

Distributed via Fairbanks E-mail to LHD, Directors & all MAC Financial Contacts  
September 7, 2011

## **ANNOUNCEMENT**

Federal Fiscal Year 2012  
(October 2011 to September 2012)

Medicaid Administrative Claiming  
Mandatory Annual Training for Local Health Department/Districts

Texas Medicaid Administrative Claiming (MAC) program provides State affiliated public agencies the opportunity to submit reimbursement claims for administrative activities that support the direct service Medicaid program. In order to receive this reimbursement, public entities participating in MAC are required to attend an annual MAC financial training. HHSC recommends that each public entity have no less than two individuals trained on MAC Financials to guard against problems that could occur due to employee turnover.

For federal fiscal year (FFY) 2012, both “MAC Initial Trainings” and “MAC Refresher Training” will be offered. Public entities that have participated in FFY 2012, and have attended a MAC Initial financial training may attend a MAC refresher training. All new participants must attend a MAC initial training. The first MAC initial financial training scheduled for FFY 2012 will take place on September 8, 2011.

**IMPORTANT:** Please note that in order to ensure that your first quarter claim is submitted and reimbursed in a timely manner; public entities must attend a MAC financial training session no later than February 2, 2012. Until such time that a MAC Financial Contact attends the required training, they will have VIEW-ONLY access and will not be able to enter cost or certify financial information.

The below link will take you to the HHSC Rate Analysis Department LHD training information webpage on which you will find details about training requirements, training registration, as well as a list of contacts should you have any questions.

<http://www.hhsc.state.tx.us/rad/time-study/ts-lhd-training.shtml>

### **Changes to the MAC Financial Open and Close Dates:**

The “Open and Close” dates for completing the LHD MAC claims in the State of Texas Automated Information Reporting System (STAIRS) have been changed for federal fiscal year 2012. The 1st quarter will open on February 15, 2012, and will close on April 6, 2012.

If you have any questions, please contact the Texas Health and Human Services Commission (HHSC) MAC Unit at [MAC@hhsc.state.tx.us](mailto:MAC@hhsc.state.tx.us) or at 512-491-1802.