

NH Lumea™ Fall Start-up Checklist

Form	Due Date	Sent to Claims Analyst
Rates Template	8/21/2017	

Lumea Task	Due Date	Completed
Advance Student Grades (not required)	6/30/2017 or manually, if preferred	
Update District and School Calendars	8/21/2017	
Update Student Details <ul style="list-style-type: none"> - School Name - DOL - OK to Bill - Parental Consent (if tracking in Lumea) - Student Status - Special Education Status - Exit Information - Out of District Placement Information - 402 Information - Specialized Transportation Toggle 	9/29/2017	
Update User Details <ul style="list-style-type: none"> - Deactivate Users Who Have Left the District/Should No Longer Have Access to Lumea 	8/21/2017	
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.	8/21/2017	
Student Identity Verification	On Going	
District Contact Information Updates	9/6/2017	

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