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## IMPORTANT PROJECT DEADLINES AND REMINDERS

**May 28<sup>th</sup>** – Quarter ending March 2010 - DSC certification of match due

**June 1<sup>st</sup>** - Quarter ending March 2010 - MAC financial templates due

**June 21<sup>st</sup>** – Quarter ending September 2009 – MAC certification of match due

**2010-2011 district calendars** - once approved, please remember to submit a copy to your PCG account manager via e-mail or fax to 602-324-5091

## TIPS FROM A DISTRICT COORDINATOR

Kathie Beck, Coordinator from Osborn Elementary, was recently interviewed and asked what procedures they have in place to make the programs successful for their district. Osborn recently received 100% in a compliance review. Kathie has shared some tips for other LEAs that may be helpful in achieving success in the programs.

- Kathie stated training her providers is the most important thing and the key to her success in the program
- Reviewing provider documentation and billing before it is sent to the biller
- Reviewing IEPs for discrepancies
- Return any documents to providers for corrections as they are identified
- Create a check list for the providers so they have a reference
- Send out reminders to all staff and make modifications immediately to ensure correct procedures are being done

## *DSC*

## TIPS FOR SUCCESSFUL FILING OF CMS 1500 FORMS

For those self-billers who are currently submitting claims using the paper CMS-1500 forms please follow these tips to help ensure timely and successful filing of your DSC claims:

- **How to submit** – CMS-1500 forms must be mailed to PCG at 101 N. 1<sup>st</sup> Avenue, Suite 1800, Phoenix, AZ, 85003. We cannot accept faxes; we must have the original form for submission.
- **Timeliness** – New claims must be submitted no later than 6 months after the date of service. If the claim is originally received within the 6-month timeframe and is denied, the claim can be resubmitted up to 12 months from the original date of service.

# PCG POST

- **Required coding information** – All claims must have a correct diagnosis code and procedure code. Use current ICD-9, CPT, and HCPCS medical coding books for this information, which are updated annually.
- **Transportation claims** – Must accompany a claim for another covered DSC service on the same day. If there is no other covered service, the transportation claim will be denied.
- **Other insurance (TPL)** – If a student has third-party liability (private) insurance, the third-party payer(s) must be billed prior to billing the DSC program. A denial from this third party payer must be submitted along with the claim when submitting to PCG.

## HEALTH AIDE CLAIM SPECIAL HANDLING REVIEW REMINDER

LEAs that submit documentation for approval of additional units of health aide (ADL) services above the 8 unit cap must remember to submit their claims for the units provided once they receive the approval. A number of LEAs have submitted documentation and have been approved for submission of additional units of health aide services, but have not submitted claims for the approved units. Keep in mind that PCG does not notify the billers of the approvals, so you will need to convey this information to them so your claims are correctly handled and you don't risk losing reimbursement for valid claims.

## MAC

### HAVE YOU HEARD THE MAC NEWS?

As you all know, several changes were implemented in the Arizona MAC program during the October – December 2009 quarter. Those changes included:

- Two Cost Pools – Direct Service and Administrative Personnel Cost Pools
- Increased Sample Size – Two cost pools each containing 3,000 moments = 6,000 sampled moments per quarter statewide.

As a result of the changes listed above, there will be no summer (July- September 2010) RMTS sample. This means that LEAs will not have to certify a staff roster and there will be no RMTS moments completed during the July – September 2010 quarter.

Although there is no summer RMTS sample, PCG will be submitting a statewide claim for the participating LEAs for reimbursement. Participating LEAs will complete and submit the quarterly cost reports. To calculate the RMTS % for the claim, PCG will take an average of the previous 3 quarters RMTS results.

In late August, LEAs will resume with updating and certifying staff rosters and submitting the annual Position Classification Forms (PCFs) in preparation for the October – December 2010 quarter. PCG will send out the staff roster templates and notify LEAs of the deadline to complete the staff roster certifications and submit the annual PCFs.



## HELPFUL MAC FINANCIAL TEMPLATE TIPS

- For each individual listed on the Direct Service and Administrative Personnel staff roster the following must be reported:
  - Fund
  - Function
  - Quarterly salary amount
  - Quarterly benefit amount
  - Quarterly price for their contracted amount (if applicable)
  - Job code
- Each different fund/function combination should be on a separate row. Add rows as needed.
- No blank Fund or Functions when reporting costs.
- Federal Funds (100-399) are not allowed. If a LEA inadvertently includes federal funds a PCG representative will contact the LEA to explain the costs are not allowable under the MAC program. The LEA will be instructed to remove the costs and submit a revised financial template to PCG before a quarterly MAC claim can be filed on their behalf.
- Please insert a comment within the cell for the following:
  - Benefits exceeding 50% of salaries
  - Salaries or PPS greater than \$25,000
  - Reported Salaries, Benefits and PPS for the same participant

*To insert a comment:* Right click on the cell you would like to comment on and select “Insert Comment”. A post-it will appear for you to type your comment. Cells with comments show a red triangle in the upper right hand corner.
- When an individual’s name changes, be sure to note it with a comment.
- Insert a comment for any individuals who are added as replacements. Be specific (include the date). Document this replacement effective date and both individuals salary information in your compliance review file. Make sure the salary periods do not overlap.
- Functions 2500, 2600, and 2840 are utilized in the calculation of the Non-Restricted Indirect Cost Rate (IDCR). This includes all sub-functions - 2501-2599, 2601-2699 and 2841-2849. If a LEA inadvertently includes salary and benefit costs under functions 2500, 2600 and/or 2840, a PCG representative will contact the LEA to explain the costs are not allowable under the MAC program. The LEA will be instructed to remove the costs and submit a revised financial template to PCG before a quarterly MAC claim can be filed on their behalf.
- E-mail the quarterly financial template to [AZMAC@PCGUS.COM](mailto:AZMAC@PCGUS.COM). The subject line of the email should include the LEA name, Quarter, and the phrase “MAC Cost Data.”