

## **Medicaid Coordinator Guidance on Direct Medical Service Cost Reports Virginia Department of Medical Assistance Services (DMAS)**

This guidance describes the steps school divisions need to follow to complete the approved medical services cost reports for the 2012-2013 school year, which will be due by November 30, 2013. Please share this information with other staff responsible for medical services cost reports.

Presentations on these reports and further information will be discussed at the annual DOE conference in Charlottesville, Virginia on October 2-3, 2013. The rest of the memorandum outlines the specific steps that need to be completed and timelines that need to be met so that the cost reports for the 2012-2013 school year can be submitted by November 30, 2013.

Revised cost reports and instructions for the 2012-2013 cost reports will soon be available on the DMAS web site at <http://www.dmas.virginia.gov/pr-sbs.htm> and the DOE web site at [http://www.doe.virginia.gov/support/health\\_medical/medicaid/index.shtml](http://www.doe.virginia.gov/support/health_medical/medicaid/index.shtml). The medical service cost report has been revised to include two medical time study reports – one for Nursing and Psych and the other for Therapies

### Direct (Medical) Services Cost Report

#### 1. Personnel Costs

In order for UMMS to provide personnel cost reports for each school division, school divisions must submit all personnel costs to UMMS for all quarters in the 2012-2013 school year by October 1, 2013. If you have submitted your costs for administrative claims through June 30, 2013, you do not need to do anything further, since UMMS has these reports on file. Using the reported costs, UMMS will provide personnel cost reports for use in Section 3 of the medical services cost report by October 31, 2013. If the school division has not provided all personnel costs to UMMS by October 1, the school division will have to complete Section 3 of the cost report on their own. Note that since contractors who perform Medicaid covered services will no longer be included in the time study and none of their costs will be included in the administrative claim, those costs must be added to the Direct Services cost report. Contractors who do not perform Medicaid covered medical services will continue to be included in the time study and the administrative claim.

#### 2. Time Study Percentages

Along with the personnel cost reports, UMMS will send school divisions the statewide time study percentages to be used in Section 2 of the Cost Report by October 31, 2013. There are two medical time study groups in the time study data provided by the RMTS for fiscal year 2013. All school divisions will be using these tables and percentages provided by UMMS for each category in which they are claiming costs. The group designated as Job Group 2 includes nurses and physicians, psychologists, social workers, psychiatrists, personal care assistants, and billing personnel, and the group designated as Job Group 3 includes therapists, hearing specialists, and audiologists.

**Medicaid Coordinator Guidance on Direct Medical Service Cost Reports  
Virginia Department of Medical Assistance Services (DMAS)**

3. Claims and Payment Report

Claims for services provided in the 2012-2013 school year should be submitted for payment by the end of September so that school divisions can prepare payment reports on interim payments. School divisions should prepare interim payment reports from their remittance advices. Interim payments are needed for Section 6 of the medical services cost report on the reconciliation schedule. Any claims for the 2011-2012 school year that were not paid by March 31, 2013 should also be included. Any claims for the 2012-2013 school year that are submitted and paid after March 31, 2014 will be included in the FY 2014 payment report.

4. Non-Personnel Costs

The school division will be responsible for reporting non-personnel costs on Section 5 based on the instructions.

5. Eligibility Percentages

Each school division must calculate three eligibility percentages that represent Medicaid, Medicaid Expansion and FAMIS students with IEPs divided by all students with IEPs as of December 1, 2012. It is not necessary to report these percentages separately to DMAS, but they must be included on Section 1 of the cost report and the school must maintain documentation supporting these percentages. These percentages will be used to complete Sections 4 and 5 of the cost report. The instructions are available both on the DOE web site and the DMAS web site.

Please note that there is a File Transfer Protocol (FTP) process established to provide eligibility matches for school divisions. Call Chandra Shrestha at 804-371-2446 or e-mail her at [chandra.shrestha@dmas.virginia.gov](mailto:chandra.shrestha@dmas.virginia.gov) if you have any questions about your eligibility data. If you have questions about the FTP process, please contact our contractor – Xerox (formerly ACS) at [virginia.edisupport@acs-inc.com](mailto:virginia.edisupport@acs-inc.com) or you may call Xerox at 1-866-352-0496.

6. Cost Report Submission

Cost reports will be due to Myers and Stauffer LC (MSLC) [formerly PHBV Partners] by November 30, 2013. MSLC will settle cost reports within 180 days of submission (May 31, 2014 if submitted and deemed materially complete on or before November 30, 2013).

DMAS, DOE, UMMS and MSLC are committed to assisting school divisions in this reporting process. Chandra Shrestha will be the DMAS contact for school cost reports for the 2012-2013 school year. If you need assistance please feel free to contact:

Chandra Shrestha, DMAS, 804-371-2446, [chandra.shrestha@dmas.virginia.gov](mailto:chandra.shrestha@dmas.virginia.gov)  
Amy Edwards, DOE, 804-692-0150, [amy.edwards@doe.virginia.gov](mailto:amy.edwards@doe.virginia.gov)  
Anne Morrow, Myers and Stauffer LC, 804-270-2200, [AMorrow@MSLC.com](mailto:AMorrow@MSLC.com)