

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
SBCH PROGRAM - REIMBURSEMENT AND CON
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What can I claim in the administrative claim? **The administrative claim includes salaries and wages of your RMTS participants using the administrative activities recorded in the RMTS Process, the use of the indirect cost rate (SDE approved or OIG de minimis), non-personnel costs which support Medicaid Administrative Activities, and capital costs (building & fixed assets and major moveable equipment).**

Will the annual cost report still be based on the ED001 report filed by the Finance Dept (due Sept. 1 of previous year)? **Yes, there is no change to the basis of the Direct Medical Services Cost Report, it remains based on the ED001 as the approved supporting document.**

Does translation include translation services for parents at PPTs who don't speak English? **No, PPTs are an educational activity.**

So the costs to send out parental consent forms (postage and supplies) could be counted as supplies and materials? **No, parental consent is a FERPA requirement and not considered Medicaid reimbursable.**

Do we involve subcontractors/contracted vendors in this administrative claim? **No, any costs previously reported on Purchase of Professional Services worksheet in the Excel cost report are considered direct and will be reported on the Direct Medical Services cost report.**

Which report would the Medicaid vendor be put on? **Medicaid Vendors are considered DIRECT and would be reported in the Direct Medical Services cost report.**

So what is the purpose of the annual cost report now if we receive administrative reimbursement quarterly? **Annual Direct Medical Services cost report is reimbursing SBCH medical costs calculated in the cost report less any interim Direct medical payments.**

In the State excel template that we just used for 14-15 cost report. Are the costs on worksheet 3 included anywhere here? **Direct costs that were reported on the excel worksheets 3, 4, 5, and 9 are considered direct and will be reported on the Direct Medical Services cost report. In addition, transportation costs reported on worksheet 7, while still claimed as admin costs, will also be reported on the Direct Medical Services cost report.**

Cash based accounting is going to be very uneven in results. We have many teachers who opt to get balloon checks, which mean that their qtr 4 wages will be much higher than any other, and qtr 1 much lower. How does that affect reimbursements? **This is perfectly acceptable as the claim is based on your expenses. You should report expenses as they occur and your quarter 4 will reflect payments in that quarter and result in a reimbursement calculated based on the entered costs.**

What happens if we do not complete building & fixed valuation and major moveable valuation? **These costs will not be calculated as part of your administrative claim.**

I would assume a contractor would be "0" for federal funding %? **Contractors are not claimable in the administrative claim. They are claimed in the Direct Medical Services cost report.**

If when extracting the list of RMTS participants we see that there is an error in the amount of federal funding % can that be updated at this time? **Yes, this should be updated to reflect the proper federal funding %.**

Districts should not add new employees to their extract listing before they upload, correct? **Correct, only employees included on the time study participant list are allowed to be claimed as admin costs.**

I don't ever remember doing a RMTS listing for Quarter 1.... **There is no time study for conducted in the July through September period (quarter 1). Claiming for costs expended in that quarter are based on the Medicaid eligibility rate for the prior FY and for the staff on the time study list in the prior quarter plus new hires added to time study for 10/1 start. The UMass system handles this automatically for you when you select Qtr 1 to download your employee list.**

Is this info about how to handle 1st quarter and random time study available for reference in any written form? **Page 2 of the Guide discusses the staff available to claim in quarter 1. This is handled by the system automatically when you select to download the employees for quarter 1 claiming.**

There is more salary and fringe data required here than in the annual cost report....why? **The system was designed to expand the details on fringe benefits. This can be used to record fringes in as much detail as your payroll system provides to you and that you elect to update. The "other" category is also available for any fringe type that is not listed or if you are unable to break out into the details provided.**

Do you consider federal funding only Grants? Salaries from Medicaid Reimbursement funds are not considered Federal Funding? **Yes, federal funding are federal grants. Use of Medicaid funds to pay for salaries is not considered federal funding to be reported as federal %.**

The Guide has a \$ next to FTE, but the webinar stated it's a count of FTEs? **That is an error in the Guide on page 12, the Total District FTEs is a count of FTEs.**

Is Total Annual District Salary and Benefits, a budget amount? **Yes, the Guide states that this is a budgeted amount.**

Can we revise data after the quarterly Admin claim is submitted? e.g., extra earnings timesheets may not get received/paid until after the quarter ends? **Data can be amended after the quarter ends, but must be completed by the deadline to increase costs. Typically, by October 31, 201X following the FYE. However please note, the salaries are based on paid check date. If the check was paid (and dated) after the quarter end, that would be an expense to claim in the following quarter based on the check date.**

Since I was a district that had to pay back money last year would there be a time where I owe money doing this quarterly and not receive a check? **This quarterly claim may result in funds owed back to the program if you needed to correct a previously paid claim which was overstated or due to the time study validation adjustments.**

What if I don't have an indirect cost rate? **A district is allowed to use the de minimis rate of 10% in certain circumstances. Generally, if you do not have an indirect cost rate issued by the State Department of Education, you would use the 10% de minimis rate.**

Do we have to enter indirect cost rate if we have one or can we use the default anyways? **If you have an SDE issued indirect cost rate you are required to use it. DSS is not allowed to use the default rate in the SBCH program if the SDE has issued a rate.**

So, we normally submit the salary and fringe benefits in the cost report....now we are still submitting the salary and fringe benefits, except now it is quarterly, and we are reimbursed a portion of the salary and fringe benefits? **If you submit a quarterly admin claim, you will be reimbursed quarterly for the administrative efforts of the time study applied to the salaries and fringe benefits reported. Upon submission of the annual Direct Medical Service cost report, you would then have your direct costs calculated based on the direct time study efforts applied to the salaries and fringes (recorded in the admin claim), less any interim payments for direct services paid throughout the school year.**

Do we have to go back and start with the 2015-16 school year or can we just start with this school year if we choose? **In order to be reimbursed for administrative costs from the 15-16 school year, the admin claim must be submitted using the UMass system. Also, the data from the admin submission will populate the Direct Medical Services cost report so that you do not have to re-enter the salaries and benefits again.**

Can we start on all of the quarters, meaning catch up on 2016-2017? **All quarters will need to be submitted from both school years 15-16 and 16-17. It is recommended to start with 15-16 since the details in administrative claims (salaries and fringes) will be used to develop the Direct Medical Services cost report that is due to be submitted by 6/30/2017.**

This starts now and is due by 3/31? **This due date is to allow time to populate the Direct Medical Services cost report details. If this is not feasible for your District, then the Direct Medical Services cost report may not be populated with sufficient time for a June 30, 2017 filing date.**

I am assuming that if a staff member did not participate in RMTS, then their salaries can't be included in Administrative claiming. Will the next time they can be included now be Q3 for 2018? **That is correct, if a staff member is not on the RMTS listing, with the exception of the start of a school year, then that staff member cannot be claimed until they are added to the RMTS. If a staff member was not included in any of the RMTS (as of January 2017), then the next time study period they can be added would be for the Q4 of FY 2017 beginning in April 2017.**