

3-16-15 Update

1. **Can we ONLY enter data into the MCRCS system for our current direct-service providers?**
Service providers need to be on the Staff pool list for the quarter you are reporting for in order to claim costs for them. If they appear on the MCRCS site, you should be claiming the costs incurred for their position.
2. **Since we are currently not seeking reimbursement for nurses and counselors, do we need to enter data for them?**
If they are currently listed in your staff pool, you still need to provide costs for them. However please update your staff pool list for the next quarter appropriately. If they are not listed, do not claim their costs.
3. **If support staff are listed, would this provide additional monies if we include costs for those individuals?**
In order to include direct support staff, they must be supporting someone on the staff pool list. The direct support positions are strictly for secretaries and admin support. If you add costs here, it will increase the claim amount.
4. **For the health benefits (medical-dental-vision), do we report the total amount of expenses with the employee premium share netted out? In other words, report the actual cost that is incurred by the IU.**
Please report the actual costs incurred by the district.
5. **Do we show life insurance in there, or can we group that into the “health benefits” figures? Can you please define what “Other” benefit costs may include? Some of those costs may be: tuition, unemployment compensation, and payouts of sick time to 403b accounts for retirees. Any others?** The “Other employee benefits” column is a “catch all” for any additional employee benefits that your district may incur during the quarter. We can look into breaking out these costs into more specific columns for future quarters.

Medicaid Administrative Claiming (MAC)

6. **If a new service provider (i.e., OT, PT or SLP) is hired during the quarter (NOT a direct replacement), are the direct services that person provides able to be claimed and reimbursed? Or do we lose that reimbursement if they are not part of the certified roster for that quarter?**
Services provided by providers not listed on the staff pool list are still eligible to be billed.

7. **If a District and an IU report costs for the same person (i.e. speech therapist), which entity will receive reimbursements for that person's time?**
If a district and an IU both report costs for the same provider they need to make sure that the reported costs do not overlap. If the IU is contracting the provider to the district, the IU must deduct the amount that they are being paid from the district for the services being contacted by the provider from the costs being reported.

8. **How are the administrative costs used in calculations and will these costs be used to determine any reimbursement?**
The administrative costs are collected and applied to the reimbursement percentage calculated from the random moment time study. The more costs in this cost pool does increase the claim amount.

9. **How are the RMTS and MAC used to calculate reimbursements?**
The random moment time study calculates the reimbursement percentage for each cost pool for each quarter which is used to determine each districts MAC net claim amount.

10. **We are self funded for health insurance which means we only pay actual costs. I do not have access to who or what the detail is behind each bill. So I don't know if the people on my staff pull list acquired health insurance costs that quarter and if they did I don't know how much it cost the district. May I use a psuedo rate to expense Health insurance costs? It would be a Psuedo rate based on the amount of coverage less the employee contribution. That logic and method has passed audits for all other federal grants we have received.**
PCG recommends using actual costs incurred during a quarter. Using a reasonable allocation method creates the option for the auditor to interpret the law and can increase audit risks.

11. **For staff who are paid out of federal programs but the district pays the benefits, can they be in the pool with the portion we pay?**
Yes

12. **For staff who are paid hourly but work a different number of hours weekly, in the salary column is it actual salary or earnings?**
You must list the costs incurred by the district for that quarter.

13. How do we handle direct replacements on the staff pool list?

You can only add or delete staff members from your staff pool list, to be effective for the following quarters for RMTS and MCRCS. You are not able to add staff members for the quarter you are in or the quarter you are reporting for. If you have a staff member who is no longer employed and has been directly replaced AND they are selected to complete a Time Study, please temporarily update the system with the direct replacement's email address. This way, the direct replacement will receive the notification to complete the Time Study. Be sure to inactivate the participant prior to the next quarter's certification date.

14. What about direct support staff – if someone supports more than 1 person, such as four people? How would we allocate these costs?

Direct support staff costs are allocated by percentages. You should document how much time is spent directly supporting a staff person(s) who is listed on the staff pool list by cost pool. If all four staff persons are listed on the staff pool list, all of that percentage of time can be documented as direct support by cost pool. Percentage of time spent supporting staff person(s) who are not listed on the staff pool list needs to be documented as well. The total percentage should equal 100%.

15. Materials and supplies are 100% federally funded. Do I need to report them?

You do not need to report them if they are 100% federally funded.

16. Can I have a unique ID for a participant in the MCRCS system?

Yes, you can insert a unique ID in the "District Employee ID" column in the MCRCS site. Also when you are updating your staff pool list in preparation for a quarter, you can add a unique ID in the "Client Participant ID" text box on your staff pool list in the RMTS site, and it will automatically upload into the MCRCS site for that same quarter.

17. Are there any cases where you might report net amounts instead of gross?

No. Always report gross amounts and appropriately identify the amount paid by federal funds, if applicable.

18. Can reimbursed ACCESS dollars be included in reported costs?

Salaries and/or benefits for service providers must be partially or fully funded by state and/or local dollars, **this includes ACCESS dollars**. SBAP services rendered by providers partially funded with federal dollars are billable for the non-federal salary/benefit portion only. One hundred percent (100%) federally funded service providers cannot bill under the SBAP.

If a salary is paid for with ACCESS dollars, it can be reported since the funds are reimbursed.

2-15-13 Update

1. **If an employee accumulates travel in September 2012 but is not reimbursed for it until December 2012, the expense to the program is incurred during Q1. QUESTION: Should we report the September travel as an expense to the program on the MCRCS for Q1 (October 1, 2012 through December 31, 2012) because that is when the expense was paid?**
Cash basis accounting is used. The travel should be reported when the cost was incurred, not paid.
2. **Some staff receive stipends for activities related to coaching, tutoring, staff development presenters, etc. These stipends are included in the payroll and benefit reports being run for Q1. Is it acceptable to include that for MCRCS reporting?**
The federal allowable costs guide says that all costs are allowable to be included. Please consider the activities being performed and if they are related to special education. Our recommendation due to involvement with a schools in previous audits is to not include them when they aren't directly associated with services or support of services provided.
3. **In the MCRCS Training it was emphasized the formatting of the spreadsheet must NOT be changed (i.e., do not use commas or dollars signs). QUESTION: Can formulas be used in the cells of the spreadsheet and still be uploaded properly?**
Enter the formulas and copy the information into a new spreadsheet and paste special values to remove formulas, but keep your information.
4. **How are the cost for school-age and early intervention separated on the MCRCS?**
Costs are entered by person, so there currently isn't a separation between the programs.
5. **Retirement benefits is a large employer paid expense. Is this expense to be entered under the "other " category on MCRCS?**
Retirement benefits are entered into the "Other employee benefits" section.
6. **What documentation is required as back-up to the data entered in the MCRCS?**
Anything from the source data. An accounting system for example.
7. **How long do we have to save the back-up documentation?**
5-7 years
8. **There is a duplicate staff member on our staff pool list. How do we report the costs?**
If you have a duplicate staff member in MCRCS enter the costs for one of the entries. List a zero for the duplicate. You will then need to correct this in your staff pool list the next Quarter of RMTS.

9. **Where do we put our Physician who signs the MPA forms.**
If the physician is billing they should be listed in the staff pool list under direct services. If they aren't billing don't include them. If the physician is not a full time employee with the LEA they would be listed as a contractor and should still be added for Direct Services. If they receive a moment and they are not working for school at that time, in the notes section they should explain that the moment occurred when not working for the school and why.
10. **I must know for absolutely sure that each of the fields that have numbers for salary and benefits do not include decimals when there are cents in the field.**
You should enter the decimals. You **can not** enter commas or dollar signs. If you enter 875534 it will recognize it as 875,534. You should also verify all data entered either from the interface after you click save on the claim certification page.
11. **We imported the excel spreadsheet and realized we wanted to redo it and import it again. How can we re-import it? Will it get rid of the first one?**
Export what you entered into MCRCS, make sure corrections and import it again.
12. **The Q&A talked quite a bit about mid quarter staff replacement which we understand how to calculate the cost of the staff up to one point, and the replacement on the day he/she arrives. But where and how can the new replacement staff be added onto the cost sheet that we are working on since they are not pulled in from the RMTS roster?**
Add the replacement staff on the same line item. You will add their costs together. Make sure that the costs do not overlap. In the notes section explain that it is a direct replacement.
13. **Under other "Quarterly Other costs" can you give us some examples of what would be eligible?**
Staff travel and training, staff professional dues and fees. Materials and supplies that are federally funded but tied back to the provider.
14. **Where do we report transportation costs?**
We won't ask for TRANSPORTATION in the *quarterly* cost info, just in the *annual* cost settlement.
15. **Do we include federal costs in the health insurance, unemployment, etc and remove via the compensation federal revenues? Or is the Compensation Federal Revenues only for reducing Salary by federal dollars? OR Can we just eliminate all federal funds from the report all together?**
They should list them in each category and remove them via the compensation federal revenues. It is not just for salary.

Medicaid Administrative Claiming (MAC)

16. Are we to include the total dollar amount for the Unemployment, Social Security, and Medicare or just ½ of the total amount since we get reimbursed for half?

Please enter in the total expenditure amount for the quarter spanning 10/1/12 – 12/31/12. The net reimbursement amount is filtered out during the MAC claim submission process. We, the vendor handle that part.

17. We added Special Education Consultants and Special Education Teachers, not realizing that many were federally funded. How do we report these on the cost study – as all federal funds and put it in the notes or as \$0 and put it in the notes?

Yes, enter as \$0, will flag an edit check to confirm. Add explanation in the notes. Make sure to update your staff pool list.

2/14/13

1. Who has access to RMTS reports on the RMTS website?

All Program Contacts who have access to the RMTS site have access to the RMTS Reports. Upon logging into the RMTS site, simply click on “Reports” in the blue menu bar to be taken to the full listing of available reports.

2. How do we handle direct replacements on the staff pool list?

You can only add or delete staff members from your staff pool list, to be effective for the following quarters for RMTS and MCRCs. You are not able to add staff members for the quarter you are in or the quarter you are reporting for. If you have a staff member who is no longer employed and has been directly replaced AND they are selected to complete a Time Study, please temporarily update the system with the direct replacement’s email address. This way, the direct replacement will receive the notification to complete the Time Study. Be sure to inactivate the participant prior to the next quarter’s certification date.

3. Do we include just the base salary and fringe benefits on the Quarterly Payroll?

When you log into the financial system, you will see the employees that are eligible to claim costs under. You could list all of the salary and benefits across from the employee’s name. Be sure not to include federal dollars.

4. What do we do if one of the individuals who received a random moment actually deleted their random moment email?

The RMTS administrator should monitor the compliance report in the RMTS system throughout the quarter. However if a participant no longer has the email with login credentials, the administrator should verify the email address is correct in the system and tell the participant to use the “forgot your password” link. Remember to use the same email that is in the RMTS system.

5. What about direct support staff – if someone supports more than 1 person, such as four people? How would we allocate these costs?

Direct support staff costs are allocated by percentages. You should document how much time is spent directly supporting a staff person(s) who is listed on the staff pool list by cost pool. If all four staff persons are listed on the staff pool list, all of that percentage of time can be documented as direct support by cost pool. Percentage of time spent supporting staff person(s) who are not listed on the staff pool list needs to be documented as well. The total percentage should equal 100%.

6. Materials and supplies are 100% federally funded. Do I need to report them?

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7. Can I have a unique ID for a participant in the MCRCS system?

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8. It’s frustrating that I have put my October-December staff pool list together so early. The beginning of the school year is a time where lots of needs are identified and new positions are created. Can I add people to the staff pool list once the quarter begins?

You cannot add people once the RMTS sample has been generated for an upcoming quarter. However, consider the following options:

- You can report costs for direct replacements as long as the original participant was listed on your staff pool list.
- If you hire someone after the staff pool list updates were due, but before the next quarter starts, you could contact PCG to see if we generated the random moments yet. If not, we can unlock your quarter to make those updates.

9. Can individuals be in multiple cost pools?

No. A staff person can only be listed in **one** cost pool. If they perform both administrative and health-related reimbursable activities, they should be listed in the Direct Service cost pool with the appropriate Job Category that best describes the type of service they are performing.

10. Are there any cases where you might report net amounts instead of gross?

No. Always report gross amounts and appropriately identify the amount paid by federal funds, if applicable.

11. Can you estimate contracted costs?

No. You would only be able to claim eligible costs that were actually incurred by the district.

12. If you have two half time people filling in for one full time person who left the district, can you include both people's costs?

You can claim both *if* you are sure there is no overlap. Example: if one nurse works Monday, Wednesday, and Friday and the other works Tuesday and Thursday, you can document both nurses' costs under the original participant's name.

13. If you have a support person internally who just handles Medicaid billing, could they be on the staff pool list?

Whether someone should or should not be listed on the Administrative cost pool's staff pool list is ultimately up to the district's discretion. However, they should consider if that person is doing reimbursable activities on a regular basis.

14. Are we able to still include individuals who go on and off full federal funding?

Yes. As long as you are entering their full federal fund costs under the federal funds column and the non-federal funds under the correct salary/benefit columns. If you are certain that someone will be paid entirely using federal funds, you should not list them on the staff pool list.

15. Can we report costs for individuals by adding or replacing? Can a contractor replace a full time person?

Yes. This should be noted in the "notes column" enter direct replacement and start date/end date if applicable.

16. I have experienced problems importing the last couple rows of the payroll from my export system. What do I do?

Please contact PCG customer support for the system that you are using to export your data from.

17. Instead of reporting Other Costs quarterly, can you report these annually?

No. They must be reported on the Quarterly Financial Submissions.

18. Our district has had an issue with people not getting notifications – quarter opening emails, training notifications, etc...What do I do?

Please contact PCG at SBAPsupport@pcgus.com or 1-866-912-2976 to have them added as a Program and/or Financial Contact(s).

19. Are Salaries and Benefits for coaches and teachers after the school day allowable?

The federal guidelines state that you can document all non-federal costs. However, during a recent district audit, the auditor had a different interpretation and instructed the district to remove all costs associated with after-school coaching activities; therefore, the conservative approach would be to not include costs associated with extra-curricular activities.

20. Can I delete an inactive person on the RMTS?

No, you can never fully delete a staff person from the RMTS site. If they are inactive, they will remain in the Inactive List.

21. What materials and supplies can be reported under the quarterly's for other costs? Is Technology allowable?

Any material or supply cost which can be tied back to a participant listed on the staff pool list and not paid through federal funds can be included in the quarterly materials and supplies section. The exception is that textbooks and food cannot be included.

22. What is the reasonable allocation method?

The reasonable allocation method promotes consistency and not the double counting costs. This may be by using a headcount method or an FTE method. The important aspect here is that you have enough documentation to support the costs that you are including in the case of an audit. You would want to show how you determined the number that you are reporting and what allocation method you used to get there.