

# Colorado Department of Health Care Policy and Financing School Health Services Program

Public Consulting Group (PCG) Claiming System User Guide

August 2016

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## 1. INTRODUCTION

### **The Colorado SHS Cost Report is due annually on October 1.**

This report includes payroll costs and other information from the previous school year.

Each annual financial submission will include payroll information for direct service and Targeted Case Management (TCM) staff listed on the quarterly Random Moment Time Study (RMTS) staff pool lists, as well as, reporting of Medicaid-allowable costs associated with medically-related supplies and materials, and specialized transportation. The annual cost report must be completed by all districts.

All districts must complete their quarterly reports before starting the annual cost report. Districts will need to complete the salary and benefits data for all direct service and TCM providers, as well as transportation sections of the annual cost report. Districts must also provide statistical information for IEP students who receive specialized transportation. In addition, districts will have an opportunity to add any costs for medically-related supplies and materials.

## 2. ACCESSING THE PCG CLAIMING SYSTEM

To access the PCG Claiming System, open an internet browser and enter: [Colorado PCG Claiming System](#).

The district coordinator's username is the email address submitted to PCG. District coordinators without a username or password will need to contact PCG to request a user profile. To do so, contact PCG via email at [cormts@pcgus.com](mailto:cormts@pcgus.com) or [cocostreport@pcgus.com](mailto:cocostreport@pcgus.com) or by phone at 1-866-766-9015 or 1-866-317-0223. Note, the district admin user profile, as identified in the PCG Claiming System by the district, also has the ability to create new user profiles.

When a user is first added to the site, a new account registration email is sent from the PCG Claiming System. The email will contain a registration link. After clicking the link, the new user will be able to create a password. Districts must register within 24 hours after receiving the link. If no action is taken within 24 hours, the link will expire and districts must notify PCG.

The image below illustrates the PCG Claiming System login page.

PCG CLAIMING SYSTEM  
Colorado School Health Services

Welcome to the PCG Claiming System for the Colorado School Health Services.

Our new login page is the first of many system improvements designed to make your role in participating in the program easier and more user friendly. The core functionality of the system will still function in the same way as you had experienced previously. Please contact us with any questions you may have.

Email  Password

**Login** [Forgot Password](#) [Register](#)

866-766-9015 or 866-317-0223 | [corrmts@pcgus.com](mailto:corrmts@pcgus.com) / [cocostreport@pcgus.com](mailto:cocostreport@pcgus.com)

Click on the 'Login' button after entering the email and password.

**Note:** If you forget your password, simply click on the 'Forgot Password' link. You will be prompted to enter your email address and a correct response to a security question. Once completed, a password will be sent to the user via email. If further assistance is needed, contact PCG at 866-317-0223 or email [cocostreport@pcgus.com](mailto:cocostreport@pcgus.com).

Once logged in, the user will be brought to the PCG Claiming System dashboard. Use this page to navigate through the different areas of the PCG Claiming System site. The dashboard also displays important reports, resources and important dates.

## 2A. Navigating the Home Screen

After logging into the website, the home screen below appears.

Colorado School Health Services

FY16 : Apr-Jun 2016 District: Demo District

Home People Calendar Moments Quarterly Annual Configuration Reports

**Quarterly Milestone Summary**

Quarterly Start Process

Certify Staff Pool List

Certify Calendar

Quarterly Claim Process

Certify Financials

Quarterly CPE Form Process

**PCG Message**

RMTS

The JM16 quarter is open to make staff pool list, calendar, and shift updates. The calendar and staff pool list must be certified by COB Tuesday November 17, 2015 to be included in the JM16 time study quarter.

Don't hesitate to call the CO help desk 1-866-766-9015 or e-mail [corrmts@pcgus.com](mailto:corrmts@pcgus.com) if you need any assistance.

Annual Cost Reporting

The FY16 (2015-2016) Annual Cost Report will open August 1, 2016 and is due to be certified by October 1, 2016. More information regarding the submission of your annual costs in the PCG Claiming System will be provided during Annual Training.

**Calendar Compliance**

Demo District Certified?: No

**Staff Pool Compliance**

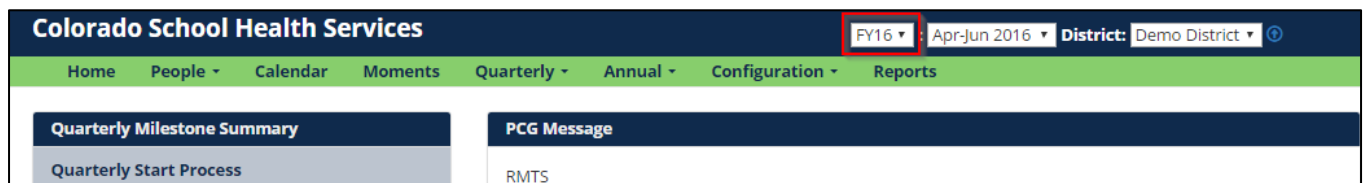
Demo District Certified?: No

The home screen contains links to all of the functionality within the system, including links to:

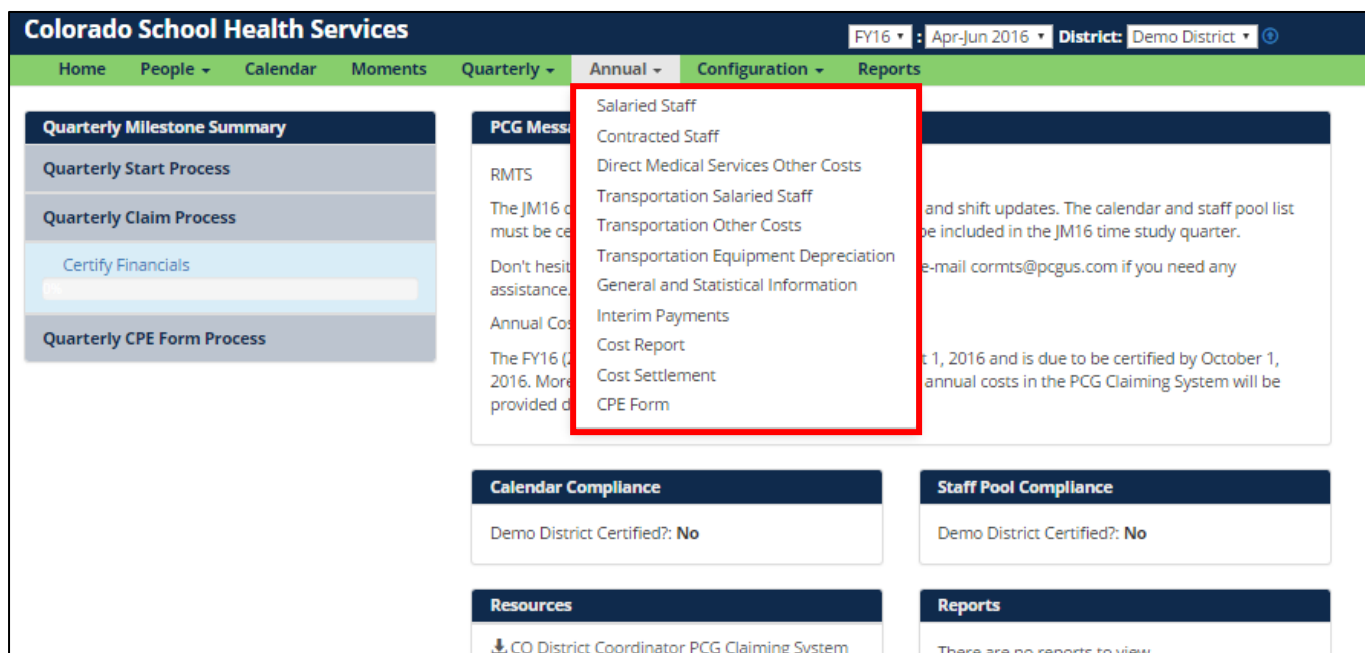
- Home: This is the first page seen upon entry to the site. This page contains reminders, important dates, and resources for download
- People: District administrators can add, remove, and change the access level, or edit the contact information of their users on this page
- Calendar: Districts can enter which days schools will be closed so random moments can be sent out accordingly
- Moments: Districts can view moments assigned
- Quarterly: Districts can enter quarterly financials on these pages
- **Annual: Districts can enter annual financials and ratios on these pages. The entire annual Medicaid Cost Report process is completed on the 'Annual' page**
- Configuration: Districts can add and make updates to shifts with regards to the Staff Pool List. This can only be done prior to certification of the Staff Pool List
- Reports: Districts can run reports with regards to active participants, certified Staff Pool Lists, compliance reports, and master sample files

### 3. ACCESSING THE PCG CLAIMING SYSTEM: SHS COST REPORT

The SHS Cost Report process takes place in the 'Annual' section of the site. After logging in, choose the appropriate fiscal year from the upper right portion of the page, then click on the 'Annual' section within the green menu bar.



The image below illustrates the annual reporting categories available in the 'Annual' dropdown.



In the 'Annual' dropdown, several reporting categories will display:

- Salaried Staff
- Contracted Staff
- Direct Medical Services Other Costs
- Transportation Salaried Staff
- Transportation Other Costs
- Transportation Equipment Depreciation
- General and Statistical Information
- Interim Payments
- Cost Report
- Cost Settlement
- CPE Form

Before starting the annual cost report, the user should make sure to have access to the following information:

### **Personnel Expenditures**

Personnel expenditures information includes detailed salary, benefits and other expense data of personnel that were included in the staff pool lists on the RMTS, as described earlier in this document. Only costs for the personnel included in the time study may be included on the cost report. The PCG Claiming System will pre-populate this staff information. If an individual is not on the staff pool list, their name will not appear. Furthermore, those individuals on the administrative personnel cost pool are not included on the annual cost report. Information entered in the annual cost report including the salary, benefits and other expense data should come from district financial and/or payroll systems and ultimately reconcile to data reported in the Colorado Department of Education (CDE) chart of accounts.

### **Non-Personnel Expenditures**

Non-personnel expenditures information may include costs for medically-related purchased services, supplies and materials that were incurred in support of direct medical and/or TCM services. This may include items such as medical supplies and materials, travel reimbursements paid to employees providing direct services, and other medically-related items. This does not include items like office supplies and other administrative-type costs. These non-personnel expenditures should reconcile to the following program and object codes.

<b>Cost Category</b>	<b>Program Code</b>	<b>Object Code</b>
Direct Medical Supplies, Materials and Other Cost	1700- Special Education	0300- Purchased Professional and Technical Services
Contracted Medical Services	2100- Support Services Students	0500- Other Purchased Services 0600- Supplies 0700- Property

### **Transportation Expenditures**

Transportation expenditures may include both personnel and vehicle-related costs. School districts may provide transportation costs associated with specialized transportation of Individualized Education Program (IEP) students only or district-wide transportation costs. The documentation available to districts must determine how transportation costs are



reported. A district may categorize costs as only specialized transportation when the costs are incurred only by students with specialized transportation listed in their IEP/Individual Family Service Plan (IFSP) and the costs can be discretely identified by supporting documentation. If a district cannot support this categorization, they may choose to categorize transportation costs as not only specialized transportation. This categorization includes costs incurred by students with and without specialized transportation in their IEP/IFSP.

School districts may also include other allowable school district transportation costs:

- Transportation Salaried Staff
- Fuel and Oil
- Maintenance and repairs
- Lease/Rentals
- Insurance
- Contract – Transportation Services
- Transportation Equipment Depreciation

Expenditure information associated with the above cost categories may come from district files but should ultimately reconcile to data reported in the CDE chart of accounts.

### **Student Data**

If a district participates in Medicaid related transportation, then transportation statistics must also be provided. How a district identifies their transportation costs for IEP students will determine which transportation statistics will need to be provided.

School districts are required to enter:

- **Total IEP Student One-Way Trips:** This should be the total number of one-way trips associated with all IEP students - Medicaid and non-Medicaid - receiving transportation services as required in their IEP. Both specialized and non-specialized trips are included in this amount.

Note: An alternative method of calculating the denominator of the one-way trip ratio, the district may use the maximum possible trips taken according to the total number of IEP students with transportation in their IEP. If this methodology is used, the number of trips must be calculated according to the following formula:

Total number of IEP students with transportation in their IEP multiplied by the total number of school days multiplied by two (2)

The Department will provide the following information from the MMIS Medicaid claims system for all school districts:

- **Total Medicaid IEP Student Allowable One-Way Trips (for Specialized Transportation):** This should be the total number of allowable one-way trips for Medicaid IEP students receiving specialized transportation. Specialized transportation, as defined in Colorado State rule 8.290.4:
  - Specialized Transportation services shall be required on the client's IEP or IFSP
  - Specialized Transportation services shall be provided on the same date of services that a School Health Service, required by the student's IEP or IFSP, is received

- Specialized Transportation shall be on a specially adapted school bus to and from a client's place of residence and the school or the site of School Health Service, if the School Health Service is not provided in the school setting
- Specialized Transportation services shall not be covered on a regular school bus unless an aide for the transported student(s) is present and is required by the student's IEP or IFSP
- All specialized transportation services provided shall be documented in a transportation log
- Specialized Transportation services shall include services provided by direct service personnel, such as bus drivers and aides, employed or contracted by the school district

School districts that cannot discretely identify the transportation costs associated with IEP students receiving transportation are required to also provide the items below. In other words, if the district categorizes transportation costs as not only specialized transportation, they must also report the following:

- Total IEP Students Receiving Transportation as required in IEP: This should be the total number of IEP students - Medicaid and non-Medicaid - receiving transportation services per their IEP. Both specialized and non-specialized transportation are included in this amount.
- Total Students in School District Receiving Transportation: This should be the total number of students - Medicaid and non-Medicaid - receiving transportation services.

### 3A. System Edits and Warnings






Throughout the completion of the annual cost report, districts will be flagged to provide additional information for costs and/or ratios that exceed thresholds. Specifically, edits and warnings may appear on the following pages: salaried staff, contracted staff, direct medical services other costs, transportation salaried staff, transportation other costs, transportation equipment depreciation and general and statistical information.

If a system edit or warning is triggered, districts will be required to provide an explanation. When entering explanations, please be sure to provide enough detail to prevent further follow-up. The explanation should address the potential issues raised by the warnings. Users cannot save changes until an explanation is entered. Once an explanation is entered, click the 'Save Changes' button.'

After clicking 'Save Changes', the user returns to the quarterly salaried staff table. Please note that if a warning was triggered and an explanation was entered, a 'Status' symbol will appear and the explanation entered will be displayed. Districts will not be able to certify their annual cost report until all explanations triggered are answered.

The table below shows the different status symbols and a definition of the warning. A district may encounter these warnings while entering payroll information for salaried staff, contracted staff and transportation salaried staff. **Please note that each page will have system edit checks in which explanations may be required.**



Status Symbol	Definition	Notes
	No warnings – the costs entered are within the expected threshold. No explanation required.	
	Has warnings – the costs entered are outside the expected threshold. An explanation is required.	If either of these symbols are present and an explanation has been entered, the district can move forward to certify these costs.
	Has severe warnings – the costs entered are far outside the expected thresholds. An explanation is required	
	Requires explanation – the costs entered triggered a warning. An explanation is required.	If this symbol is present, districts cannot certify costs. To resolve this, click on the participant's name and enter an appropriate explanation. The symbol will change to yellow or orange depending on whether the warning is normal or severe.
	Requires explanation – the costs entered triggered a warning. An explanation is required.	

While entering costs, warnings may appear based on the costs entered:

**Compensation Federal Revenues:**

---

**Gross Costs:** \$31,000.00  
**Net Costs:** \$30,500.00

**Notes:**

**Warnings:** Salary is high for job

**Explanation:**   
(An Explanation is Required for the Warnings above)

☐ Edit Another?

These warnings are designed to flag potential issues. **Please note that the system is not saying that the costs are incorrect.** Instead, the system is flagging data that appears to be outside predetermined parameters. If a warning is triggered, carefully review the costs

entered and determine if the costs are accurate. If the costs are accurate, enter an explanation in the 'Explanation' field for why the costs are accurate as entered:

**Gross Costs:** \$67,000.00

**Net Costs:** \$66,500.00

**Notes:**

**Warnings:**

- Salary is high for job

**Explanation:**

☐ Edit Another?

When entering explanations, please be sure to provide enough detail to prevent explanation follow-up. The explanation should address the potential issues raised by the warnings (e.g. instead of vendor is very expensive, use paid 480 hours at contracted price of \$75.00 per hour). It is not acceptable to simply write "OK" or "verified." PCG reviews all explanations and when detail is insufficient PCG must follow up with the financial coordinator that entered the costs.

Users cannot save changes until an explanation is entered. Once an explanation is entered, click the 'Save Changes' button.

After clicking save changes, the user returns to the Salaried Staff Information table. Please note that if a warning was triggered and an explanation was entered, a 'Status' symbol will appear and the 'Explanation' will be displayed:

Status	Agency	Emp Id	Name	Job Cat	Cost Pool	Title
<input type="checkbox"/>	Demo District	1374	Abeyta, Joelyn	Personal Care Aide/Teacher's Aide	Direct	Para-Special Programs

Any triangle symbol regardless of color must be accompanied by an explanation, as indicated with the red arrow in the above screenshot. Please note that the warning symbol will remain even after an explanation is entered. The user can continue to enter costs by clicking on the next participant's name.

### 3B. Salaried Staff

To access the 'Salaried Staff' page of the PCG Claiming System, click on the 'Annual' dropdown menu, then select 'Salaried Staff'.

The screenshot shows the 'Colorado School Health Services' application interface. At the top, there's a navigation bar with tabs: Home, People, Calendar, Moments, Quarterly, Annual, Configuration, and Reports. The 'Annual' tab is selected, and its dropdown menu is open, displaying a list of options. The 'Salaried Staff' option is highlighted with a red rectangular box. Other options in the menu include 'Contracted Staff', 'Direct Medical Services Other Costs', 'Transportation Salaried Staff', 'Transportation Other Costs', 'Transportation Equipment Depreciation', 'General and Statistical Information', 'Interim Payments', 'Cost Report', 'Cost Settlement', and 'CPE Form'. The main content area on the left has a 'Quarterly Milestone Summary' section with links for 'Quarterly Start Process', 'Quarterly Claim Process', 'Certify Financials', and 'Quarterly CPE Form Process'. Below this, there are sections for 'Calendar Compliance' and 'Staff Pool Compliance', both showing 'Demo District Certified?: No'. At the bottom, there are 'Resources' and 'Reports' sections. The 'Resources' section includes a link to 'CO District Coordinator PCG Claiming System'. The 'Reports' section states 'There are no reports to view'.

The annual payroll information section is pre-populated with the name and position of each staff person from the district's quarterly RMTS staff pool list. No additional staff may be added to the list. The only staff for which the district can report costs are those who were included on the district's staff pool list for, at minimum, one quarter.

All costs reported for staff should be 100% of the district costs regardless of funding. Portions of costs covered through federal revenues will be reported in the compensation federal revenues field and will thus allow for reporting of net allowable costs in the calculation of the annual cost report.

Costs entered in the annual cost report should be reported using the **accrual basis of accounting**. Cost reporting should be consistent with Generally Accepted Accounting Principles (GAAP), which are principles approved by the American Institute of Certified Public Accountants (AICPA).

**Cash Basis (Quarterly):** Expenses are recorded based on the date payment is made

**Accrual Basis (Annual):** Expenses are recorded based on the date the service is rendered

Costs related to direct services and/or TCM services must tie back to a specific employee listed on the staff pool list for the relevant time period. Employee payroll taxes and benefits/insurance costs must be directly associated to the individual employee and cannot be allocated.

Reported costs should be formatted with two decimal places and not rounded to the nearest whole dollar. Reported paid hours should be formatted with two decimal places and not rounded to the nearest whole hour. Actual costs must be reported; costs cannot be rounded.

Colorado School Health Services

FY16Apr-Jun 2016District: Demo District

Home

People

Calendar

Moments

Quarterly

Annual

Configuration

Reports

Annual: Salaried Staff

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Field	Description
Status	This field displays warning symbols that may appear while entering costs. A full description of warnings and these symbols can be found on page seven through nine
Emp ID	This field is not required and can be left blank. This field is prepopulated if an employee ID was entered into the quarterly salaried staff page. This field is for the use of the district to assist in identifying staff and reconciling costs to the district's financial system. For security purposes, do not enter social security numbers in this field
Name	Populated from the quarterly salaried staff page
Job Cat	Populated from the quarterly salaried staff page
Cost Pool	Populated from the quarterly salaried staff page. As a reminder, only the direct service and TCM cost pool are applicable for the annual cost report. Costs related to the administrative cost pool are not included on the annual cost report
Title	Populated from the quarterly salaried staff page
Job Span	This green bar indicates the amount of time the direct service or TCM provider was on the staff pool list for the reporting period. Reminder, costs can only be included for time periods which the individual was active on the staff pool list
Hours	This field is not required and can be left blank. This field should be a reflection of the number of paid hours applicable to the payroll costs reported for each staff person
Salary	The salary field is required. The amount reported in this field is the total gross earnings for the individual as paid by the district for the time periods the individual was on the staff pool list. This includes regular wages plus any amounts paid for paid time off (i.e., sick or annual leave), overtime, bonuses, longevity, stipends, and cash bonuses and/or cash incentives. Salaries are those payments from which payroll taxes are deducted. Reimbursements for expenses such as mileage or other travel reimbursements should not be included in this field

Field	Description
Employer-Paid Benefits	This field is required. the user should report the total of all employee benefits and taxes including employer-paid health/medical, life, disability, dental insurance premiums, employer-paid child day care, retirement contributions and worker's compensation costs in the employer benefits field. Taxes such as employer-paid PERA contributions, employer-paid Medicare contributions, employer-paid state unemployment taxes and employer-paid federal unemployment taxes can also be reported into this field
Comp Fed Rev / Non-Allowable	This field is required. Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds. Districts should not perform this calculation outside of the system. Please report the full amount paid as well as the amount of federal funding and the PCG Claiming System will calculate the net amount
Gross	The claiming system will calculate this item. This is the sum of gross salaries and employee benefits
Net	The claiming system will calculate this item. This is calculated by subtracting compensation expenditures paid with federal funds from the gross amount

## Reporting Costs

The district user has two options for completing the annual payroll Information.

- **Option 1, Enter by Line Item:**

Complete the information for each individual on a line-by-line basis. To do this, click on the individual's name.

Once selected, the district will have the option to enter the required information. Once the information is completed for the individual, click 'Save Changes' and the information will be saved, then continue to edit each individual and input their annual payroll information.

Districts should be mindful that a note – highlighted yellow – may appear. This includes an important note if an individual was only the staff pool list for a portion of the school year. Costs can only be reported for time periods the individual is active on the staff pool list. The screenshot below shows an example of note. **In this example, the individual was only on the staff pool list for 50% of year.** Again, districts must ensure costs are only reported for time periods individuals are on the staff pool list.

Edit Line Item 1 / 439

Employee Name:

Abrams, Madelyn

Job Category:

Speech/Language Pathologist

Hours Paid:

Employee Salary:

(Required)

Note: Employee worked only 50% of year

Employee Benefits

Employer-Paid Benefits:

(Required)

Offsets

Compensation Federal Revenues / Non-Allowable Costs:

(Required)

Gross Costs:

Net Costs:

Notes:

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☐ Edit Another?

Cancel

Save Changes

(No changes on page)

Click 'Cancel' if any information has been erroneously entered.

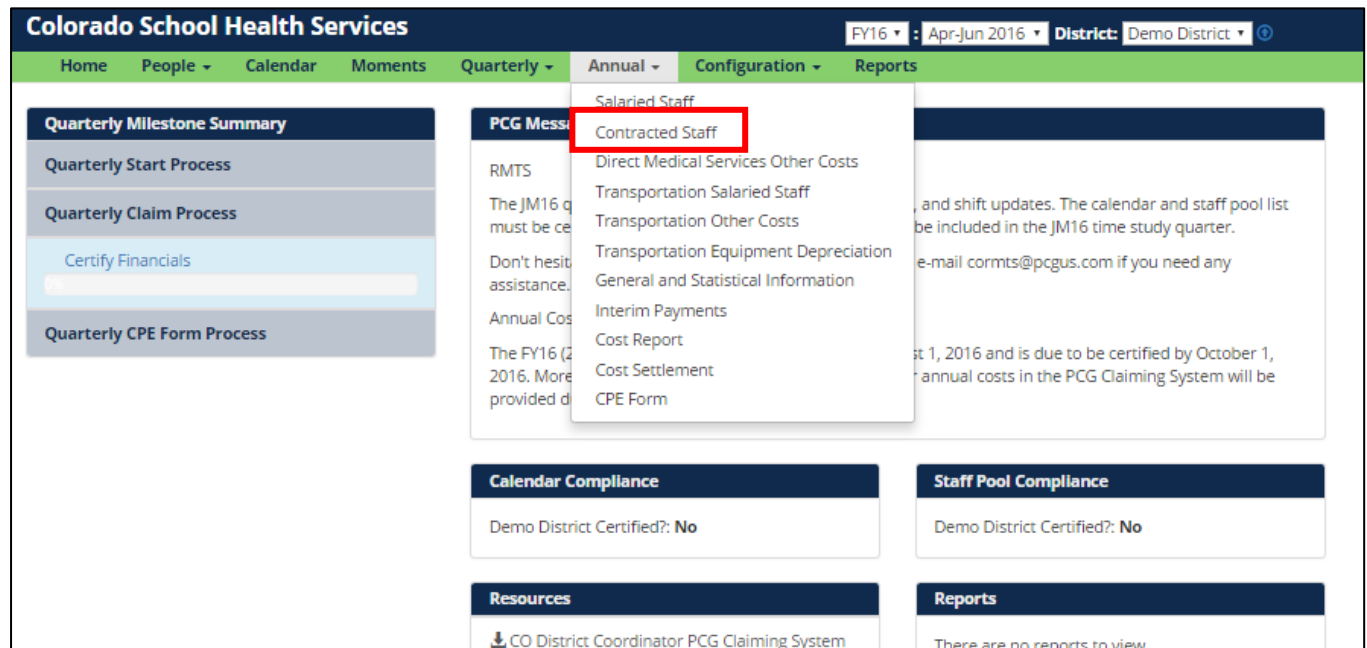
- **Option 2 Importing/Exporting:**

The PCG Claiming System has an export/import process. This allows user to export the list into Excel, make the changes in the Excel document and import the costs into the site. For further details on this functionality, please see the export/import section on page 38 and 39.

### 3C. Contracted Staff

To access the 'Contracted Staff' page of the PCG Claiming System, click on the 'Annual' dropdown menu, then select 'Contracted Staff'.





The annual payroll information section is pre-populated with the name and position of each staff person from the district's quarterly RMTS staff pool list. No additional staff may be added to the list. The only staff for which the district can report costs are those who were included on the district's staff pool list for, at minimum, one quarter.

All costs reported for staff should be 100% of the district costs regardless of funding. Portions of costs covered through federal revenues will be reported in the compensation federal revenues field and will thus allow for reporting of net allowable costs in the calculation of the annual cost report.

Costs entered in the annual cost report should be reported using the **accrual basis of accounting**. Cost reporting should be consistent with Generally Accepted Accounting Principles (GAAP), which are principles approved by the American Institute of Certified Public Accountants (AICPA).

**Cash Basis (Quarterly):** Expenses are recorded based on the date payment is made

**Accrual Basis (Annual):** Expenses are recorded based on the date the service is rendered

Costs related to direct services and/or TCM services must tie back to a specific contractor listed on the staff pool list for the relevant time period.

Reported costs should be formatted with two decimal places and not rounded to the nearest whole dollar. Reported paid hours should be formatted with two decimal places and not rounded to the nearest whole hour. Actual costs must be reported; costs cannot be rounded.

Colorado School Health Services											
FY16 : Apr-Jun 2016			District: Demo District								
Home	People	Calendar	Moments	Quarterly	Annual	Configuration	Reports				
<b>Quarterly Milestone Summary</b> Quarterly Start Process Quarterly Claim Process Certify Financials Quarterly CPE Form Process				<b>PCG Messages</b> RMTS The JM16 q... must be ce... Don't hesit... assistance... Annual Cos... The FY16 (2... 2016. More... provided d...				Salaried Staff <b>Contracted Staff</b> Direct Medical Services Other Costs Transportation Salaried Staff Transportation Other Costs Transportation Equipment Depreciation General and Statistical Information Interim Payments Cost Report Cost Settlement CPE Form			
<b>Calendar Compliance</b> Demo District Certified?: No				<b>Staff Pool Compliance</b> Demo District Certified?: No				<b>Resources</b> CO District Coordinator PCG Claiming System			
								<b>Reports</b> There are no reports to view			

### Annual: Contracted Staff

Export Import

Available Filters

Status	Agency	Contractor ID	Job Cat	Cost Pool	Title	Job Span	Hours	Cost	Comp Fed Rev / Non-Allowable	Gross	Net
✓	Demo District	Contractor ID: W, Ruth	Speech/Language Pathologist candidate	Direct				\$3,515.15	\$0.00	\$3,515.15	\$3,515.15

Field	Description
Status	This field displays warning symbols that may appear while entering costs. A full description of warnings and these symbols can be found on page seven through nine
Contractor ID	This field is not required and can be left blank. This field is prepopulated if a Contractor ID was entered into the quarterly salaried staff page. This field is for the use of the district to assist in identifying staff and reconciling costs to the district's financial system. For security purposes, do not enter social security numbers in this field
Name	Populated from the quarterly salaried staff page
Job Cat	Populated from the quarterly salaried staff page
Cost Pool	Populated from the quarterly salaried staff page. As a reminder, only the direct service and TCM cost pool are applicable for the annual cost report. Costs related to the administrative cost pool are not included on the annual cost report
Title	Populated from the quarterly salaried staff page
Job Span	This green bar indicates the amount of time the direct service or TCM provider was on the staff pool list for the reporting period. Reminder, costs can only be included for time periods which the individual was active on the staff pool list
Hours	This field is not required and can be left blank. This field should be a reflection of the number of paid hours applicable to the payroll costs reported for each staff person
Costs	This is a required field. Report compensation paid for all services contracted by the district for an individual who delivered any SHS services to Medicaid and/or non-Medicaid clients during the time period they were active on the staff pool list.
Comp Fed Rev / Non-Allowable	This field is required. Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds. Districts should not perform this calculation outside of the system. Please report the full amount paid as well as the amount of federal funding and the PCG Claiming System will calculate the net amount
Gross	The claiming system will calculate this item. This is the sum of gross salaries and employee benefits
Net	The claiming system will calculate this item. This is calculated by subtracting compensation expenditures paid with federal funds from the gross amount

## Reporting Costs

The district user has two options for completing the Contracted Staff information.

- **Option 1, Enter by Line Item:**

Complete the information for each individual on a line-by-line basis. To do this, click on the individual's name.

Once selected, the district will have the option to enter the required information. Once the information is completed for the individual, click ‘Save Changes’ and the information will be saved, then continue to edit each individual and input their contracted staff information.

Edit Line Item 1 / 9

Employee Name:

Ballew, Ruth

Job Category:

Speech/Language Pathologist candidate

Hours Paid:

Contracted Cost:

(Required)

Note:

Employee worked only 25.14% of year

Offsets

Compensation Federal Revenues / Non-Allowable Costs:

(Required)

Gross Costs:

Net Costs:

Notes:

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☐ Edit Another?

Cancel

Save Changes

(No changes on page)

Click ‘Cancel’ if any information has been erroneously entered.

- **Option 2 Importing/Exporting:**

The PCG Claiming System has an export/import process. This allows user to export the list into Excel, make the changes in the Excel document and import the costs into the site. For further details on this functionality, please see the export/import section on page 38 and 39.

### 3D. Direct Medical Services Other Costs

To access the 'Direct Medical Services Other Costs' page of the PCG Claiming System, click on the 'Annual' dropdown menu, then select 'Direct Medical Services Other Costs'.

The screenshot shows the 'Colorado School Health Services' dashboard. The top navigation bar includes 'Home', 'People', 'Calendar', 'Moments', 'Quarterly', 'Annual', 'Configuration', and 'Reports'. The 'Annual' dropdown menu is open, showing options: 'Salaried Staff', 'Contracted Staff', 'Direct Medical Services Other Costs' (highlighted with a red box), 'Transportation Salaried Staff', 'Transportation Other Costs', 'Transportation Equipment Depreciation', 'General and Statistical Information', 'Interim Payments', 'Cost Report', 'Cost Settlement', and 'CPE Form'. The left sidebar contains 'Quarterly Milestone Summary' with links for 'Quarterly Start Process', 'Quarterly Claim Process', 'Certify Financials', and 'Quarterly CPE Form Process'. The main content area shows 'PCG Messages', 'Calendar Compliance', 'Staff Pool Compliance', 'Resources', and 'Reports'.

The user will have the option of entering costs for materials, supplies and equipment used for the provision of direct medical services. These items must fall under a service type in which the district user has reported annual payroll information. The clear column on the far right side of the screen will clear all financial information entered on the page for that service type.

For each item, ask the following questions:

- What is the purpose of this item?
- Is the item used in a Direct Medical or TCM Service?
- What is the desired outcome of using the item?

The screenshot shows the 'Annual: Direct Medical Services Other Costs' page. The page title is 'Annual: Direct Medical Services Other Costs' with a status '(Opened)'. Below the title is an 'Available Filters' section. The main table displays costs for three service types: Nursing Services, Personal Care Services, and Social Work Services. The table has columns for Status, Agency, Service Type, Direct Medical Supplies, Materials and Other Costs, Direct Medical Equipment Costs, Direct Medical Supplies, Materials and Other Costs Comp Fed Rev, Direct Medical Equipment Costs Comp Fed Rev, Gross, Net, and Clear.

Status	Agency	Service Type	Direct Medical Supplies, Materials and Other Costs	Direct Medical Equipment Costs	Direct Medical Supplies, Materials and Other Costs Comp Fed Rev	Direct Medical Equipment Costs Comp Fed Rev	Gross	Net	Clear
✓	Demo District	Nursing Services	\$500.00	\$0.00	\$50.00	\$0.00	\$500.00	\$450.00	✗
✓	Demo District	Personal Care Services	\$10.00	\$500.00	\$10.00	\$10.00	\$510.00	\$490.00	✗
	Demo District	Social Work Services							

Field	Description
Status	This field displays warning symbols that may appear while entering costs. A full description of warnings and these symbols can be found on pages seven through nine
Service Type	This section will include all of the job categories represented on the salaried and contracted staff page. District will have the ability to enter direct medical services materials and supplies costs for service types that have corresponding payroll information
Direct Medical Supplies, Materials and Other Costs	This field is not required and can be left blank. If populated, districts can use their chart of accounts to determine allowable medically-related costs
Direct Medical Supplies, Materials and Other Costs Comp Fed Rev	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds
Direct Medical Equipment Costs	This field is not required and can be left blank. If populated, districts can use their chart of accounts to determine allowable medically-related costs
Direct Medical Equipment Costs Comp Fed Rev	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds
Gross	The claiming system will calculate this item. This is the sum of gross direct medical and equipment other costs
Net	The claiming system will calculate this item. This is calculated by subtracting compensation expenditures paid with federal funds from the gross amount

### Reporting Costs

- The district will complete the information for each service type on a line-by-line basis. To do this, click on the service type.

Once selected, the district will have the option to enter the required information. Once the information is completed for the individual, click ‘Save Changes’ and the information will be saved, then continue to edit each applicable category and input the direct medical services other costs.

Edit Line Item 3 / 3

**Service Type:** Social Work Services

**Cost**

**Direct Medical Supplies, Materials and Other Costs:**  (Required)

**Direct Medical Supplies, Materials and Other Costs Compensation Federal Revenues:**  (Required)

**Direct Medical Equipment Costs:**  (Required)

**Direct Medical Equipment Costs Compensation Federal Revenues:**  (Required)

**Gross Costs:**

**Net Costs:**

**Notes:**

☐ Edit Another?
 

 (No changes on page)

## 4. TRANSPORTATION

To access the transportation pages of the annual cost report, the district will be prompted to answer a series of questions. The district must answer the questions in order to complete transportation salaried staff, transportation equipment depreciation and transportation other costs. **When the districts select any of the transportation pages, the questions will appear.**

**Colorado School Health Services** FY16 : Apr-Jun 2016 District: Demo District

Home People Calendar Moments Quarterly Annual Configuration Reports

**Quarterly Milestone Summary**

- Quarterly Start Process
- Quarterly Claim Process
- Certify Financials
- Quarterly CPE Form Process

**PCG Messages**

- RMTS
- The JM16 cost study must be completed by the end of the quarter.
- Don't hesitate to contact us for assistance.
- Annual Cost Report
- The FY16 Cost Report is due by October 1, 2016. More information is provided in the attached document.

**Configuration**

- Salaried Staff
- Contracted Staff
- Direct Medical Services Other Costs
- Transportation Salaried Staff
- Transportation Other Costs
- Transportation Equipment Depreciation
- General and Statistical Information
- Interim Payments
- Cost Report
- Cost Settlement
- CPE Form

**Calendar Compliance**

Demo District Certified?: No

**Staff Pool Compliance**

Demo District Certified?: No

**Resources**

CO District Coordinator PCG Claiming System

**Reports**

There are no reports to view.



In order to report transportation costs, districts must first review and answer the questions. This action will make all transportation pages accessible. If the district does not have the proper documentation, then transportation costs cannot be reported.

The screenshot shows the 'Annual Financial Questions' form. At the top, there is a header bar with 'Colorado School Health Services' and navigation links: Home, People, Calendar, Moments, Quarterly, Annual, and Reports. The form is for FY16, Apr-Jun 2016, for Demo District. The questions are:

1. Will you be entering transportation related costs?
  - ☐ Yes
  - ☐ No, we will not be entering any transportation related cost information
2. Does your school district maintain detailed transportation (bus) logs?
  - ☐ Yes
  - ☐ No
3. How will your school district be reporting transportation related costs?
  - ☐ Not Only Specialized - Districts is not able to explicitly identify special education transportation costs from the general education
  - ☐ Only Specialized - District is able to explicitly identify special education transportation costs from general education transportation costs. Our district confirms that by categorizing transportation costs as only specialized transportation, we can explicitly identify and prove that costs are allowable as outlined by Medicaid. Furthermore, costs are tied solely to specialized transportation and solely students with specialized transportation in their IEP. This criteria does not include students with a 504 plan or siblings.
  - ☐ The school district will NOT be entering any transportation related cost information

A 'Submit Answers' button is at the bottom right.

#### 4A. Transportation Salaried Staff

To access the Transportation Salaried Staff page of the PCG Claiming System, click on the 'Annual' dropdown menu, then select 'Transportation Salaried Staff'.

The screenshot shows the 'Colorado School Health Services' system. The 'Annual' dropdown menu is open, showing options: Salaried Staff, Contracted Staff, Direct Medical Services Other Costs, Transportation Salaried Staff (highlighted with a red box), Transportation Other Costs, Transportation Equipment Depreciation, General and Statistical Information, Interim Payments, Cost Report, Cost Settlement, and CPE Form. The background shows the 'Quarterly Milestone Summary' and 'PCG Messages' sections.


The transportation salaried staff section includes transportation salary and benefit costs for those individuals that fit into the only specialized transportation or not only specialized transportation categories. As a reminder, depending how a district answers the transportation questions will drive how a district can categorize transportation costs.

Costs entered in the annual cost report should be reported using the **accrual basis of accounting**. Cost reporting should be consistent with Generally Accepted Accounting

Principles (GAAP), which are principles approved by the American Institute of Certified Public Accountants (AICPA).

**Cash Basis (Quarterly):** Expenses are recorded based on the date payment is made

**Accrual Basis (Annual):** Expenses are recorded based on the date the service is rendered

Annual: Transportation Salaried Staff <span>(Opened)</span>												
<a href="#">Add New Line Item</a> <a href="#">Review Questions</a> <a href="#">Clear Questions</a> <a href="#">Export</a> <a href="#">Import</a>												
<div>  Please note that any data entered on this page will require the transportation related ratios to be entered on the General and Statistical Information page. </div>												
<b>Available Filters</b>												
Status	Agency	Service Type	Job Cat	Emp ID	Name	Title	Emp Status	Hours	Salary	Employer-Paid Benefits	Comp Fed Rev / Non-Allowable	Net
✓	Adams 12 Five Star Schools	Not Only Specialized Transportation	Bus Aide (Not Only Specialized)	12345	Abeyta, Sandra		Part Time		\$15,710.54	\$5,691.94	\$0.00	\$21,402.48
✓	Adams 12 Five Star Schools	Not Only Specialized Transportation	Driver (Not Only Specialized)	12029	Adolf, Myron		Full Time		\$4,115.23	\$1,560.07	\$0.00	\$5,675.30
✓	Adams 12 Five Star Schools	Not Only Specialized Transportation	Driver (Not Only Specialized)	5248	Aguilar, Alberta		Full Time		\$43,882.40	\$14,684.03	\$0.00	\$58,566.43
✓	Adams 12 Five Star Schools	Not Only Specialized Transportation	Driver (Not Only Specialized)	18111	Aguirre, Matthew		Full Time		\$21,926.49	\$5,860.80	\$0.00	\$27,787.29

Field	Description
Status	This field displays warning symbols that may appear while entering costs. A full description of warnings and these symbols can be found on page seven through nine
Service Type	The service type input shall be either not only specialized or only specialized transportation. How this field is populated will be determined by the districts answers to the transportation questions
Job Cat	The user should enter the title or job function of the transportations staff member in this section. Along with each job category there is an additional identifier that specifies if that job title is only specialized transportation or not only for specialized transportation. The user must select the appropriate category and continue to use the same classifier for all costs
Emp ID	The employee ID field is required. This field is for the use of the district to assist in identifying staff and reconciling costs to the district's financial system and chart of accounts. For security purposes, do not enter Social Security numbers in this field
Name	Both the first and last name fields are required fields. The first and last name of the transportation salaried staff member must be entered
Title	The job title field is not required and can be left blank. This field is for the use of the district to assist in identifying staff and reconciling costs to the district's financial system and chart of accounts. Changing information in this field through the cost reporting system will not interfere with the upload process
Emp Status	The employment status is a required field. The user needs to either enter the staff employment status (full time or part time) for the individual from a drop down menu. The definitions for full-time and part-time are based on district specific guidelines. Each district should maintain those definitions in their cost report documentation file

Field	Description
Hours	This field is not required and can be left blank. This field should be a reflection of the number of paid hours applicable to the payroll costs reported for each staff person
Salary	The salaries field is required. The amount reported in this field is the total gross earnings for the individual as paid by the district for the reporting period. This includes regular wages plus any amounts paid for paid time off (i.e., sick or annual leave), overtime, bonuses, longevity, stipends and cash bonuses and/or cash incentives. Salaries are those payments from which payroll taxes are deducted
Employer-Paid Benefits	In the employer benefits section the user should report the total of all employee benefits and taxes including employer-paid health/medical, life, disability, dental insurance premiums, employer-paid child day care, retirement contributions and worker's compensation costs in the employer benefits field. Taxes such as employer-paid PERA contributions, employer-paid Medicare contributions, employer-paid state unemployment taxes and employer-paid federal unemployment taxes can also be reported into this field
Comp Fed Rev / Non-Allowable	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds
Gross	This is the gross compensation expenditures for the individual listed, which is the sum of transportation salary and benefits for transportation staff
Net	The net is equal to the gross costs less federal funds, which is calculated by subtracting compensation expenditures paid with federal funds from cost

### Reporting Costs

- **Option 1, Enter by Line Item:**

Complete the information for each individual on a line-by-line basis. To do this, click on the individual's name.

Once selected, the district will have the option to enter the required information. Once the information is completed for the individual, click 'Save Changes' and the information will be saved, then continue to edit each applicable category and input the transportation salaried staff costs.

The screenshot shows the 'Create New Line Item' form within the PCG Claiming System. The form is a modal window with a white background and a dark blue header. The header contains the text 'PCG CLAIMING SYSTEM' and 'Colorado School Health Services'. The main content area of the form includes several input fields and dropdown menus, each labeled with a required field name. The fields are: Service Type (dropdown), Job Category (dropdown), Employee Id (text), First Name (text), Last Name (text), Job Title (text), Employment Status (dropdown), Hours Paid (text), Employee Salary (text), Employer-Paid Benefits (text), Offsets (text), Compensation Federal Revenues / Non-Allowable Costs (text), Gross Costs (\$0.00), Net Costs (\$0.00), and Notes (text area). At the bottom of the form, there are three buttons: 'Add Another?' (with a plus icon), 'Cancel' (green), and 'Create New Line Item' (blue). Below the 'Create New Line Item' button, there is a small note: '(No changes on page)'. The background of the screenshot shows the main interface of the PCG Claiming System, which includes a sidebar with navigation links like 'Home', 'People', and 'Calendar', and a main content area with a table of data.

Click 'Cancel' if any information has been erroneously entered.

- **Option 2 Importing/Exporting:**

The PCG Claiming System has an export/import process. This allows user to export the list into Excel, make the changes in the Excel document and import the costs into the site. For further details on this functionality, please see the export/import section on pages 38 and 39.

#### 4B. Transportation Other Costs

To access the Transportation Other Costs page of the PCG Claiming System, click on the 'Annual' dropdown menu, then select 'Transportation Other Costs'.

The transportation other costs section includes transportation related costs for vehicles and services that fit into the only specialized transportation or not only specialized transportation categories. As a reminder, depending how a district answers the transportation questions will drive how a district can categorize transportation costs. These other costs include:

- Lease/Rental
- Insurance
- Maintenance and Repairs
- Fuel and Oil
- Contract – Transportation Services
- Contract – Transportation Equipment

Annual: Transportation Other Costs													
<a href="#">Review Questions</a> <a href="#">Clear Questions</a>													
<p>Please note that any data entered on this page will require the transportation related ratios to be entered on the General and Statistical Information page.</p>													
Available Filters													
Status	Agency	Service Type	Lease / Rental	Lease / Rental Comp Fed Rev	Insurance	Insurance Comp Fed Rev	Maintenance and Repairs	Maintenance and Repairs Comp Fed Rev	Fuel and Oil	Fuel and Oil Comp Fed Rev	Contract - Transportation Services	Contract - Transportation Services Comp Fed Rev	Contract - Transportation Equipment
✓	Adams 12 Five Star Schools	Not Only Specialized Transportation	\$433,391.08	\$0.00	\$905,383.00	\$0.00	\$997,379.30	\$0.00	\$508,861.20	\$0.00	\$888,068.79	\$0.00	\$0.00
												Gross	Net
												\$3,793,083.37	\$3,793,083.37

Field	Description
Status	This field displays warning symbols that may appear while entering costs. A full description of warnings and these symbols can be found on page 12 and page 13, respectively
Service Type	This field will be populated as only specialized transportation or not only specialized transportation depending on how the district answers the transportation questions. The transportation questions were outlined previously in this system guide
Lease / Rental	Costs associated with the leasing or rental of vehicles

<b>Field</b>	<b>Description</b>
Lease / Rental Comp Fed Rev	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds
Insurance	Costs associated with the insuring of vehicles
Insurance Comp Fed Rev	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds
Maintenance and Repairs	Costs associated with the maintenance and repairs
Maintenance and Repairs Comp Fed Rev	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds
Fuel and Oil	Costs associated with fuel and oil
Fuel and Oil Comp Fed Rev	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds
Contract - Transportation Services	Costs associated with contracting transportation services
Contract - Transportation Services Comp Fed Rev	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds
Contract - Transportation Equipment	Costs associated with contracting transportation equipment
Contract - Transportation Equipment Comp Fed Rev	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds
Gross	This is the gross compensation expenditures for the individual listed, which is the sum of transportation salary and benefits for transportation staff.
Net	The net is equal to the gross costs less federal funds, which is calculated by subtracting compensation expenditures paid with federal funds from cost.

## Reporting Costs

- Complete the information for each individual on a line-by-line basis. To do this, click on the service type.



Once selected, the district will have the option to enter the required information. Once the information is completed for the individual, click ‘Save Changes’ and the information will be saved, then continue to edit each applicable category and input the transportation other costs.

Edit Line Item 1 / 1

Service Type: Not Only Specialized Transportation

Cost

Lease / Rental: (Required)

Lease / Rental Compensation Federal Revenues: (Required)

Insurance: (Required)

Insurance Compensation Federal Revenues: (Required)

Maintenance and Repairs: (Required)

Maintenance and Repairs Compensation Federal Revenues: (Required)

Fuel and Oil: (Required)

Fuel and Oil Compensation Federal Revenues: (Required)

Contract - Transportation Services: (Required)

Contract - Transportation Services Compensation Federal Revenues: (Required)

Contract - Transportation Equipment: (Required)

Contract - Transportation Equipment Compensation Federal Revenues: (Required)

Gross Costs:

Net Costs:

Notes:

<

>

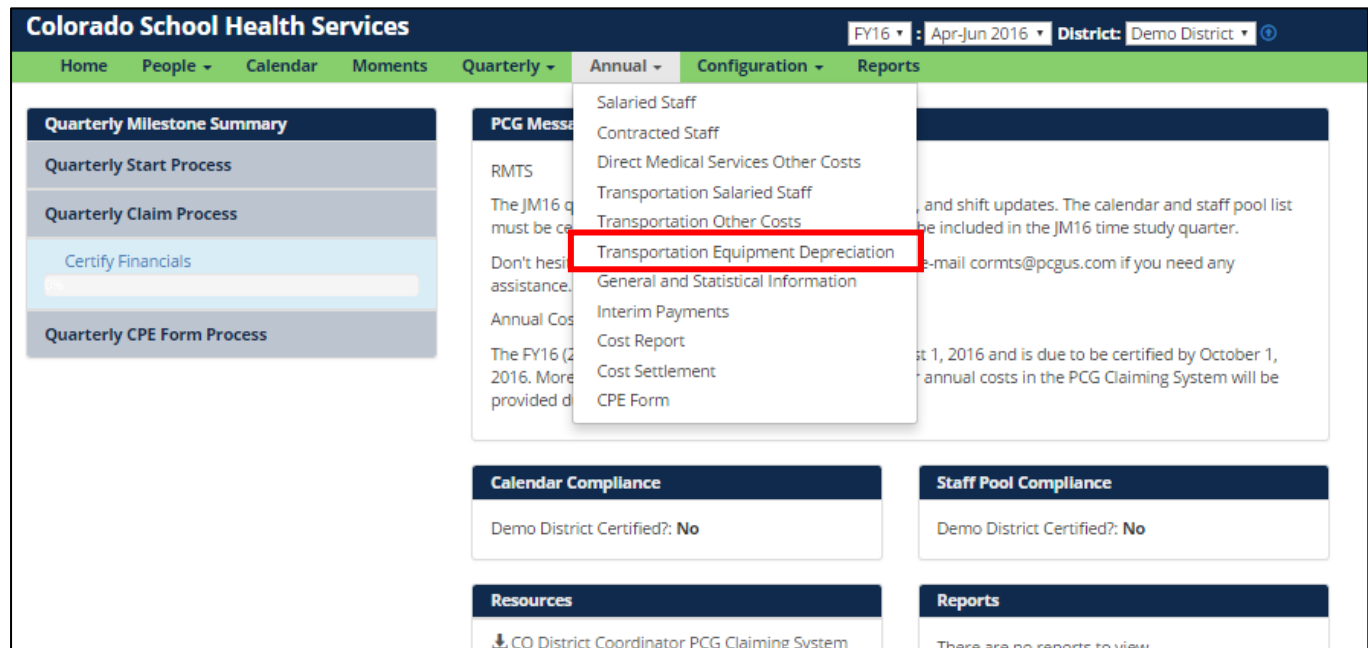
Edit Another?

Cancel

Save Changes

#### 4C. Transportation Equipment Depreciation

To access the Transportation Equipment Depreciation page of the PCG Claiming System, click on the ‘Annual’ dropdown menu, then select ‘Transportation Equipment Depreciation’.



Districts may report transportation equipment depreciation costs for:

- Buses
- Cars and minivans
- Harnesses/seatbelts/child protective seating
- Light trucks and vans
- Vehicle air conditioning
- Wheelchair lifts

Transportation equipment should only be included should they fit the criteria for the only specialized transportation or not only specialized transportation categories. This equipment should be included on the district's fixed asset ledger. Depreciation is the periodic reduction of the value of an asset over its useful life or the recovery of the asset's cost over the useful life of the asset. Depreciation is calculated by the system according to a straight line depreciation method. Should the asset be placed into service, removed from service or become fully depreciated during the cost reporting period being completed, the depreciated cost will be prorated accordingly by month. No accelerated or additional first-year depreciation is allowable. Items reported on this page must be greater than \$5,000.

Depreciation for the reporting period can be calculated by the following equation:

- Depreciation for reporting period =  

$$\{[(\text{Cost} - \text{Fed Funds and Other Reductions}) \div \text{Years of Life}] \div 12\} \times (\text{Number of Useful Months in Current Cost Reporting Period})$$

The allowable amount of depreciation will be less if, during the cost reporting period, the asset became fully depreciated or the asset was placed into or taken out of service.

The images below illustrate the steps to entering an annual depreciable asset. From the 'Transportation Equipment Depreciation' page, click the 'Add Asset' button.

### Annual: Transportation Equipment Depreciation (Opened)

Please note that any data entered on this page will require the transportation related ratios to be entered on the General and Statistical Information page.

Add Asset
Export
Import

Available Filters

Unique Asset ID	Asset Type	Service Type	Description	Placed In Service	Remove From Service	Years of Useful Life	Cost	Federal Funds and Other Reductions	Net Cost	Prior Accumulated Depreciation	Depreciation For Reporting Period	Delete
ABC1234	Buses	Only Specialized Transportation	BUS #1	12/2013		8	\$56,000.00	\$0.00	\$56,000.00	\$4,083.33	\$7,000.00	

( 1 Depreciable Asset )

Field	Description
Unique Asset ID	Enter the unique ID or specific name of the equipment being depreciated. This name should be descriptive to help the district and PCG identify the item.
Asset Type	This list is populated with groups of the most common asset types. Please select an asset type from the PCG Claiming System drop down menu that most closely categorizes the transportation service equipment being depreciated. Asset types include buses, cars and minivans, harnesses/seatbelts/child protective seating, light trucks and vans, vehicle air conditioning, and wheelchair lifts. Be specific in providing the description of each depreciable item.
Service Type	This list is populated with either only specialized transportation or not only specialized transportation service types.
Description	Districts can enter more identifying information on the asset. For example, PCG Unified short SPED bus with lift.
Placed In Service	Enter the month and year the specialized transportation service equipment was placed into service. This should be the month and year the item was placed into service and not the month the item was purchased.
Remove From Service	If applicable, enter the month and year the specialized transportation service equipment was removed from service.
Years of Useful Life	Enter the number of years of useful life for the selected piece of equipment. This number should be consistent with the districts accounting records. Years of Useful Life is an industry standard and should align with district documentation; ensure that you have verified with both your Transportation and Finance Department regarding this number.
Cost	Enter the cost to acquire the asset and prepare it for use. This is the original purchase price for this transportation service equipment. This number should be the full amount paid for the equipment regardless of the source of funding.

<b>Field</b>	<b>Description</b>
Federal Funds and Other Reductions	Districts must report the amount paid with federal funds (e.g., IDEA federal payments, Title I payments, or ARRA payments in this field. The system will subtract the federal amounts from the totals to arrive at the allowable costs paid from state/local funds.
Net Cost	This is the calculated by taking the cost of the item included and subtracting out and federal funds.
Prior Accumulated Depreciation	This is the amount of depreciation that has accumulated in past reporting periods for this piece of equipment.
Depreciation For Reporting Period	This is the amount that the equipment has depreciated during the current year. This can be calculated by dividing the Cost, minus the Offset, by the Years of Useful Life of the asset. The allowable amount of depreciation will be less if, during the reporting period, the asset became fully depreciated or the asset was placed into or taken out of service. Fully depreciated means that the total accumulated depreciation for the asset is equivalent to the depreciation basis.

### **Reporting Costs**

The district user has two options for completing the Transportation Equipment Depreciation information.

- **Option 1, Enter by Line Item:**

Complete the information for each individual on a line-by-line basis. To do this, click on the depreciated item.

Once selected, the district will have the option to enter the required information. Once the information is completed for the individual, click ‘Save Changes’ and the information will be saved, then continue to edit each individual and input their annual payroll information.

Create New Transportation Equipment

Asset Type:  (Required)

Unique Asset ID:  (Required)

Description:  (Required)

Service Type:  (Required)

Placed In Service:  mm/yyyy (Required)

Removed From Service:  mm/yyyy

Years Of Useful Life:  (Required)

Cost:  (Required)

Federal Funds and Other Reductions:  (Required)

Notes:

☐ Excluded

☐ Add Another?   (No changes on page)

Click 'Cancel' if any information has been erroneously entered.

- **Option 2 Importing/Exporting:**

The PCG Claiming System has an export/import process. This allows user to export the list into Excel, make the changes in the Excel document and import the costs into the site. For further details on this functionality, please see the export/import section on page 38 and 39.

## 5. GENERAL AND STATISTICAL INFORMATION

To access the 'General and Statistical Information' link on the PCG Claiming System, click on the 'Annual' dropdown menu, then click on the 'General and Statistical Information' link.

Colorado School Health Services

FY16 : Apr-Jun 2016 District: Demo District

Home People Calendar Moments Quarterly Annual Configuration Reports

**Quarterly Milestone Summary**

- Quarterly Start Process
- Quarterly Claim Process
- Certify Financials
- Quarterly CPE Form Process

**PCG Messages**

- RMTS
- The JM16 q...
- must be ce...
- Don't hesit...
- assistance.
- Annual Cos...
- The FY16 (2...
- 2016. More...
- provided d...

**Annual Menu:**

- Salaried Staff
- Contracted Staff
- Direct Medical Services Other Costs
- Transportation Salaried Staff
- Transportation Other Costs
- Transportation Equipment Depreciation
- General and Statistical Information**
- Interim Payments
- Cost Report
- Cost Settlement
- CPE Form

**Calendar Compliance**

Demo District Certified?: No

**Staff Pool Compliance**

Demo District Certified?: No

**Resources**

CO District Coordinator PCG Claiming System

**Reports**

There are no reports to view

This page collects information needed to calculate allocation percentages to apply to specific cost items toward the determination of Medicaid-allowable costs. Once clicked, the following page will appear:

**Colorado School Health Services** FY16 : Apr-Jun 2016 District: Demo District

Home People Calendar Moments Quarterly Annual Configuration Reports

**General and Statistical Information** (Opened)

Export Options Import

Variable Value

Indirect Cost Rate ?

Ratio	Numerator	Denominator	Ratio	Warning	Explanation
IEP Ratio					
Transportation Services IEP Students Ratio					
One-Way Trip Ratio					

Submit Changes

The indirect cost rate, IEP ratio and one-way trip ratio numerator are populated by PCG.

Field	Description
Indirect Cost Rate	This percentage has been pre-populated from information provided by the CDE, which serves as the cognizant agency responsible for approving district indirect cost rates for the United States Department of Education. This percentage is applied by the system to net direct costs (total costs less amount paid with federal funds) toward calculating the amount of allowable indirect costs. If the district does not have an unrestricted indirect cost rate calculated by CDE, the district has no Medicaid-allowable indirect costs for the Medicaid cost report
IEP Student Utilization Ratio	The IEP Student Utilization Ratio numerator and denominator fields are populated by PCG. The numerator is the total Medicaid IEP Students on December 1 as identified through the eligibility verification match from MMIS. The denominator is the total number of IEP Students on December 1



Field	Description
Transportation Services IEP Students Ratio	This ratio is only required if the district categorizes transportation costs as not only specialized transportation. The numerator and denominator are both populated by the district. The numerator is the total number of IEP students receiving transportation. This is a count of Medicaid and non-Medicaid students who receive transportation as a requirement listed in their IEP/IFSP throughout the school year. The denominator is the total students in the school district receiving transportation. This is a count of all students in the school district that receive transportation throughout the school year according to supporting documentation
One-Way Trip Ratio	The numerator is the total number of allowable one-way trips for Medicaid IEP students as required in their IEP and as billed through MMIS. The Department and PCG will populate this number in the system based on the total number of allowable one-way trips billed through MMIS. Please note, this information is finalized in January. PCG initially populates the numerator with the prior year's information until the applicable reporting period data is finalized. The denominator is populated by the district. It is a count of the one-way trips taken by Medicaid and non-Medicaid students who have transportation listed as a requirement in their IEP throughout the school year. This includes specialized and non-specialized trips

## 6. INTERIM PAYMENTS

To access the Interim Payments page of the PCG Claiming System, click the 'Annual' dropdown menu, then select 'Interim Payments'.

The screenshot shows the Colorado School Health Services PCG Claiming System interface. At the top, there's a header with 'Colorado School Health Services' and filters for 'FY16', 'Apr-Jun 2016', and 'District: Demo District'. Below the header is a navigation bar with tabs: Home, People, Calendar, Moments, Quarterly, Annual, Configuration, and Reports. The 'Annual' tab is selected, and its dropdown menu is open, showing options: Salaried Staff, Contracted Staff, Direct Medical Services Other Costs, Transportation Salaried Staff, Transportation Other Costs, Transportation Equipment Depreciation, General and Statistical Information, Interim Payments (highlighted with a red box), Cost Report, Cost Settlement, and CPE Form. On the left, there's a 'Quarterly Milestone Summary' section with links for 'Quarterly Start Process', 'Quarterly Claim Process', 'Certify Financials', and 'Quarterly CPE Form Process'. In the center, there's a 'PCG Messages' section with a message about RMTS and the JM16 quarter. On the right, there's a 'Calendar Compliance' section with a status 'Demo District Certified?: No' and a 'Staff Pool Compliance' section with the same status. At the bottom, there's a 'Resources' section with a link to 'CO District Coordinator PCG Claiming System' and a 'Reports' section with the text 'There are no reports to view'.

The interim payments page shows the total interim payments received for each direct service category. This page is populated by PCG. Furthermore, it will only be available for viewing

once that year's cost settlement has been released. Districts will be notified when the settlement is released.

The screenshot shows the 'Annual Interim Payments' form in the Colorado School Health Services system. The form has a header with 'Colorado School Health Services' and navigation tabs: Home, People, Calendar, Moments, Quarterly, Annual, Configuration, and Reports. Below the header, there are dropdown menus for 'FY16' (set to Apr-Jun 2016) and 'District' (set to Demo District). The main content area has two sections: 'Cost Pool' with a dropdown menu showing 'Direct Service' and 'Specialized Transportation', and 'Interim Payment' with a text input field. A status bar at the bottom right indicates '(Opened)'.

## 7. COST REPORT

To view the 'Cost Report' and certify the annual SHS Annual Cost Report, the user will click within the 'Annual' dropdown menu and choose 'Cost Report.'

The screenshot shows the 'Annual' dropdown menu open in the Colorado School Health Services system. The menu lists several options: Salaried Staff, Contracted Staff, Direct Medical Services Other Costs, Transportation Salaried Staff, Transportation Other Costs, Transportation Equipment Depreciation, General and Statistical Information, Interim Payments, Cost Report (highlighted with a red box), Cost Settlement, and CPE Form. The background shows the 'Annual' tab selected in the navigation bar, and various sections like 'Quarterly Milestone Summary', 'PCG Message', 'Calendar Compliance', 'Staff Pool Compliance', 'Resources', and 'Reports' are visible.

This page will summarize the cost information for both direct medical services, TCM services and transportation costs (if applicable) input on the Medicaid cost report. Costs are broken out by service type to display the calculation of the district's Medicaid allowable costs for the cost reporting period. Districts use this page to provide final review and certification of the annual cost report.

Status Summary									
Page	no data	no warnings	has warnings	has severe warnings	approved	rejected	excluded	total	
Salaried Staff	312	1	1	0	0	0	0	0	314
Contracted Staff	1	0	0	0	0	0	0	0	1
Direct Medical Services Other Costs	0	2	0	0	0	0	0	0	2
Transportation Salaried Staff	0	2	0	0	0	0	0	0	2
Transportation Other Costs	1	1	0	0	0	0	0	0	2
Transportation Equipment	0	1	0	0	0	0	0	0	1

Direct Medical Services Salary and Benefits Summary							
Service Type	# line items	Salaries	Benefits	Contracted Staff Costs	Total Costs	Fed Funds and Other Reductions	Staff Costs
► Nursing Services	225	\$12,500.00	\$3,750.00	\$0.00	\$16,250.00	\$100.00	\$16,150.00
► Orientation Mobility and Vision Services	2	\$60,000.00	\$12,500.00	\$0.00	\$72,500.00	\$0.00	\$72,500.00
		\$72,500.00	\$16,250.00	\$0.00	\$88,750.00	\$100.00	\$88,650.00

Direct Medical Services Total Costs Summary									
Service Type	Staff Costs	Unrestricted Indirect Cost Rate	Indirect Costs	Staff Costs Plus Indirect Costs	Direct Medical Percentage	Net Direct and Indirect Costs	Other Costs	Other Cost Fed Funds	Medicaid Allowable Costs
Nursing Services	\$16,150.00	12.56 %	\$2,028.44	\$18,178.44	35.68 %	\$6,486.07	\$3,700.00	\$0.00	\$4,107.02
Orientation Mobility and Vision Services	\$72,500.00	12.56 %	\$9,106.00	\$81,606.00	35.68 %	\$29,117.02	\$200.00	\$0.00	\$11,820.62
Totals	\$88,650.00		\$11,134.44	\$99,784.44		\$35,603.09	\$3,900.00	\$0.00	\$15,927.64

Transportation Salary and Benefits Summary						
Service Type	# line items	Salaries	Benefits	Total Costs	Fed Funds and Other Reductions	Staff Costs
► Not Only Specialized Transportation	2	\$35,000.00	\$11,000.00	\$46,000.00	\$0.00	\$46,000.00
		\$35,000.00	\$11,000.00	\$46,000.00	\$0.00	\$46,000.00

Transportation Total Costs Summary									
Service Type	Staff Costs	Other Cost Fed Funds	Total Costs	Unrestricted Indirect Cost Rate	Indirect Costs	Net Direct Costs Plus Indirect Costs	Transportation Services IEP Students Ratio	One Way Trip Ratio	Medicaid Allowable Costs
Not Only Specialized Transportation	\$46,000.00	\$2,131,500.00	\$2,176,750.00	12.56 %	\$273,399.80	\$2,450,149.80	15.24 %	5.43 %	\$20,275.77
Totals	\$46,000.00	\$2,131,500.00	\$2,176,750.00		\$273,399.80	\$2,450,149.80			\$20,275.77

Once the cost summary report information has been thoroughly reviewed, select ‘Certify Annual Financials’ in the top left hand corner of the page. This is shown in the image below. After the district selects the ‘Certify Annual Financials’ button, the Medicaid cost report is now locked and certified. The information provided in the Medicaid cost report will now be ready for the Department and PCG to review.

Colorado School Health Services

FY16 : Apr-Jun 2016 District: Demo District

Home

People

Calendar

Moments

Quarterly

Annual

Configuration

Reports

Cost Report

Certify Annual Financials

(Opened)

Status Summary

Page	no data	<div></div> no warnings	<div></div> has warnings	<div></div> has severe warnings	<div></div> approved	<div></div> rejected	<div></div> excluded	total
Salaried Staff	0	267	0	0	0	0	0	267
Contracted Staff	14	0	0	0	0	0	0	14
Transportation Other Costs	2	0	0	0	0	0	0	2

Direct Medical Services Salary and Benefits Summary

Service Type	Salaries	Benefits	Contracted Staff Costs	Total Costs	Fed Funds and Other Reductions	Staff Costs
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## 8. COST SETTLEMENT PAGE

To view the 'Cost Settlement', the user will click within the 'Annual' dropdown menu and choose 'Cost Settlement'.

The screenshot shows the Colorado School Health Services dashboard. The top navigation bar includes 'Home', 'People', 'Calendar', 'Moments', 'Quarterly', 'Annual', 'Configuration', and 'Reports'. The 'Annual' dropdown menu is open, displaying a list of options: Salaried Staff, Contracted Staff, Direct Medical Services Other Costs, Transportation Salaried Staff, Transportation Other Costs, Transportation Equipment Depreciation, General and Statistical Information, Interim Payments, Cost Report, Cost Settlement (highlighted with a red box), and CPE Form. The main content area includes sections for Quarterly Milestone Summary, PCG Messages, Calendar Compliance, Staff Pool Compliance, Resources, and Reports.

The cost settlement page will be available to school districts once PCG and the Department have calculated and released the cost settlement. Districts will be notified when the cost settlement is released.

This page will go through the calculations to provide the total amount owed to or owed from a Medicaid provider.

The screenshot shows the 'Cost Settlement' page. At the top, there is a green bar with a checkmark icon and the text 'Claim: Original'. Below this, a green box contains the following information: Certify Date: 07/18/2016 5:40 PM, Certify User: Ward, John Robert (jward@pcgus.com), Review Date: 07/18/2016 5:40 PM, Review User: Ward, John Robert (jward@pcgus.com), Release Date: 07/18/2016 5:40 PM, and Release User: Ward, John Robert (jward@pcgus.com). The page also displays the District Name: Adams 12 Five Star Schools and the Cost Report Period: Jul 01, 2015 - Jun 30, 2016. The 'Approve Cost Settlement' button is highlighted with a red box. The 'Cost Settlement Summary' table is as follows:

Cost Settlement Summary	
<b>1. Total Certified Public Expenditure (CPE) From Medicaid Cost Report</b>	<b>\$733,324.08</b>
Direct Service	\$716,633.74
Targeted Case Management	\$0.00
Specialized Transportation	\$16,690.34
<b>2. Total Gross Interim Payments Amount</b>	<b>\$510,000.00</b>
Direct Service	\$500,000.00
Targeted Case Management	\$0.00
Specialized Transportation	\$10,000.00
<b>3. Difference Between CPE &amp; Gross Interim Payments Amount (#1 - #2)</b>	<b>\$223,324.08</b>
<b>4. Federal Medical Assistance Percentage</b>	<b>\$112,097.52</b>
July-September (#3 * 25% * 50.72%)	\$28,317.49
October-June (#3 * 75% * 50.02%)	\$83,780.03
<b>5. State Administration Amount Withheld (#4 * 8%)</b>	<b>\$8,967.80</b>
<small>Based on C.R.S. 25.5-5-316</small>	
<b>6. Amount Owed To / (Owed From) Provider (#4 - #5)</b>	<b>\$103,129.72</b>

## 9. CERTIFIED PUBLIC EXPENDITURES (CPE) PAGE

Once the cost settlement has been approved, the user must electronically sign the CPE Form. The CPE Form will only become available once the district has approved the cost settlement. Only the appropriate financial administrator who has authority to sign the CPE page will have access to the sign button.

The screenshot displays the Colorado School Health Services PCG Claiming System interface. At the top, the header includes the system name and navigation tabs: Home, People, Calendar, Moments, Quarterly, Annual, Configuration, and Reports. The 'Annual' tab is selected, and its dropdown menu is open, listing various items such as Salaried Staff, Contracted Staff, Direct Medical Services Other Costs, Transportation Salaried Staff, Transportation Other Costs, Transportation Equipment Depreciation, General and Statistical Information, Interim Payments, Cost Report, Cost Settlement, and CPE Form. The 'CPE Form' item is highlighted with a red box. On the left sidebar, under 'Quarterly Milestone Summary', the 'Quarterly CPE Form Process' is listed. The main content area shows 'PCG Messages' with a list of items, 'Calendar Compliance' and 'Staff Pool Compliance' sections both indicating 'Demo District Certified?: No', and 'Resources' and 'Reports' sections at the bottom.

Once the annual cost report has been approved. The CPE form will be available. From the CPE form page, the user with the appropriate credentials will be able to select the 'Sign CPE Form' button. The action will move the report to the signed status. The page will auto populate with the signer's information.

<div style="background-color: #92d050; border: 2px solid red; padding: 2px; display: inline-block;">Upload Signed CPE Form</div>	
<b>Medicaid School Health Services Cost Settlement Summary</b>	
<b>Cost Report Period:</b>	Jul 01, 2015 - Jun 30, 2016
<b>District Name:</b>	Adams 12 Five Star Schools
<b>NPI:</b>	
<b>District Code:</b>	169
<b>1. Total Certified Public Expenditure (CPE) From Medicaid Cost Report</b>	<b>\$733,324.08</b>
Direct Service	\$716,633.74
Targeted Case Management	\$0.00
Specialized Transportation	\$16,690.34
<b>2. Total Gross Interim Payments Amount</b>	<b>\$510,000.00</b>
Direct Service	\$500,000.00
Targeted Case Management	\$0.00
Specialized Transportation	\$10,000.00
<b>3. Difference Between CPE &amp; Gross Interim Payments Amount (#1 - #2)</b>	<b>\$223,324.08</b>
<b>4. Federal Medical Assistance Percentage</b>	<b>\$112,097.52</b>
July-September (#3 * 25% * 50.72%)	\$28,317.49
October-June (#3 * 75% * 50.02%)	\$83,780.03
<b>5. State Administration Amount Withheld (#4 * 8%)</b>	<b>\$8,967.80</b>
<small>Based on C.R.S. 25.5-5-316</small>	
<b>6. Amount Owed To / (Owed From) Provider (#4 - #5)</b>	<b>\$103,129.72</b>
<p>I certify that Section 1 above, to the best of my knowledge, represents actual expenditures accumulated under our provider agreement with the Colorado Department of Health Care Policy &amp; Financing (the Department) for the cost report period stated above.</p> <p>The claim amount is solely related to our provider agreement with the Department and does not duplicate any federal claims for reimbursement, nor are the funds used to match other federal funds, unless expressly allowed by federal regulations.</p>	
<p>Please return a signed copy of this document to Shannon Huska, School Health Services (SHS) Program Administrator, at the Department.</p> <p>By Fax: (303) 866-4411; By Scan and Email: shannon.huska@state.co.us</p> <p>By Mail: Colorado Department of Health Care Policy and Financing, 1570 Grant Street, Denver, CO 80203</p> <p>Attn: Shannon Huska, School Health Services Program Administrator</p>	
<b>Verification of Expenditure by:</b> _____ <div style="text-align: right;"><i>Signature of School Fiscal Budget Officer</i></div> <b>Name (Please Print):</b> _____ <b>Title:</b> _____ <b>Date:</b> _____ <b>Phone:</b> _____ <b>Email:</b> _____	

## 10. EXPORT/IMPORT FUNCTIONALITY

Districts have the option of exporting their annual financials, editing the costs in Microsoft Excel, and then importing the costs back into the claiming system. To do so, follow these steps:

1. Select the Annual financial cost reporting page area you wish to edit. In this example, we will look at Annual Salaried Staff Information.
2. Just below the green menu bar, click Export:

Annual: Salaried Staff (Opened)

[Export](#) [Import](#)

**Available Filters**

Status	Agency	Emp Id	Name	Job Cat	Cost Pool	Title	Job Span	Hours	Salary	Employer-Paid Benefits	Comp Fed Rev / Non-Allowable	Gross
	Demo District	1374	Abeyta, Joelyn	Personal Care Aide/Teacher's Aide	Direct	Para-Special Programs			\$67,000.00	\$15,000.00	\$0.00	\$82,000.00

**Explanation:** Joelyn is a tenured employee who is at the top of the district's salary schedule.

- The system will export the table as a .CSV file. However, the system can only read Excel files. Unlike in the previous system, files must be saved in an Excel format, either .xls or .xlsx for them to upload properly.
- In the Excel document, the user can enter salaries, benefits, federal revenues, notes, and explanations. In the screenshot below, these fields can be found in columns P through R. These are the only cells that should be edited. Do not edit anything from ID (column A) through Employee ID (Column N) Do not add or delete columns or rows. The only cells that should be edited are the cost columns and the Notes and Explanations fields.

ID	Agency II	Agency	Jul	Se	Oct	De	Jan	Mi	Apr	Jun	Percent Of Year Work	Name - Last	Name - Fir	Job Cat	Cost Pool	Title	Emp Id	Hour	Salary	Employer-Paid Benefit	Compensation	Federal Revenues / Non-Allowable C
36698	2	Demo District	Yes	Yes	Yes	No					75.14	Abeyta	Joelyn	Personal Care Aide/Teacher's Aide	Direct Service	Para-Special Programs	12802					
36222	2	Demo District	Yes	No	No	No					25.14	Abshire	Patricia	Health Technician	Direct Service		4071					
36223	2	Demo District	No	Yes	Yes	No					50	Abshire	Patricia	Special Education Teacher	Direct Service	Teacher-Severe Cognitive Needs	4071					
36887	2	Demo District	No	Yes	Yes	No					50	Adams	Danniel	Personal Care Aide/Teacher's Aide	Direct Service	Para-Special Programs	13294					
36241	2	Demo District	Yes	No	No	No					25.14	Adams	Kim	Health Technician	Direct Service		11518					

- Enter costs in the cells. While entering costs, please follow these rules:
  - If a participant does not have a particular cost, **you must enter 0**. You cannot leave it blank.
  - Numbers should have a maximum of 2 decimals. The system will not accept partial pennies.
  - As mentioned above, change only the cost-related cells and the Notes and Explanations fields.

ID	Agency II	Agency	Jul	Se	Oct	De	Jan	Mi	Apr	Jun	Percent Of Year Work	Name - Last	Name - Fir	Job Cat	Cost Pool	Title	Emp Id	Hour	Salary	Employer-Paid Benefit	Compensation	Federal Revenues / Non-Allowable C
36698	2	Demo District	Yes	Yes	Yes	No					75.14	Abeyta	Joelyn	Personal Care Aide/Teacher's Aide	Direct Service	Para-Special Programs	12802	0	67000		15000	0
36222	2	Demo District	Yes	No	No	No					25.14	Abshire	Patricia	Health Technician	Direct Service		4071	0	5213.8		2617.19	0
36223	2	Demo District	No	Yes	Yes	No					50	Abshire	Patricia	Special Education Teacher	Direct Service	Teacher-Severe Cognitive Needs	4071	0	20234		5548.6	0
36887	2	Demo District	No	Yes	Yes	No					50	Adams	Danniel	Personal Care Aide/Teacher's Aide	Direct Service	Para-Special Programs	13294	0	20314		9701.96	548.48
36241	2	Demo District	Yes	No	No	No					25.14	Adams	Kim	Health Technician	Direct Service		11518	0	10235		541.87	0

- When the costs have been entered, save the file. Remember that the file must be in .xls or .xlsx format.
- Return to the PCG Claiming System. Click 'Import', then click 'Choose File' to locate your upload file:

Colorado School Health Services

Home People Calendar

Annual: Salaried Staff

[Export](#) [Import](#)

**Available Filters**

Import Salaried Staff

Import File: [Choose File](#) No file chosen

[Close](#) [Upload](#)

(No changes on page)



8. Click Upload. If your file is in the appropriate format, the system will upload your data. If your file has errors in it, the system will provide details and instructions regarding those errors.
9. Address the errors, then repeat steps 7 and 8 to attempt upload.



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