

**Business Services News, Winter 2020**



**A welcome message from  
Doana Anderson,  
Director of MESD Business Services**

We are pleased to have completed another successful financial audit. Thank you for your role in making our processes run smoothly.

Best wishes to all for a bright and shiny New Year!

**Business Services Welcomes Jody Haggard,  
Administrative Assistant**

I grew up in Eastern Washington. Moved to Vancouver in 1999, and relocated to Oregon in 2000. My career has been for the last four years in Education. I have a wonderful husband, and two animals: a cat and a dog. I enjoy baking, cooking, biking, hiking, crafts, camping, and movies.



## Medicaid Administrative Claiming (MAC): You Make a Difference!

As professionals in an education environment, you know there are many more pieces to education than simply instruction. One of those involves linking students and families to Medicaid-covered health services which will help students stay in school and increase learning opportunities. By capturing those moments of time, as well as several other activities, the Medicaid Administrative Claiming process brings federal funds into the MESD budget. The funds generated make a financial impact that further helps students. **In the past five years, the agency has received nearly \$475,000 for MESD-claimable activities.** This would not be possible without YOU!

The process involves a random sampling of staff three times a year. If you are one of those people, you will receive requests to complete a short online training as well as a web-based survey to record time for one day during that survey period. The great part is since this is a random selection no one has to do it every time. When you are selected, we appreciate you for taking time to make this a priority. **You are helping our agency continue to receive dollars which are so important in keeping our services affordable for districts.**



### From the desk of Don Hicks, Contracts & Risk Manager

#### Quick Tips: If You Are Injured at Work:

- **ALWAYS** tell your Supervisor
- **ALWAYS** fill out an online [Staff Injury Report](#)
- **IF** you see a Doctor, **also** fill out a [Workers' Comp 801 form](#); send it to MESD's HR.
- **IF** you have a possible body fluid exposure, also call MESD's Nurse at (503) 257-1732.



**Looking ahead:** Items need to be received and available for use by June 30th in order to be recorded in this fiscal year. **May 15th** is a good timeline to keep in mind for ordering most items to be shipped. We will have more year-end fiscal timelines for you in the spring newsletter. Thank you!

## Business Services Intranet Now Available!



Do you need a P-Card? Do you need a billing request template? Do you need help with a personal expense claim? Do you need to know how to start a contract? Do you need access to emergency planning resources? Check out the Business Services Intranet, at <https://sites.google.com/mesd.k12.or.us/business-services/home>. You can also access the BS intranet through the MESD Staff Logins list on the [MESD homepage](#). (You will need to be logged in to your MESD account to view these pages.)

**About**  
[Component School Districts](#)  
[Administration](#)  
[Board of Director / Board Policies](#)  
[Mission / Vision / Strategic Plan](#)  
[Facts About MESD](#)  
[MESD Jobs: Hiring Now](#)  
[Non-Discrimination / Bullying Notice](#)  
[Accessibility Statement](#)  
[Public Complaints \(PDF\)](#)  
[Privacy / Cookie Policy](#)

**Our Districts**  
[Centennial](#) [Parkrose](#)  
[Corbett](#) [Portland](#)  
[David Douglas](#) [Reynolds](#)  
[Gresham-Barlow](#) [Riverdale](#)

**Schools**  
[The Creeks: Arata / Burlingame / Four Creeks / Knott Creek](#)  
[Helensview School](#)  
[Wheatley School](#)  
[YCEP: Ocean Dunes HS / Riverside HS / Three Lakes HS](#)

**Services**  
[Business Services](#)  
[Cascade Technology Alliance](#)  
[Facility Services](#)  
[Human Resources](#)  
[Instructional Services](#)  
[Medicaid Reimbursement](#)  
[School Health Services](#)  
[School Improvement](#)  
[Special Education Services](#)  
[Strategic Engagement](#)  
[More Services...](#)

**News & Trainings**  
[MESD News Archive](#)  
[Professional Learning Events](#)  
[Trainings & Online Updates](#)  
[Public Notices & Agency Updates](#)  
[Bid & Proposal Opportunities](#)

**For Parents**

**Our Districts**  
[Parent Info by School / Program](#)  
[School / District Boundary Search](#)  
[Immunization Information](#)  
[Community Resources](#)  
[FlashAlert / Closure Guide](#)  
[Home Schooling](#)  
[State Testing / Opt-Out Information](#)

**MESD Staff Logins**  
[Business Services](#) [Gmail](#)  
[Facility Services](#) [Timecard](#)  
[Human Resources](#) [Password](#)  
[Safety Committee](#) [Help Desk](#)  
[School Health Serv.](#) [Sch. Dude](#)

**Programs**  
[Alternative Pathways](#)  
[Bars to Bridges](#)  
[Hospital Program](#)  
[Juvenile Detention \(JDEP\): Yamhill / Donald E. Long / Linn-Benton](#)  
[LTCT: Subacute at Wynne Watts](#)  
[Migrant Education](#)  
[Outdoor School](#)

**Staff Resources**  
[Employee Wellness Program](#)  
[Letterhead, Logos & Style Guides](#)  
[Image & Editing Resources](#)  
[FlashAlert / Closure Guide](#)  
[Staff Directory](#)  
[Emergency Operations / Plans](#)

## Business Services and Budget Google Calendars



We've created two fiscal calendars which you can view on our intranet pages or right alongside your normal Google calendars. These calendars show important timelines and deadlines. Simply click the links here to add these calendars. Once you accept them, they will appear under your "Other Calendars" list. You can choose when to display them.

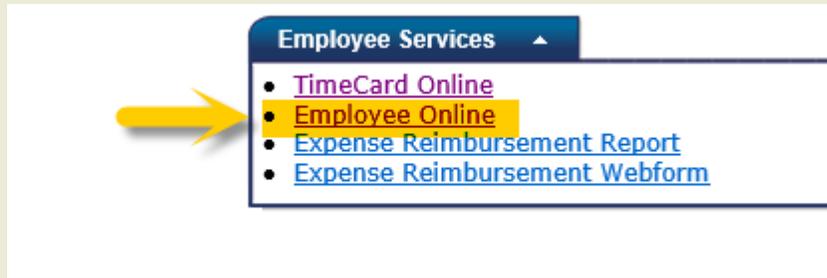
[Add Business Services calendar](#)

[Add Budget calendar](#)

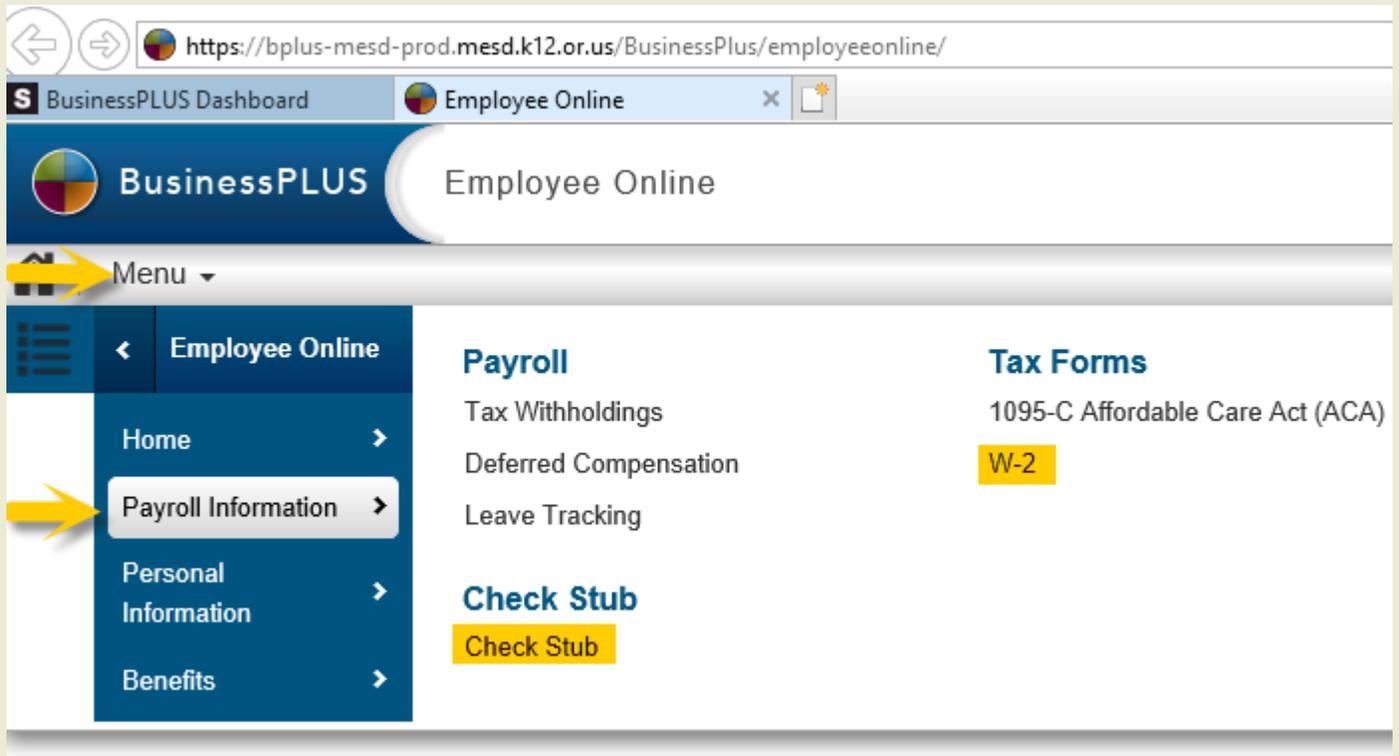
# How to Access Check Stubs and W-2s

Did you know that if you need view (or print) your check stubs and W-2 forms, you can do this right in Business Plus?

1. Log in to [Business Plus](#) and click on Employee Online (listed under TimeCard Online).



2. From the Employee Online Menu, choose Payroll Information.
3. Select either Check Stub or W-2.
4. Select the specific Check Stub or W-2 to view or print.



## Save Funds by Reducing Printing Costs

You may not be aware that printing costs vary depending on the machine and settings used. Here are the current rates your program will be charged per page:

Setting	Machine	Rate Charged
Black & White	Copier	\$ 0.04
Black & White	Printer	\$0.05
Color	Copier	\$0.08
Color	Printer	\$0.10

Many of us do the majority of our printing in black and white. While you may be printing to a black and white copier or printer, check to make sure that your print setting matches. You could be printing in “color” to a black and white machine and being charged at the color rate. Change the setting to “black and white” or “grayscale”.

Print

Printer:

Copies:   Print in grayscale (black and white)

Save ink/toner



(By the way, the **MESD Green Team** notes that you can save even more money and reduce your impact by considering whether items need to be printed, if you could make do with fewer copies, etc.)