

# SCHOOL-BASED ADMINISTRATIVE CLAIMING



A PROGRAM ADMINISTERED BY THE OFFICE OF HEALTHY SCHOOLS WITHIN THE MISSISSIPPI DEPARTMENT OF EDUCATION

## Important Dates for Q2 11 (April - June 2011)

### April 14, 2011

**Coordinators** – Deadline for “Q2 11” Employee Roster for all additions and modifications

- Participants who have not verified their email addresses will be excluded from the time study as well as their cost data. This may reflect a decrease in school district reimbursement.

### April 15, 2011

**Coordinators** – Migrate “Q2 11” Employee Roster to “Q3 11” Employee Roster

- If there are new employees starting during “Q3 11”, you may add them at this point. This will enable the employees to complete training prior to “Q4 11”.

### May 2, 2011

**Coordinators** – The “Q2 11” RMS Surveys will be available

- Under the new CMS guidelines the survey size will increase and the notification period will change. Your roster participants will receive notification 3 days prior to their random moment sample. Thereafter, the participant has 5 business days to complete the sample.

### June 21, 2011

**Coordinators** – “Q3 11” Employee Roster Modification Deadline

- Participants who have not verified their email addresses will be excluded from the time study as well as their cost data. This may reflect a decrease in the school district reimbursement.

### June 22, 2011

**Coordinators** – “Q3 11” Migrate “Q3 11” Employee Roster to “Q4 11” Employee Roster

### \*\*\*\*\*Important Information\*\*\*\*\*

According to the new approved CMS methodology, dated December 2010; all participating school districts must conduct an annual training for their employees that participate in the SBAC program. Please contact the MDE staff in advance if you need assistance.