

## NH Lumea™ Fall Start-up Checklist

Form	Due Date	Sent to Claims Analyst
District Information Form	8/12/2016	
Rates Template	8/19/2016	
Specialized Transportation Roster	9/30/2016	
Specialized Transportation Add/Delete Report	Monthly	

Lumea Task	Due Date	Completed
Advance Student Grades (not required)	7/1/2016 or manually, if preferred	
Update District and School Calendars	7/1/2016	
<b>Update Student Details</b> <ul style="list-style-type: none"> <li>- School Name</li> <li>- DOL</li> <li>- OK to Bill</li> <li>- Parental Consent (if tracking in Lumea)</li> <li>- Student Status</li> <li>- Special Education Status</li> <li>- Exit Information</li> <li>- Out of District Placement Information</li> <li>- 402 Information</li> </ul>	8/12/2016	
<b>Update User Details</b> <ul style="list-style-type: none"> <li>- Deactivate Users Who Have Left the District/Should No Longer Have Access to Lumea</li> </ul>	8/19/2016	
Add new Service Providers that are providing health-related services and assign State Approved Service Provider Type. Add any individuals for whom you want the LEIE check completed.	8/19/2016	
Student Identity Verification	On Going	

Schedule		Completed
Lumea Service Provider Training	Scheduling based on availability	
Lumea Administrator Training		
<b>Policy Training</b> <ul style="list-style-type: none"> <li>- Administrators</li> <li>- Case Managers</li> <li>- Services Providers</li> </ul>		