



## FEE CALC WORKSHEET

The rates used to bill Medicaid for the direct services (fee-for-service) provided by your staff are determined by annual cost reporting. We ask that you provide the necessary data on the iTAMES website. Please log in at [www.itames.com](http://www.itames.com) and access the “Fee calc worksheet” listed under ACCOUNTING on the orange menu bar. Help icons are available in steps seven and eight. Simply hover over or click on the  icon.

**NOTE TO SCHOOL DISTRICTS:** This pertains to district employees and those with whom the district contracts—NOT co-op practitioners.

The iTAMES Fee Calc Worksheet is a multi-step process that asks separate questions about individuals and the different service types to create an accurate portrayal of the district’s costs. The steps collect the following pieces of information:

1. Which iTAMES users were employed or contracted with during the fiscal year that ended last June 30? (Include all, even those who started or left mid-year. If a service provider is missing from the list, please add.)
2. What percent of last year did each person work? (If someone worked 80 of 175 days, choose 45%.)
3. How many work days (contract days) are there by the service types shown?
4. What is the length of the workday (hours) by the service types shown?
5. What percent of each week is each individual expected to work in your district? (This step accounts for part-time or "shared" employees. For example, you have a Social Worker who is in your district for two days a week and in a neighboring district the other three days, you would choose 40%.)
6. Based on the answers provided to the above questions, and factors used by TAMES, a “number of hours providing services” figure is calculated. You can verify or overwrite our calculations at Step 6.
7. Next, you are asked to report costs (from payroll and/or payables) for everyone listed. Keep these things in mind:
  - List the amounts that were paid during the fiscal year requested—NOT your current year budget figures!
  - Salary and benefit costs should be listed separately, but may be combined in the Salary column if that is easier for you.

- If any federal funds were used for compensation, include them in the totals AND list them in the Federal funds column. (They will be deducted when calculating the final costs.)
  - Benefit costs should include the district portion only. Do not include any contribution to benefits made by the employee.
  - If you “share” an employee with another district and you pay the full salary, but are reimbursed for a portion from the other district, deduct what you are reimbursed from the total paid so you are showing only your district’s cost.
8. In this step, report TRS costs for any participating employee. Refer to the descriptions for each of the four headings by hovering over or clicking the  icon.
  9. Step nine is provided as a summary page where you can review what you have entered and record any reference notes. When satisfied that all is accurate, click the “Finished: Submit to TAMES” button. The data will be locked and TAMES will be notified that the worksheet is complete. We will then enter the summary results on the Fairbanks website on your behalf.

We appreciate your careful attention to the completion of this worksheet.

Thank you!