



School Based Services

Expenditure Reporting Adjustment Guidelines

May 2010

What Will I Learn From this Presentation?

- General guidelines for making financial adjustments with respect to the School-Based Services Program
 - Administrative Outreach Program expenditures as reported quarterly
 - Direct Medical Staff expenditures as reported annually on the MAER
- Who to contact and what to send when making financial adjustments
- Deadlines for making financial adjustments
- Differences when making financial adjustments for each cost pool:
 - Administrative outreach
 - Direct service
 - Personal care service
 - Targeted case management

Financial Adjustment Information

- Expenditure data, and adjustments to those expenditures, can only be reported for staff who were included in the staff pool for that quarter
 - You cannot add or adjust costs at a later time for staff who were not in the staff pool
- Due to the differences in processing for the Administrative Outreach Program and the Direct Medical Service Program, some requests for adjustments go to Public Consulting Group (PCG) and some requests for adjustments go to the Michigan Department of Community Health (MDCH)
- The financial adjustment guidelines to follow are to be used when the LEA/ISD has **proactively** identified the need for an adjustment to reported costs
 - If an audit occurs (federal or state) which results in the need for the LEA/ISD to adjust reported costs, specific instructions will be given by the auditing agency as to how those adjustments will be handled

Adjustments to AOP Expenditures

Adjustment Request	Time Constraint	Communication
<p>Decrease in AOP staff expenditures</p>	<p>No time limit</p>	<p>To PCG: Email amended quarterly financial spreadsheet to miaop@pcgus.com and fax the signed certification to (312) 425-0565</p> <p>To MDCH: N/A</p>
<p>Increase in AOP staff expenditures</p>	<p>Adjustment can be made up to 8 quarters back, including the current quarter</p>	<p>To PCG: Email amended quarterly financial spreadsheet to miaop@pcgus.com and fax the signed certification to (312) 425-0565</p> <p>To MDCH: N/A</p>

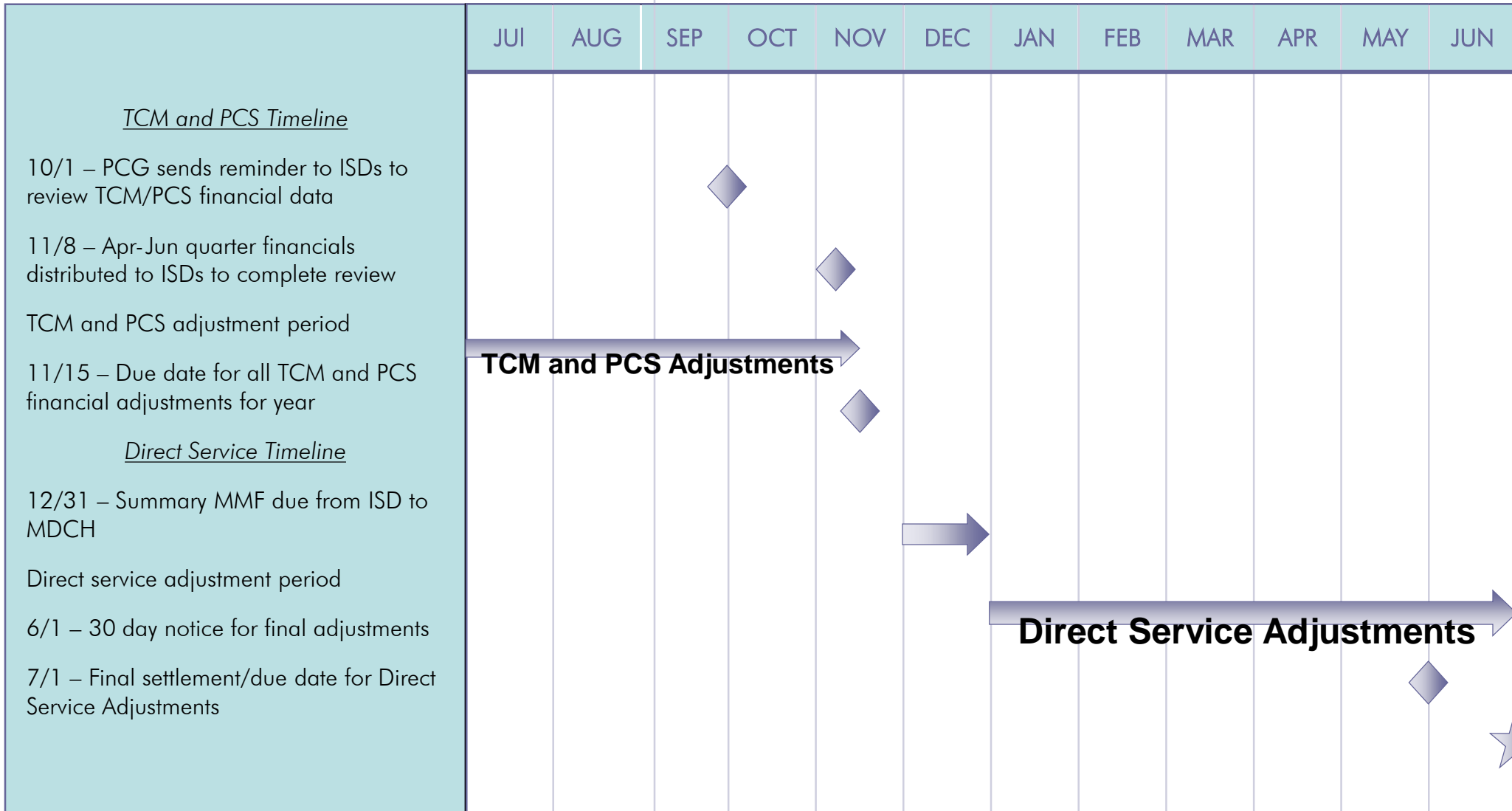
Adjustments to Direct Service Expenditures

- The direct service cost pool is used for both the AOP claim and the Fee for Service reimbursement
- Depending on the timing of the adjustment, you may need to notify both PCG and MDCH of adjustment requests
- Coordination between the ISD and LEA may be necessary
 - Potential LEA impact: quarterly financial worksheet and annual Medicaid Allowable Expenditure Report (MAER)
 - Potential ISD impact: Michigan Medicaid Form (MMF) summary software

Adjustments to Direct Service Expenditures

Adjustment Request	Time Constraint	Communication to PCG
<p>Decrease in Direct Service staff expenditures</p>	<p>PCG: No time restrictions – always notify PCG for this adjustment</p> <p>MDCH: This adjustment can only be made between the time when the MMF summary software is certified (Dec. 31) and when the final settlement is processed (beginning July 1). A notice will be sent out 30 days prior to the date the final settlement will be processed.</p>	<p>To PCG: Email amended quarterly financial spreadsheet to miaop@pcgus.com and fax the signed certification to (312) 425-0565</p> <p>To MDCH:</p> <ol style="list-style-type: none"> 1. Submit a written request to Vaughn Allen with a detailed explanation and reason for the adjustment 2. If approved, send amended MMF to Vaughn. You will need to amend the MAER in order to amend the MMF.
<p>Increase in Direct Service staff expenditures</p>	<p>PCG: Adjustment can be made up to 8 quarters back, not including the current quarter.</p> <p>MDCH: This adjustment can only be made between the time when the MMF summary software is certified (Dec. 31) and when the final settlement is processed (beginning July 1). A notice will be sent out 30 days prior to the date the final settlement will be processed.</p>	<p>To PCG: Email amended quarterly financial spreadsheet to miaop@pcgus.com and fax the signed certification to (312) 425-0565</p> <p>To MDCH:</p> <ol style="list-style-type: none"> 1. Submit a written request to Vaughn Allen with a detailed explanation and reason for the adjustment 2. If approved, send amended MMF to Vaughn. You will need to amend the MAER in order to amend the MMF.

Fee for Service Expenditure Adjustment Timelines



Adjustments to Personal Care Service Expenditures

Adjustment Request	Time Constraint	Communication to PCG
<p>Decrease in Personal Care Service staff expenditures</p>	<p>Adjustments must be requested by Nov. 15 following the end of the fiscal year. A notice will be sent out on Oct. 1 to remind ISDs to review the Personal Care Service expenditure detail and submit adjustments by Nov. 15</p>	<p>To PCG: Email amended quarterly financial spreadsheet to miaop@pcgus.com and fax the signed certification to (312) 425-0565</p> <p>To MDCH: Do not request these adjustments through MDCH</p>
<p>Increase in Personal Care Service staff expenditures</p>	<p>Adjustments must be requested by Nov. 15 following the end of the fiscal year. A notice will be sent out on Oct. 1 to remind ISDs to review the Personal Care Service expenditure detail and submit adjustments by Nov. 15</p>	<p>To PCG: Email amended quarterly financial spreadsheet to miaop@pcgus.com and fax the signed certification to (312) 425-0565</p> <p>To MDCH: Do not request these adjustments through MDCH</p>

Adjustments to Targeted Case Management Expenditures

Adjustment Request	Time Constraint	Communication to PCG
<p>Decrease in Targeted Case Management staff expenditures</p>	<p>Adjustments must be requested by Nov. 15 following the end of the fiscal year. A notice will be sent out on Oct. 1 to remind ISDs to review the Targeted Case Management expenditure detail and submit adjustments by Nov. 15</p>	<p>To PCG: Email amended quarterly financial spreadsheet to miaop@pcgus.com and fax the signed certification to (312) 425-0565</p> <p>To MDCH: Do not request these adjustments through MDCH</p>
<p>Increase in Targeted Case Management staff expenditures</p>	<p>Adjustments must be requested by Nov. 15 following the end of the fiscal year. A notice will be sent out on Oct. 1 to remind ISDs to review the Targeted Case Management expenditure detail and submit adjustments by Nov. 15</p>	<p>To PCG: Email amended quarterly financial spreadsheet to miaop@pcgus.com and fax the signed certification to (312) 425-0565</p> <p>To MDCH: Do not request these adjustments through MDCH</p>

Adjustment Contacts

The following contacts are used to request adjustments:

- Vaughn Allen (MDCH)
 - Email: AllenV2@michigan.gov
 - Phone: (517) 335-1355
 - FAX: (517) 241-7408

- Public Consulting Group (PCG)
 - Email: miaop@pcgus.com
 - Phone: (877) 396-5017
 - FAX: (312) 425-0565