



BCBSM PDCM Learning Credits and Reimbursement Opportunities

Process for Submitting Trainings for BCBSM PDCM Learning Credits



BCBSM PDCM Learning Credits

- BCBSM PDCM Learning Credits may be received for any skill-based training designed to improve the care team members' ability to support better patient self-management or team-based care processes in the ambulatory care setting.
- The training must be at least 30 minutes (to earn at least 0.5 BCBSM PDCM Learning Credits)
- Please note that **all courses with CE are inherently approved for BCBSM PDCM Learning Credits.**
- This process should be utilized for those courses, meetings, or trainings that provide skill-based support but might not have CE credit attached.
 - BCBSM PDCM Learning Credits are not the same as continuing education credits for maintaining licensure.



BCBSM Learning Credits Process Timeline

PO Lead:

Submit the training information via Qualtrics at least (4) weeks ahead of time

MICMT Team:

Review and approve the training
Create event, set-up evaluation and assign it to the PO Lead's dashboard

PO Lead:

Conduct/attend training, and upload attendance within (2) business days following the training. Learners will have (5) business days to complete.

PO Lead:

Evaluation data is accessible via the dashboard after the evaluation closes.



PO Lead: Submit the training information

- Please use the following Qualtrics link to submit your meeting:
https://umichumhs.qualtrics.com/jfe/form/SV_5zhliGD7AynaTlh
- Select “Trainings for BCBSM PDCM Learning Credits (POs Only)”

Please select the event type:

MICMT Approved Training Course (Intro to TBC, Patient Engagement, Foundational CM Codes & Billing Opportunities, Optimizing Serious Illness Conversations, Conducting a Comprehensive Assessment and Care Coordination, Cultural Aspects of Care and Spiritual, Religious and Existential Aspects of Care)

Trainings for BCBSM Longitudinal Learning Credits (POs Only)

Trainings for Reimbursements (POs Only)



Survey fields to complete

Field	Details
Please identify your PO or organization	Select as appropriate
PO Contact and E-mail	Who will be in charge of attendance and point of contact for MICMT (must have an MICMT website account)
Training Details	Name, Date, Start and End Time
Number of BCBSM PDCM Learning Credits Requested	Number of credits should correspond to the length of the training/meeting
Speaker/s Name and Credentials	Who will be facilitating/offering the training
Please upload the timed agenda	The agenda for the meeting to support the number of PDCM Longitudinal Credits and objectives
Please list the detailed objectives of the meeting	The objectives for the meeting to support a skill-based learning opportunity
Has this course already occurred?	



Training Accessible on MICMT Website Dashboard

Your training will appear on your dashboard under Active Trainings.

The screenshot shows the MICMT website dashboard. On the left sidebar, there is a 'Role:' dropdown menu set to 'Trainer'. Below it, under 'Page contents', there are links for 'Trainings' and 'Certificates'. The main content area is titled 'Trainings' and has tabs for 'Active' and 'Past'. The 'Active' tab is selected. Below the tabs, there are filters for 'Start Date' and 'End Date', both set to 'mm/dd/yyyy'. A table entry shows a training on 'Sep 12, 2024' with a blue bar representing the training duration and a '>' icon. Below the bar is a link that says 'View/Record Attendance'.

Make sure your 'Role' type is set to 'Trainer' on the left hand side.



Uploading Attendance on the MICMT Website

1) Login to your account.



Unmasquerade | Log out **My account** MICMT Help Assistant

Home Programs Billing Training Events Past Webinars Resources Contact

Role: **Trainer**

Page contents

Trainings

Certificates

Trainings

Active Past

Start Date

End Date

mm/dd/yy

mm/dd/yy

Sep 12, 2024

View/Record Attendance

2) Your trainings will appear on your dashboard. Click on View/Record Attendance.



3) Click on Import Attendance Data account.

Search

Send Post-Event Email

No one has registered for this event.

Import Attendance Data

Export Attendance Sheet

- View
- Edit
- Record Attendance
- Delete
- Revisions
- Clone

Attendance Data Import

ATTENTION: Please be sure to download the latest [list of available Physician Organizations](#) prior to each attendance upload.

Use this form to upload a CSV file to import attendance

Upload file here

Choose File No file chosen

References

[Download attendance template file](#)

[List of available Physician Organizations](#)

Exact titles are necessary for each attendee of an event. Please take advantage of the CSV template and field listings to make attendance importing go smoothly.

Upload CSV

4) Download attendance template file



Fill in attendance template file document with learners

	A	B	C	D
1	email	first_name	last_name	po
2				
3				

- Required fields are e-mail, first name, last name, and PO/organization.
- This is a CSV file and needs to remain as a CSV file.
- Watch out for spaces!



	A	B	C	D
1	email	first_name	last_name	po
2	lindsamw@med.umich.edu	Linny	West	MICMT
3	saadkins@med.umich.edu	Sara	Rudolf	MICMT
4	mbeisel@med.umich.edu	Marie	Beisel	MICMT
5				

5) After you complete the attendance log, save as a CSV



 [attendancImportTemplate.csv](#) (30 bytes) Remove

References

[Download attendance template file](#)

[List of available Physician Organizations](#)

Exact titles are necessary for each attendee of an event. Please take advantage

6) Choose file and click Upload CSV

Upload CSV



Search

Send Post-Event Email



7) Your attendees will appear and be checked off. Click send post-event e-mail to complete process.

Only registrants marked as attended with a check mark will:

- Receive a post-event email.
- Have access to the course requirements (post-event email and/or evaluation) on their user dashboard.

Note: To see all this data along with each learner's pract
ATTENDANCE SHEET button below

Attendance	Last Name	First Name	Email	PO
<input checked="" type="checkbox"/>	[Redacted]			
<input checked="" type="checkbox"/>	[Redacted]			
<input checked="" type="checkbox"/>	[Redacted]			



Post-Event Process

After your attendance is uploaded/e-mail is pushed, learners will receive a link to the evaluation from MICMT.

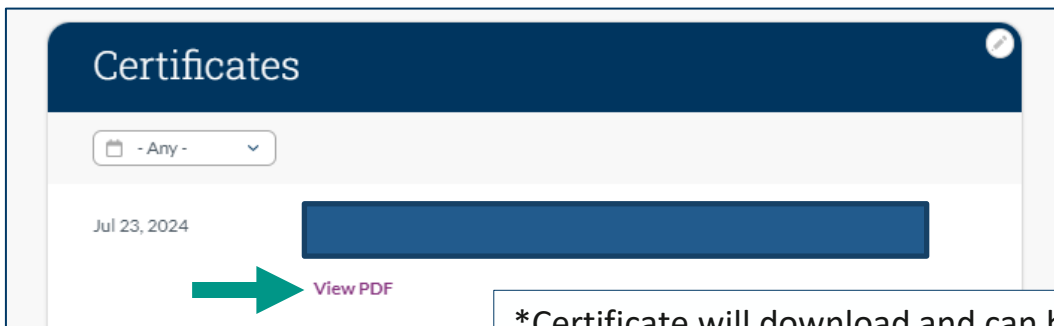
Post-Event E-Mail

Dear user_first_name:

ATTENTION: YOU HAVE FIVE (5) BUSINESS DAYS TO COMPLETE THESE FORMS

Thank you for attending the [Training Name] on [Training Date]. In order to receive credit for the event, please complete the evaluation [here](#) within five (5) business days.

If you have questions, please contact micmt-requests@med.umich.edu



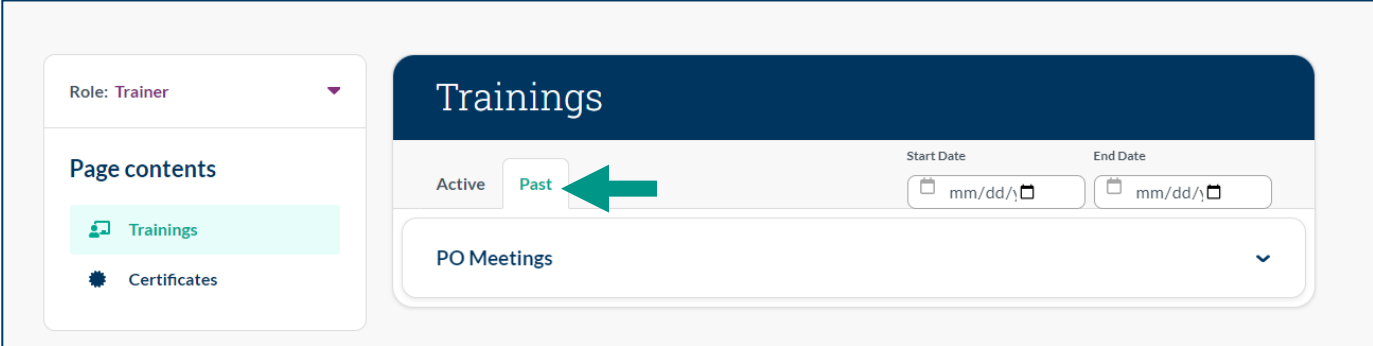
*Certificate will download and can be saved as a PDF



Evaluation

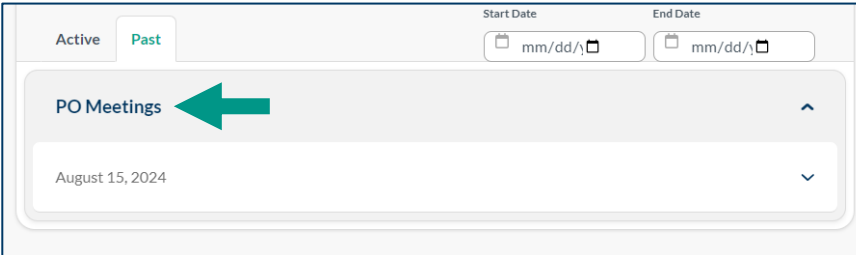
After the evaluation is closed, PO Lead can access the evaluation results on their dashboard at any time.

1) Make sure 'Role' is set to 'Trainer'. Click on 'Past' under 'Trainings' tab.



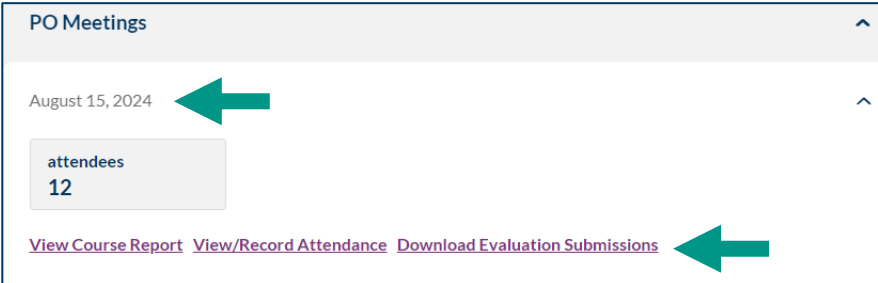
The screenshot shows a dashboard for a user with the role 'Trainer'. On the left, there is a 'Page contents' sidebar with 'Trainings' and 'Certificates' options. The main area is titled 'Trainings' and has two tabs: 'Active' and 'Past', with a green arrow pointing to 'Past'. There are also date pickers for 'Start Date' and 'End Date', both showing 'mm/dd/yy'. Below the tabs is a 'PO Meetings' section with a dropdown arrow.

2) Click on 'PO Meetings' and available training dates will appear.



This screenshot shows the 'PO Meetings' dropdown menu expanded. It has 'Active' and 'Past' tabs, with 'Past' selected. There are date pickers for 'Start Date' and 'End Date'. The dropdown list shows 'PO Meetings' with a green arrow pointing to it, and below it, the date 'August 15, 2024' with a dropdown arrow.

3) Click on the appropriate date. You will be able to download evaluation submissions in an excel format.



This screenshot shows the 'PO Meetings' page for the date 'August 15, 2024', with a green arrow pointing to the date. Below the date is a box labeled 'attendees' with the number '12'. At the bottom, there are three links: 'View Course Report', 'View/Record Attendance', and 'Download Evaluation Submissions', with a green arrow pointing to the last link.



Process for Submitting Trainings for Reimbursement

**Note that all trainings approved for reimbursement will also be approved for BCBSM PDCM Learning Credits.*



Training Reimbursements

- Both internal trainings provided by the PO or external trainings may be submitted for training reimbursements.
- The training reimbursement is intended for efforts related to team-based care in ambulatory care settings.
- The training must be attended live.
- The training must be at least 2 hours long and can be multiple days.
- The training is to be skill-based with the purpose of supporting care management, must be aligned with PDCM or another BCBSM team-based care initiative in ambulatory care, and must go through the approval process.
- The external training process for reimbursement is not intended for billing education given the availability of the billing course.
- Reimbursement will only be provided if the PO agrees to follow MICMT guidelines for providing evidence of successful course completion, such as a certificate of completion and passing post-test scores.



Training Reimbursement Caps

- The reimbursement cycle is October 11 to October 10.
- Each PO has a training reimbursement cap. If you submit a training for reimbursement, you will be eligible for reimbursement if you have not already met your cap for the cycle.
- If there are additional funds available at the end of the cycle, you may be reimbursed beyond your cap. However, this will not be determined until after the end of the cycle.
- All POs will have the opportunity to meet their cap before additional funds will be distributed.



Training Reimbursement Caps

- What is my training reimbursement cap?
 - Your MICMT PDCM Project Manager can share this information with you.
- What trainings are currently included in reimbursements?
 - Core Courses: Introduction to Team-Based Care, Patient Engagement, Foundational Care Management Codes & Billing Opportunities and Palliative Care - Optimizing Serious Illness Conversations, Conducting a Comprehensive Assessment and Care Coordination
 - External Trainings submitted and approved by MICMT
 - MICMT lead webinar series



Previously Approved Trainings

- If a training has already been approved for reimbursement, you will only complete a shortened version of the form.
- We will only be collecting pertinent details.
- Trainings that have been previously approved for reimbursement can be located on the [MICMT website](#).



Training Reimbursement Process Timeline

PO Lead:

Submit the training information via Qualtrics at least (4) weeks ahead of time.

For previously approved trainings, submit at least (2) weeks ahead of time.

MICMT Team:

Review and approve the training

PO Lead:

Attend training, and provide MICMT with proof of completion (i.e., certificate issued by training organization).

MICMT Team:

MICMT will compile all training data for the reimbursement cycle by mid-October and send to POs to review. Reimbursements will appear in the January PGIP check.



Submitting the training

- Please use the following Qualtrics link to submit your meeting:
https://umichumhs.qualtrics.com/jfe/form/SV_5zhliGD7AynaTlh
- Select “Trainings for Reimbursements (POs Only)”

Please select the event type:

MICMT Approved Training Course (Intro to TBC, Patient Engagement, Foundational CM Codes & Billing Opportunities, Optimizing Serious Illness Conversations, Conducting a Comprehensive Assessment and Care Coordination, Cultural Aspects of Care and Spiritual, Religious and Existential Aspects of Care)	<input type="radio"/>
Trainings for BCBSM Longitudinal Learning Credits (POs Only)	<input type="radio"/>
Trainings for Reimbursements (POs Only)	<input type="radio"/>



Survey fields to complete

Field
Please identify your PO or organization
PO Contact and E-mail
Training Name
Training Date and Time (Start and End)
Cost per learner
Identify any/all of the team-based care related program that this training supports
Please identify the intended audience
Is this training already approved by MICMT for reimbursement?
Has this course already occurred? If yes, please provide proof of completion/certificates for all attendees. If no, you will be required to submit proof of completion following the training to MICMT in order to obtain reimbursement.

If the training has already been approved, you'll only need to complete the fields above



Survey fields to complete

Fields

How did you hear about this training?

Please provide an overall description of this training, detailing why you think this program is important to your performance:

Describe how this training will further program outcomes, identifying specific outcomes expected to be impacted by this training:

Please describe the format of this training
Virtual – live, Virtual – recorded, In Person, Hybrid, Other

Please describe the duration of this training:
Trainings must last at least 2 hours to be considered for reimbursement.

Please provide a link to any electronic materials/descriptions available regarding this training.
If there is not a link / reference available, please upload a timed agenda:
If there is not a link / reference available, please provide the detailed objectives of the training:

Please provide the learning objectives of this training, and with which MICMT training objectives the training aligns. The MICMT training objectives are listed below.

Please indicate which attributes are part of this program and provide details.



After submission to Qualtrics...

An MICMT team member will outreach regarding the approval status of the training and/or request additional information.

If the training has ALREADY occurred, the learner certificates should have been uploaded to the initial Qualtrics survey.

If the training has NOT occurred, the PO must provide proof of completion to MICMT following training.

By mid-October, MICMT will provide a list of training reimbursements for the PO to review and approve.

*Failure to provide proof of completion will result in no reimbursement.
Reimbursements will be included in the January PGIP check.*



Summary



BCBSM PDCM Learning Credits	Reimbursements
Must be submitted (4) weeks ahead of time for approval	Must be submitted (4) weeks ahead of time for approval if not previously approved, (2) weeks ahead of time if previously approved
Must be a minimum of 30 minutes in duration	Must be a minimum of 2 hours in duration
Approval is contingent on meeting outlined criteria	Approval is contingent on meeting outlined criteria, proof of completion AND training cap has not already been met
Learners must complete evaluation in MICMT website in order to receive credits	POs must provide proof of completion to MICMT to receive reimbursement



I have questions! Who can I contact?



Please contact your assigned PDCM Project Manager
Ashley Schwartz, schwaras@med.umich.edu
Linny West, lindsamw@med.umich.edu

You can also submit a ticket:
<https://micmt-cares.org/contact>

