


2019 Medicaid Administrative Claiming School District Calendar

July 2018						
Sat	Mon	Tue	Wed	Thu	Fri	Sat
1 Q1 2019 Begins	2 Start gathering salary/benefit info for 2018 Q4 claiming file	3	4 Independence Day	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Deadline for filing Q3 2018	Notes:			

 = Claiming activity

 = Holiday

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 Finalize District-Wide and Work Schedule Annual Calendars	
					Review and finalize participant list for Q2 2019	

= Quarterly Prep Work

= Annual Prep Work

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>Labor Day</i>	4	5	6	7	8
9	10 Participant List and Work Schedule Calendar changes/updates for Q2 2019 due	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Participants receive 'Welcome/Welcome Back' emails and take online training for Q2 2019 Q2 2019 Random Moments Generated	25	26	27	28	29
30 Q1 2019 Ends	Notes:					

= Quarterly Prep Work

= Holiday

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Q2 2019 Begins Start gathering salary/benefit info for 2019 Q1 claiming file	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Deadline for filing Q4 2018	Notes:		

= Claiming activity

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:				1	2	3
4	5	6	7	8	9	10
11	12 <i>Veteran's Day</i>	13	14	15	16	17
18	19	20	21	22 <i>Thanksgiving</i>	23	24
25	26	27	28	29	30 Review and finalize participant list for Q3 2019	

= Quarterly Prep Work

= Holiday

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 Participant List and Work Schedule Calendar changes/updates for Q3 2019 due	11	12	13	14	15
16	17	18	19	20	21	22
23	24 New Participants receive 'Welcome' emails and take online training for Q3 2019 Q3 2019 Random Moments Generated	25 <i style="color: red;">Christmas Day</i>	26	27	28	29
30	31 Q2 2019 Ends	Notes:				

= Quarterly Prep Work

= Holiday

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Q3 2019 Begins	2 Start gathering salary/benefit info for 2019 Q2 claiming file	3	4	5
		<i>New Year's Day</i>				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
		<i>MLK Jr. Holiday</i>		27	28	29
		30	31 Deadline for filing Q1 2019	Notes:		

= Holiday

= Claiming activity

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 <i>President's Day</i>	19	20	21	22	23
24	25	26	27	28 Review and finalize participant list for Q4 2019		

= Quarterly Prep Work

= Holiday

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10 Participant List and Work Schedule Calendar changes/updates for Q4 2019 due	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 New Participants receive 'Welcome' emails and take online training for Q4 2019 Q4 2019 Random Moments Generated	26	27	28	29	30
31 Q3 2019 Ends	<p>Notes: Remember to update your last day of school due to inclement weather, if needed!</p> <p>3/10/19 Deadline falls on Sunday. If you don't work weekends, give yourself enough time to make the updates!</p>					

= Quarterly Prep Work


April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Q4 2019 Begins Start gathering salary/benefit info for 2019 Q3 claiming file	2	3	4	5	6
7	8	9	10	11	12	13
17	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Deadline for filing Q2 2019	Notes:			

= Claiming activity

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 <i>Memorial Day</i>	28	29	30	31	

 = Holiday

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 Q4 2019 Ends	<p>Notes: Remember there is no quarterly prep work for 2020 Q1. Woohoo!</p> <p>Get an early start on your participant list and calendar prep work for 2020 Q2.</p> <p>On 7/1/2019, start gathering salary/benefit info for 2019 Q4 claiming file.</p> <p>Great work this year!</p>					