

Overview

This report is forwarded by your ESD to Multnomah ESD so eligible employees can participate in the survey. The current reporting grid in Infinite Visions is geared toward Salary and Benefits Reporting...it does not look to the future for Cost Pool Lists. If your survey is prior to September's payroll, you will need to use your prior year connection group's Medicaid Reimbursement Reporting grid to get your employee list. If the request for your Cost Pool List comes after September's payroll has been processed, then you will only need to access your current year connection group to get the Cost Pool List. Below are instructions for both time periods.

Pre-requisites:

- Medicaid Setup to include Medicaid Classes
- Assignment of Medicaid Classes to appropriate employees in Employee Maintenance
- Medicaid Funds to identify accounts that are federal funds that should not be reported

Note – the grid will include all employees assigned a Medicaid Class, but will determine if the Federal Pay and Federal Benefits columns are populated based on the Medicaid Funds masking you established.

The report will be exported to Excel and sent to your ESD.

Prior to September payroll processing

1. Access prior year connection group
2. General Ledger/Reports/Medicaid Reporting/Medicaid Reimbursement Reporting
3. Actions/Generate Records
4. Select the regular June pay period only
5. Report Name = this can be anything that gives you information about the report, i.e., Fall 2011 Cost Pool
 - Report Quarter = 3
 - Report Year = 2011
 - Click OK to populate reporting grid
 - Export the grid info to Excel
6. Delete lines with dollars in the "Federal Pay" column
7. Delete lines for retired or terminated employees who should not be reported in your fall cost pool
8. Delete all columns EXCEPT: Name, Employee ID, Position, FTE, DAC
9. Access current year connection group :
10. Payroll/Employees/Positions & Pay
11. Change your grid layout to show the following:
Name, DAC, Primary Job Title, FTE, Hire Date
12. Place cursor in Hire Date field and Sort Descending to bring your new hires to the top of the grid
13. Add any new hires eligible for the cost pool to your Excel spreadsheet

14. Email the spreadsheet to your ESD

After September Payroll Processing

1. Access current year connection group
2. General Ledger/Reports/Medicaid Reporting/Medicaid Reimbursement Reporting
3. Actions/Generate Records
4. Select the last pay period processed (must be September or greater)
5. Export to Excel
6. Delete employee lines with dollars in the "Federal Pay" column
7. Delete all columns EXCEPT: Name, Employee ID, Position, FTE, DAC
8. Send the spreadsheet to your ESD

Medicaid Administrative Claiming (MAC): A Few Tips from LBL

The Big Picture about Fall cost pool lists

One thing you may experience in the fall is a big push from your ESD and from your local DHS Survey Coordinator to get your cost pool list submitted in late August or very early September. The reason for this is that when MESD downloads your cost pool list it triggers the development of the training lists your DHS Coordinators need in September to train all staff who are going to participate in the MAC survey that year. Several districts will have their surveys in September and October and so DHS Coordinators like to train school staff at their back-to school staff meetings if at all possible. (FYI: The state will not allow staff to participate in the survey if they have not been trained in the fall. If staff aren't trained, it is a loss of revenue for the district.) The first cost pool list in the fall may be a little imperfect if you haven't had a chance to add all new employees or change the locations for existing employees who have been re-assigned.

Communication with your DHS Coordinator about the cost pool list

Your DHS Coordinator can decide to take people out of the cost pool if they believe it is not benefitting the district for a particular person to participate in the MAC survey (e.g. folks who are paid a lower wage and never report billable time.) You may find they want to sit down with you at some point and look through the employee list and identify folks who should be taken off the list for this reason.

DHS Coordinators should be included in your cost pool

DHS Coordinators are eligible to participate in the survey even if you are paying them with MAC revenue from the previous year. We have been told by DHS that once we are reimbursed for staff activity related to Medicaid Administrative claiming, that funding loses its federal color and we can include those folks who are paid with it in the MAC

survey.

The Cost pool list and FTE

Report the staff members full FTE on the cost pool list. We all know school staff may be paid out of several different account lines. Some folks are paid partially with federal funds and partially with other funds. This doesn't matter when you are reporting their FTE for the cost pool. Their full FTE should be listed on the cost pool list and they should take the survey for the total number of hours they work the day of the survey. On the other hand, it is very helpful to us and your DHS Coordinator if you look over your list and make certain no person's time totals more than 1 FTE. This will produce a problem with survey results.

You do not have to combine each person's FTE before you send us the list. For example, if Jon Jones is paid out of three account lines and is therefore listed three times you can send us the list as it is. The MESD system will combine his partial FTE for us. On the other hand, as stated above, please review to make sure folks do not add up to more than 1 total FTE.

Where to go for Help

Contact the LBL BIS Support Help Desk at 1-877-525-3731 or 541-812-2700 or bis.support@lblead.k12.or.us.