

# Maine Checklist for Beginning of the Year Information

## District Wide Items

### Information to Send to MSB

Form	Due Date	Sent
District Information Form (Complete eDIF)	8/15/2016	
Rates Template (for all health-related service providers) Send to meratescoordinator@msb-services.com	8/22/2016	

### Administrative Items

Action Item	Due Date	Target Recipients
Notify Claims Analyst of any new Service Providers or school locations	ASAP or 8/31/16	
Send out Annual Notice of Parental Rights	Annually	Parents of all students with one-time consent on file
Collect Signed Statement of Reassignment Form	Annually	All contracted providers documenting in Lumea
Collect Electronic Signature Verification form	Annually	All service providers documenting in Lumea

### Lumea Required Maintenance Items

See [Lumea Required Maintenance Items](#) document for details

Task	Due Date	Completed
Advance Student Grades	By Sept 1 of each year	
Update District and School Calendars (including Progress Reporting, if applicable)	By July 1 of each year	
Update Student Details	As needed	
Update User Details (Credentials)	As needed	
Student Identity Verification (If Case Managers/Service Providers have permission to Add Students)	As needed	