

# Medicaid in Education Alert

New York State Office of Health Insurance Programs (NYS OHIP)  
New York State Education Department (NYSED)  
Preschool/School Supportive Health Services Program (SSHSP)  
Medicaid in Education Units

Issue #12-08

**TO:** All SSHSP Medicaid Providers

**FROM:** NYS OHIP SSHSP & NYSED  
Medicaid in Education Units

**DATE:** August 27, 2012

**SUBJECT:** Addendum to Medicaid Alert #12-07 -  
Supplemental Form for SSHSP Annual Cost Report;  
WebEx Access for Cost Reporting Training;  
WebEx Access for Random Moment Time Study  
Training

This Medicaid Alert serves as an addendum to Medicaid Alert #12-07 regarding the SSHSP Random Moment Time Study (RMTS) and Cost Reporting processes. Specifically, this alert provides important dates to remember, notifies the field of a required supplemental form in the SSHSP cost reporting process, and provides information regarding accessing online (WebEx) training for both the RMTS and cost reporting processes.

## Dates to Remember

<b>Date</b>	<b>Action</b>	<b>Person Responsible</b>
September 5, 2012	RMTS rosters due to PCG for the October 2012– December 2012 quarter	RMTS Coordinator
September 5, 2012	Notify PCG and SED if not participating in SSHSP billing for the 2012/13 school year	RMTS Coordinator
September 12, 2012	One-time adjustment for October 2012 – December 2012 roster (if necessary)	RMTS Coordinator
October 1, 2012	RMTS rosters for the October 2011 - June 2012 period due to PCG	Business/Finance Official
November 1, 2012	Supplementary form for Contracted Practitioners due to PCG	Business/Finance Official
December 31, 2012	Cost reports due to PCG for the October 2011 – June 30, 2012 period	Business/Finance Official

## Supplemental Form for Annual SSHSP Cost Report

As indicated in Medicaid Alert #12-07, contracted practitioners, including independent contractors, those employed by independent agencies, and BOCES practitioners, are **not** to be included in the time study roster. However, the costs for those contracted practitioners will be included in the school district/county/§ 4201 school annual SSHSP cost reports. A school district/county/§ 4201 school that **ONLY** hires contracted practitioners to deliver IEP services to Medicaid-eligible students is not required to submit an RMTS roster. However, a school district/county/§ 4201 school meeting this criterion must communicate this to PCG via e-mail: [NYSSHSP@pcgus.com](mailto:NYSSHSP@pcgus.com). For cost reporting purposes, school districts, counties, and § 4201 schools will be required to complete a supplemental form identifying the following information for their contracted practitioners:

- First and last name of contracted practitioners who rendered IEP services to Medicaid-eligible students during the October 1, 2011 – June 30, 2012 period
- Title of contracted practitioners
- NPI number, OR, if working “under the direction of” or “under the supervision of” a qualified practitioner, the first and last name and NPI # of the directing/supervising practitioner
- Agency name

The supplemental form (attached in Excel format) for the October 1, 2011 – June 30, 2012 cost reporting period is due **November 1, 2012**.

**Access to SSHSP RMTS and SSHSP Cost Reporting Online Training (WebEx)**

The online RMTS and cost reporting training sessions can be accessed via WebEx through the hyperlinks in the training schedules below. Pre-registration is not required for WebEx RMTS or cost reporting training sessions.

The **online (WebEx) Random Moment Time Study (RMTS)** training schedule is as follows:

<b>Week of</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9/3 – 9/7</b>	--	--	--	1:00pm-2:00pm	9:00am-10:00am
<b>9/10 – 9/14</b>	9:00am-10:00am 1:00pm-2:00pm	1:00pm-2:00pm 3:00pm-4:00pm	9:00am-10:00am 3:00pm-4:00pm		

The WebEx links below and training information will also be sent to all designated RMTS coordinators in a separate email from PCG.

**All 9:00am – 10:00am trainings:**

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Meeting information  
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Topic: NY SSHSP RMTS Training  
Date: Friday, September 7<sup>th</sup>, Monday, September 10<sup>th</sup>, Wednesday, September 12<sup>th</sup>  
Time: 9:00 am – 10:00 am EST  
Meeting Number: 768 657 664  
Meeting Password: nysshsp

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To join the online meeting  
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Go to  
<https://pcgus.webex.com/pcgus/j.php?ED=171296967&UID=481393857&PW=NNjUyMTIxYzQ5&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code: 768 657 664

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**All 1:00pm – 2:00pm trainings:**

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Meeting information  
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Topic: NY SSHSP RMTS Training  
Date: Thursday, September 6<sup>th</sup>, Monday, September 10<sup>th</sup>, Tuesday, September 11<sup>th</sup>  
Time: 1:00 pm – 2:00 pm EST  
Meeting Number: 764 930 078  
Meeting Password: nysshsp

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To start or join the online meeting  
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Go to  
<https://pcgus.webex.com/pcgus/j.php?ED=171297372&UID=481393857&PW=NMmJkMTBiMTZi&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code: 764 930 078

**All 3:00pm – 4:00pm trainings:**

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Meeting information  
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Topic: NY SSHSP RMTS Training  
Date: Tuesday, September 11<sup>th</sup>, Wednesday, September 12<sup>th</sup>  
Time: 3:00 pm – 4:00 pm EST  
Meeting Number: 763 474 484  
Meeting Password: nysshsp  
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To start or join the online meeting  
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Go to  
<https://pcgus.webex.com/pcgus/j.php?ED=171297657&UID=481393857&PW=NNTI2YmZhOTM5&RT=MIMxMQ%3D%3D>  
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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code: 763 474 484  
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The **online (WebEx) Cost Reporting training** schedule and hyperlink access is as follows:

Week of	Monday	Tuesday	Wednesday	Thursday	Friday
9/3 – 9/7	--	--	--	9:00am-12:00pm	1:00pm-4:00pm
9/10 – 9/14	9:00am-12:00pm 1:00pm-4:00pm	9:00am-12:00pm	1:00pm-4:00pm	--	--
9/17 – 9/21	--	9:00am-12:00pm 1:00pm-4:00pm	--	9:00am-12:00pm 1:00pm-4:00pm	--
9/24 – 9/28	--	--	9:00am-12:00pm 1:00pm-4:00pm		9:00am-12:00pm 1:00pm-4:00pm

The below access to WebEx links and training information is found in chronological date and time order:

**Thursday, September 6<sup>th</sup> at 9:00am**

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Meeting information  
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Topic: NY SSHSP Cost Report Training  
Date: Thursday, September 6, 2012  
Time: 9:00 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 763 452 251  
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Meeting Password: nycost

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To start or join the online meeting  
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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171561912&UID=483629312&PW=NNmM2YzgyYTMw&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493

Call-in toll number (US/Canada): +1-408-600-3600

Access code:763 452 251

## **Friday, September 7<sup>th</sup> at 1:00pm**

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Meeting information  
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Topic: NY SSHSP Cost Report Training

Date: Friday, September 7, 2012

Time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)

Meeting Number: 767 943 858

Meeting Password: nycost

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To start or join the online meeting  
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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171561842&UID=483629312&PW=NZmE2OWM1NmM5&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493

Call-in toll number (US/Canada): +1-408-600-3600

Access code:767 943 858

## **Monday, September 10<sup>th</sup> at 9:00am**

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Meeting information  
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Topic: NY SSHSP Cost Report Training

Date: Monday, September 10, 2012

Time: 9:00 am, Eastern Daylight Time (New York, GMT-04:00)

Meeting Number: 769 322 550

Meeting Password: nycost  
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To start or join the online meeting

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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171562382&UID=483629312&PW=NZjU5MGQxZDY2&RT=MIMxMQ%3D%3D>

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Audio conference information

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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code: 769 322 550

## **Monday, September 10<sup>th</sup> at 1:00pm**

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Meeting information

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Topic: NY SSHSP Cost Report Training  
Date: Monday, September 10, 2012  
Time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 761 079 090  
Meeting Password: nycost

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To start or join the online meeting

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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171562412&UID=483629312&PW=NMmE2ZjQzNDQ0&RT=MIMxMQ%3D%3D>

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Audio conference information

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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code: 761 079 090

## **Tuesday, September 11<sup>th</sup> at 9:00am**

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Meeting information

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Topic: NY SSHSP Cost Report Training  
Date: Tuesday, September 11, 2012  
Time: 9:00 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 763 509 983  
Meeting Password: nycost

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To start or join the online meeting

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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171562342&UID=483629312&PW=NZWJkZDRkYzhm&RT=MIMxMQ%3D%3D>

Audio conference information

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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code:763 509 983

**Wednesday, September 12<sup>th</sup> at 1:00pm**

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Meeting information

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Topic: NY SSHSP Cost Report Training  
Date: Wednesday, September 12, 2012  
Time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 761 075 209  
Meeting Password: nycost

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To start or join the online meeting

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Go to  
<https://pcgus.webex.com/pcgus/j.php?ED=171562807&UID=483629312&PW=NZWU3NTI0ZGRh&RT=MIMxMQ%3D%3D>

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Audio conference information

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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code: 761 075 209

**Tuesday, September 18<sup>th</sup> at 9:00am**

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Meeting information

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Topic: NY SSHSP Cost Report Training  
Date: Tuesday, September 18, 2012  
Time: 9:00 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 761 442 938  
Meeting Password: nycost

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To start or join the online meeting

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Go to  
<https://pcgus.webex.com/pcgus/j.php?ED=171562842&UID=483629312&PW=NOGEyNWY4NGNi&RT=MIMxMQ%3D%3D>

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Audio conference information

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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code:761 442 938

## **Tuesday, September 18<sup>th</sup> at 1:00pm**

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Meeting information  
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Topic: NY SSHSP Cost Report Training  
Date: Tuesday, September 18, 2012  
Time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 769 370 488  
Meeting Password: nycost

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To start or join the online meeting  
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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171563127&UID=483629312&PW=NNGE1MTg0MjQw&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code:769 370 488

## **Thursday, September 20<sup>th</sup> at 9:00am**

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Meeting information  
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Topic: NY SSHSP Cost Report Training  
Date: Thursday, September 20, 2012  
Time: 9:00 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 760 589 846  
Meeting Password: nycost

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To start or join the online meeting  
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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171562967&UID=483629312&PW=NYWFmOGRIOWQ5&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code:760 589 846

## **Thursday, September 20<sup>th</sup> at 1:00pm**

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Meeting information  
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Topic: NY SSHSP Cost Report Training  
Date: Thursday, September 20, 2012  
Time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 763 567 567  
Meeting Password: nycost

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To start or join the online meeting  
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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171563212&UID=483629312&PW=NZTNjNWYyYmZh&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code:763 567 567

## **Wednesday, September 26<sup>th</sup> at 9:00am**

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Meeting information  
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Topic: NY SSHSP Cost Report Training  
Date: Wednesday, September 26, 2012  
Time: 9:00 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 762 317 993  
Meeting Password: nycost

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To start or join the online meeting  
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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171563047&UID=483629312&PW=NNzZhMmI3MGRi&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code:762 317 993

## **Wednesday, September 26<sup>th</sup> at 1:00pm**

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Meeting information  
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Topic: NY SSHSP Cost Report Training  
Date: Wednesday, September 26, 2012  
Time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 760 977 793  
Meeting Password: nycost

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To start or join the online meeting  
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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171563312&UID=483629312&PW=NZDgyMGE4MzMx&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code:760 977 793

## **Friday, September 28<sup>th</sup> at 9:00am**

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Meeting information  
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Topic: NY SSHSP Cost Report Training  
Date: Friday, September 28, 2012  
Time: 9:00 am, Eastern Daylight Time (New York, GMT-04:00)  
Meeting Number: 761 243 945  
Meeting Password: nycost

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To start or join the online meeting  
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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171563387&UID=483629312&PW=NMjVhNmQzYTBh&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): +1-408-600-3600  
Access code:761 243 945

## **Friday, September 28<sup>th</sup> at 1:00pm**

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Meeting information  
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Topic: NY SSHSP Cost Report Training

Date: Friday, September 28, 2012

Time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)

Meeting Number: 760 692 903

Meeting Password: nycost  
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To start or join the online meeting  
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Go to

<https://pcgus.webex.com/pcgus/j.php?ED=171563412&UID=483629312&PW=NOWNhYjY0N2Rj&RT=MIMxMQ%3D%3D>

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Audio conference information  
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Call-in toll-free number (US/Canada): 1-877-668-4493

Call-in toll number (US/Canada): +1-408-600-3600

Access code:760 692 903