

EBL NCM Reimbursement Process

Submit the Case Management Spreadsheet

Name the case management spreadsheet with **LHD name_Quarter #_FY ##_CMHV**.

Upload the case management spreadsheet to MILOGIN MIBLOODLEAD. You will want to upload a spreadsheet regardless of if you have conducted any home visits for the quarter. If you have not conducted any home visits, make a note on the spreadsheet indicating so before you upload.

If you do not have UPLOAD as an option or you need access to the MILOGIN MIBLOODLEAD area, please contact Jessica Cooper at cooperj3@michigan.gov.

Submit the FSR and FSR Supplemental Form

Submit/Upload the FSR and FSR supplemental form to EGrAMS. If there are questions about how to do this in EGrAMS, contact MI E-Grants Helpdesk at 517-335-3359 or MDHHS-EGrAMS-HELP@michigan.gov.

Email MDHHS CLPPP

Send an e-mail to Kendorah Lockhart at lockhartk1@michigan.gov to let her know that the case management spreadsheet has been submitted. She will be notified through EGrAMS automatically when the FSR and FSR supplemental form are submitted.

Timeline

Quarterly submission of the case management spreadsheet, FSR, and FSR supplemental form must be reported to MDHHS CLPPP using the following timeline:

| <u>Quarter</u> | <u>Reporting Time Period</u> | <u>Due Date</u> |
|-----------------------|-------------------------------------|------------------------|
| 1st | October 1 – December 31 | January 30 |
| 2 nd | January 1 – March 31 | April 30 |
| 3 rd | April – June 30 | July 30 |
| 4 th | July 1 – September 30 | October 30 |