



Business Coordinator Report BOE Meeting July 24, 2024

2023.2024 Budget

Year end reports for the Board of Education and Connecticut State Department of Education (CSDE) will be finalized after we receive anticipated invoices for the fiscal year.

Human Resources

In compliance with with CT General Statutes, Section 10-221d we require all school employees to submit to state and national criminal history checks through fingerprinting. The Criminal Justice Information System (CJIS) is the system which stores Criminal History Record Information (CHRI). In June the district successfully completed our CT Department of Emergency Services and Public Protection (CT DESPP) Criminal History Record Information (CHRI) audit. In order to use the CJIS the FBI requires:

- an agreement on file between the district and CTDESPP authorizing access to the CJIS system
- authorized users and district information technicians to complete training
- the district to have the following procedures in place:
 - applicant notification and record challenges
 - fingerprint processing
 - use and dissemination
 - area and electronic security of CHRI
 - reporting security incidents
 - implications of noncompliance
- completion of a compliance audit every three years

Medicaid

School Based Child Health program, Medicaid Cost Report for 2022-2023 was submitted to Department of Social Services (DSS).

- Wage and benefit costs for employees providing direct medical services to qualifying students are included
 - Speech and Language
 - Counseling
- Wage and benefit costs for employees administering the program for the district are included
 - Business Coordinator
- Detailed time reports for contractors providing direct medical services to qualifying students are included
 - Occupational Therapy
 - Physical Therapy
 - Evaluations
- Random Moment Time Studies (RMTS) are completed throughout the year
 - Employees across the state involved in the Medicaid program respond to requests to report their activity at a specific minute in time
 - Based on the RMTS, a percentage of time spent on Medicaid activities is determined for each service type, for example speech, counseling or billing
- Total reported employee costs are multiplied by the RMTS percentages for each service type and added to contractor costs to determine the annual Medicaid reimbursement
- Direct claims filed by the district and paid throughout the year are deducted from the annual reimbursement before the balance is remitted to the district

Respectfully submitted,

Sally Lehoux
Business Coordinator