

# Facility Settlement Cost Report Training

Michigan Department of Health  
and Human Services (MDHHS)

2020

# Agenda

## Facility Settlement Cost Report Training

- Overview
- Timeline for Completion

## Accessing the Facility Settlement System

- Template

## Completing the Facility Settlement Cost Report

- Sources of Information
- Preparing the Annual Staff Pool List (SPL)
- Medical Staff Costs
- Transportation Costs
- LEA Confirmation of Intent
- Common Errors to Avoid

## Where To Go for Help



# Facility Settlement LEA Cost Report Overview

*Facility Settlement LEA Cost Report is formerly known as MAER*

# What is the Facility Settlement LEA Cost Report?

The Facility Settlement LEA Cost Report (LCR) is the key component of the updated MI SSP: Michigan School Services program annual cost reconciliation and cost settlement process

- MI SSP providers are reimbursed for the actual cost of providing services
  - Actual costs are reported on the LCR
- LCR is used only for Direct Medical Staff and Transportation Costs
- Quarterly financials cannot be used to complete LCR
  - The LCR is reported on accrual accounting, while most quarterly financials are reported on a cash basis
  - Quarterly financials could be excluding costs that are allowable on the LCR or including costs that are not allowable on the LCR.

The LCR's are completed by LEAs

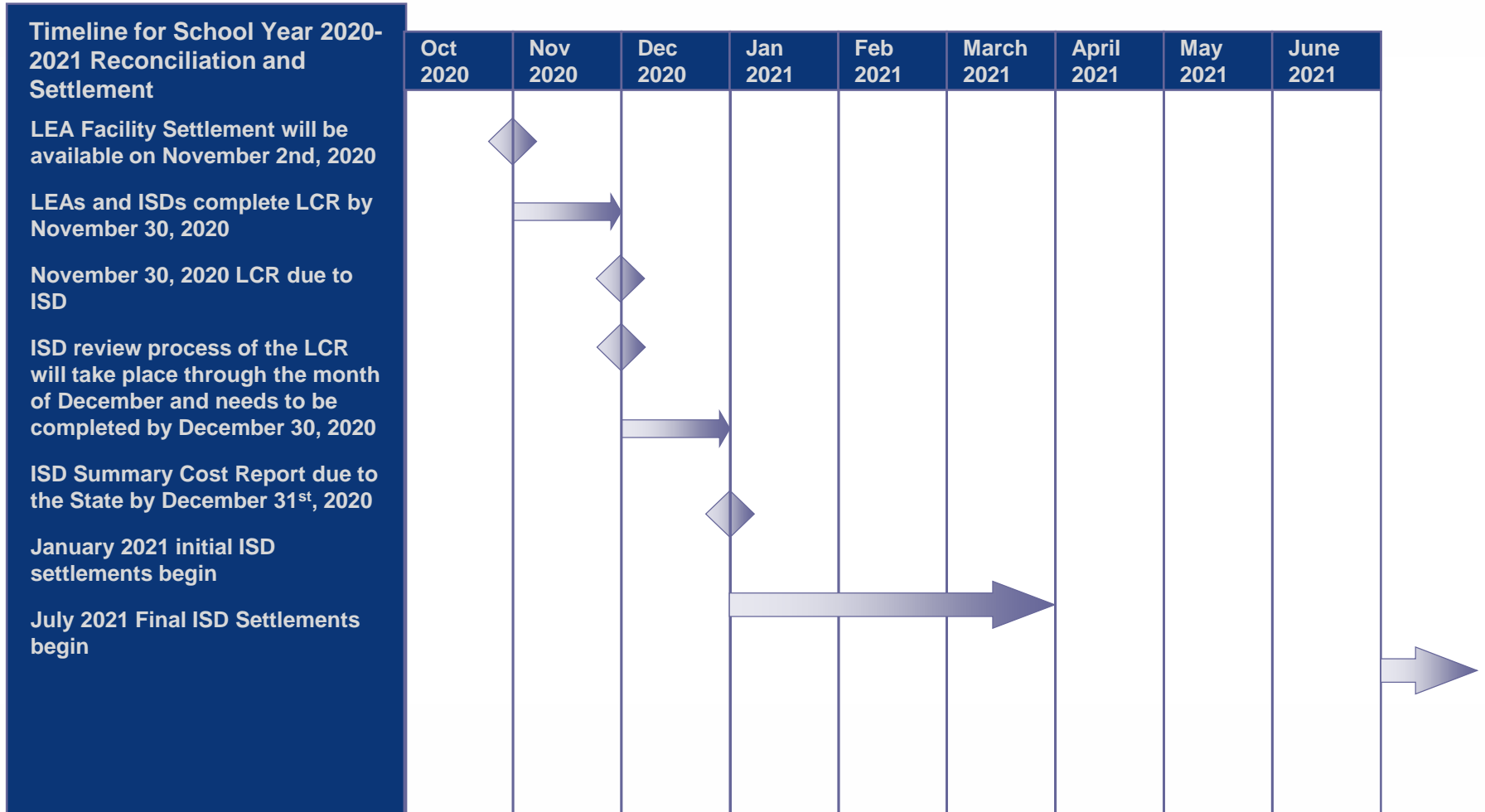
- LEAs will submit a completed LCR to their ISD electronically
- A LCR will also be completed by the ISD and submitted electronically

ISDs review and approve the LCR and submit the Summary Cost Report to MDHHS

LEAS/ISDs will use the Facility Settlement System (FSS) to complete this process

- An overview of FSS will also be provided later in the training

# Facility Settlement Timeline



Facility Settlement Cost Report

# **Accessing the Facility Settlement**

# Finding the FS

The FS can be accessed via the MILogin portal

Michigan.gov

HELP CONTACT US

## MILogin for Third Party

Login to your account

User ID

Password

LOGIN

SIGN UP

Forgot your User ID? Need Help? Forgot your password?

Copyright 2015-2017 State of Michigan

- 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 \*\*Passwords will expire after 60 days and may need to be reset

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

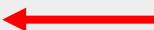
### Home Page

 Your password will expire in **48** days

Access your applications by clicking on the application links below



**Michigan Department of Health & Human Services (MDHHS)**

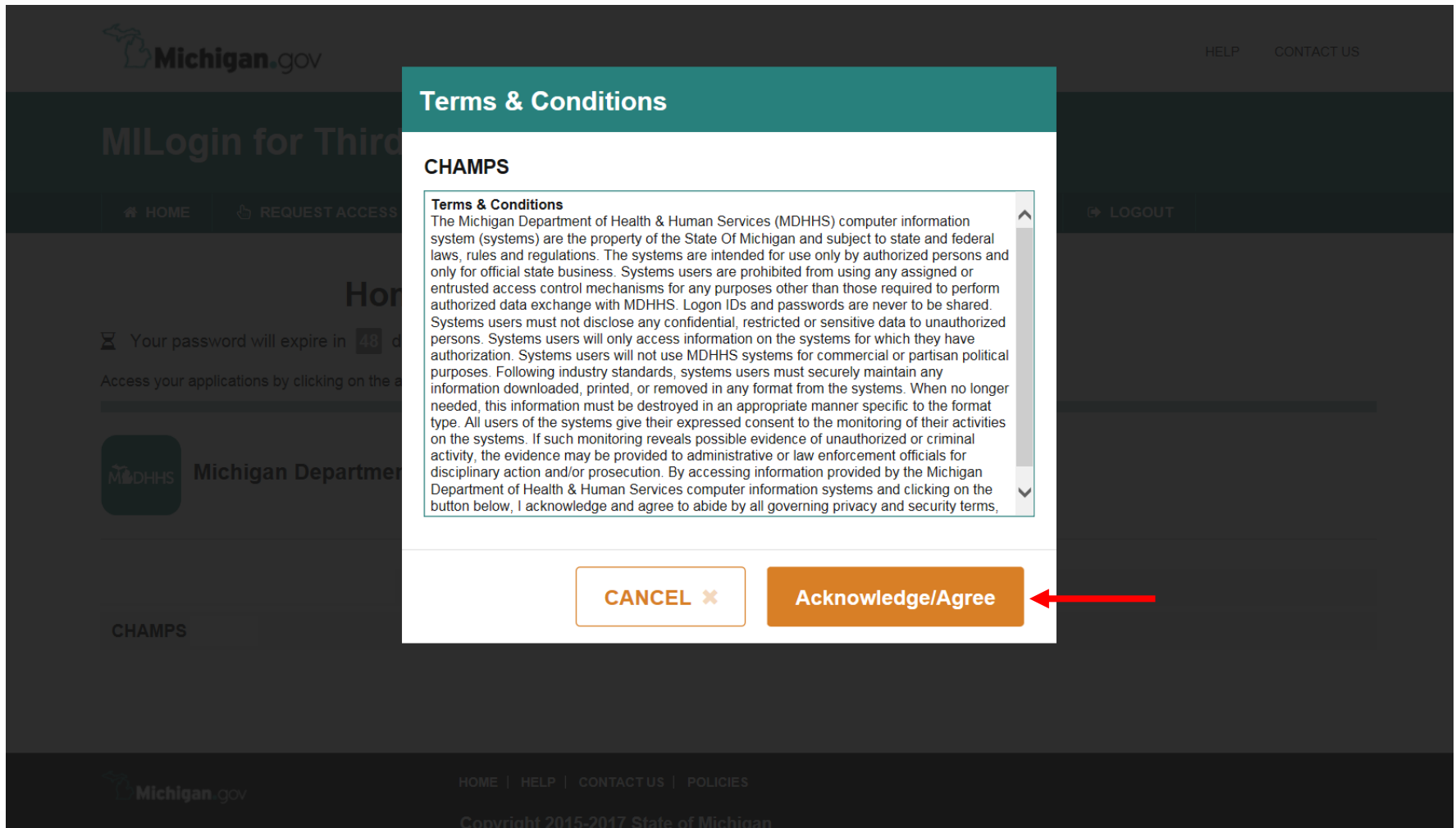
**CHAMPS** 

- 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 Domain ▼ \*

→ Select Profile ▼ \*

→ Select Favorite ▼ Go

- Select the Billing NPI from the Domain dropdown
- Select the appropriate profile (for example FS LPHD, FS Clinic, FS LEA, FS ISD, etc.)
- Select a Favorite if one has previously been saved



## My Reminders

Filter By ▾

And

Filter By ▾

Read Status ▾ Go

Save Filters

My Filters ▾

Alert Type

Alert Message

Alert Date

Due Date

Read

Completed

No Records Found !

## Notification

User1 sent you message Yesterday

User1 sent you message Yesterday

User1 sent you message Yesterday

## Calendar

09:20

31 October 2017  
Tuesday

2017 October

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Today						

## Quick Find

Select

▾

Go

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

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo and several tabs: "My Inbox", "Facility", and "Facility Settlement". The "Facility Settlement" tab is highlighted with a red box. Below the navigation bar, there is a sidebar with a "Provider Portal" link. The main content area features a "Latest updates" section with a red arrow pointing to the "Prepare LEA Cost Report" link under the "MY ACTIVITIES" section. A large system notification banner is displayed, stating: "Due CHAMPS Interim release [R9-6.1.1] deployment and monthly maintenance activities, the CHAMPS system will be down between 12:00 PM Saturday, February 13th 2016 and 11:59 AM Sunday, February 14th. This outage will affect the system access for all functionality". To the right of the main content area, there is a "Calendar" widget showing the date 31 October 2017 (Tuesday) and a calendar grid for the month of October 2017.

**System Notification**

**Due CHAMPS Interim release [R9-6.1.1] deployment and monthly maintenance activities, the CHAMPS system will be down between 12:00 PM Saturday, February 13th 2016 and 11:59 AM Sunday, February 14th. This outage will affect the system access for all functionality**

**Calendar**

31 October 2017  
Tuesday

2017 October

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

← Today →

**My Reminders**

Filter By [v] [ ] [Go] [Save Filters] [My Filters v]

Alert Type	Alert Message	Alert Date	Due Date	Read
<input type="checkbox"/> ▲▼	▲▼	▲▼	▲▼	▲▼

No Records Found !

- Click on Facility Settlement
- Select Prepare LEA Cost Report



Close

LEA Cost Report List												
Facility ID		And		Filter By		Go		Save Filters		My Filters		
Facility ID	Facility Name	Fiscal Year Begin	Fiscal Year End	Cost Report ID	Amend	Version	Due Date	Modified By	Modified Date	Status	Remark	Action
		07/01/2017	06/30/2018		0	0	11/30/2018	Administrator, Super	07/03/2018	Created		Execute
View Page: 1		Go		Page Count		SaveToXLS		Viewing Page: 1		First Prev Next Last		

- Click Execute for the most recent fiscal report



Facility ID:  Fiscal Year Begin: 07/01/2017  
 Facility Name:  Fiscal Year End: 06/30/2018  
 Cost Report ID:  Status: Created

[Close](#)
[Submit](#)
[Approve](#)
[Reject](#)

[Cost Report Information](#)

Cost Report WorkSheets				
Worksheet Name	Required	Validated	Modified Date	Status
Medical Staff Cost	Yes	No	07/03/2018	Created
Transportation Cost	No	No	07/03/2018	Created

View Page:  [Go](#) [Page Count](#) [SaveToXLS](#) Viewing Page: 1
 [First](#)
[Prev](#)
[Next](#)
[Last](#)

- Click Medical Staff Cost

# LEA Cost Report: Medical Staff Costs

Close Save Validate Validation Errors Comments Complete Review

SaveToXls

Worksheet Information

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	0.00%	\$0	No	No
2	213	RN/LPN	0.00	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	No	No
3	213	PT/PTA	0.00	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	No	No
4	213	OT/COTA	0.00	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	No	No
5	214	Psychologist/Psych	0.00	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	No	No
6	215	Speech Therapist	13.18	\$952,145	\$367,726	\$0	\$0	\$1,319,871	0.00%	\$0	No	No
7	215	Audiologist	2.80	\$203,492	\$68,889	\$0	\$0	\$272,381	0.00%	\$0	No	No
8	215	Supervised TSLIs	0.00	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	No	No
9	216	Social Worker	0.00	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	No	No
10	217	O&M Specialist	0.00	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	No	No
11		PCS	0.00	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	No	No
12		TCM	0.00	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	No	No
90		Total	15.98	\$1,155,637	\$436,615	\$0	\$0	\$1,592,252	0.00%	\$0	No	No

This is the **Medical Staff Costs** worksheet to be used for reporting direct medical staff expenses

White cells are to be completed by LEA/ISD's and will allow you to copy and paste costs from another Excel worksheet

Notice in the top right corner "Worksheet Information"

- Clicking on this will show you a list of allowable fund codes



# **Completing the Facility Settlement LEA Cost Report: Preparation**

Facility Settlement Cost Report



# Items Needed

## Items needed to Complete LEA Cost Report:

- Annual Staff Pool List for Direct Service providers broken out by quarter \*\*Includes Purchased Service Staff
  - This was sent out to ISD contacts on Friday, October, 30th 2020
  - LEA's can now also access their FTE numbers in Facility Settlement by going to the Reference tab and selecting FTE
- Access to MILogin
- Payroll/finance system data for direct medical staff
  - Salaries and benefits expenditures for staff on the Direct Service Staff Pool List
  - Total costs reported will be Special Education costs (capped at SE-4096 costs) + Allowable C4S expenditures
    - Special Education Costs must not exceed SE-4096 line item totals for each function and object code
  - All Special Education costs must be derived from the SE-4096 and SE-4094 except Nursing
- Purchased services and other expenditures
  - From General Ledger according to allowable object and function codes for LEA Cost Report allowable job classes
- FTE counts (calculated using an annual staff pool list and length of employment)
- Total Specialized Transportation one-way trips
- Transportation expenditures
  - Amounts will come directly from SE-4094
- Estimated Medicaid billable trips



# Cost Settlement Preparation

Facility Settlement LEA Cost Report (LCR) must be completed on an annual basis and relate to submitted SE-4096 data and SE-4094 data

- LCR is completed using an accrual accounting methodology
- Note that your LCR totals will probably exceed your SE-4096 due to the inclusion of C4S costs in the LCR

No reconciliation between quarterly financials and LCR will be required to be submitted

No reconciliation between cost settlement and SE-4096 will be required to be submitted with cost report file

- Providers should keep any documentation used to compare LCR and SE-4096 for audit purposes

No reconciliation between transportation costs and SE-4094 will be required to be submitted

# Completing the Facility Settlement LEA Cost Report: Medical Staff Costs

The following slides will walk through a *proposed* method for entering costs into the Facility Settlement System

# Steps to Complete Facility Settlement LEA Cost Report Medical Staff Costs

**Step 1:** Pull detail for FTEs, salaries, and benefits data from district payroll and/or finance system.

- Total costs reported will be Special Education costs (capped at SE-4096 costs) + Allowable C4S expenditures
- Your Special Education costs should match amounts reported on SE-4096
- Compare your Special Education and C4S FTE counts and costs to calculate a reasonable increase above the SE-4096 C4S staff/costs
- Note that 31a At-Risk costs are allowable C4S expenditures. (These costs will not be on the SE-4096, but are allowable for your LEA Cost Report. As always, the costs must be associated with someone who was on the Staff Pool List.)

**Step 2:** Match names on payroll data to Annual Staff Pool List in order to determine the percentage of time on the DS SPL (Direct Service Staff Pool List)

**Step 3:** Apply DS SPL Time percentage to payroll and/or finance data

**Step 4:** Enter FTEs, Salaries, and Benefits into Medical Staff Costs worksheet

**Step 5:** To complete Purchased Services column, download G/L detail by function code and object code

**Step 6:** Enter Purchased Services expenses into Medical Staff Costs worksheet

**Step 7:** To complete Other Expenditure column, download G/L detail by function code and object code

**Step 8:** Enter Other Expenditures into Medical Staff Costs worksheet



# Step 1:

Pull detail for FTEs, salaries, and benefits data from district payroll and/or finance system to match amounts (or exceed due to C4S) reported on SE-4096

## School District Data (Format created by school district)

Emp #	Employee Name	Title	Function Code	Object Code	FTE	Salaries	Benefits
1431	Bernard, Margo	Speech and Language Therapist	215	1280	1.00	\$ 58,234	\$ 27,701
1043	Carson, Tanika	Speech and Language Therapist	215	1280	1.00	\$ 56,066	\$ 26,014
1463	Cheek, Leslie	Audiologist	215	1490	1.00	\$ 73,861	\$ 31,052
1101	Corse, Rachelle	Speech and Language Therapist	215	1280	1.00	\$ 90,986	\$ 34,644
1210	Frost, Carol	Speech and Language Therapist	215	1280	1.00	\$ 73,861	\$ 23,909
1001	Groesbeck, Phyllis	Speech and Language Therapist	215	1280	1.00	\$ 89,393	\$ 27,732
1294	House, Jill	Speech and Language Therapist	215	1280	0.60	\$ 45,977	\$ 16,886
1450	Hunt, Bonnie	Speech and Language Therapist	215	1280	1.00	\$ 73,032	\$ 31,467
1004	Leder, Adelia	Assistive Technology	215	1280	1.00	\$ 69,712	\$ 29,478
1268	McCane, Jodie	Audiologist	215	1490	0.80	\$ 56,599	\$ 16,459
1090	Merle, Doris	Speech and Language Therapist	215	1280	1.00	\$ 89,958	\$ 27,883
1345	Mullings, Ladonna	Speech and Language Therapist	215	1280	0.50	\$ 34,856	\$ 10,303
1155	Parnell, Amy	Speech and Language Therapist	215	1280	1.00	\$ 73,032	\$ 31,331
1430	Pearle, Jayne	Speech and Language Therapist	215	1280	1.00	\$ 72,659	\$ 21,458
1441	Sharpe, Kurt	Speech and Language Therapist	215	1280	1.00	\$ 69,712	\$ 30,551
1146	Slavik, Katherine	Speech and Language Therapist	215	1280	1.00	\$ 70,542	\$ 23,022
1238	Tarvin, Douglas	Assistive Technology	215	1280	1.00	\$ 56,066	\$ 18,898
1174	Winfred, Pattie	Audiologist	215	1490	1.00	\$ 73,032	\$ 21,377
1516	Winton, Paula	Speech and Language Therapist	215	1891	0.00	\$ 7,074	\$ 1,711
1252	Witherow, Megan	Speech and Language Therapist	215	1280	1.00	\$ 58,234	\$ 27,357
1472	Wittler, Joselyn	Speech and Language Therapist	215	1280	1.00	\$ 74,691	\$ 31,816

<b>Total</b>	<b>18.90</b>	<b>\$</b>	<b>1,367,576</b>	<b>\$</b>	<b>511,049</b>
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*NOTE: A Full Time Equivalent (FTE) is treating a staff member as .25 FTE per quarter.*



# Step 1 Continued

Here is an example of a FTE Error

- FTE Count exceeds reference FTE value
- These errors will occur if the FTE on the LEA Cost Report do not match what was reported on the Direct Service Staff Pool List

Close Add Comments View All Errors

Error List

Filter By [ ] And Filter By [ ]

Worksheet	Line	Description	Field	Value	Prior Year Value	Variance %	Variance Threshold %	Error Type	Error Message
<input type="checkbox"/> Medical Staff Cost	6	Speech Therapist	Staff FTE Count	13.18				Error	FTE Count exceeds reference FTE values.
<input type="checkbox"/> Medical Staff Cost	7	Audiologist	Staff FTE Count	2.8				Error	FTE Count exceeds reference FTE values.

View Page: 4 Go Page Count SaveToXLS

Missing Data: 5

*NOTE: The system will not allow you to move forward with errors.*

*LEA's can now look up the FTE values in Facility Settlement by going to the Reference tab and selecting FTE from the dropdown*

# Step 1 Continued

Here is an example of a FTE Warning

- Cost exceeds variance thresholds

Close Add Comments View All Errors

Error List

Filter By And Filter By Go

Worksheet	Line	Description	Field	Value	Prior Year Value	Variance %	Variance Threshold %	Error Type	Error Message
Medical Staff Cost	7	Audiologist	Staff FTE Count	2.8	0	100	20	Warning	Cost exceeds variance threshold
Medical Staff Cost	7	Audiologist	Salaries	203492	0	100	20	Warning	Cost exceeds variance threshold
Medical Staff Cost	7	Audiologist	Benefits	68889	0	100	20	Warning	Cost exceeds variance threshold
Medical Staff Cost	7	Audiologist	Purchased Services	11558	0	100	20	Warning	Cost exceeds variance threshold
Medical Staff Cost	7	Audiologist	Other Expenditure	200	0	100	20	Warning	Cost exceeds variance threshold
Medical Staff Cost	7	Audiologist	Total Direct Cost	284139	0	100	20	Warning	Cost exceeds variance threshold
Medical Staff Cost	9	Social Worker	Staff FTE Count	0	3.6	100	20	Warning	Cost exceeds variance threshold
Medical Staff Cost	9	Social Worker	Salaries	0	143761	100	20	Warning	Cost exceeds variance threshold
Medical Staff Cost	9	Social Worker	Benefits	0	83159	100	20	Warning	Cost exceeds variance threshold
Medical Staff Cost	9	Social Worker	Total Direct Cost	0	226920	100	20	Warning	Cost exceeds variance threshold

View Page: 5 Go Page Count SaveToXLS Viewing Page: 4

**NOTE:** When there's a warning, an explanation will be required to address the variance.

# Step 1 Continued

FTEs, Salaries, and Benefits Costs match amounts reported on SE-4096

## SE-4096

Instructional and Non-Instructional Support			(1)	(2)	(3)	(4)
Line	Function Code	Category	Professional FTEs	Reimb. Aides FTEs	Salaries	Benefits
19	215	Spch & Audiol	18.90	-	\$ 1,367,576	\$ 511,049

## School District Data

	FTE	Salaries	Benefits
<b>Total</b>	<b>18.90</b>	<b>\$ 1,367,576</b>	<b>\$ 511,049</b>

Note that with C4S your LCR costs will likely exceed your SE-4096





## Step 2

Match names on payroll data to Staff Pool List from the PCG Claiming System in order to determine the percentage of time on the DS SPL (Direct Service Staff Pool List)

### Sample Annual Staff Pool List

ISD	LEA	Cost Pool	Last Name	First Name	Quarter	Quarter Months
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	1_JS18_1	Jul - Sept 2018_1
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	2_JS18_2	Jul - Sept 2018_2
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	3_OD18	Oct - Dec 2018
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	4_JM19	Jan - Mar 2019
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	5_AJ19	Apr - June 2019
Demo ISD	Demo LEA	Direct Service	Beesly	Pam	2_JS18_2	Jul - Sept 2018_2
Demo ISD	Demo LEA	Direct Service	Beesly	Pam	3_OD18	Oct - Dec 2018
Demo ISD	Demo LEA	Direct Service	Beesly	Pam	4_JM19	Jan - Mar 2019
Demo ISD	Demo LEA	Direct Service	Beesly	Pam	5_AJ19	Apr - June 2019
Demo ISD	Demo LEA	Direct Service	Kapoor	Kelly	2_JS18_2	Jul - Sept 2018_2
Demo ISD	Demo LEA	Direct Service	Kapoor	Kelly	3_OD18	Oct - Dec 2018
Demo ISD	Demo LEA	Direct Service	Kapoor	Kelly	4_JM19	Jan - Mar 2019
Demo ISD	Demo LEA	Direct Service	Kapoor	Kelly	5_AJ19	Apr - June 2019

## Step 2 Continued

- The percentage of time on the DS SPL is calculated by dividing a participant's number of quarters on the Direct Service Staff Pool List, by the total number of quarters worked in the district that year.

Percentage of Time on the DS SPL =

$$\frac{\text{\# of quarters on Direct Service Staff Pool}}{\text{\# of quarters employed by District}}$$

*NOTE: A Full Time Equivalent (FTE) is treating a staff member as .25 FTE per quarter.*



## Step 2 Continued

Calculate the % of Time on the DS SPL by determining how many quarters each employee participated in DS Time Study.

- Example #1 is a typical situation where an employee was on the DS Staff Pool list all 4 quarters.

From Annual Staff Pool Summary List (from LEA)

ISD	LEA	Cost Pool	Last Name	First Name	Quarter	Quarter Months
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	1_JS18_1	Jul - Sept 2018_1
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	2_JS18_2	Jul - Sept 2018_2
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	3_OD18	Oct - Dec 2018
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	4_JM19	Jan - Mar 2019
Demo ISD	Demo LEA	Direct Service	Halpert	Jim	5_AJ19	Apr - June 2019

Percentage of Time on DS SPL =

4 quarters in the DS SPL

4 quarters employed by the district

**Jim Halpert's Percentage of DS Time = 4/4 = 100%**

*% of DS Time = # of Quarters of DS Time Study Participation / Total # of Quarters Employed by District*



## Step 2 Continued

Calculate the % of Time on the DS SPL by determining how many quarters each employee participated in DS Time Study.

- Example #2 is a situation where an employee was on the DS Staff Pool list for only 1 quarter, but was employed by the district 4 quarters.
  - In 2018Q3, Bob was employed by the district but did not participate in any Time Study.
  - In 2018Q4 and 2019Q1, Bob was eligible for the AOP Time Study only because he did not meet DS qualifications.
  - In 2019Q2, Bob received his ASHA certification and was able to participate in the DS Time Study

ISD	LEA	Cost Pool	Last Name	First Name	Quarter	Quarter Months
Demo ISD	Demo LEA	AOP	Hamilton	Bob	2018Q4	Oct - Dec 2018
Demo ISD	Demo LEA	AOP	Hamilton	Bob	2019Q1	Jan - Mar 2019
Demo ISD	Demo LEA	Direct Service	Hamilton	Bob	2019Q2	April - June 2019

(From Annual Staff Pool Summary List)



Participant's Percentage of DS SPL Time =

1 quarters in the DS SPL

4 quarters employed by the district

**Bob Hamilton's Percentage of DS Time =  $1/4 = 25\%$**

*% of DS Time = # of Quarters of DS Time Study Participation / Total # of Quarters Employed by District*

## Step 2 Continued

Calculate the % of Time on the DS SPL by determining how many quarters each employee participated in DS Time Study.

- Example #3 is a situation where an employee was on the DS Staff Pool list for only 2 quarters and was only employed by the district for 3 quarters.
  - In 2018Q3, Patrick was not employed by the district.
  - In 2018Q4, Patrick was eligible for the AOP Time Study only because he did not meet the DS qualifications.
  - In 2019Q1 & 2019Q2, Patrick received his certification and was put on the DS staff pool list for the remaining quarters.

ISD	LEA	Cost Pool	Last Name	First Name	Quarter	Quarter Months
Demo ISD	Demo LEA	AOP	Hawk	Patrick	2018Q4	Oct - Dec 2018
Demo ISD	Demo LEA	Direct Service	Hawk	Patrick	2019Q1	Jan - Mar 2019
Demo ISD	Demo LEA	Direct Service	Hawk	Patrick	2019Q2	April - June 2019

(From Annual Staff Pool Summary List)



Participant's Percentage of DS Time =

2 quarters in the DS SPL

3 quarters employed by the district

**Patrick Hawk's Percentage of DS Time =  $2/3 = 67\%$**

*% of DS Time = # of Quarters of DS Time Study Participation / Total # of Quarters Employed by District*

# Step 3

Apply % of DS SPL Time to payroll data (by multiplying payroll data from Step 1 by DS SPL Time percentages)

## School District Spreadsheet (Step 1\* Results of Step 2)

Emp #	Employee Name	Title	Function Code	Object Code	DS%	Reportable FTE	Reportable Salaries	Reportable Benefits
1431	Bernard, Margo	Speech and Language Therapist	215	1280	100%	1.00	\$ 58,234	\$ 27,701
1043	Carson, Tanika	Speech and Language Therapist	215	1280	100%	1.00	\$ 56,066	\$ 26,014
1463	Cheek, Leslie	Audiologist	215	1490	100%	1.00	\$ 73,861	\$ 31,052
1101	Corse, Rachelle	Speech and Language Therapist	215	1280	100%	1.00	\$ 90,986	\$ 34,644
1210	Frost, Carol	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,861	\$ 23,909
1001	Groesbeck, Phyllis	Speech and Language Therapist	215	1280	100%	1.00	\$ 89,393	\$ 27,732
1294	House, Jill	Speech and Language Therapist	215	1280	100%	0.60	\$ 45,977	\$ 16,886
1450	Hunt, Bonnie	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,032	\$ 31,467
1004	Leder, Adelia	Assistive Technology	215	1280	0%	-	\$ -	\$ -
1268	McCane, Jodie	Audiologist	215	1490	100%	0.80	\$ 56,599	\$ 16,459
1090	Merle, Doris	Speech and Language Therapist	215	1280	25%	0.25	\$ 22,490	\$ 6,971
1345	Mullings, Ladonna	Speech and Language Therapist	215	1280	67%	0.33	\$ 23,237	\$ 6,868
1155	Parnell, Amy	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,032	\$ 31,331
1430	Pearle, Jayne	Speech and Language Therapist	215	1280	100%	1.00	\$ 72,659	\$ 21,458
1441	Sharpe, Kurt	Speech and Language Therapist	215	1280	100%	1.00	\$ 69,712	\$ 30,551
1146	Slavik, Katherine	Speech and Language Therapist	215	1280	100%	1.00	\$ 70,542	\$ 23,022
1238	Tarvin, Douglas	Assistive Technology	215	1280	0%	-	\$ -	\$ -
1174	Winfred, Pattie	Audiologist	215	1490	100%	1.00	\$ 73,032	\$ 21,377
1516	Winton, Paula	Speech and Language Therapist	215	1891	0%	-	\$ -	\$ -
1252	Witherow, Megan	Speech and Language Therapist	215	1280	100%	1.00	\$ 58,234	\$ 27,357
1472	Wittler, Joselyn	Speech and Language Therapist	215	1280	100%	1.00	\$ 74,691	\$ 31,816

<b>Total</b>	<b>15.98</b>	<b>\$ 1,155,637</b>	<b>\$ 436,615</b>
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# Step 3 Continued

## School District Spreadsheet

Organize data from Step 3 by Title

Emp #	Employee Name	Title	Function Code	Object Code	DS%	Reportable FTE	Reportable Salaries	Reportable Benefits
1004	Leder, Adelia	Assistive Technology	215	1280	0%	-	\$ -	\$ -
1238	Tarvin, Douglas	Assistive Technology	215	1280	0%	-	\$ -	\$ -
				<b>Subtotal- Assistive Tech</b>		-	\$ -	\$ -
1463	Cheek, Leslie	Audiologist	215	1490	100%	1.00	\$ 73,861	\$ 31,052
1268	McCane, Jodie	Audiologist	215	1490	100%	0.80	\$ 56,599	\$ 16,459
1174	Winfred, Pattie	Audiologist	215	1490	100%	1.00	\$ 73,032	\$ 21,377
				<b>Subtotal- Audiologist</b>		<b>2.80</b>	<b>\$ 203,492</b>	<b>\$ 68,889</b>
1431	Bernard, Margo	Speech and Language Therapist	215	1280	100%	1.00	\$ 58,234	\$ 27,701
1043	Carson, Tanika	Speech and Language Therapist	215	1280	100%	1.00	\$ 56,066	\$ 26,014
1101	Corse, Rachelle	Speech and Language Therapist	215	1280	100%	1.00	\$ 90,986	\$ 34,644
1210	Frost, Carol	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,861	\$ 23,909
1001	Groesbeck, Phyllis	Speech and Language Therapist	215	1280	100%	1.00	\$ 89,393	\$ 27,732
1294	House, Jill	Speech and Language Therapist	215	1280	100%	0.60	\$ 45,977	\$ 16,886
1450	Hunt, Bonnie	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,032	\$ 31,467
1090	Merle, Doris	Speech and Language Therapist	215	1280	25%	0.25	\$ 22,490	\$ 6,971
1345	Mullings, Ladonna	Speech and Language Therapist	215	1280	67%	0.33	\$ 23,237	\$ 6,868
1155	Parnell, Amy	Speech and Language Therapist	215	1280	100%	1.00	\$ 73,032	\$ 31,331
1430	Pearle, Jayne	Speech and Language Therapist	215	1280	100%	1.00	\$ 72,659	\$ 21,458
1441	Sharpe, Kurt	Speech and Language Therapist	215	1280	100%	1.00	\$ 69,712	\$ 30,551
1146	Slavik, Katherine	Speech and Language Therapist	215	1280	100%	1.00	\$ 70,542	\$ 23,022
1516	Winton, Paula	Speech and Language Therapist	215	1891	0%	-	\$ -	\$ -
1252	Witherow, Megan	Speech and Language Therapist	215	1280	100%	1.00	\$ 58,234	\$ 27,357
1472	Wittler, Joselyn	Speech and Language Therapist	215	1280	100%	1.00	\$ 74,691	\$ 31,816
				<b>Subtotal- Spch Lang Ther.</b>		<b>13.18</b>	<b>\$ 952,145</b>	<b>\$ 367,726</b>

<b>Total</b>	<b>15.98</b>	<b>\$ 1,155,637</b>	<b>\$ 436,615</b>
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## Step 3 Continued

Organize data into Medical Staff Costs worksheet format by Title

**Medical Staff Costs Worksheet Format**

	<b>FTE</b>	<b>Salaries</b>	<b>Benefits</b>
Speech and Language Therapist	<b>13.18</b>	<b>\$ 952,145</b>	<b>\$ 367,726</b>
Audiologist	<b>2.80</b>	<b>\$ 203,492</b>	<b>\$ 68,889</b>
<b>Total</b>	<b>15.98</b>	<b>\$ 1,155,637</b>	<b>\$ 436,615</b>



# Step 4

Enter FTEs, Salaries, and Benefits into Medical Staff Costs worksheet and verify that totals are less or equal to the SE-4096 (or that costs exceed due to C4S)

**Medical Staff Cost**

Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost
1	213	Physician	0.00	\$0	\$0	\$0	\$0	\$0
2	213	RN/LPN	0.00	\$0	\$0	\$0	\$0	\$0
3	213	PT/PTA	0.00	\$0	\$0	\$0	\$0	\$0
4	213	OT/COTA	0.00	\$0	\$0	\$0	\$0	\$0
5	214	Psychologist/Psych	0.00	\$0	\$0	\$0	\$0	\$0
6	215	Speech Therapist	13.18	\$952,145	\$367,726	\$0	\$0	\$1,319,871
7	215	Audiologist	2.80	\$203,492	\$68,889	\$0	\$0	\$272,381
8	215	Supervised TSLIs	0.00	\$0	\$0	\$0	\$0	\$0
9	216	Social Worker	0.00	\$0	\$0	\$0	\$0	\$0
10	217	O&M Specialist	0.00	\$0	\$0	\$0	\$0	\$0
11		PCS	0.00	\$0	\$0	\$0	\$0	\$0
12		TCM	0.00	\$0	\$0	\$0	\$0	\$0
90		Total	15.98	\$1,155,637	\$436,615	\$0	\$0	\$1,592,252

## SE-4096

Instructional and Non-Instructional Support			1	2	3	4
Line	Function Code	Category	Professional FTEs	Reimb. Aides FTEs	Salaries	Benefits
19	215	Speech & Audiol	15.98	0.00	\$1,155,637	\$436,615



# Step 5

To complete Purchased Services column, download G/L detail by function code and object code

- **Verify that costs are associated with DS Time Study allowable employees**
- **Verify that costs are medically-related (according to Section 1861(s)(6) of the SSA):**
  - For a service, supply or equipment whose primary or customary use is for a medical purpose
  - Would not be useful in the absence of an illness or injury

## School District Spreadsheet

Function Code	Object Code	Account Description	Account Detail	Object Codes 3130, 3190, 4120
215	3190	SPCH & LNG-CONTRACTED CONSULTATION	Outside consultation from Rodney Harrison	\$ 5,235
215		<b>Total</b>		<b>\$ 5,235</b>
215	3190	AUDIOLOGIST-CONTRACTED CONSULTATION	Consultation March 23 (Justin Long)	\$ 8,000
215	4120	AUDIOLOGIST-INSTR EQUIP REPAIR	Repair of octoscope	\$ 3,558
215		<b>Total</b>		<b>\$ 11,558</b>

**Object Code 3130:** Professional/Technical contracted audiological medical service, psychologist, or other student services

**Object Code 3190:** Other professional/technical services for staff such as medical consultation not provided under employee benefits

**Object Code 4120:** Instructional Equipment Repair and Maintenance is limited to instructional equipment used 100% for special education



# Step 5 Continued

Verify that costs are associated with DS Time Study allowable employees

- Refer to all 4 quarters Staff Pool lists
- Rodney Harrison was not on the staff pool list
  - Costs are not allowable
- Justin Long was on Staff Pool list in Q3

Verify that costs are medically-related



## School District Spreadsheet

Function Code	Object Code	Account Description	Account Detail	Object Codes 3130, 3190, 4120 )	Reportable on MAER
215	3190	SPCH & LNG-CONTRACTED CONSULTATION	Outside consultation from Rodney Harrison	\$ 5,235	\$ -
215		<b>Total</b>		<b>\$ 5,235</b>	<b>\$ -</b>
215	3190	AUDIO LGIST-CONTRACTED CONSULTATION	Consultation March 23 (Justin Long)	\$ 8,000	\$ 8,000
215	4120	AUDIO LGIST-INSTR EQUIP REPAIR	Repair of octoscope	\$ 3,558	\$ 3,558
215		<b>Total</b>		<b>\$ 11,558</b>	<b>\$ 11,558</b>

# Step 6

## Enter Purchased Services expenses into Medical Staff Costs worksheet

\*\*Please ensure that these costs are reported on the SE4096 in the Purchased Services Staff Column.  
The Non-Purchase Service Staff on the SE4096 are NOT ALLOWABLE

Close Save Validate Validation Errors Comments Complete Review

SaveToXls

Medical Staff Cost								
Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost
1	213	Physician	0.00	\$0	\$0	\$0	\$0	\$0
2	213	RN/LPN	0.00	\$0	\$0	\$0	\$0	\$0
3	213	PT/PTA	0.00	\$0	\$0	\$0	\$0	\$0
4	213	OT/COTA	0.00	\$0	\$0	\$0	\$0	\$0
5	214	Psychologist/Psych	0.00	\$0	\$0	\$0	\$0	\$0
6	215	Speech Therapist	13.18	\$952,145	\$367,720	\$0	\$0	\$1,319,871
7	215	Audiologist	2.80	\$203,492	\$68,880	\$11,558	\$0	\$283,930
8	215	Supervised TSLIs	0.00	\$0	\$0	\$0	\$0	\$0
9	216	Social Worker	0.00	\$0	\$0	\$0	\$0	\$0
10	217	O&M Specialist	0.00	\$0	\$0	\$0	\$0	\$0
11		PCS	0.00	\$0	\$0	\$0	\$0	\$0
12		TCM	0.00	\$0	\$0	\$0	\$0	\$0
90		Total	15.98	\$1,155,637	\$436,610	\$11,558	\$0	\$1,603,810

# Step 7

To complete Other Expenditure column, download G/L detail by function code and object code

- **Verify that dues and fees are associated with DS Time Study allowable employees**
- **Verify that dues and fees are medically-related (according to Section 1861(s)(6) of the SSA)**

## School District Spreadsheet

Function Code	Object Code	Account Description	Account Detail	Object Code 7410
215	7410	SPCH & LNG-DUES & FEES ECSES	MSHA Dues for Kurt Sharpe, Carol Frost	\$ 600
		<b>Total</b>		<b>\$ 600</b>
215	7410	AUDIO LGST-DUES & FEES	MAA Dues for Pattie Winfred	\$ 200
		<b>Total</b>		<b>\$ 200</b>

**Object Code 7410:** *Dues and fees for special education personnel memberships in professional organizations related to special education, as well as, professional licenses for instructional and support personnel*



# Step 7 Continued

Verify that costs are associated with DS Time Study allowable employees

- Kurt Sharpe and Carol Frost were included on PCG Annual Staff Pool list for all four quarters
- Pattie Winfred was included on PCG Annual Staff Pool list for all four quarters

## School District Spreadsheet

Function Code	Object Code	Account Description	Account Detail	Object Code 7410	Reportable on MAER
215	7410	SPCH & LNG-DUES & FEES ECSES	MSHA Dues for Kurt Sharpe, Carol Frost	\$ 600	\$ 600
		<b>Total</b>		<b>\$ 600</b>	<b>\$ 600</b>
215	7410	AUDIO LGST-DUES & FEES	MAA Dues for Pattie Winfred	\$ 200	\$ 200
		<b>Total</b>		<b>\$ 200</b>	<b>\$ 200</b>

**Object Code 7410:** Dues and fees for special education personnel memberships in professional organizations related to special education, as well as, professional licenses for instructional and support personnel



# Step 8

## Enter Other Expenditures into Medical Staff Costs worksheet

Medical Staff Cost								
Line	Function Code	Description	Staff FTE Count	Salaries	Benefits	Purchased Services	Other Expenditure	Total Direct Cost
1	213	Physician	0.00	\$0	\$0	\$0	\$0	\$0
2	213	RN/LPN	0.00	\$0	\$0	\$0	\$0	\$0
3	213	PT/PTA	0.00	\$0	\$0	\$0	\$0	\$0
4	213	OT/COTA	0.00	\$0	\$0	\$0	\$0	\$0
5	214	Psychologist/Psych	0.00	\$0	\$0	\$0	\$0	\$0
6	215	Speech Therapist	13.18	\$952,145	\$367,726	\$0	\$600	\$1,320,471
7	215	Audiologist	2.80	\$203,492	\$68,889	\$11,550	\$200	\$284,139
8	215	Supervised TSLs	0.00	\$0	\$0	\$0	\$0	\$0
9	216	Social Worker	0.00	\$0	\$0	\$0	\$0	\$0
10	217	O&M Specialist	0.00	\$0	\$0	\$0	\$0	\$0
11		PCS	0.00	\$0	\$0	\$0	\$0	\$0
12		TCM	0.00	\$0	\$0	\$0	\$0	\$0
90		Total	15.98	\$1,155,637	\$436,615	\$11,550	\$800	\$1,604,610



# **Completing the Facility Settlement LEA Cost Report: Transportation Costs**

Facility Settlement Cost Report



Facility ID:  Fiscal Year Begin: 07/01/2017  
 Facility Name:  Fiscal Year End: 06/30/2018  
 Cost Report ID:  Status: Created

[Close](#)
[Submit](#)
[Approve](#)
[Reject](#)

[Cost Report Information](#)

### Cost Report WorkSheets

Worksheet Name	Required	Validated	Modified Date	Status
Medical Staff Cost	Yes	No	07/03/2018	Created
Transportation Cost	No	No	07/03/2018	Created

View Page: 
[Go](#)
[Page Count](#)
[SaveToXLS](#)
 Viewing Page: 1
 [First](#)
[Prev](#)
[Next](#)
[Last](#)

- Click Transportation Cost



# Transportation Costs

- Entering costs for transportation is the same as your staff

Transportation Cost								
Line	Object Code	Description	FTE	Section 52 Expenditure	Section 53 Expenditure	Total Direct Cost	Indirect Cost Rate	Total Indirect Costs
1	1610	Bus Driver						
2	1630	Aides						
3	2000	Employee Benefits						
4	3310	Pupil Trans Common Carrier						
4.50	3310	Pupil Trans Common Carrier (Black/Yellow)						
5	3330	Pupil Trans Family Veh Cost						
6	3310	Contracted Taxis						
7	3930	Pupil Trans Fleet Insurance						
8	4230	Contracted/Leased Buses						
9	4XXX	Other Vehicle Related Costs						
10	5710	Gasoline						
11	5710	Oil/Grease						
12	5720	Tires/Batteries						
13	57XX	Other Supplies/Repair Parts						
15	7000	Other Expenses/Adjustment						
16		Bus Amortization						
17		Total Expenditure						

# Transportation Costs

ISDs may manage transportation for some LEAs

## Calculating total special education one-way trips

- One-way trips are total number of special education transportation trips from which the costs are used in the SE-4094
  - **Best** (actual) method for obtaining one-way trip count = bus logs
    - Some ISDs handle this at ISD level
  - **Alternative** (estimate) method = multiply attendance days for each specialized transportation student by 2
    - May reduce transportation reimbursement
    - Denominator for allowable transportation cost calculation may be over-inflated
  - If neither option is available, contact Amy Kanter with MDHHS (KanterA@michigan.gov) to assist in determining number of one-way trips.

Estimated Medicaid Billable Trips represents the actual number of trips billed through the MMIS

Costs to report tie directly to certain categories of cost reported on SE-4094

Note: MDHHS anticipates that your one-way trips will be substantially decreased on this year's report, causing your cost per trip to be much higher than normal. Go ahead and report these skewed numbers, and MDHHS will follow-up if they have questions

# LEA- Confirmation of Intent

Print Help

## Confirm Submission

The following worksheets are not completed for this cost report submission:

Transportation Cost

Please click "Confirm" to proceed for submission.

Please select one of the following options:

☒ The LEA intends to continue enhancing and expanding behavioral health services in the general education setting.

☐ The LEA does not participate in C4S.

☐

The LEA does not intend to expand and enhance behavioral health services in the general education. Please submit a plan of action to comply with the intent of the policy to meet the intent to expand services to your SBS Auditor.

Remarks

✓ Confirm

✗ Cancel

Page ID: dlGCSMaintainCostRateDtl(FacilitySettlement)



# LEA – Confirmation of Intent

**Legislative Intent** when enacting expansion into general education setting, including 31n initiative was to expand behavioral health services and leverage additional Federal support to do so.

**Policy**: Federal matching funds generated through C4S activities are restricted and must be used to expand C4S services. Funds received as reimbursement for C4S behavioral health services must be used to expand current or future behavioral health services. Funds resulting from C4S non-behavioral health services must be used to expand current or future C4S services, which may include behavioral health and non-behavioral health services.



# **Final Facility Settlement Instructions**

Common Errors To Avoid

# Common Errors to Avoid

Do not include Transportation office supplies from the SE-4094

Do not click on transportation if the LEA does not have any to report

- If transportation is clicked on by accident, zeros must be entered and validated in order to move on.

Make sure to properly record “contracted and leased buses” and “pupil trans common carrier – black and yellow” on the Facility Settlement

Do not claim transportation costs without one way trips

Do not include Cost Center “122” costs from the SE-4096

Do not include column 7, supplies and materials from SE-4096

Do not make overstatements

Do not make accounting errors, be careful with number placement and copying numbers from other documents. Check your work for accuracy.

# Where to Go for Assistance

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## MI SSP Medicaid Policy

Kevin Bauer

[bauerk2@michigan.gov](mailto:bauerk2@michigan.gov)

(517) 284-1197

## MI SSP Cost Settlement Auditor

Amy Kanter

[KanterA@michigan.gov](mailto:KanterA@michigan.gov)

(517) 241-4240

## Provider Support Hotline

Indicate the call is regarding school based services (800) 292-2550

or

[ProviderEnrollment@Michigan.gov](mailto:ProviderEnrollment@Michigan.gov)







**Solutions that Matter**