

## 2019 Medicaid Administrative Claiming School District Calendar

### July 2018

- 7/1/2018 **Q1 2019 Begins**
- 7/2/2018 Start gathering salary/benefit info for 2018 Q4 claiming file
- 7/4/2018 *Independence Day*
- 7/31/2018 Deadline for filing Q3 2018 claim

### August 2018

- 8/31/2018 Finalize District-wide and Work Schedule Annual Calendars
- 8/31/2018 Review and finalize participant list for Q2 2019

### September 2018

- 9/3/2018 *Labor Day*
- 9/10/2018 Participant List and Work Schedule Calendar changes/updates for Q2 2019 due
- 9/24/2018 Participants receive 'Welcome/Welcome Back' emails and take online training for Q2 2019
- 9/24/2018 Q2 2019 Random Moments Generated
- 9/30/2018 **Q1 2019 Ends**

### October 2018

- 10/1/2018 **Q2 2019 Begins**
- 10/1/2018 Start gathering salary/benefit info for 2019 Q1 claiming file
- 10/31/2018 Deadline for filing Q4 2018 claim

### November 2018

- 11/12/2018 *Veteran's Day (observed)*
- 11/22/2018 *Thanksgiving*
- 11/30/2018 Review and finalize participant list for Q3 2019

### December 2018

- 12/10/2018 Participant List and Work Schedule Calendar changes/updates for Q3 2019 due
- 12/24/2018 New Participants receive 'Welcome' emails and take online training for Q3 2019
- 12/24/2018 Q3 2019 Random Moments Generated
- 12/25/2018 *Christmas Day*
- 12/31/2018 **Q2 2019 Ends**

### January 2019

- 1/1/2019 **Q3 2019 Begins**
- 1/1/2019 *New Year's Day*
- 1/2/2019 Start gathering salary/benefit info for 2019 Q2 claiming file
- 1/21/2019 *MLK Jr. Holiday*
- 1/31/2019 Deadline for filing Q1 2019 claim

### February 2019

- 2/18/2019 *President's Day*
- 2/28/2019 Review and finalize participant list for Q4 2019

### March 2019

- 3/10/2019 Participant List and Work Schedule Calendar changes/updates for Q4 2019 due  
*(Deadline falls on Sunday. If you don't work weekends, give yourself enough time to make the updates!)*
- 3/25/2019 New Participants receive 'Welcome' emails and take online training for Q4 2019
- 3/25/2019 Q4 2019 Random Moments Generated
- 3/31/2019 **Q3 2018 Ends**

## 2019 Medicaid Administrative Claiming School District Calendar

### **April 2019**

4/1/2019

*Q4 2019 Begins*

4/1/2019

Start gathering salary/benefit info for 2019 Q3 claiming file

4/30/2019

Deadline for filing Q2 2019

### **May 2019**

5/27/2019

*Memorial Day*

### **June 2019**

6/2019

Remember there is no quarterly prep work for 2020 Q1. Woohoo!

6/2019

Get an early start on your participant list and calendar prep work for 2020 Q2

6/30/2019

*Q4 2019 Ends*