General Updates

PCG will be conducting the 2016 Annual Regional Compliance Trainings during the week of February 8th, 2016 at the following locations: http://www.web.pcgus.com/azschools/resources/documents/index.html

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday, 2/9</td>
<td>9:00a - 12:00p</td>
<td>Deer Valley Unified School District 20402 N 15th Ave. Phoenix, AZ 85027</td>
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<tr>
<td>Wednesday, 2/10</td>
<td>1:00p - 4:00p</td>
<td>Flagstaff Unified School District 3285 E Sparrow Flagstaff, AZ 86004</td>
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<tr>
<td>Thursday, 2/11</td>
<td>1:00p - 4:00p</td>
<td>Gilbert Unified School District Training Center 6839 E Guadalupe Rd. Mesa, AZ 85212</td>
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<tr>
<td>Friday, 2/12</td>
<td>1:00p - 4:00p</td>
<td>Vail Unified School District 13801 E Benson Highway</td>
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Formal invitations containing more detail including how to RSVP will be sent soon!

**Random Moment Time Study (RMTS)**

The January-March 2016 (JM16) RMTS sample began on January 4th. As a reminder, LEAs must meet the minimum 85% compliance return rate for Random Moment Time Study (RMTS) moments, however, all LEAs should strive for 100% compliance quarterly. LEAs that do not reach 85% compliance will be required to complete a Corrective Action Plan (CAP) detailing strategies to reach compliance for the upcoming quarter. Three consecutive quarters of non-compliance can result in potential discontinuation from the Medicaid School Based Claiming (MSBC) program.

RMTS coordinators can achieve compliance by making sure participants are trained and understand the importance of the time study. Training should include the following:

- What is RMTS
- Why the participant is included in the time study
- The importance of completing the moments timely (within 5 working days)
- How to access and navigate the Claiming System
- How to navigate through the 13 on-line training screens
• How to appropriately respond to questions, providing detailed responses, and respond to requests for additional information / follow-up from PCG
  o Participants should be responding with what they were doing during their work day at the sampled moment in time
  o Participants **should not** be copying the examples from the on-line training screens
• Who to contact regarding lost or deleted moment notification emails

➤ **Staff Pool List updates During the Quarter**

During the quarter, coordinators can only enter **direct replacements** or enter a **term date** for participants on your staff pool list. The addition of new participants/positions are made when preparing for an upcoming quarter (i.e. AJ16).

Enter the direct replacements or term dates in the system under the quarter in which the change occurred (OD15 or JM16)

Keep in mind that the direct replacement cannot already be included on your staff pool list, they cannot be a substitute, or covering the position or caseload. They must meet the requirements to be included in the time study. Prior to completing a direct replacement, please verify that the replacement is **not currently active** on your staff pool list.

❖ Please refer to the **Instructions for Entering Direct Replacements and End Dates During a Quarter** document located under Resources on the Home screen in the PCG Claiming System.

➤ **Participant is on a Leave of Absence**

When a participant is selected for a RMTS moment and is on leave at the time of the moment **and** will not be returning within the 5 working days after the moment, please submit the following information to PCG via email to azrmts@pcgus.com:

1. Participant’s first and last name  
2. Moment date/time  
3. Start date of leave  
4. End date of leave  
5. Paid or unpaid status of the leave on the day of the moment

If a participant is out for one or two days they are still responsible for completing their moment as they have 5 working days from the date of their moment to complete their moment timely.
Claiming System Access and Roles

There are three levels of financials access a user can have when utilizing the new Claiming System:

1. Financials District Administrator – View, edit, and certify district financials
2. Financials Editor – View and edit district financials
3. Financials Viewer – View-only access to district financials

When assigning and requesting access to the Claiming System, there are some important things to consider:

- The District Administrator reviews and certifies all quarterly costs entered, and therefore, must be a district staff member of financial authority with approval to represent the district legally and financially, and who possesses an understanding of the Medicaid School Based Claiming program and the associated cost reporting requirements for receiving reimbursement. Some examples include, but are not limited to; Business/Finance Manager, Director of Finance, CFO, Superintendent, etc.

- PCG recommends a separation of duties for entering and certifying cost data for oversight and accountability purposes to ensure accuracy. A Financial Editor should be assigned to enter the quarterly financials and the assigned District Administrator can then review and certify the entered costs. Having a second user review the entered cost data before certifying can help ensure all costs are entered appropriately for maximizing your quarterly reimbursement and minimize any possible recoupment impact with reporting costs inaccurately.

LEAs participating in the Medicaid School Based Claiming program that bill for Health Aide services will now utilize the new PCG online Health Aide Application Portal (HAP) effective February 5, 2016

The online HAP tool will allow LEAs to:

- Data enter requests electronically
- View status of requests in real time
- Eliminate denial reports
- Eliminate the need for FTP, mail, and or fax methods of submission
- Validate student and provider eligibility to ensure compliance per the AHCCCS Medical Policy Manual Chapter 700
• PCG will no longer accept request(s) that are posted to a FTP site, faxed, or mailed

➢ Provider Reenrollment 2016

• Beginning February 2016 AHCCCS Provider Registration in compliance with the Affordable Care Act and 42 CFR 455, Subpart E, will begin the re-enrollment process

• AHCCCS has advised that the re-enrollment process has been completed with providers registered with AHCCCS prior to 01/01/2012

• It’s imperative that Provider Registration has the current correspondence address on file as the request to re-enroll notification will be mailed to this address
  o To view your address on file please visit the AHCCCS Online Portal
  o Additional information regarding Provider Reenrollment may be found at: http://www.azahcccs.gov/commercial/ProviderRegistration/ProviderReenrollment.aspx
  o Mail or fax completed and signed registration forms to:
    AHCCCS Provider Registration
    P.O. Box 25520, Mail Drop 8100
    Phoenix, AZ 85002
    o Fax:
    o Attn: AHCCCS Provider Registration
    o 602 256 – 1474

➢ The AHCCCS Codes and Rates fee schedule are updated October 1st of each year. LEAs may view the updated schedule by selecting: http://web.pcgus.com/azschools/resources/documents

Annual Cost Reporting

It’s Desk Review Time!

It’s that time of year again LEAs. Thank you all for your due diligence and hard work completing the FY15 DSC Annual Cost Report. In our continuing efforts to ensure programmatic compliance, and make sure all costs and ratios were reported correctly, desk review emails are currently being sent out to all LEAs. Please adhere to all deadlines listed on your LEAs email.

• If you have any questions, ask PCG! (azcostreport@pcgus.com)

• If you are new to this process, we highly recommend you re-visit our desk review training located on the dashboard of the cost reporting website at https://costreporting.pcgus.com/az titled “Desk Review Training Recording”
• Complete answers to every question are required in the “LEA response” category

• Incomplete responses, will not be accepted! If your LEA only responds to a few of the edits, and not all, those responses will not be accepted either

• The purpose of the desk reviews is to assist you as an LEA to gain a greater understanding of the program, and make absolutely sure your report is correct in the event of a future federal or state audit

We look forward to working with you for another successful season of desk reviews!

**Compliance Review Tips**

### Annual Cost Reporting

- Print documentation that meets program requirements to utilize during cost data entry and keep the source documentation on file in case of review
- Remember annual costs are reported on an *accrual accounting* methodology
- Report only quarters in which staff participated in the RMTS as indicated by a ‘1’ on the annual cost report
- Report only things that ‘make the bus go’ as transportation costs
- Understand roster requirements and verify its accuracy prior to submission to PCG
- Separate allowable costs from non within individual invoices and retain copies of calculations
- Take notes for all manual cost allocations
- Report federal funds in both the salaries and benefits column as well as federal compensation revenues

### Quarterly Cost Reporting

- Print documentation that meets program requirements to utilize during cost data entry and keep the source documentation on file in case of review
- Remember quarterly costs are reported on a *cash-basis*
- Retain copies of all invoices associated with purchased professional service providers as well as all required corresponding payment information
- Report federal funds in both the salaries and benefits column as well as federal compensation revenues

### Direct Service Claiming (DSC)

- Create an IEP ‘checklist’ to ensure requirements are met prior to billing
- Maintain licensure files and do not throw away expired licenses
✔ Create a tracking log to ensure LEA maintains up-to-date licensure for all providers
✔ Verify correctness and completeness of provider service logs, clinical notes, and trip logs and provide trainings as necessary
✔ Collect quarterly progress reports from providers and verify frequency, completeness, and programmatic compliance
✔ Validate all providers prescribing services are registered with AHCCCS and qualified to do so under the MSBC program
✔ Establish supervisory processes and procedures when applicable
✔ Adopt a formal process to review, approve, or revise incoming students who have IEPs in force from other LEAs
✔ Perform ‘in-house’ compliance reviews to verify appropriate claiming activity