

Maine Fall Start-up Checklist

District Wide Items

Form	Due Date	Sent
Rates Template - For all health-related service providers) Send to your EDMS Claims Analyst	By September 15th each year	

Administrative Items

Action Item	Due Date	Target Recipients
Provide EDMS Claims Analyst with a list of all new providers	September 7 th and ongoing	EDMS CA
Send out Annual Notice of Parental Rights	Annually	Parents of all students with an IEP ordered service
Collect Signed Statement of Reassignment Form	Annually	All contracted providers documenting in Sessions
Collect Electronic Signature Verification form	Annually	All service providers documenting in Sessions

Sessions Required Maintenance Items

Task	Due Date	Completed
Advance Student Grades	By September 1st	
Update District Contact Information	By August 20 th and ongoing	
Update District and School Calendars (including Progress Reporting, if applicable)	By July 1st	
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	

