


2020 Medicaid Administrative Claiming School District Calendar

| July 2019 | | | | | | |
|-----------|--|-----------|---------------------------------------|-------------------------------------|-----------|-----------|
| Sat | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 Q1 2020 Begins Start gathering salary/benefit info for 2019 Q4 claiming file | 2 | 3 | 4 <i>Independence Day</i> | 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 2019 | Notes: | | |

 = Claiming activity

 = Holiday

August 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 | 28 | 29 | 30 Finalize District-Wide and Work Schedule Annual Calendars Review and finalize participant list for Q2 2020 | 31 |

= Quarterly Prep Work

= Annual Prep Work

September 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|--|-----|-----|-----|-----|
| 1 | 2 <i>Labor Day</i> | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 Participant List and Work Schedule Calendar changes/updates for Q2 2020 due | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 Participants receive 'Welcome/Welcome Back' emails and take online training for Q2 2020 Q2 2020 Random Moments Generated | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 Q1 2020 Ends | Notes: | | | | |

= Quarterly Prep Work

= Holiday

October 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|-----------|---|-----------|--|---------------|-----------|
| | | 1 Q2 2020 Begins Start gathering salary/benefit info for 2020 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 2019 | Notes: | |

= Claiming activity

November 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------|-----------------------------------|-----------|-----------|----------------------------------|--|-----------|
| Notes: | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 <i>Veteran's Day</i> | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 <i>Thanksgiving</i> | 29 Review and finalize participant list for Q3 2020 | 30 |

= Quarterly Prep Work

= Holiday

December 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 Q3 2020 due | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 New Participants receive 'Welcome' emails and take online training for Q3 2020 Q3 2020 Random Moments Generated | 24 | 25 <i>Christmas Day</i> | 26 | 27 | 28 |
| 29 | 30 | 31 Q2 2020 Ends | Notes: | | | |

= Quarterly Prep Work

= Holiday

January 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------|-----------|-----------|-------------------------|--|---------------------------------------|-----------------------|
| Notes: | | | 1 Q3 2020 Begins | 2 Start gathering salary/benefit info for 2020 Q2 claiming file | 3 | 4 |
| | | | | | | <i>New Year's Day</i> |
| 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 Q1 2020 | |

= Holiday

= Claiming activity

February 2020

| 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 <i>President's Day</i> | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 Review and finalize participant list for Q4 2020 | 29 |

= Quarterly Prep Work

= Holiday

March 2020

| 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 2020 due | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 New Participants receive 'Welcome' emails and take online training for Q4 2020 Q4 2020 Random Moments Generated | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 Q3 2020 Ends | Notes: Remember to update your last day of school due to inclement weather, if needed! | | | |

= Quarterly Prep Work


April 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------|-----------|-----------|---|--|-----------|-----------|
| Notes: | | | 1 Q4 2020 Begins Start gathering salary/benefit info for 2020 Q3 claiming file | 2 | 3 | 4 |
| | | | 5 | 6 | 7 | 8 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 Deadline for filing Q2 2020 | | |

= Claiming activity

May 2020

| 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 <i>Memorial Day</i> | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

 = Holiday

June 2020

| 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 2020 Ends | <p>Notes: Remember there is no quarterly prep work for 2021 Q1. Woohoo!</p> <p>Get an early start on your participant list and calendar prep work for 2021 Q2.</p> <p>On 7/1/2020, start gathering salary/benefit info for 2020 Q4 claiming file.</p> <p>Great work this year!</p> | | | |