

Openings for our annual free MA Forms workshop in Saint Paul on September 21st are available. The workshops will be led by Tonia Czech from the SW/WC Service Cooperative and supported by Shane and Lisa from SpEd Forms.

Users with all levels of experience are welcome! We are looking forward to tough questions and left-field suggestions to help us improve MA Forms.

Morning - student setup:

8:30am - 11:30am

For coordinators new to SpEd Forms or needing a refresher, who want a jump start using SpEd Forms to expedite third party billing.

Learn/review how to enter billing information.

- Setting up students on MA Forms
- Entering claims for MA Forms

Afternoon - district setup:

12:30pm - 3:30pm

For coordinators who want to review and learn more on how MA Forms can help you speed up MA billing.

Learn/review how to submit billing information to the DHS.

- Setting up districts on MA Forms
- Creating and submitting your batch files
- Importing batch responses (RA and eligibility) from the DHS
- MA Forms reports

Registrants should bring a laptop computer (if possible), SpEd Forms server address, user name and password.

To sign up, please call 1-866-796-1848 or email kelli@spedforms.com.