

# Maine Start-up Checklist Information to Send to MSB™

## District Wide Items

| Form  | Due Date                    | Sent |
|---|-----------------------------|------|
| Rates Template<br>(for all health-related service providers) Send to your<br>MSB Claims Analyst | By September 1 of each year |      |

## Administrative Items

| Action Item   | Due Date | Target Recipients  |
|---|----------|--|
| Add any new Service Providers or<br>school locations to MIHMS | ASAP     |  |
| Send out Annual Notice of Parental Rights                     | Annually | Parents of all students with<br>one-time consent on file |
| Collect Signed Statement of Reassignment Form                 | Annually | All contracted providers<br>documenting in Lumea         |
| Collect Electronic Signature Verification form                | Annually | All service providers<br>documenting in Lumea            |

## Lumea Required Maintenance Items

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

| Task   | Due Date                    | Completed |
|--|-----------------------------|-----------|
| Advance Student Grades   | By September 1 of each year |           |
| Update District Contact Information  | By September 1 of each year |           |
| Update District and School Calendars<br>(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<br>(If Case Managers/Service Providers have permission<br>to add Students) | As needed                   |           |