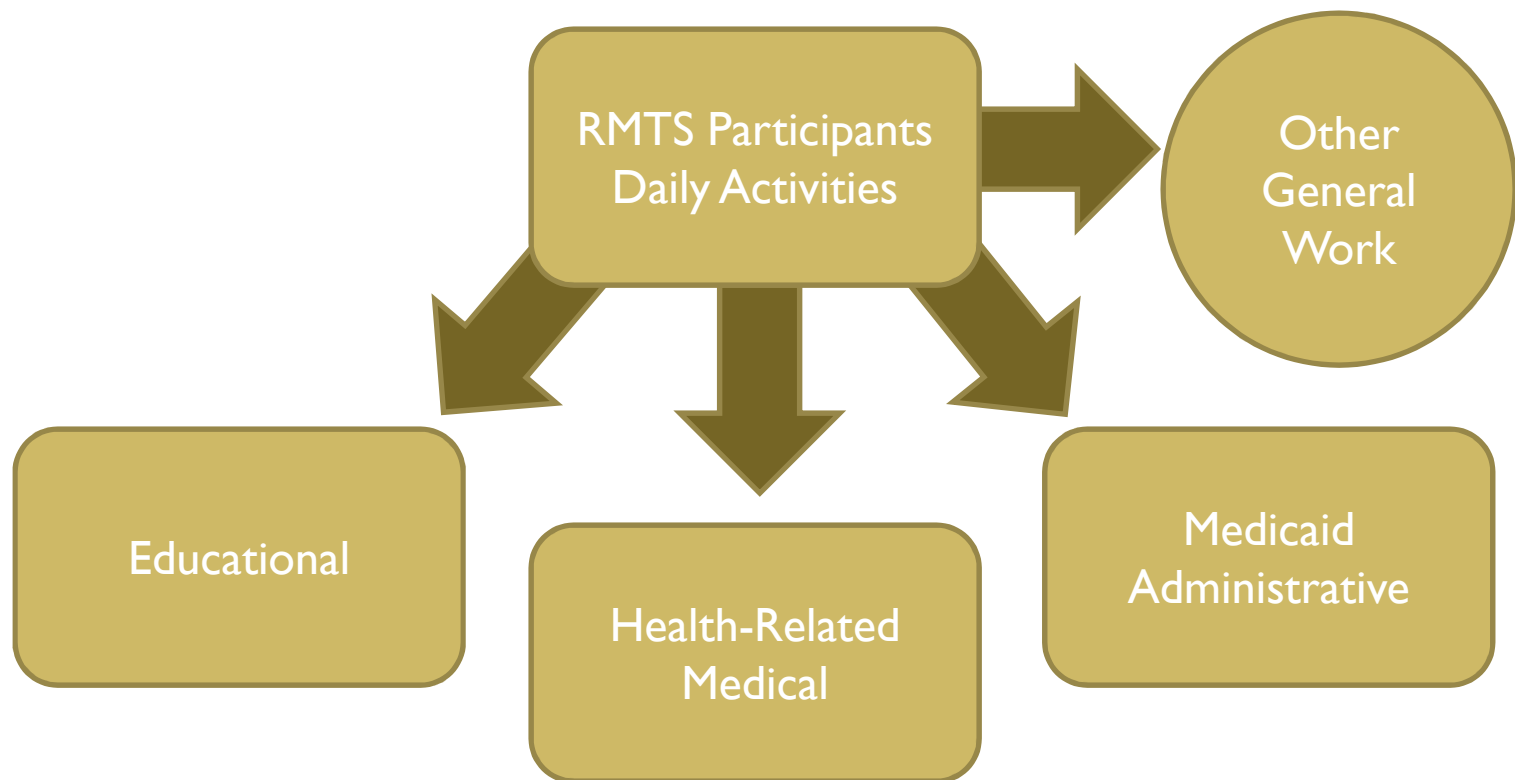




State of Connecticut Department of Social Services

Understanding the Quarterly
Administrative Activity Claim

One Random Moment Time Study (RMTS) quantifies time spent by staff performing Reimbursable Direct Medical Services AND Administrative Services



Cost-Based Reimbursement High Level Overview



Separation of Claiming for Administrative Activities vs. Direct Medical Services Activities

■ **FY 2016**

- **School Districts will file 4 separate quarterly Administrative Activity Claims. Schools may begin to submit their data today and all 4 quarterly claims are due by March 31, 2017.**
- **The Annual Direct Medical Services Cost Report will be pre-populated with cost data from the quarterly claims. Cost Reports will be open for School Districts to submit their information later this Spring, and will be due by June 30, 2017.**

■ **FY 2017**

- **As soon as districts have completed the FY 2016 reports, the FY 2017 reports may be filed. All FY 2017 reports will be due by October 31, 2017.**

■ **Beginning with FY 2018**

- **School Districts will file quarterly Administrative Activity Claims**

The quarterly submissions follow the schedule below:

| Claim Quarter | Quarter Dates | Approval Deadline | C.P.E. Deadline |
|---------------|------------------|-------------------|-----------------|
| Q1 | July 1 – Sept 30 | October 31 | November 15 |
| Q2 | Oct 1 – Dec 31 | January 31 | February 15 |
| Q3 | Jan 1 – Mar 31 | April 30 | May 15 |
| Q3 | Apr 1 – June 30 | July 30 | August 15 |

- **The Annual Direct Medical Services Cost Report will be pre-populated with cost data from the quarterly claims**
- **Cost Reports will be due by June 30, 1 year after the end of each fiscal year.**



Benefits of Submitting Quarterly Administrative Activity Claims

- **School Districts will receive payment for Administrative Claims earlier and more frequently**
- **Eligible cost data submitted in the Administrative Claims will be transferred to your Annual Direct Medical Services Cost Report for you automatically by Dec 31 following the close of the fiscal year, making it easy for school districts to meet the June 30 deadline of the following year.**
- **All claims and cost reports will be submitted electronically, online using a web-based system developed by the University of Massachusetts Medical School**
 - **Available 24 / 7 / 365 with User ID and password**
 - **All calculations are performed by the system automatically**



Administrative Activity Descriptions

- **Medicaid Outreach**

Informing eligible or potentially eligible individuals about Medicaid (the “HUSKY A Program”) and how to access the program.

Outreach may only be conducted for the populations served by the school districts, i.e., students and their parents or guardians.

- **Facilitating Medicaid Eligibility and Enrollment**

Assisting parents, students or families in determining their eligibility for Medicaid (the “HUSKY A Program”)

- **Assisting Qualified Providers in Providing IEP-prescribed SBCH covered health services**

Includes assisting a qualified provider in the delivery of IEP-prescribed SBCH covered health services, and/or performing support administration activities such as scheduling appointments for IEP-prescribed SBCH covered health services



Administrative Activity Descriptions

- **Program Planning, Policy Development, and Interagency Coordination relating to health services**

Program development related to target IEP-prescribed SBCH covered health issues.
Evaluating Medicaid (“HUSKY A”) service needs in specific population or geographic area.

- **Referral, Coordination, and Monitoring of Activities relating to IEP-prescribed SBCH covered health services**

Making referrals for, coordinating, and/or monitoring activities related to IEP-prescribed SBCH covered health services.

Note that any activities connected to the *development* of an IEP (such as IEP/PPT meetings) are NOT considered part of this Activity

- **Training relating to IEP-prescribed SBCH covered health services**

Coordinating, conducting, participating in, or attending training events and seminars regarding the benefits of IEP-prescribed SBCH covered health services, how to assist families to access such services, and/or how to more effectively refer students for services.



Administrative Activity Descriptions

- **Translation to assist individuals with IEP-prescribed SBCH covered health services**

Finding, arranging, scheduling, providing or coordinating oral/signing services to parents, students or families to facilitate access to IEP-prescribed SBCH covered health services

- **Coordination of SBCH activities (time-study coordination, statistics, cost reporting)**

Performing general administration activities associated with the function of the SBCH program such as coordination and processing of time studies, gathering statistical data, and cost reporting



Instructions / Information / Assistance

- Technical assistance for the online submission of Administrative Activity Claims will be provided by UMMS:
1-800-535-6741 Monday – Friday 7:30am – 7:30pm
SchoolBasedClaiming@umassmed.edu
- Program assistance regarding allowable expenditures and other program guidance is provided by DSS:
(860) 424-5386
DSS.SBCH@ct.gov