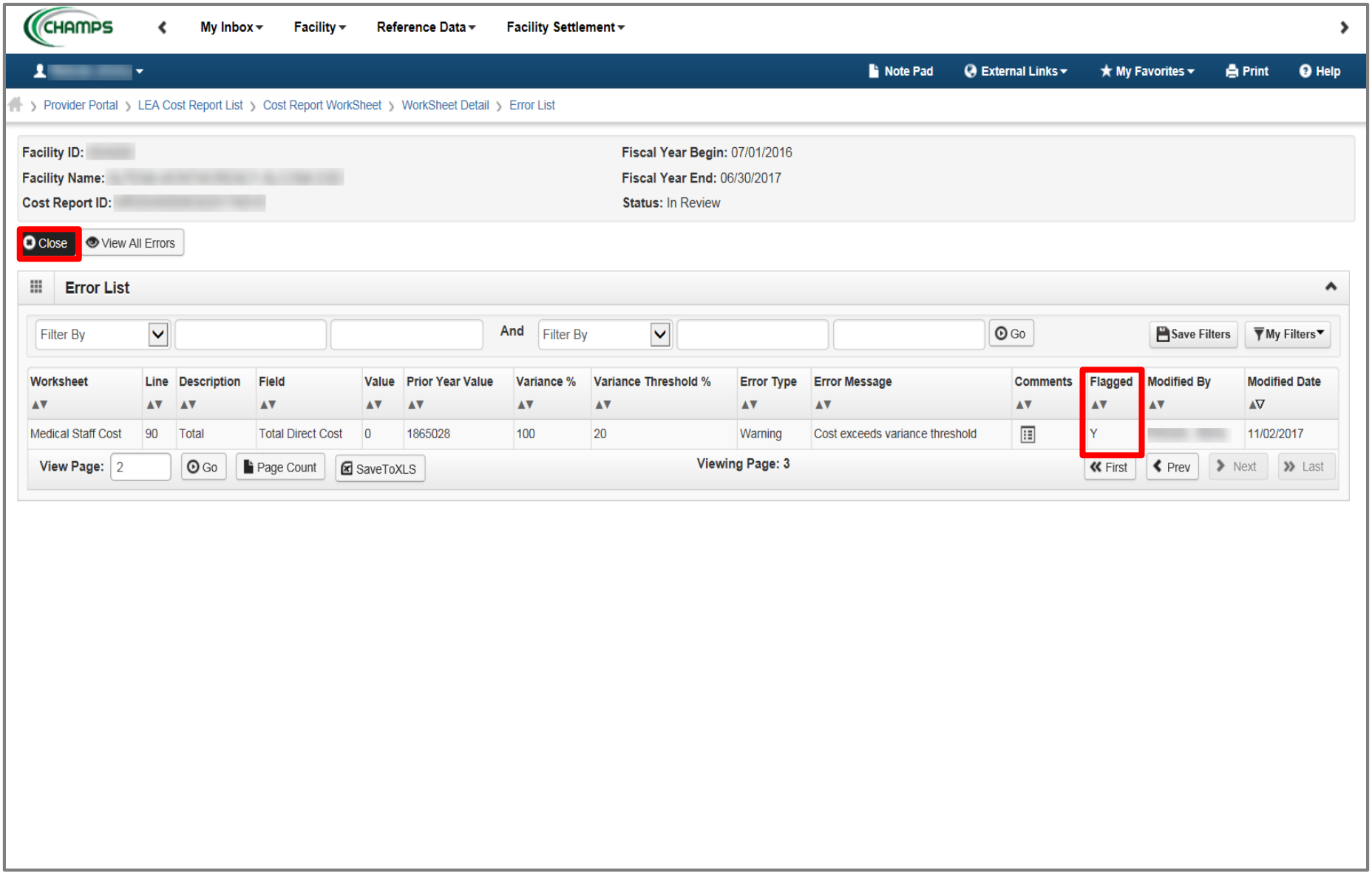
- Click Validation Errors



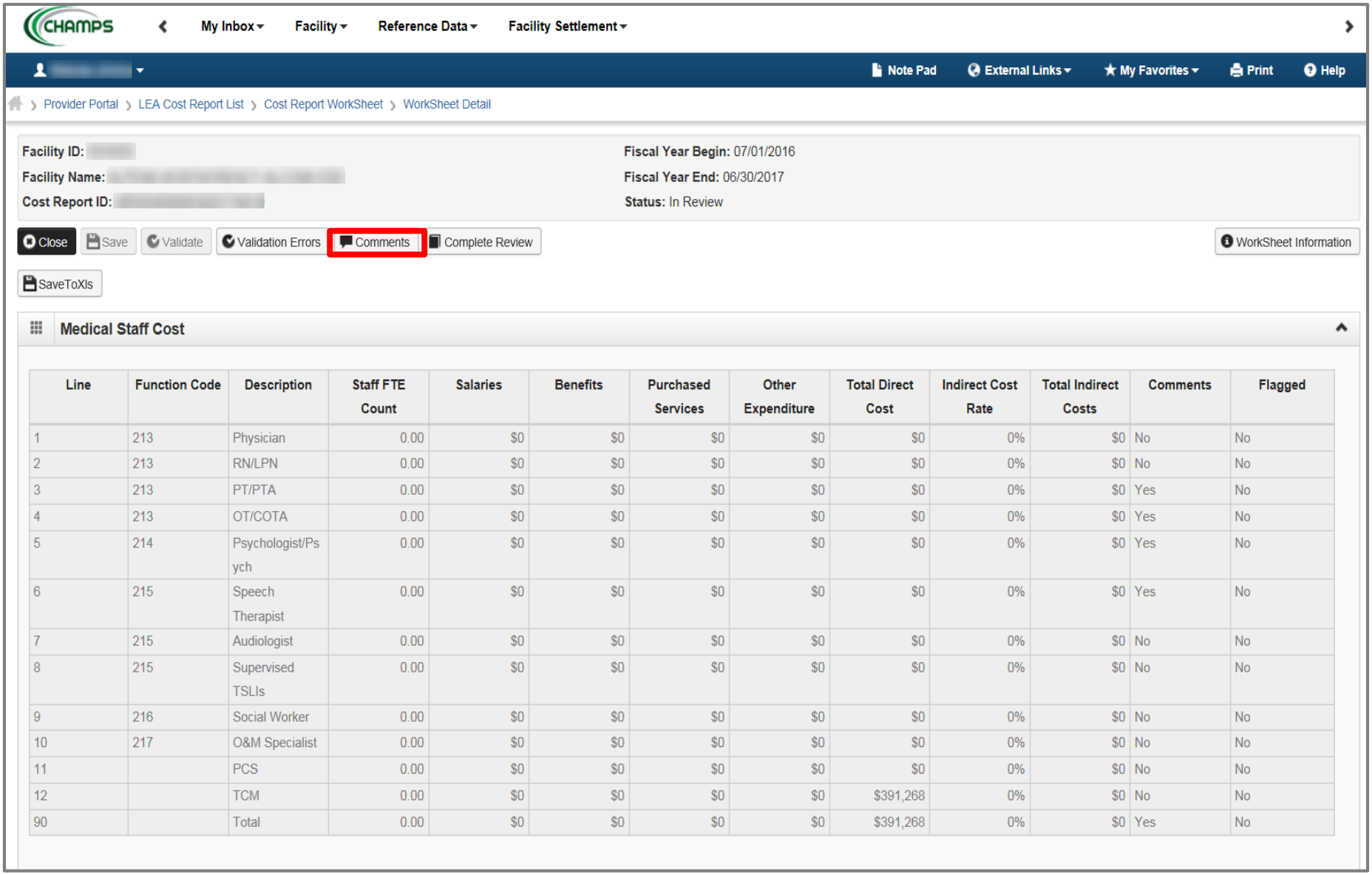
- Each line represents a variance; two error types (Warning & Error)
- Click on the Comment Icon to review the Comment Detail page



- Review comment and attachment(s)
- Add comments within the ISD Comments box; flag for rejection if necessary
- Click Save



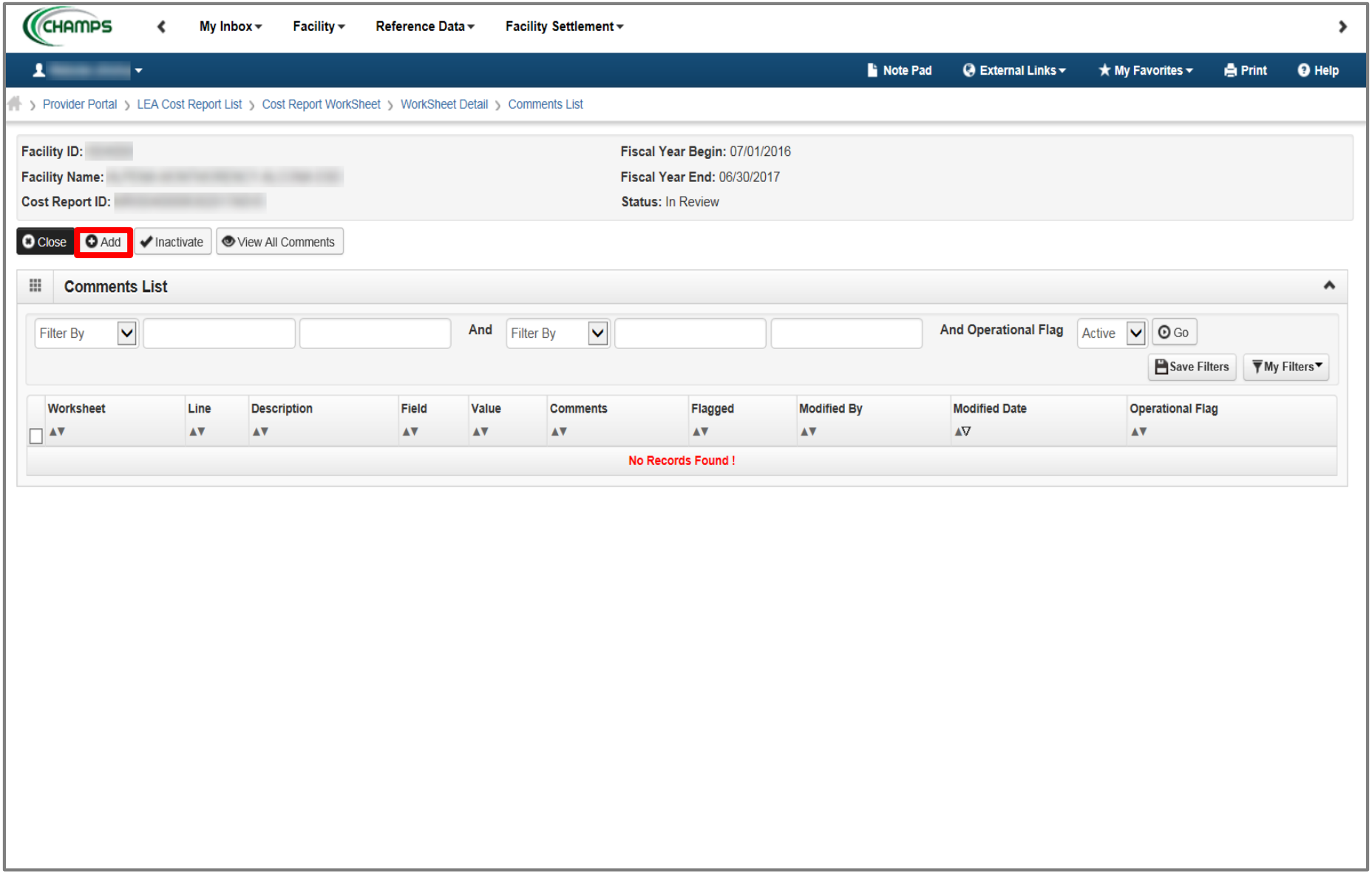
- Example of when a warning variance is flagged for rejection
- Click Close



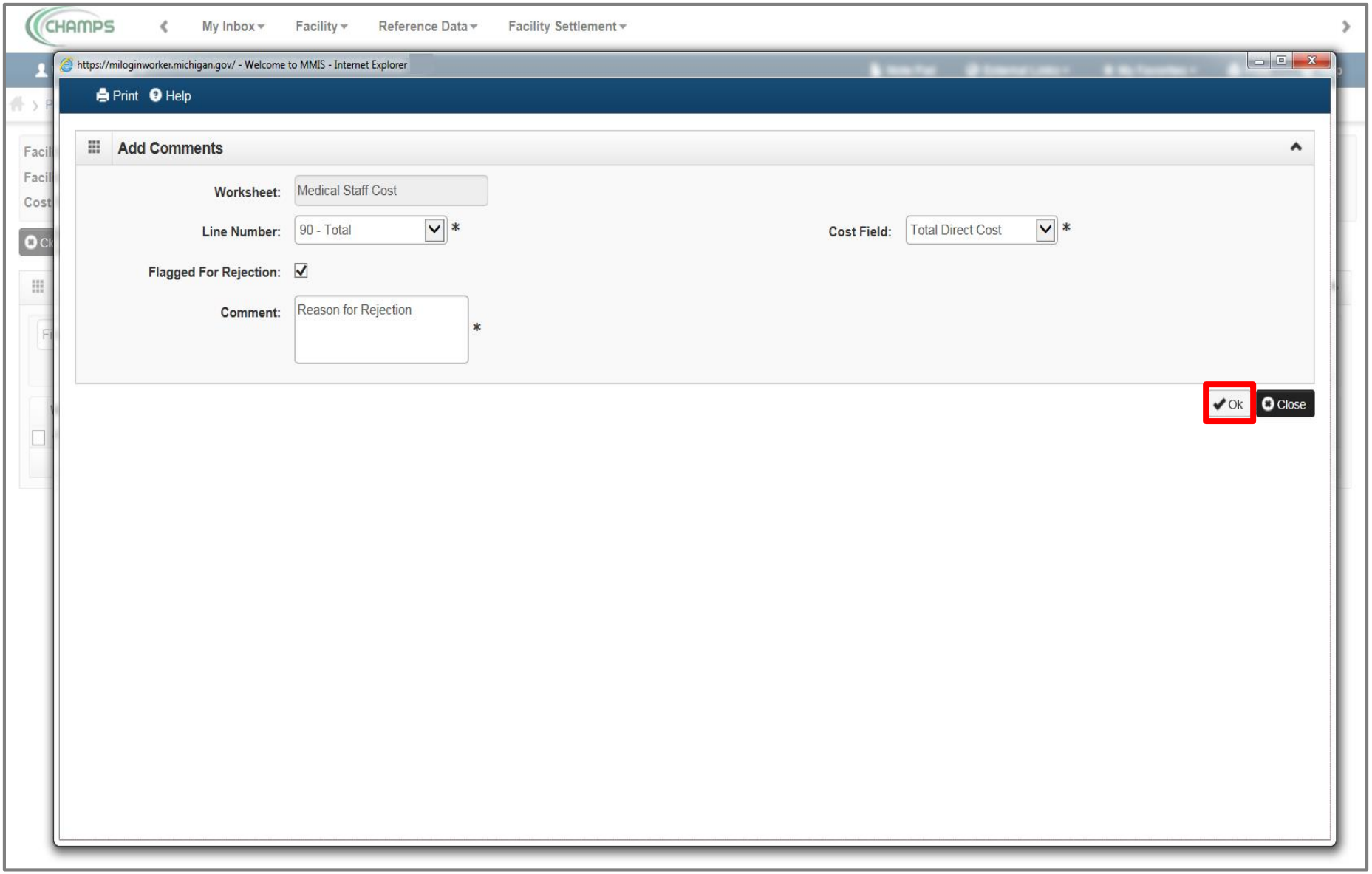
Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost	Indirect Cost Rate	Total Indirect Costs	Comments	Flagged
1	213	Physician	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
2	213	RN/LPN	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
3	213	PT/PTA	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
4	213	OT/COTA	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
5	214	Psychologist/Psych	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
6	215	Speech Therapist	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
7	215	Audiologist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
8	215	Supervised TSLIs	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
9	216	Social Worker	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
10	217	O&M Specialist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
11		PCS	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
12		TCM	0.00	$0	$0	$0	$0	$391,268	0%	$0	No	No
90		Total	0.00	$0	$0	$0	$0	$391,268	0%	$0	Yes	No

- Click Comments

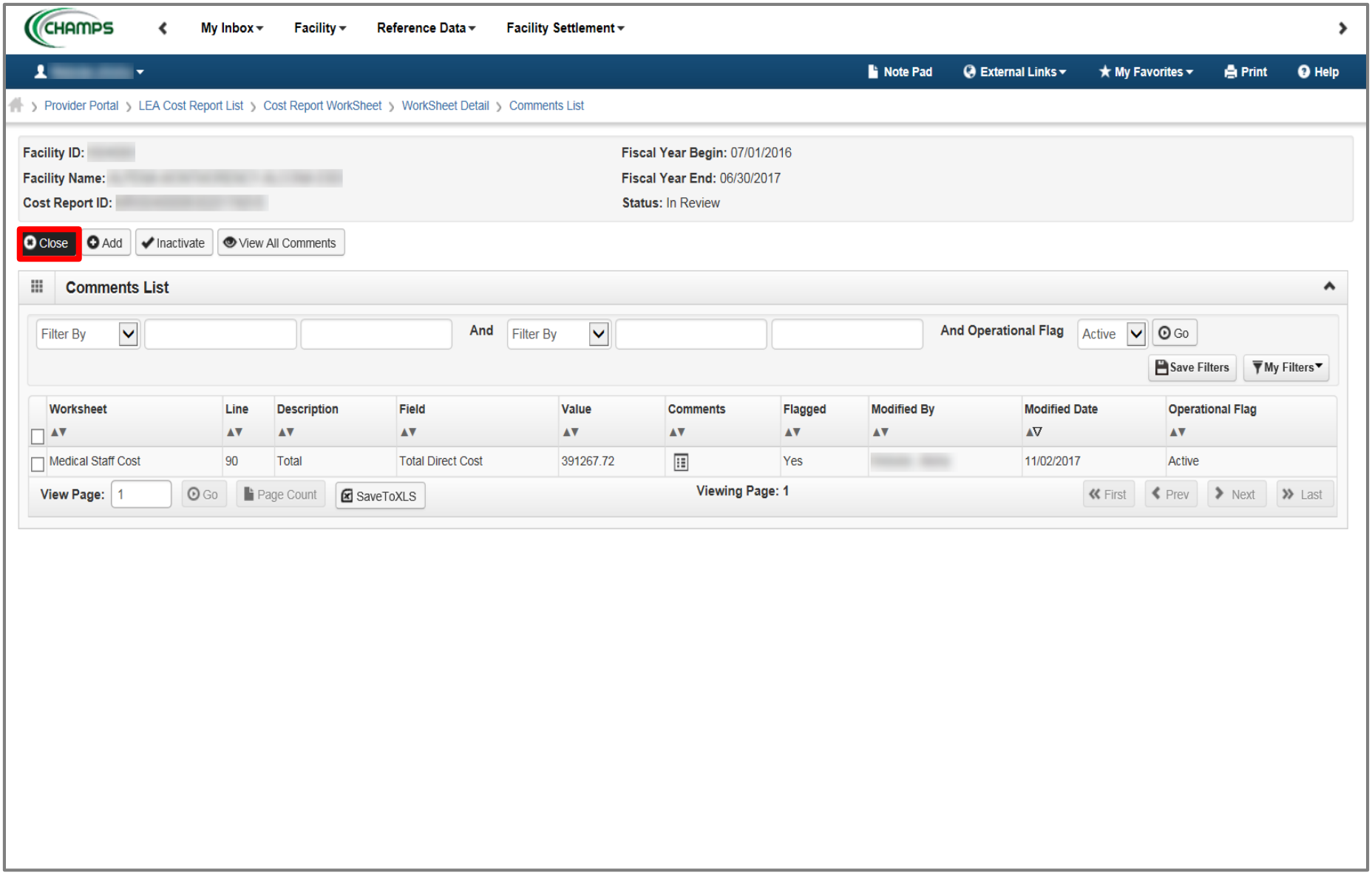
  (Please Note: Comments are needed due to the warning variance flagged. You do not have to add comments for an approved worksheet)


CHAMPS
My Inbox
Facility
Reference Data
Facility Settlement
Note Pad
External Links
My Favorites
Print
Help
Provider Portal
LEA Cost Report List
Cost Report WorkSheet
WorkSheet Detail
Comments List
Facility ID:
Facility Name:
Cost Report ID:
Fiscal Year Begin: 07/01/2016
Fiscal Year End: 06/30/2017
Status: In Review
Close
Add
Inactivate
View All Comments
Comments List
Filter By
And
Filter By
And Operational Flag
Active
Go
Save Filters
My Filters
Worksheet
Line
Description
Field
Value
Comments
Flagged
Modified By
Modified Date
Operational Flag
No Records Found !

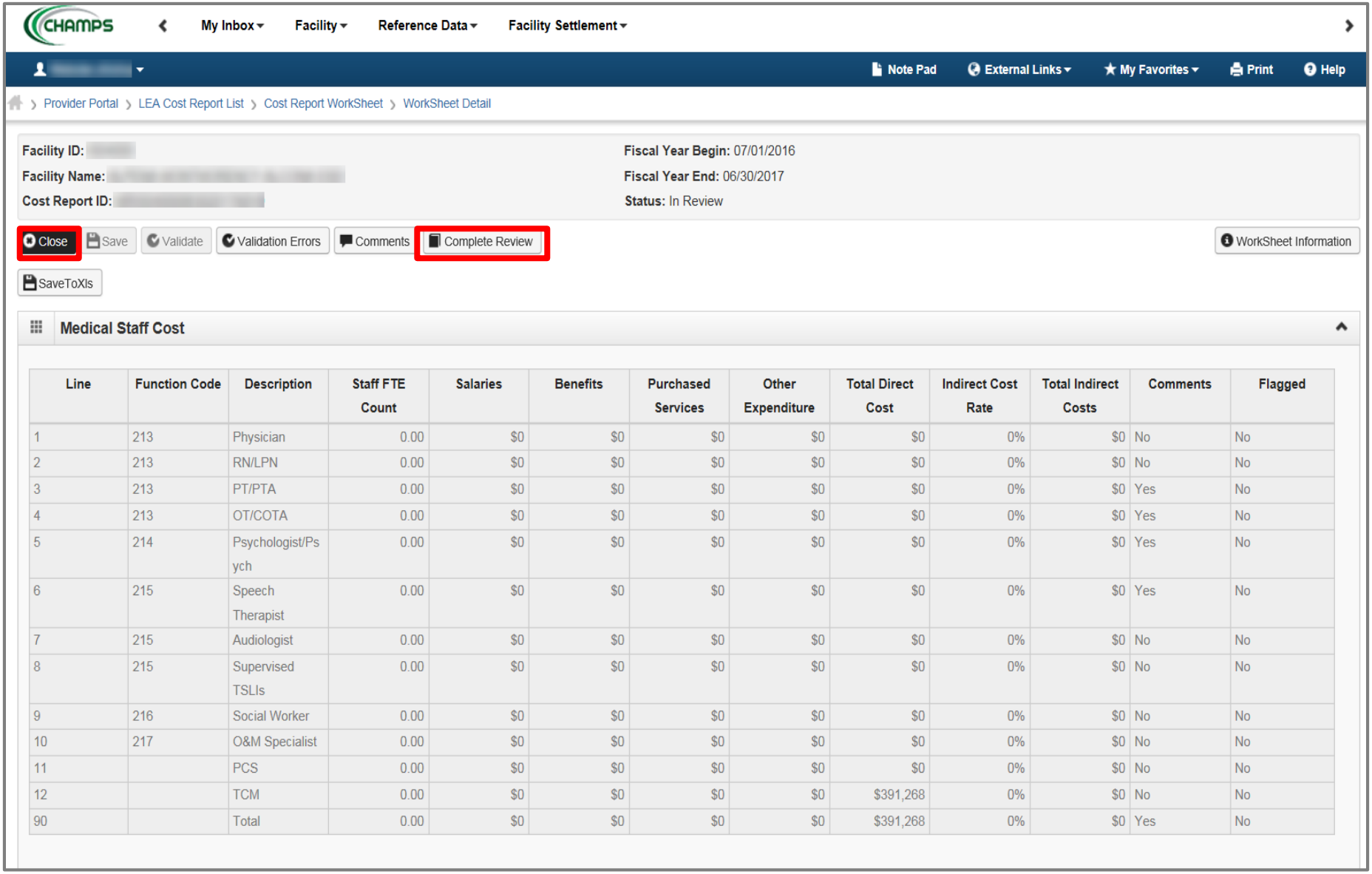
- Click Add



- Fill in all fields marked with an asterisk (*)
- Click Ok

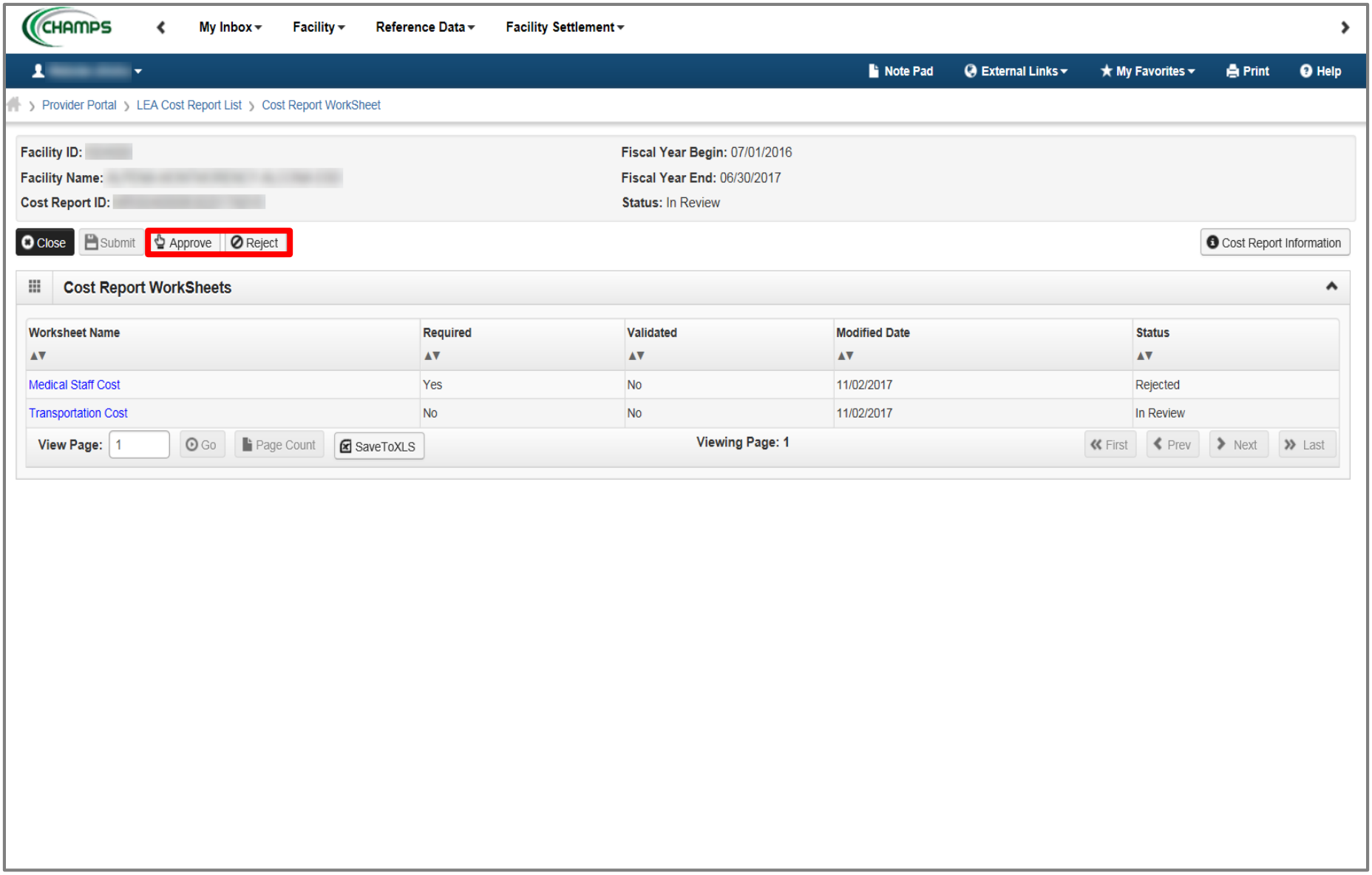


- Results of comments entered for warning variance flagged
- Click Close

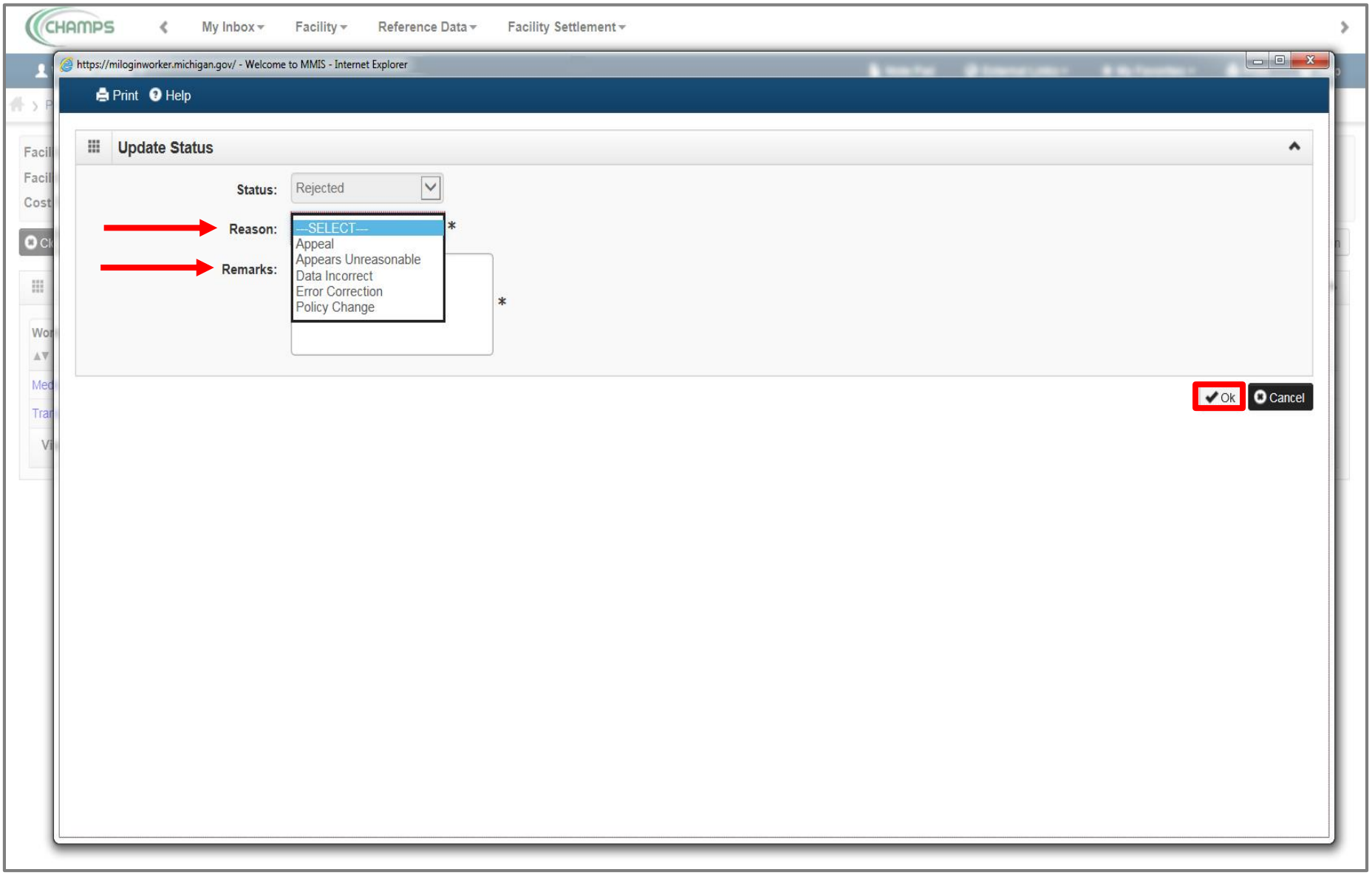


Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost	Indirect Cost Rate	Total Indirect Costs	Comments	Flagged
1	213	Physician	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
2	213	RN/LPN	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
3	213	PT/PTA	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
4	213	OT/COTA	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
5	214	Psychologist/Psych	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
6	215	Speech Therapist	0.00	$0	$0	$0	$0	$0	0%	$0	Yes	No
7	215	Audiologist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
8	215	Supervised TSLIs	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
9	216	Social Worker	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
10	217	O&M Specialist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
11		PCS	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
12		TCM	0.00	$0	$0	$0	$0	$391,268	0%	$0	No	No
90		Total	0.00	$0	$0	$0	$0	$391,268	0%	$0	Yes	No

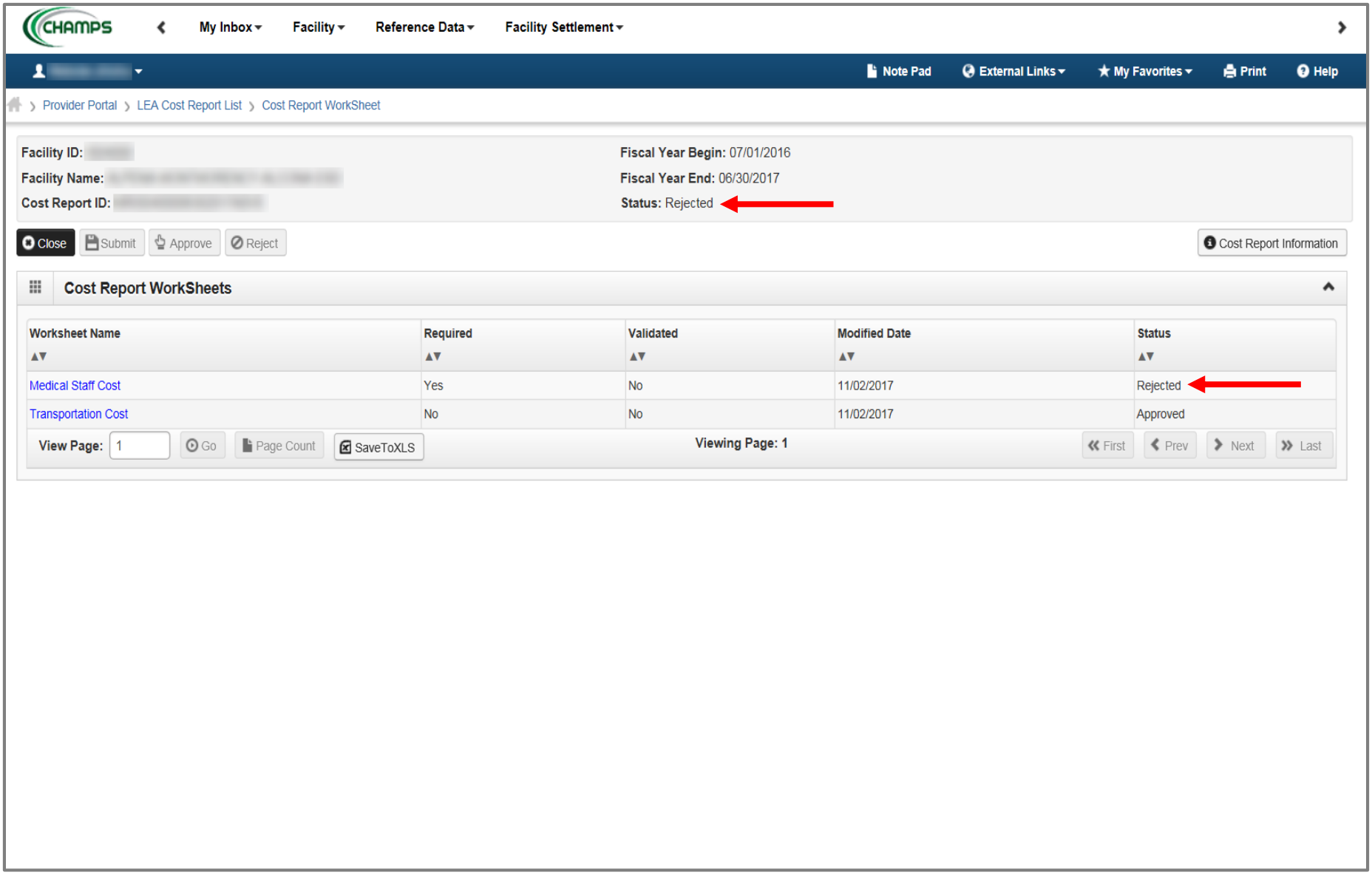
- Click Complete Review
- Click Close



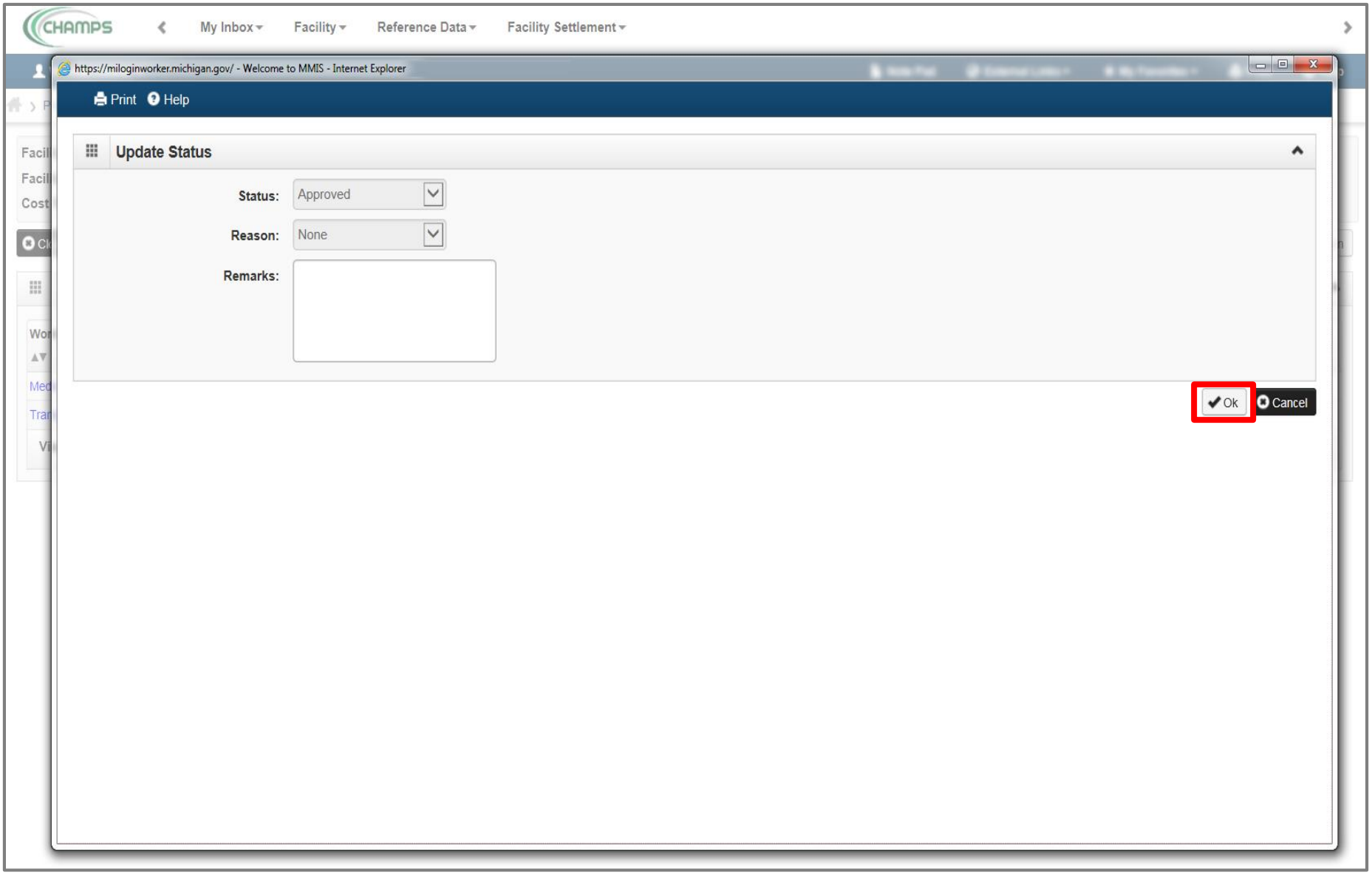
- Review remaining worksheets following the previous steps
- Once complete Approve or Reject as appropriate



- If providers choose to Reject the Cost Settlement, *(warning variance flagged),* they must enter one last Reason and Remark
- Click Ok

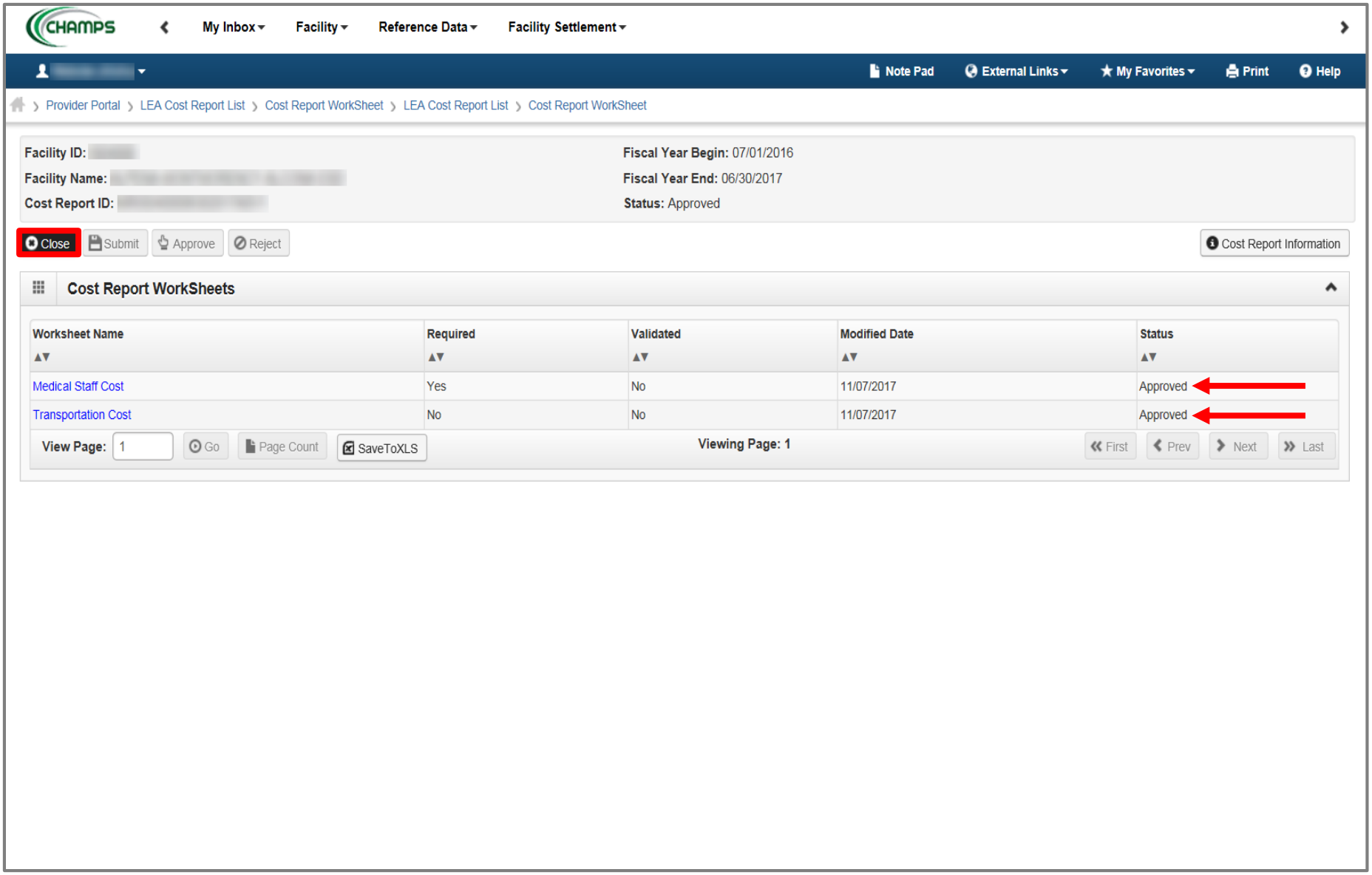


- Status shows overall LEA Cost Settlement Rejected *(warning variance flagged)*
- A Notification will be sent back to the LEA to let them know the status of their Cost Settlement



- If the Cost Settlement was approved rather than rejected, meaning no warning variances were flagged, add remarks if necessary
- Click Ok

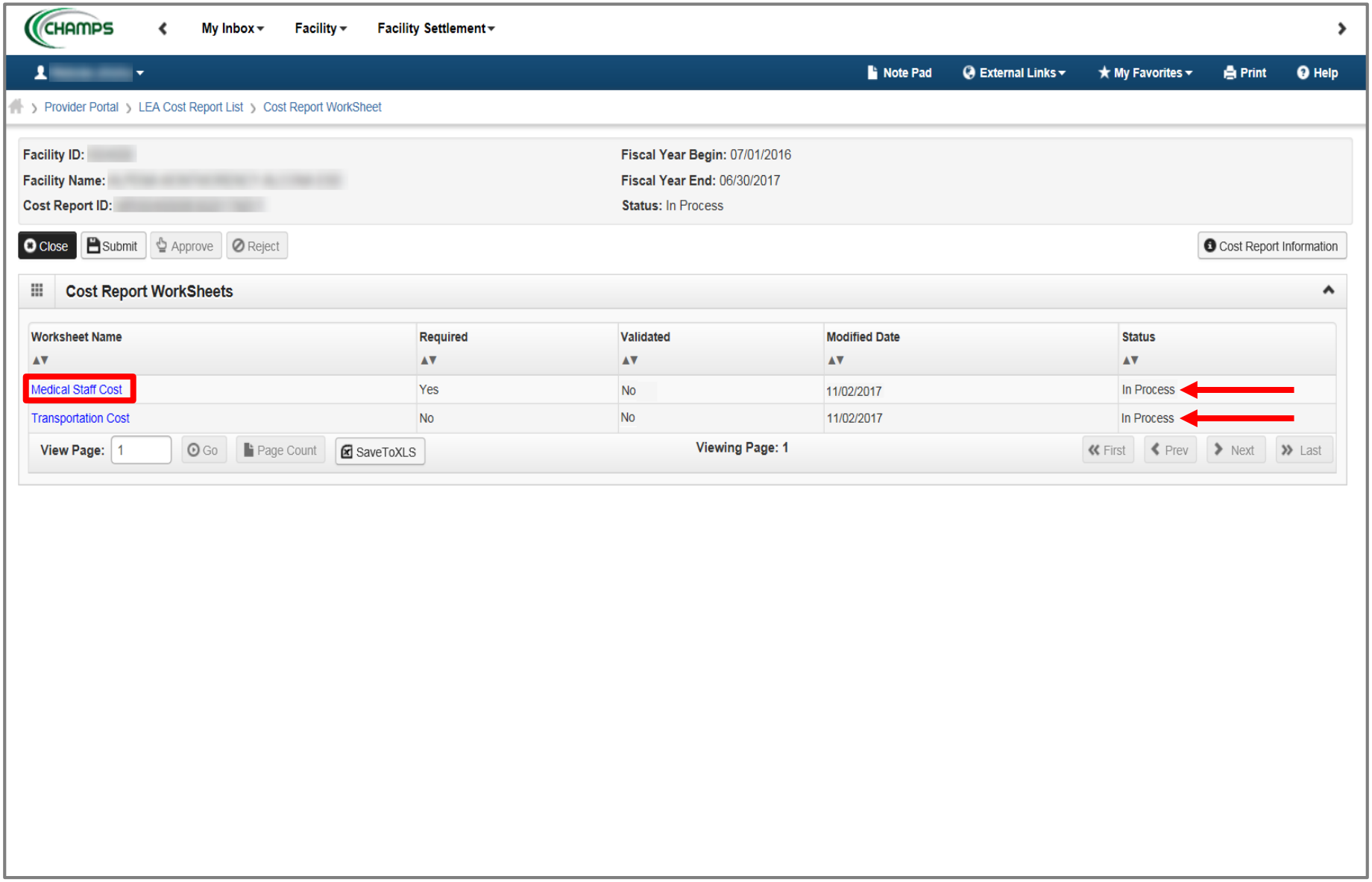
(Please Note: A provider cannot approve the Cost Settlement with a warning variance flagged for rejection)



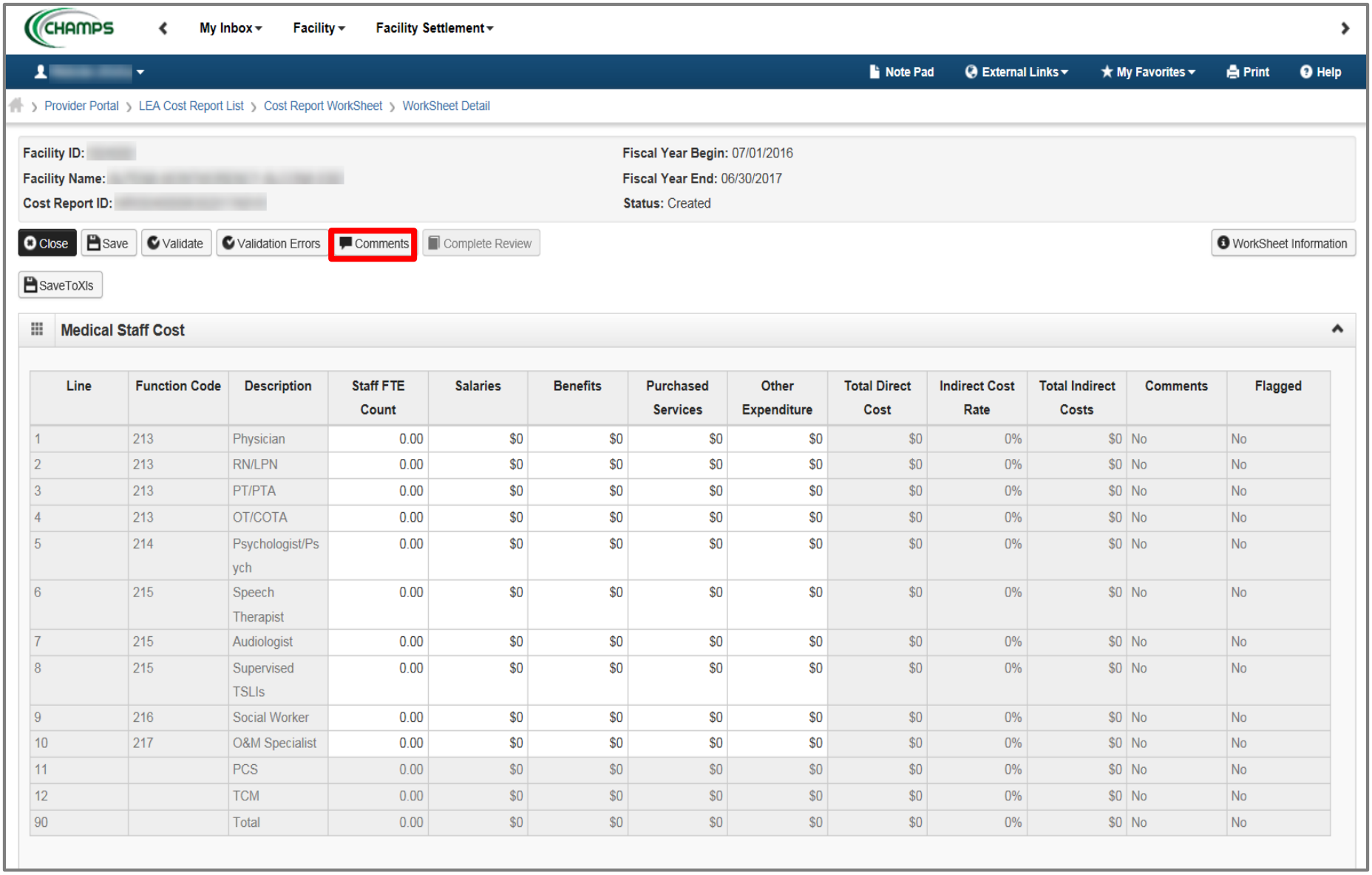
- LEA Cost Report Status will show as Approved
- Click Close

Facility Settlement

- Correction of LEA Cost Report
  - Slides 53-62

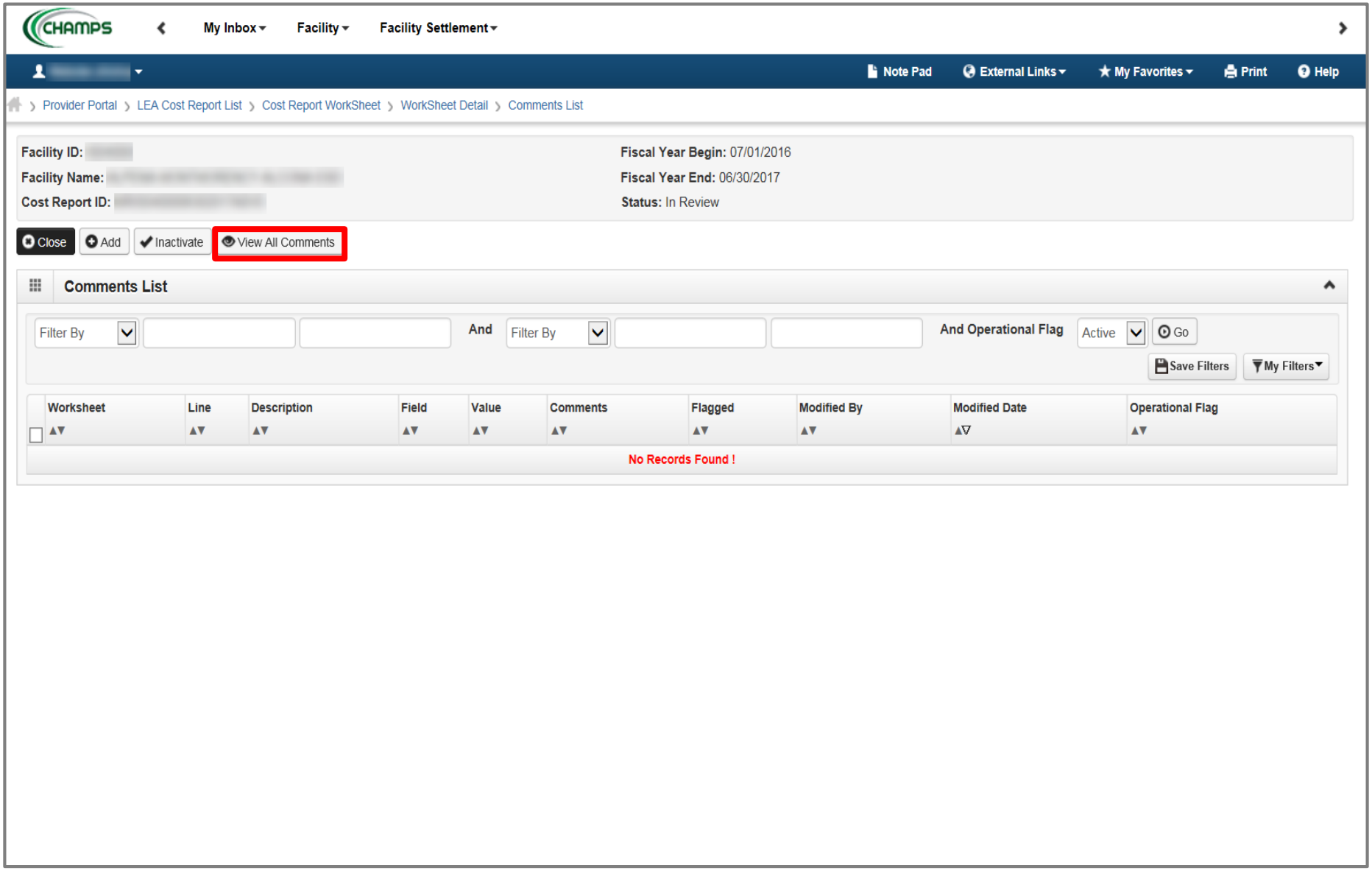


- An LEA can log back into CHAMPS using the beginning instructions (Slide 9)
- Notice: the Status for the LEA Cost Settlement will show In Process
- Click Medical Staff Cost

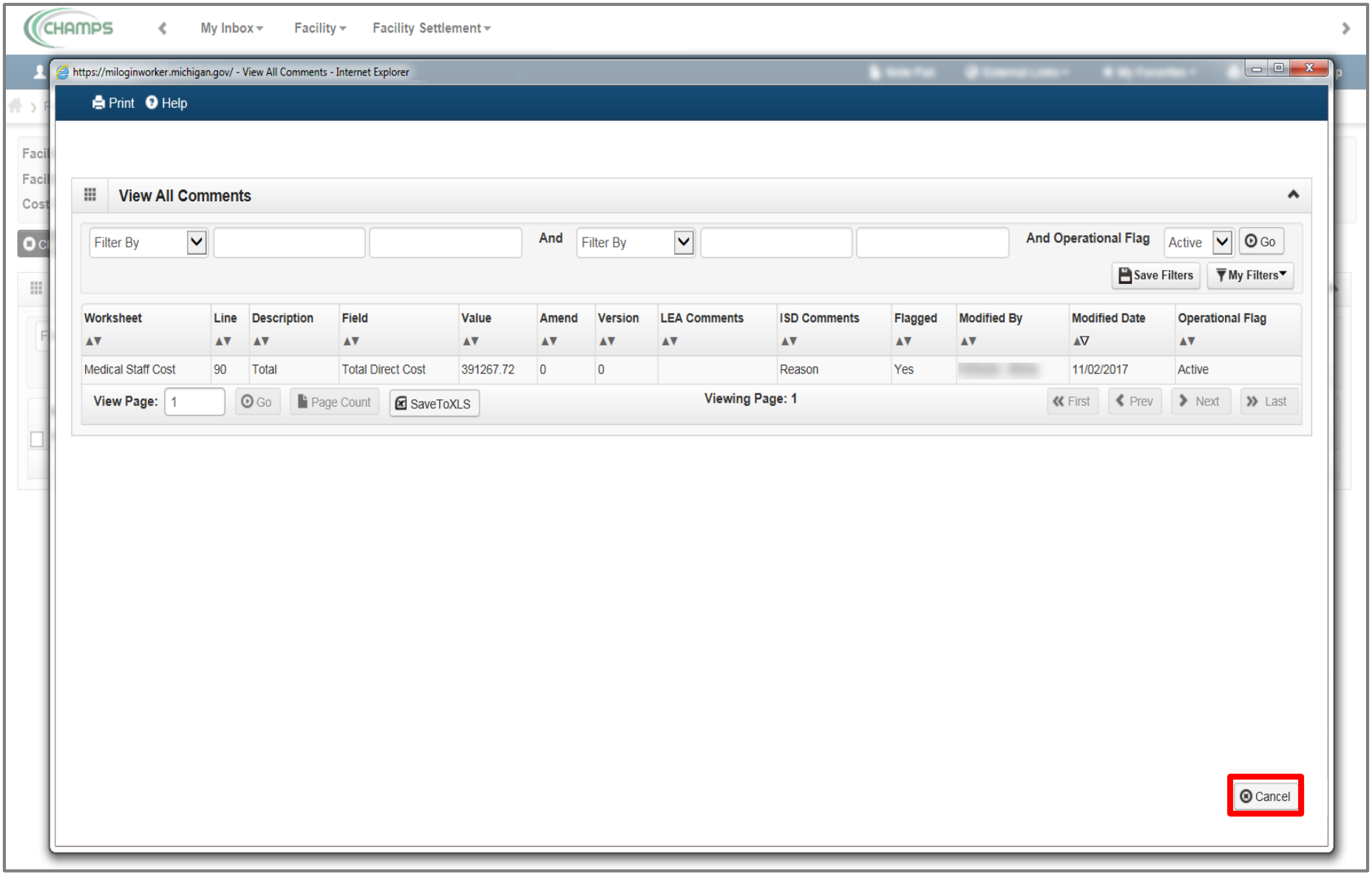


Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost	Indirect Cost Rate	Total Indirect Costs	Comments	Flagged
1	213	Physician	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
2	213	RN/LPN	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
3	213	PT/PTA	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
4	213	OT/COTA	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
5	214	Psychologist/Psych	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
6	215	Speech Therapist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
7	215	Audiologist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
8	215	Supervised TSLIs	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
9	216	Social Worker	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
10	217	O&M Specialist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
11		PCS	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
12		TCM	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
90		Total	0.00	$0	$0	$0	$0	$0	0%	$0	No	No

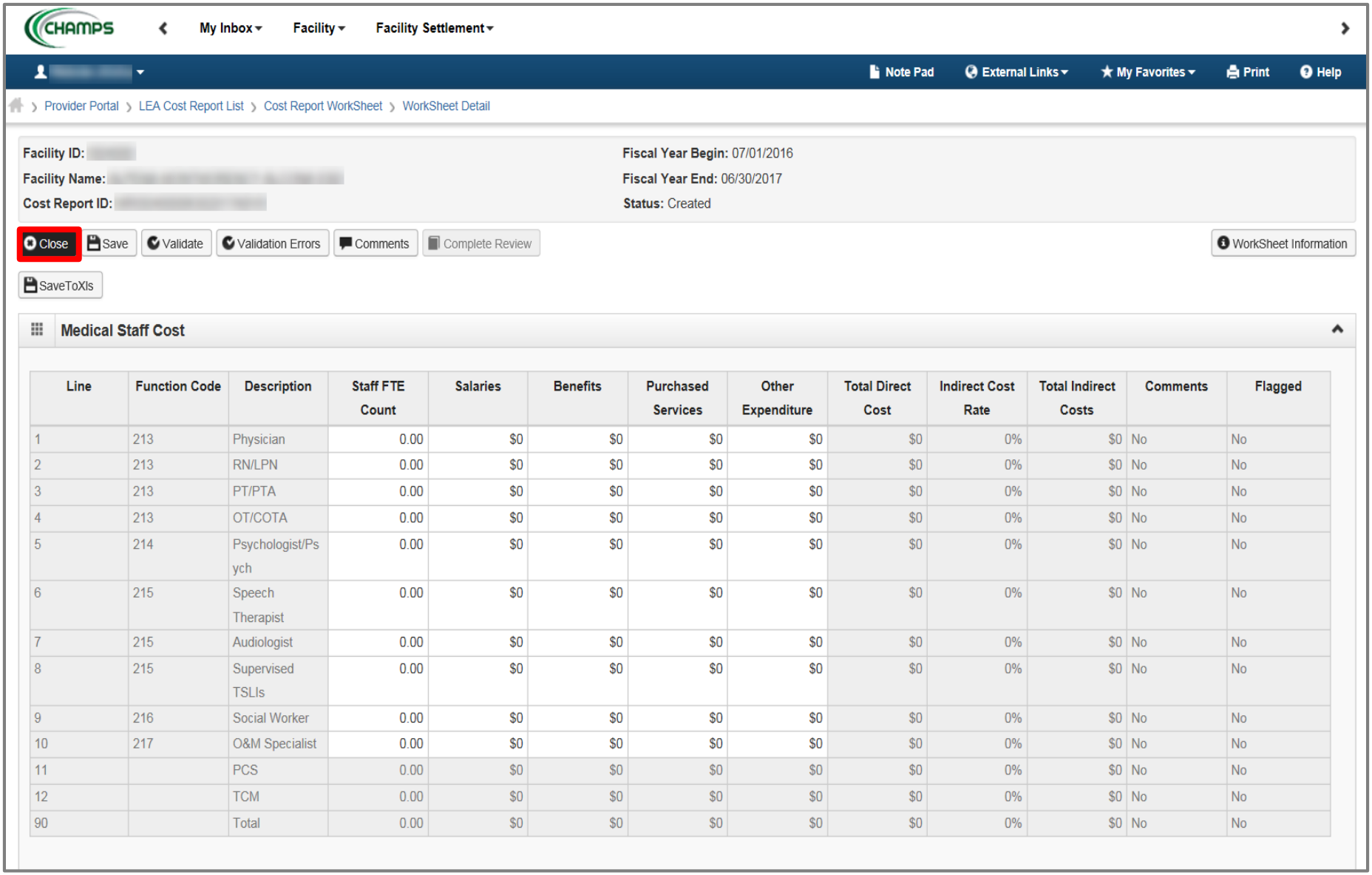
- Click Comments; this will show the comments made by the ISD reviewer



- Click View All Comments

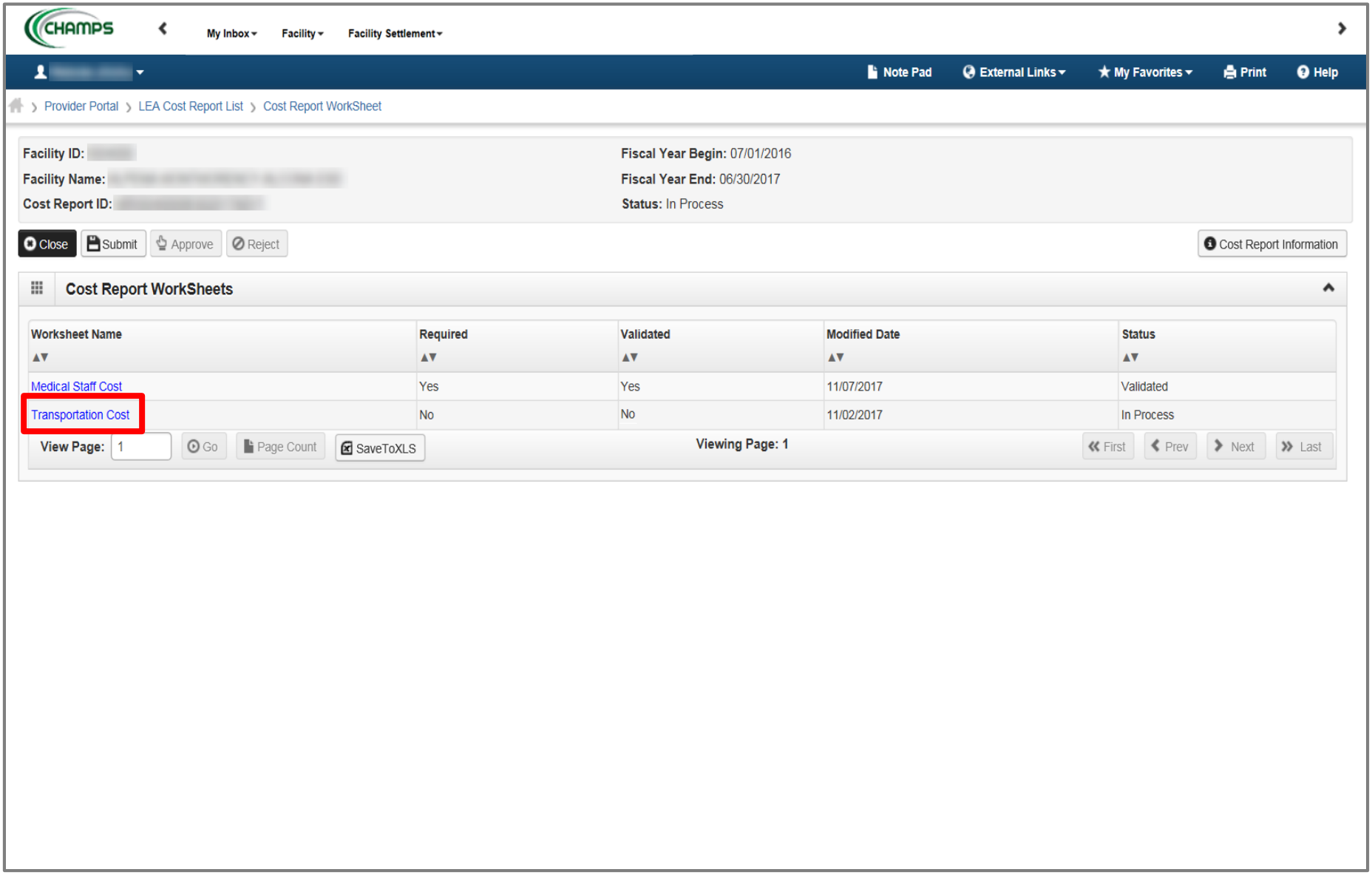


- The notes from the ISD will be listed as to why the worksheet was rejected
- Click Cancel



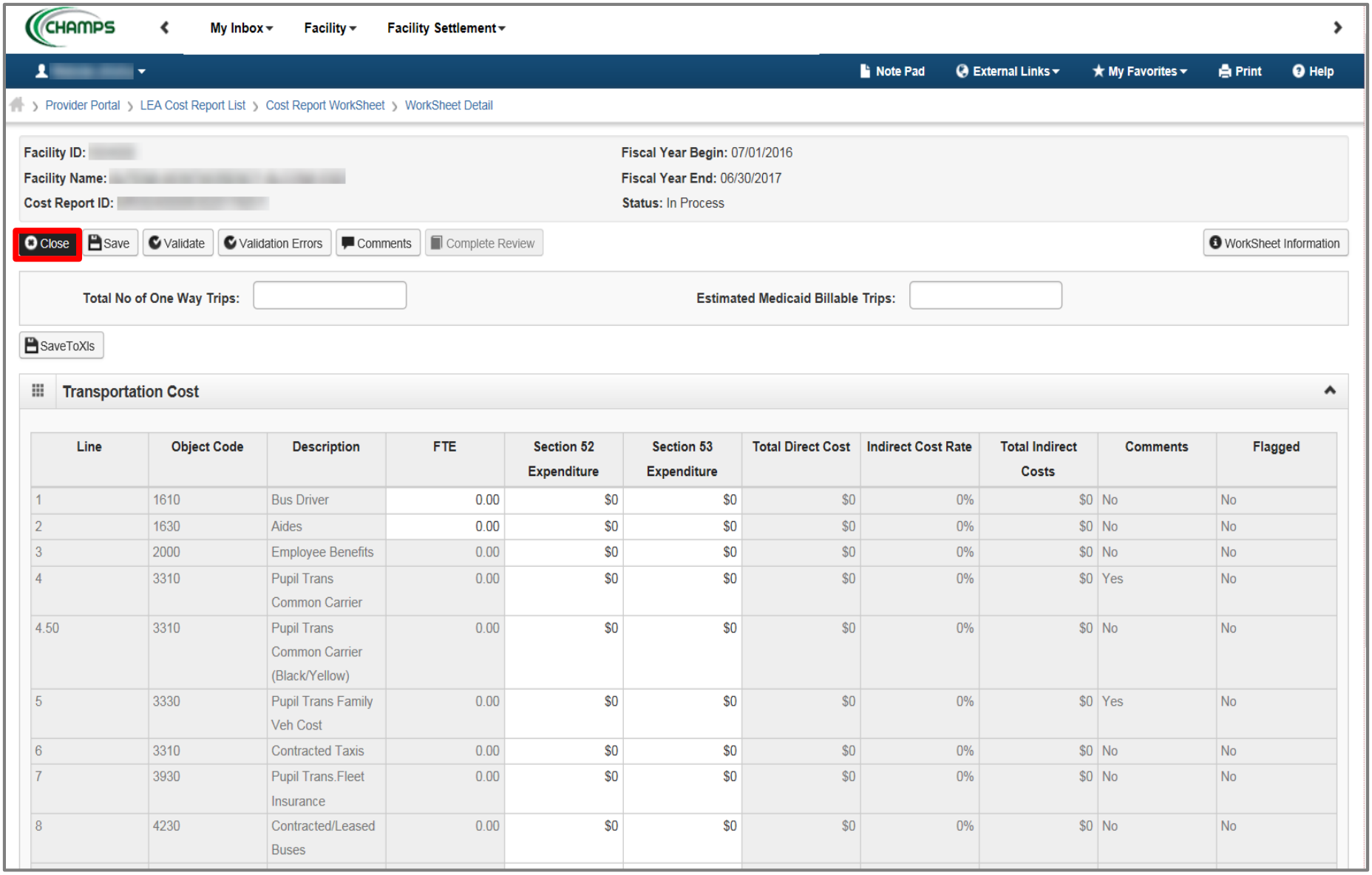
Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost	Indirect Cost Rate	Total Indirect Costs	Comments	Flagged
1	213	Physician	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
2	213	RN/LPN	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
3	213	PT/PTA	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
4	213	OT/COTA	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
5	214	Psychologist/Psych	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
6	215	Speech Therapist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
7	215	Audiologist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
8	215	Supervised TSLIs	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
9	216	Social Worker	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
10	217	O&M Specialist	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
11		PCS	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
12		TCM	0.00	$0	$0	$0	$0	$0	0%	$0	No	No
90		Total	0.00	$0	$0	$0	$0	$0	0%	$0	No	No

- Make corrections to worksheet
- Follow instructions from beginning to validate worksheet after corrections have been made (Slide 28)
- Click Close



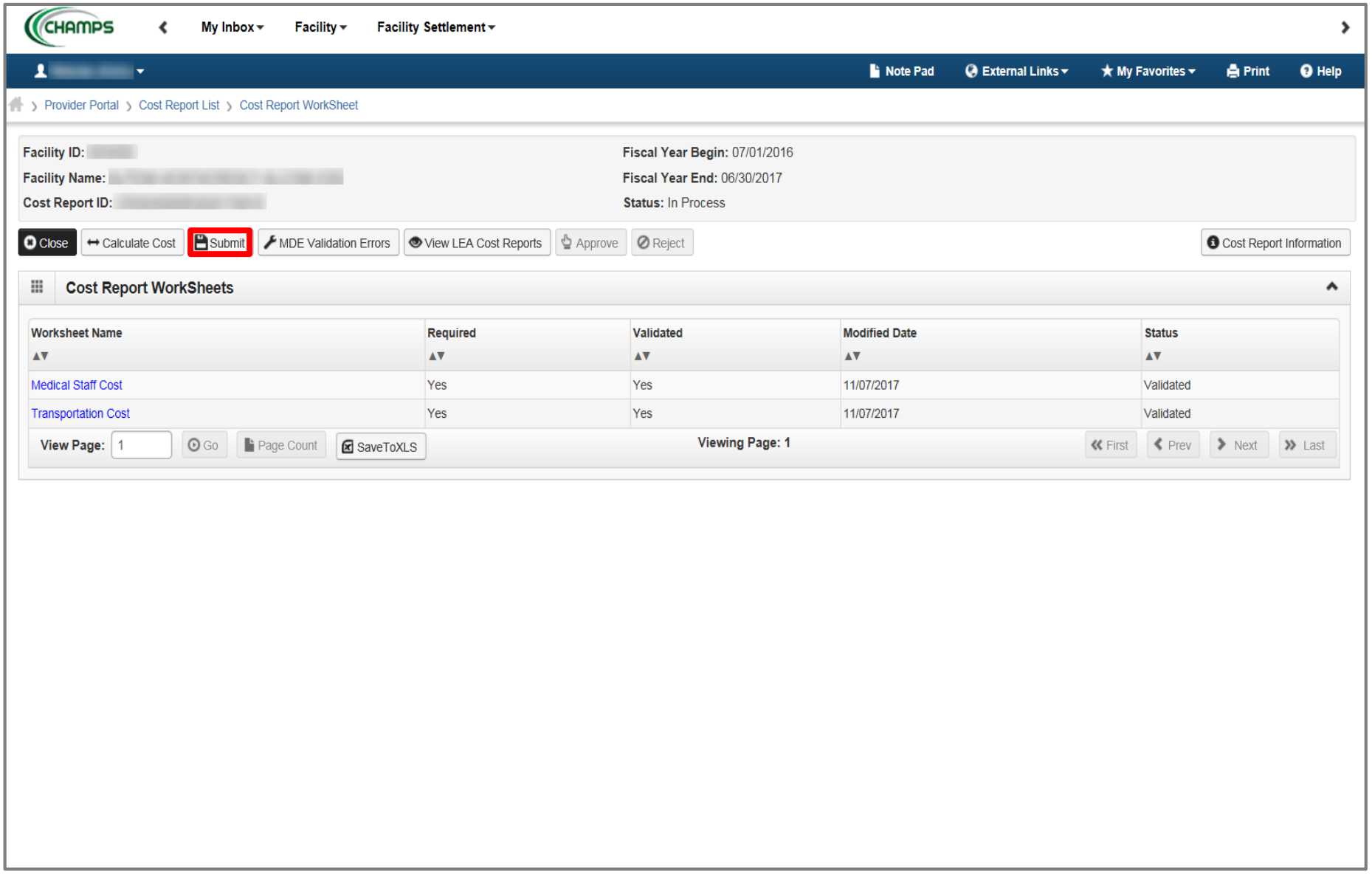
- Click Transportation Cost

(Please Note: If you did not go into this worksheet previously then you do not need to click into this worksheet and can skip to slide 60)

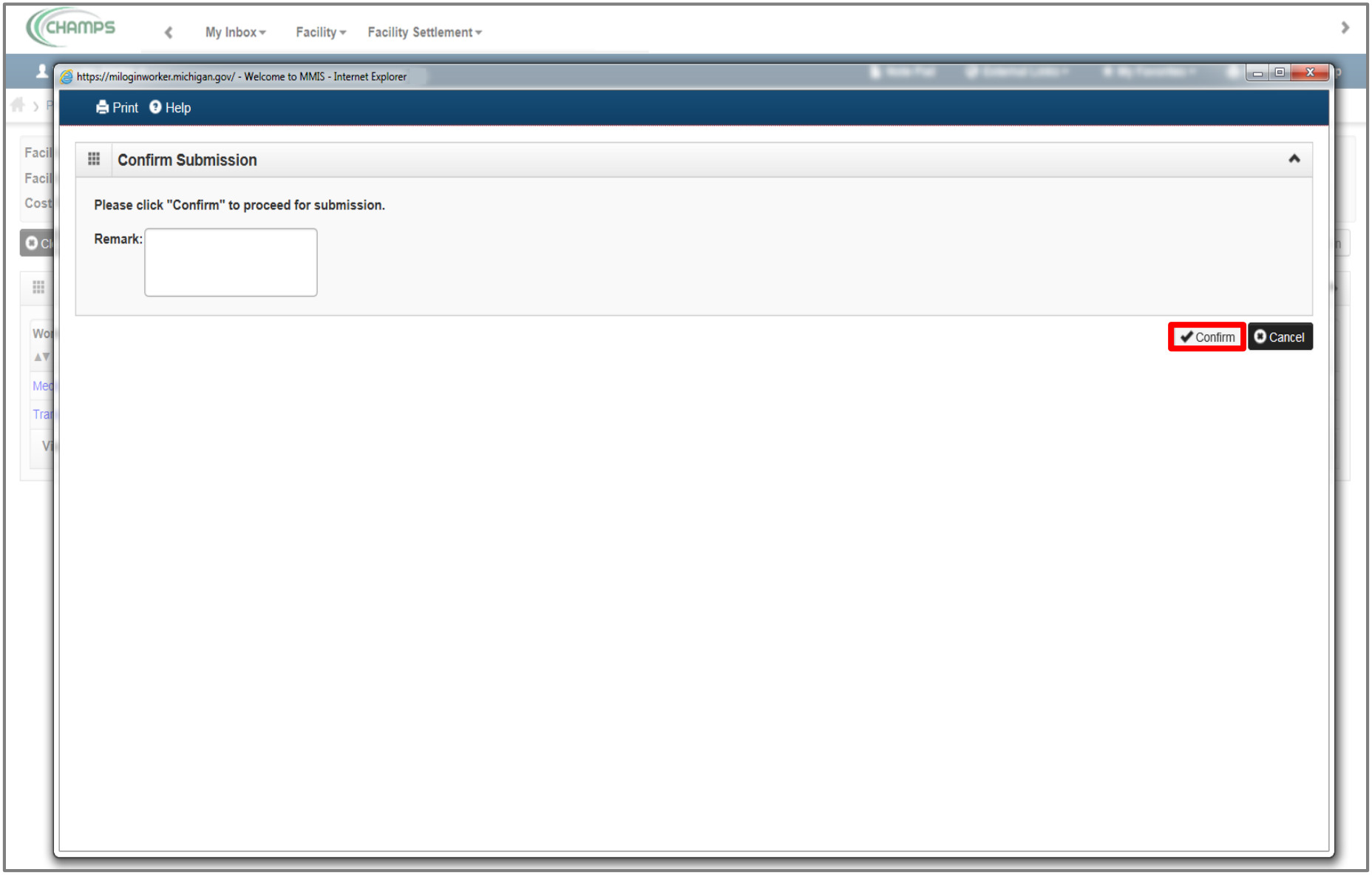


Line	Object Code	Description	FTE	Section 52 Expenditure	Section 53 Expenditure	Total Direct Cost	Indirect Cost Rate	Total Indirect Costs	Comments	Flagged
1	1610	Bus Driver	0.00	$0	$0	$0	0%	$0	No	No
2	1630	Aides	0.00	$0	$0	$0	0%	$0	No	No
3	2000	Employee Benefits	0.00	$0	$0	$0	0%	$0	No	No
4	3310	Pupil Trans Common Carrier	0.00	$0	$0	$0	0%	$0	Yes	No
4.50	3310	Pupil Trans Common Carrier (Black/Yellow)	0.00	$0	$0	$0	0%	$0	No	No
5	3330	Pupil Trans Family Veh Cost	0.00	$0	$0	$0	0%	$0	Yes	No
6	3310	Contracted Taxis	0.00	$0	$0	$0	0%	$0	No	No
7	3930	Pupil Trans.Fleet Insurance	0.00	$0	$0	$0	0%	$0	No	No
8	4230	Contracted/Leased Buses	0.00	$0	$0	$0	0%	$0	No	No

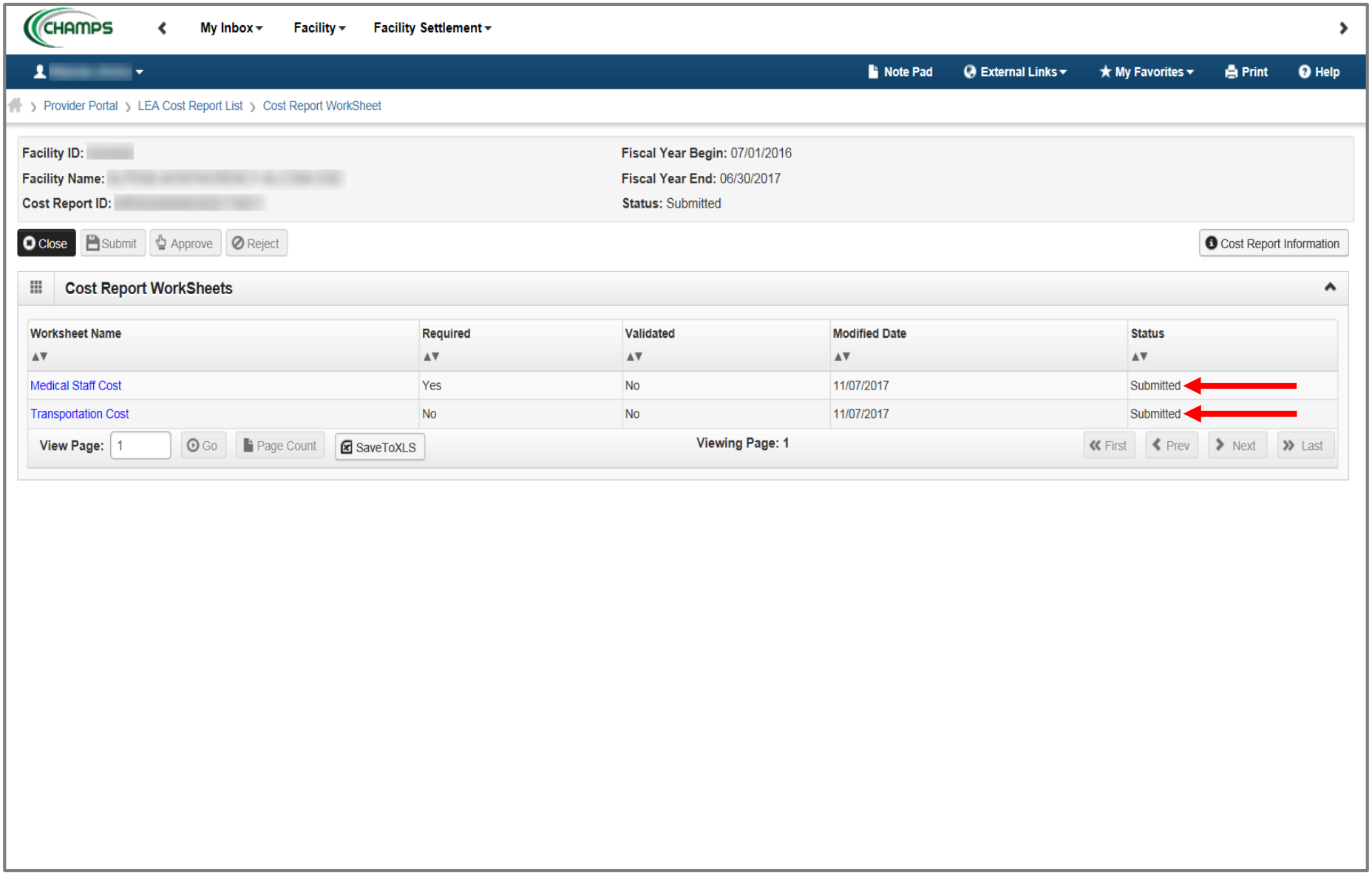
- Confirm if any corrections need to be made
- Follow instructions from beginning to validate worksheet after corrections have been made (Slide 28)
- Click Close



- Once both worksheets have been re-validated
- Click Submit



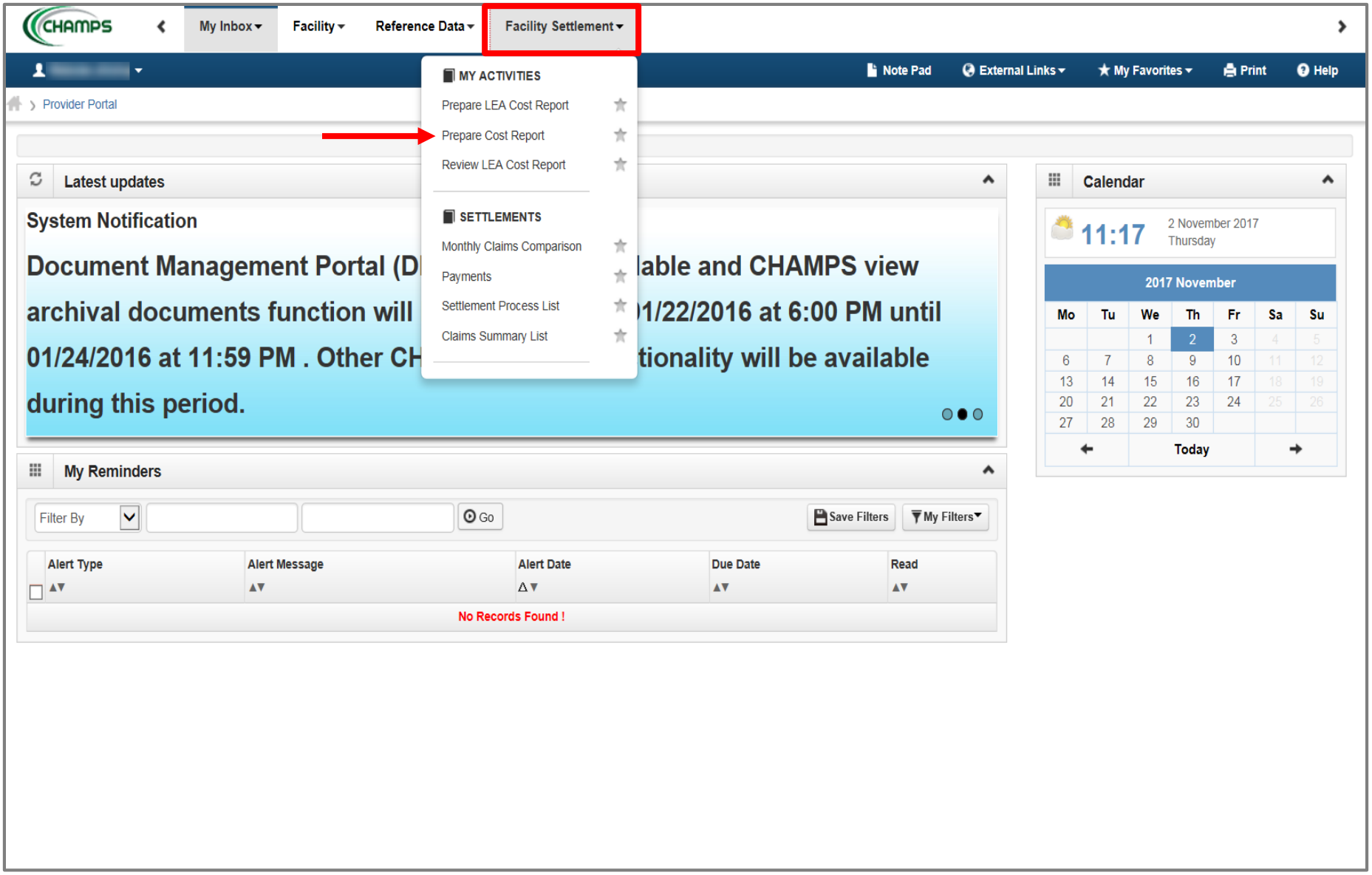
- Click Confirm to proceed (remarks optional)



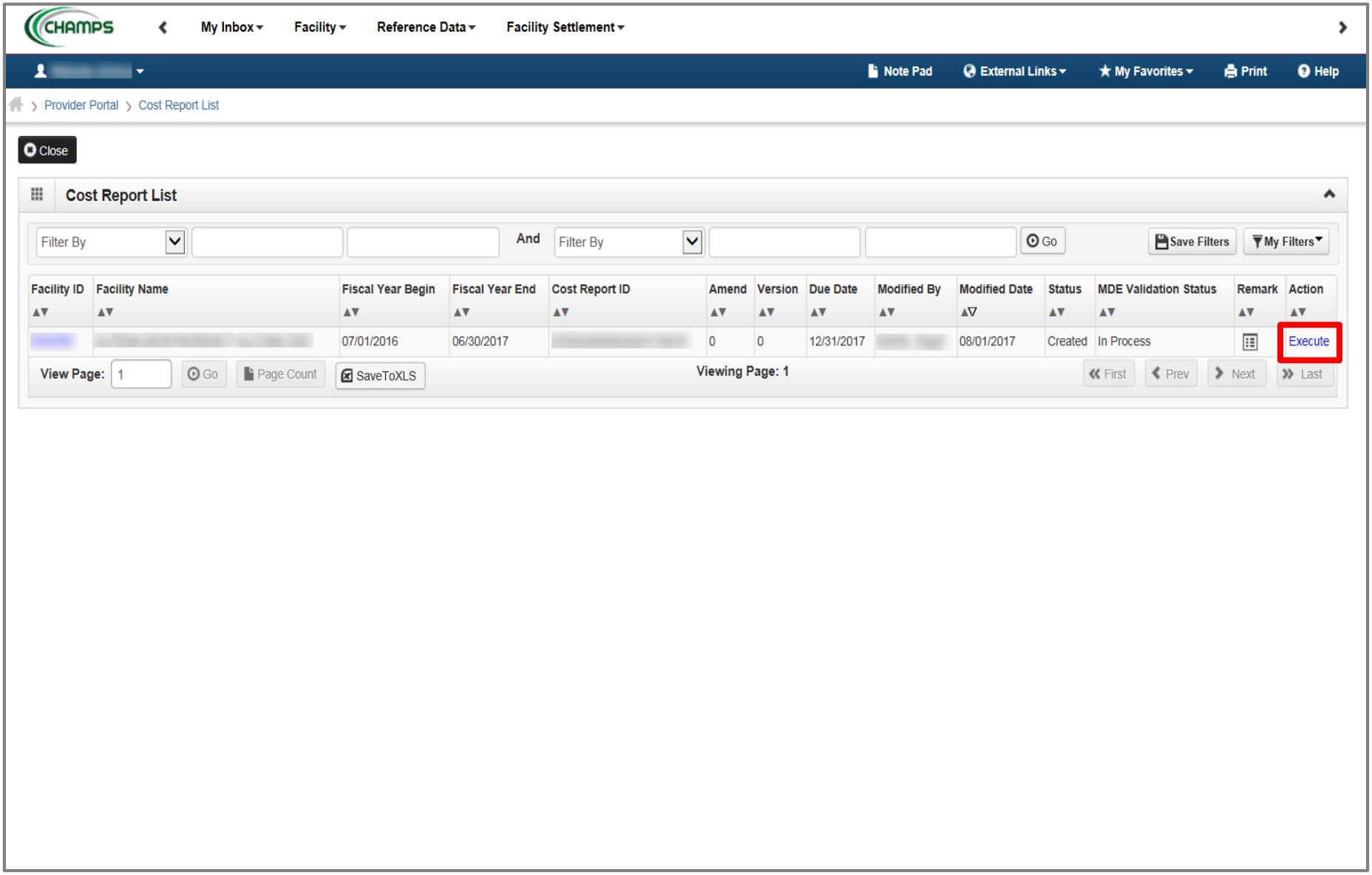
- Worksheets will show as submitted
- ISD will get notification LEA Cost Report has been submitted

Facility Settlement

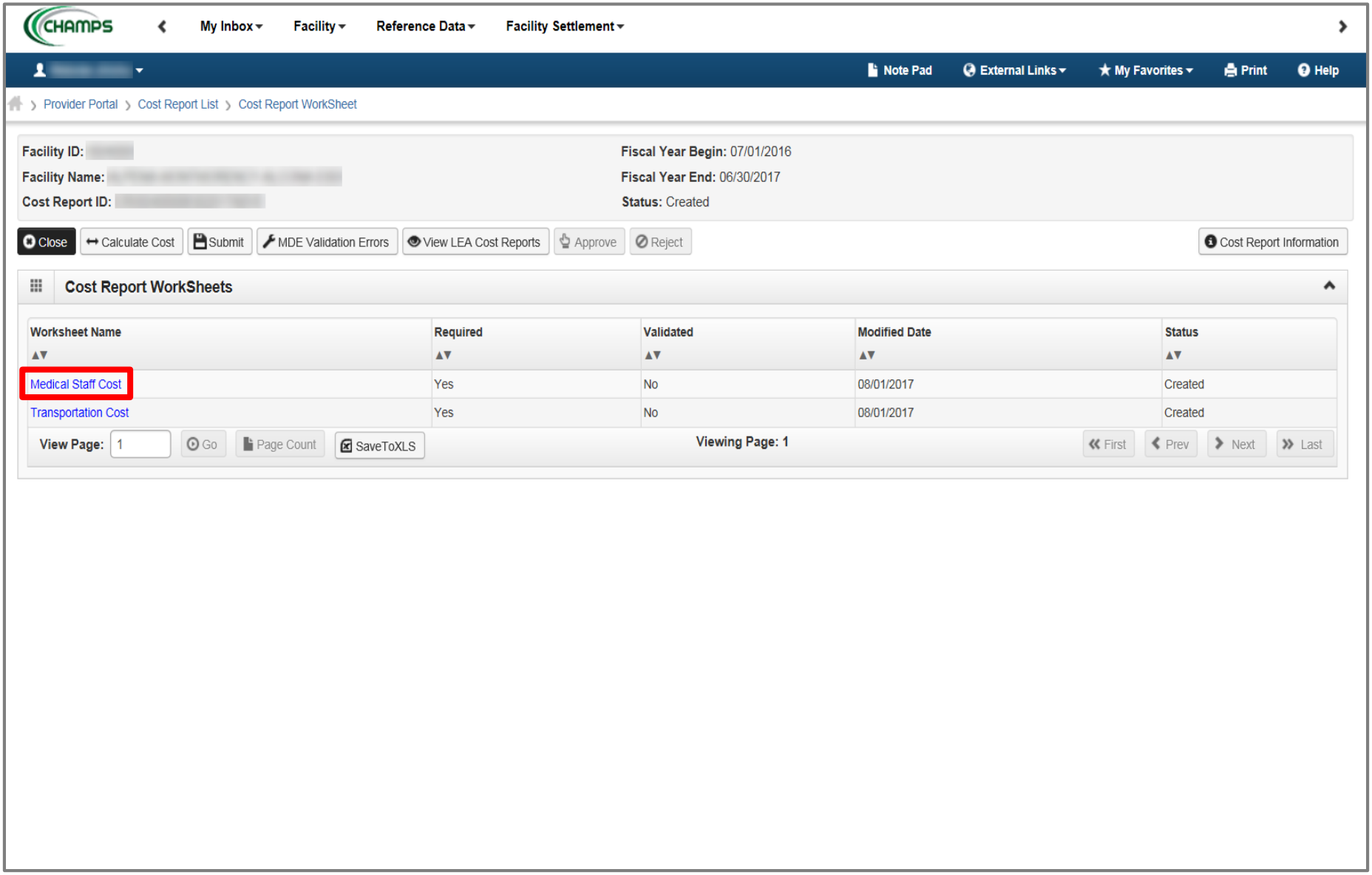
- ISD Cost Report - Summary
  - Slides 64-72



- ISD View: Click Facility Settlement
- Select Prepare Cost Report

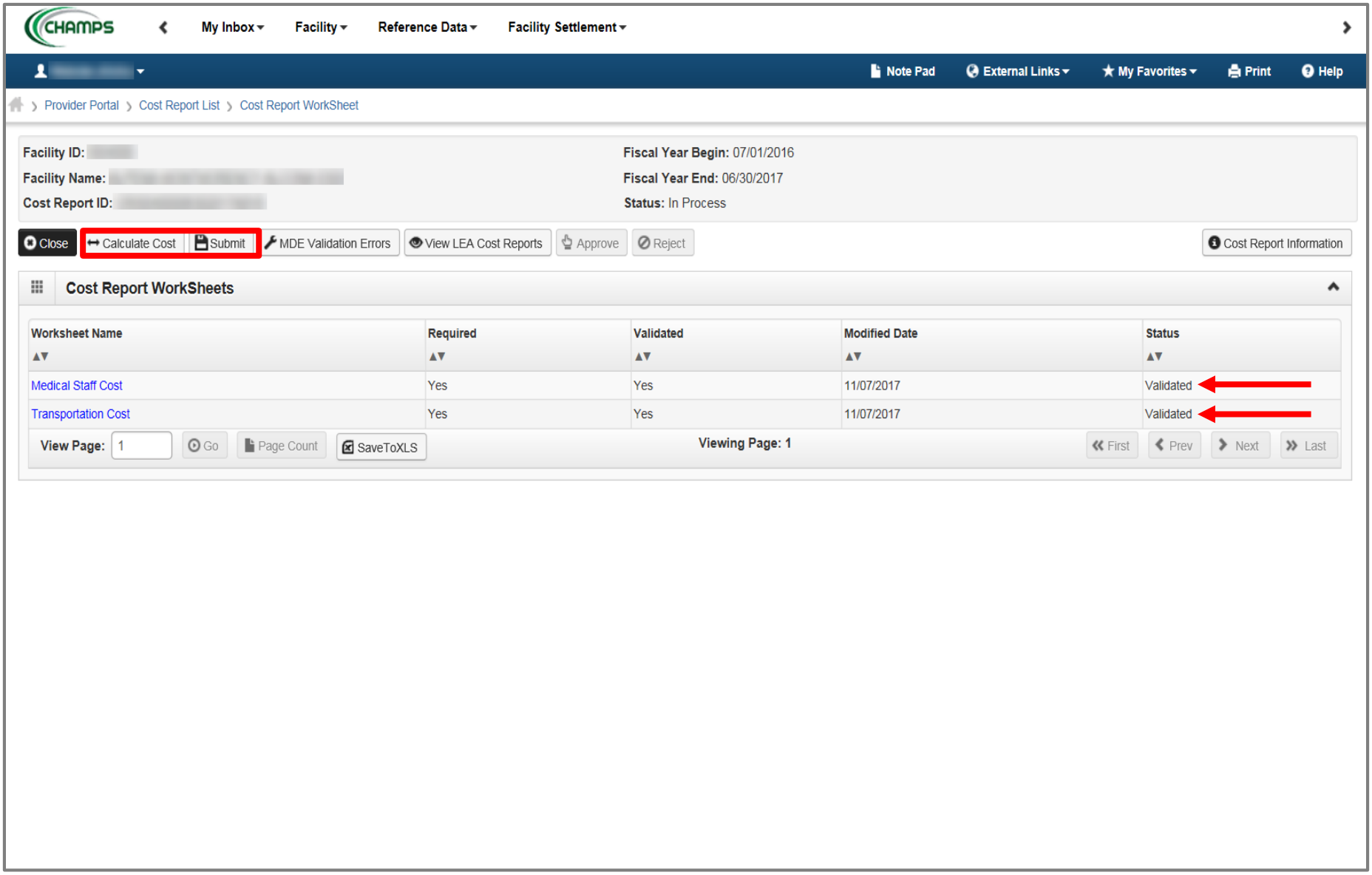


- Click Execute for the most recent fiscal report

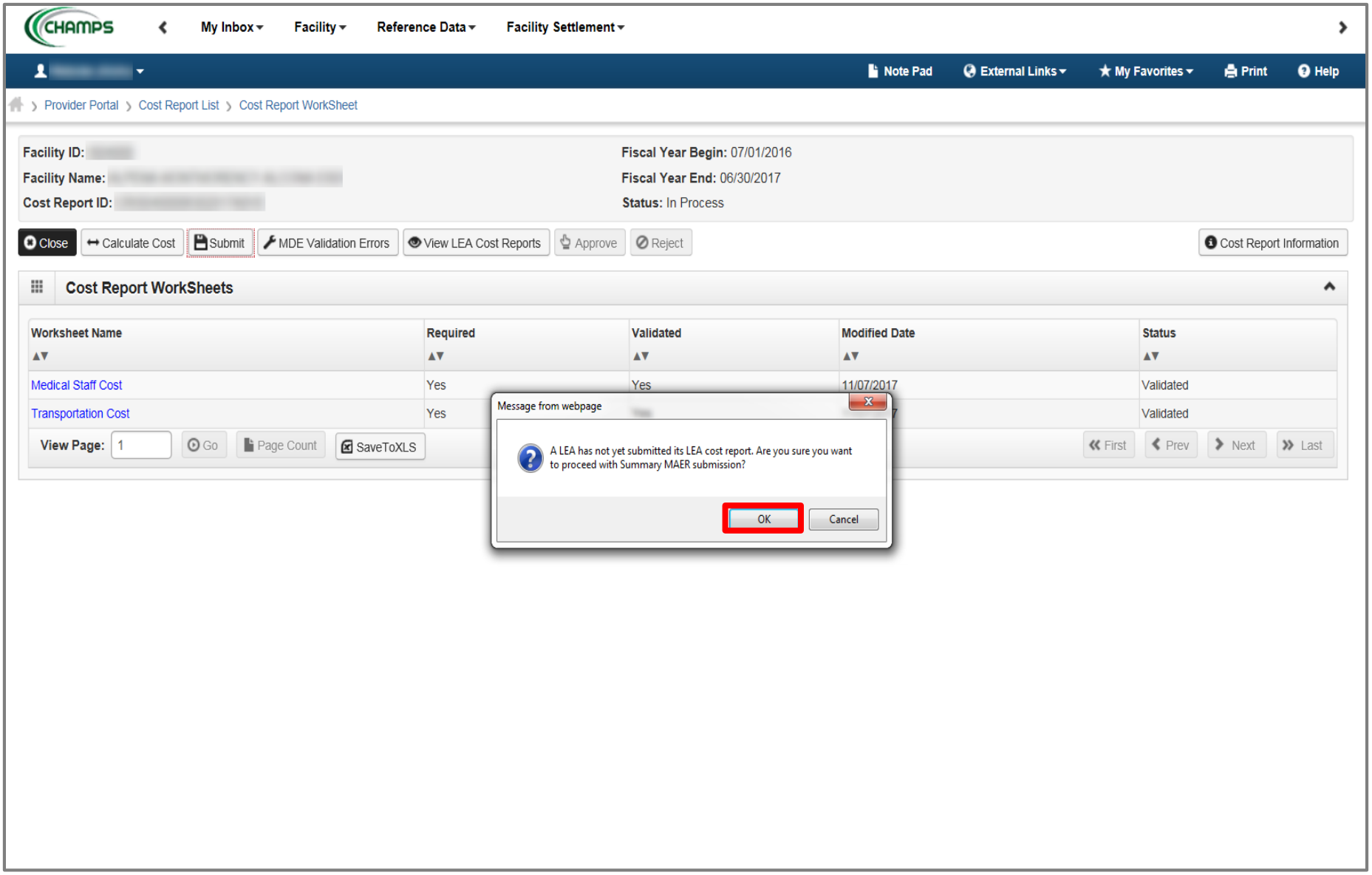


- Click Medical Staff Cost
- Follow same instructions as an LEA to complete worksheets (Slide 17)

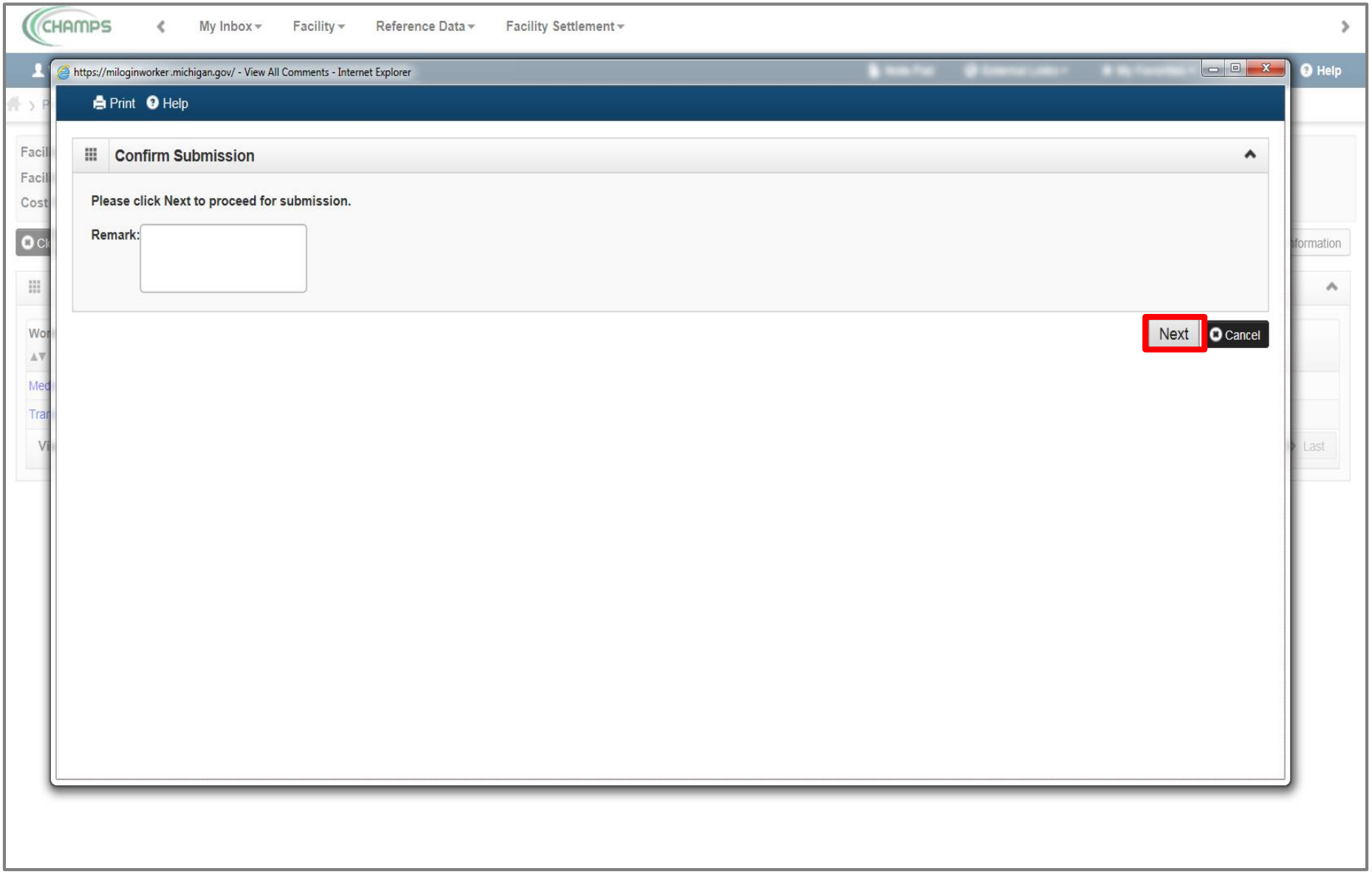
(Please Note: Worksheets will be summaries of costs; however, will still need to be validated)



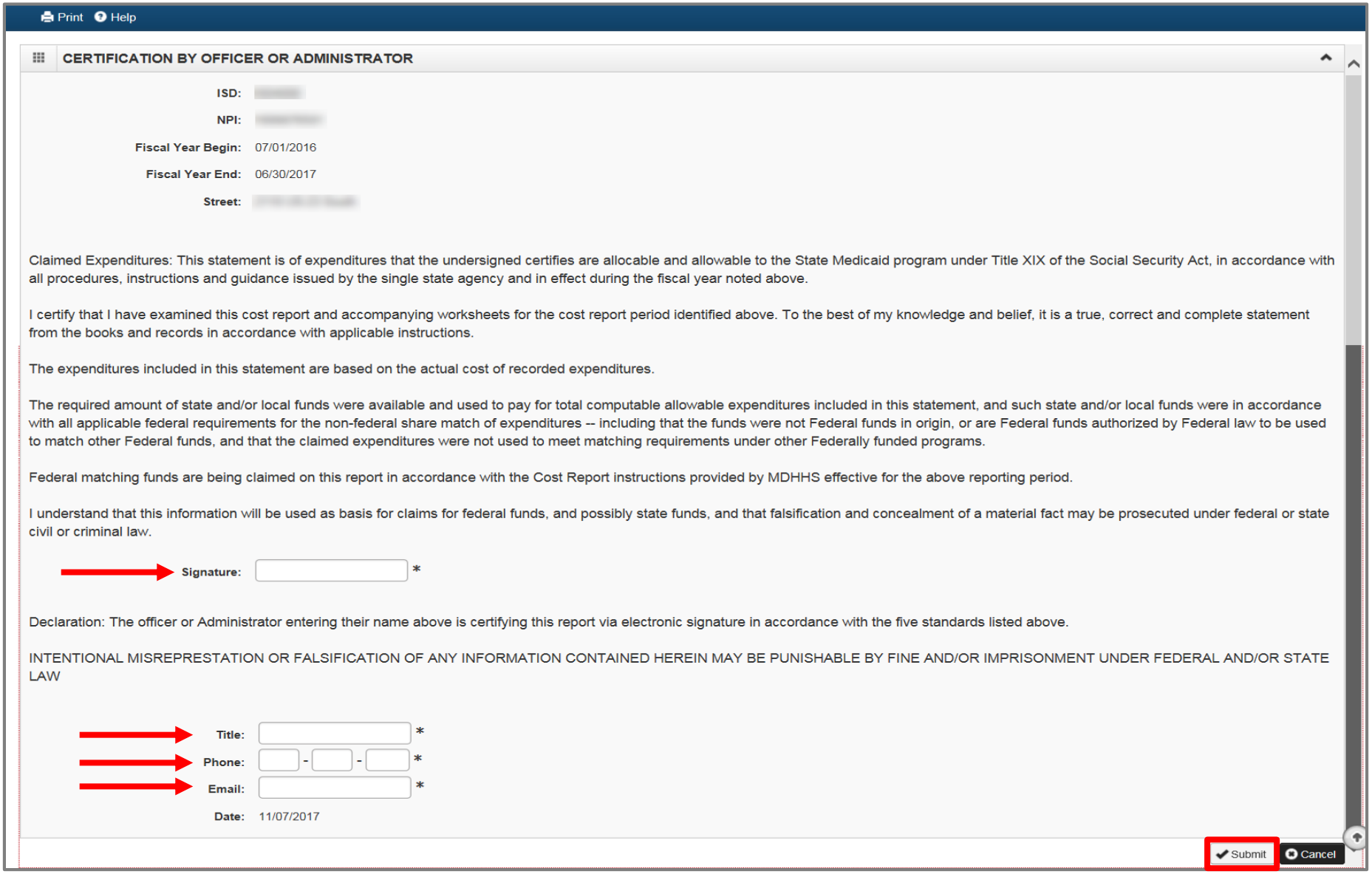
- Once both worksheets have been validated
- Click Calculate Cost
- Click Submit



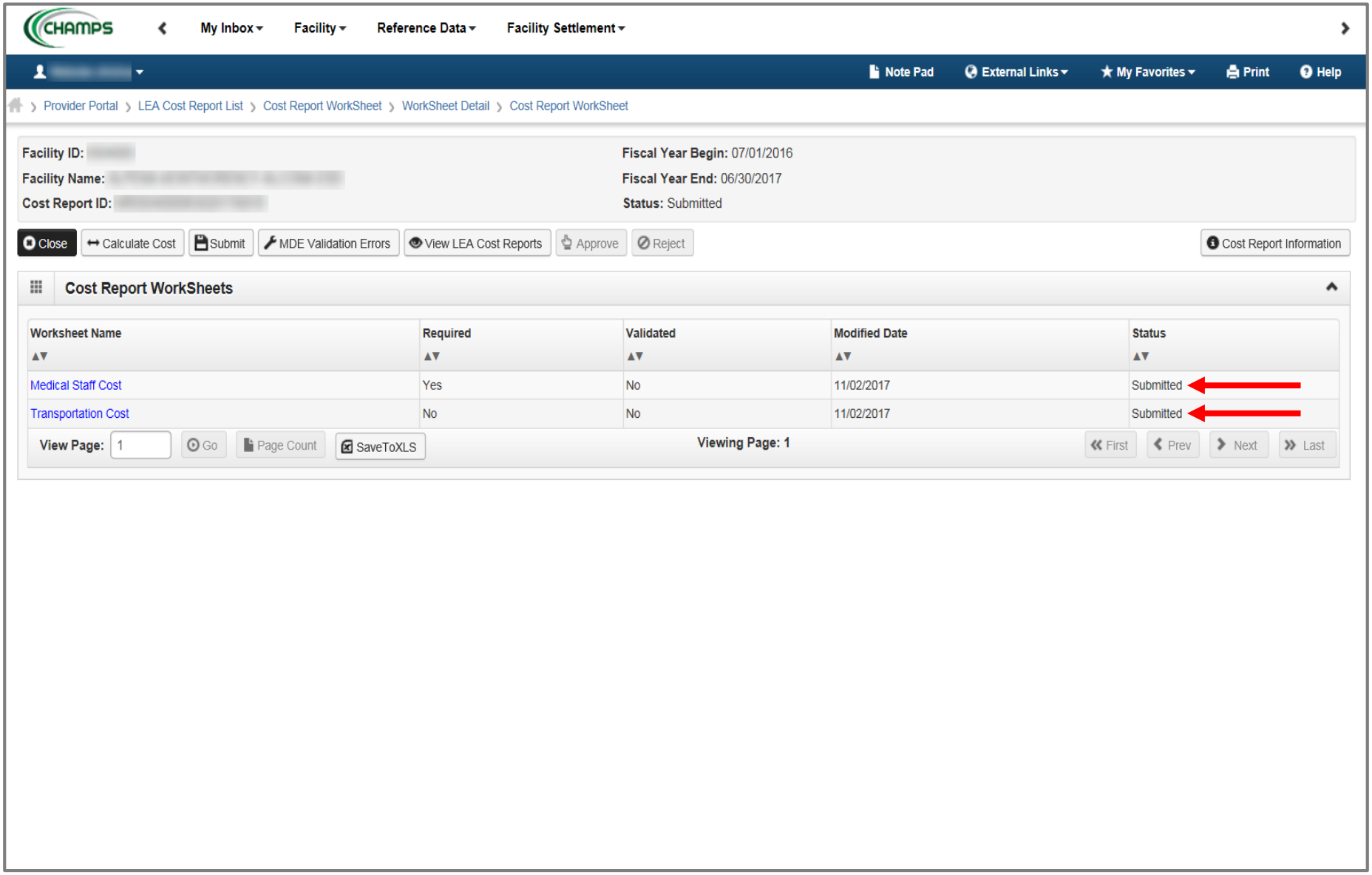
- Not all LEAs have costs; therefore, cost reports are not needed
- The system recognizes LEAs associated to this ISD have not completed their cost reports
- Click Ok to proceed



- Add Remarks if necessary
- Click Next



- Confirm information is correct
- Read through Certification information
- Electronically Sign and fill out contact information
- Click Submit



- ISD Cost Report will have a Status of Submitted

Final Steps

- After the Cost Report is submitted, the status will show submitted (Slide 71).
- When the MDHHS auditor begins review, the status will update to ‘In Review’.
- After the auditor completes review, the status will update to either Approved or Rejected.
- View the status of a Cost Report via the Settlement Process List under the Facility Settlement tab.
- Providers will receive an email notification with the Approved or Rejected Cost Report status once completed by the auditor.
- Cost Report questions should directed to your auditor.

Questions?