

NH Fall Start-up Checklist

Paper

| Form | Due Date | Sent to Claims Analyst |
|--|------------|------------------------|
| District Information Form | 8/12/2016 | |
| Rates Template | 8/19/2016 | |
| School Intake Form | 9/2/2016 | |
| Special Education Roster | 9/30/2016 | |
| Specialized Transportation Roster | 9/30/2016 | |
| Specialized Transportation Add/Delete Report | Monthly | |
| Out of District Roster | 10/19/2016 | |

| Schedule | | Completed |
|--|----------------------------------|-----------|
| Service Provider Training | Scheduling based on availability | |
| Policy Training - Administrators - Case Managers - Services Providers | | |