

Maine Start-up Checklist

Information to Send to EDMS

District Wide Items

Form	Due Date	Sent
Rates Template (for all health-related service providers) Send to your EDMS Claims Analyst	By September 1 of each year	

Administrative Items

Action Item	Due Date	Target Recipients
Add any new Service Providers or school locations to MIHMS	ASAP	
Send out Annual Notice of Parental Rights	Annually	Parents of all students with one-time consent on file
Collect Signed Statement of Reassignment Form	Annually	All contracted providers documenting in Lumea
Collect Electronic Signature Verification form	Annually	All service providers documenting in Lumea

Lumea Required Maintenance Items

See [Lumea Required Maintenance Items](#) document for details

Task	Due Date	Completed
Advance Student Grades	By September 1 of each year	
Update District Contact Information	By September 1 of each year	
Update District and School Calendars (including Progress Reporting, if applicable)	By July 1 of each year	
Update Student Details	As needed	
Update User Details (Credentials)	As needed	
Student Identity Verification (If Case Managers/Service Providers have permission to add Students)	As needed	