

# Medicaid Administrative Claiming Financial Training

## Independent School Districts



Federal Fiscal Year 2016

# Welcome!!

## MAC Financial “Initial” Training

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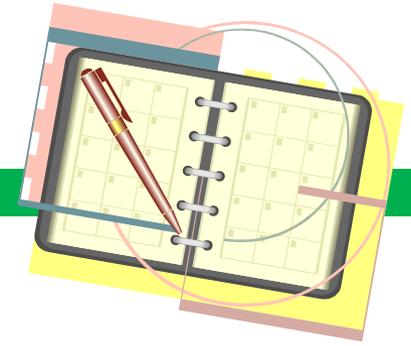
- Who is eligible to take an “Initial” training?
  - If you have never attended a MAC Financial training, you must attend “Initial” training.
    - MAC Financial Overviews do NOT count.
- To make it easier to follow along today, we recommend you download the 3 presentations from the HHSC website (MAC Financial Training, RMTS Overview, & SHARS Overview).
  - <http://www.hhsc.state.tx.us/rad/time-study/ts-isd-training.shtml>
- To listen to the presentation, you have two options:
  - Dial in using your telephone: you must use the telephone number, access code, and audio pin found on the right side of your screen
  - Listen through your computer: you must have speakers to listen and a microphone enabled computer if you wish to ask questions during the training
- **If you experience trouble, please contact Webinar Support at 1-800-263-6317.**

# Housekeeping

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- Training duration
- A short break will be provided
- Ability to ask questions throughout the presentation by raising your hand
  - Your hand is raised if the arrow is pointing down 
  - Your hand is lowered if the arrow is pointing up 
  - The hand/arrow image tells you the action you would like to take
- Must be present and attentive throughout the entire training presentation to obtain credit
  - System Tracking
  - Must have registered for the training

# Agenda



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- Program Overview
  - School-based Medicaid programs
  - Enrollment process
  - Program contact responsibilities
- Random Moment Time Study (RMTS) Overview
- Medicaid Administrative Claiming (MAC) – Financial Reporting
  - Allowable costs
  - Claim submission
  - Claim calculation
- State of Texas Automated Information Reporting System (STAIRS) Demonstration
- Desk Review & Helpful Program Information
- School Health and Related Services (SHARS) Overview
- Wrap-Up

# Medicaid Overview

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- Jointly-funded state and federal health care program
  - An entitlement program that is designed to provide health coverage and medical services to several populations -- low income families, pregnant women, people age 65 and older, and people with disabilities
  
- School setting
  - Enroll eligible children in Medicaid program
  - Assist children already enrolled in Medicaid to access the benefits available to them
  - For many children, schools are the primary entry point for receiving needed health and social services

# Medicaid Administrative Claiming (MAC) Program

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- Federal Medicaid reimbursement for the costs of administrative activities performed in the school setting
  - Linking students to appropriate Medicaid/health-related services
  - Separate from but complimentary to the School Health and Related Services (SHARS) program
- Centers for Medicare & Medicaid Services (CMS) administers the MAC program at the federal level and reimburses states for allowable outreach activity performed under the MAC program.
- The Health & Human Services Commission (HHSC) is the Medicaid Single State Agency in Texas (responsible for the administration of the MAC program at the state level).

# MAC Activities\*

- Activities that improve the access to Medicaid coverage or improve the use of Medicaid covered services include, but are not limited to:
  - Informing Medicaid-eligible and potentially Medicaid-eligible children and families about the benefits and availability of services provided by Medicaid (including preventive, treatment, & screening) including services provided through the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) program.
  - Assisting individuals or families to complete Medicaid eligibility application.
  - Scheduling or arranging transportation to Medicaid covered services.
  - Providing translation services for the purpose of accessing Medicaid services.
  - Developing strategies to assess or increase the capacity of school medical/dental/mental health programs.
  - Arranging for any Medicaid covered service that may be required as a result of a specifically identified medical/dental/mental health condition.

\*Additional examples can be found on the HHSC MAC website.

# School-Setting Medicaid Outreach

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- Working with school administration to determine what outreach activities the school can do
- Distributing information about the Medicaid program and available benefits at Parent Teacher Association meetings, parent-teacher conferences, and athletic events
- Including Medicaid information and applications in report card envelopes and back-to-school packets sent home with children
- Adding health insurance questions to mandatory health forms and free or reduced-price school lunch applications
- Presenting enrollment information at workshops and seminars for school staff

# MAC Participation Documents

- Required for participation in MAC
  - Intergovernmental Cooperation Agreement with Amendment
  - Data Use Agreement
  - Texas Identification Number Application
  - Vendor Direct Deposit Form
  - Vendor Information Form
  - MAC Program Operating Plan
  
- Documents will need to be resubmitted every 5 years
- Documents and instructions available on HHSC MAC website
  - **MUST use current forms**

# Intergovernmental Cooperation Agreement & Data Use Agreement

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## ISD agrees to...

- Account for activities of staff providing Medicaid administration
- Submit quarterly participation data through STAIRS
- Provide expenditure information on a quarterly basis
- Spend an amount equal to the federal match received on health related services for clients
- Designate a liaison to work with HHSC
- Comply with all Health Insurance Portability and Accountability Act (HIPAA) regulations

## HHSC agrees to...

- Pass on to the ISD 95% of Title XIX federal share for Medicaid Administration
- Reimburse allowable administrative costs at the appropriate Federal Financial Participation (FFP) rate (50% or 75%)
- Include the ISD expenditures for Medicaid administration in the claim it submits to CMS
- Designate a liaison to work with the ISD
- Comply with all Health Insurance Portability and Accountability Act (HIPAA) regulations



# Texas Identification Number Application

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- Formerly known as the Texas Payee Identification Number (TPIN)
- Assigned by the Comptroller's office for the purpose of identifying any party receiving a payment from the State of Texas
- The use of this number on all claims will reduce the processing time required by the State.

# Vendor Direct Deposit Form

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- Complete form to:
  - Set-up direct deposit for *MAC*
  - Change financial institutions
  - Change account number or type
  
- Mail, fax, or email the direct deposit form
  
- Use mailing address for HHSC Rate Analysis found on our website and at the end of PowerPoint

# Vendor Information Form

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- The district is the “Contractor.”
- This form indicates who is legally responsible as well as the point of contact for the contract.
- Follow the instructions listed online.
- If you are in a SSA/Coop, then the physical address listed on the form must be that of the district submitting the form.

# MAC Program Operating Plan

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- Cover page must be printed on district letterhead.
- All primary contacts listed on the MAC POP must match in STAIRS when initially submitted.
- The primary contacts listed on the MAC POP must be **district employees** of the district submitting the form. Fiscal agent employees cannot serve as the primary contact for a member district.
- Details roles and responsibilities for primary contacts.

# Required Updates

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- Vendor Direct Deposit Form
  - Financial institution, account number, and/or account type changes
  - Must complete again and submit to HHSC Rate Analysis
  
- System Contacts (Primary and/or Secondary)
  - District is required to update and maintain ALL contact information in STAIRS
    - Manage Contacts Tab
    - Step 1 – MAC Provider Data
  - Please do not resubmit the “District Contact Information” page
    - Primary contact rules apply

# STAIRS Contacts

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- Superintendent
- Random Moment Time Study (RMTS) Coordinator
- Medicaid Administrative Claiming (MAC) Financial Coordinator (Today's Focus)
- School Health & Related Services (SHARS) Financial Coordinator

**Communication is critical!**

# Primary MAC Financial Coordinator

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- Must be an employee of the district
- Serve as financial liaison to HHSC and STAIRS
- Communicate with all key stakeholders (RMTS coordinator, Special Education department, SSA/Co-op contacts, etc.)
- Attend MAC financial training for each federal fiscal year
- Ensure that the MAC financial data is certified each quarter
- Ensure the Quarterly Summary Invoice is signed and notarized by the proper individuals
- Maintain financial documentation and supporting materials
- Listed as primary MAC Financial Contact
- Maintain the accuracy of ALL contacts in STAIRS

# Documentation & Recordkeeping

- All MAC participation documents
- Checklist of the minimum documents to collect and maintain quarterly:
  - Financial data used to develop the expenditures and revenues for the claim calculations including state/local match used for certification
    - Copies of computations used to calculate financial costs
    - All revenues offset from the claim, by source
  - Quarterly Summary Invoices (signed & notarized)

# Documentation & Recordkeeping (cont.)

- Information must be available upon request by federal or state entities.
- Documents must be stored in readily accessible location and format.
- Records should be maintained for a period of no less than five (5) years or if an audit has started, the records shall be retained until the audit is completed and all issues are resolved.

# Training

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- Primary contacts must attend and receive credit for training every Federal fiscal year (FFY)
  - Initial and Refresher training options
- Various types of training
  - MAC, RMTS, and SHARS
- Recommend having **multiple** MAC financial contacts **trained**
  - MAC Financial Contact Role
- Training is from FFY to FFY
  - Not retroactive
  - Districts must train for the federal fiscal year in which they wish to participate
- Please notify us when switching districts – request credit be transferred to new ISD
- Training determines the difference between “Full Access” and “View Only”

# Districts that Contract with Vendors

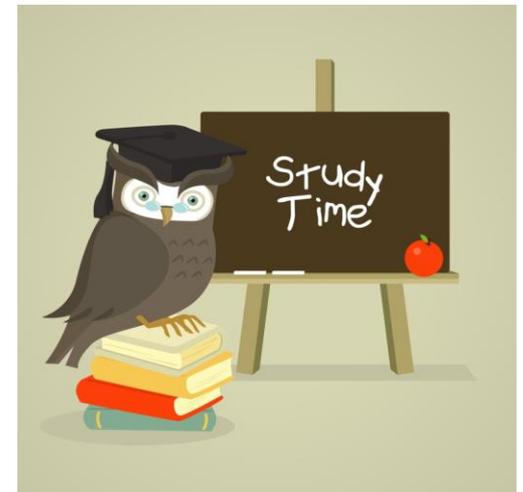
- If a school district chooses to authorize a contractor to enter and certify the financial information:
  - The school district must document the authorization and provide the documentation of authorization upon request to HHSC.
  - HHSC recommends the authorization to enter and certify the quarterly financials information be incorporated into the contract with the authorized entity.
  - The school district will be held responsible for the actions or inactions of its authorized contractor.

**January 2009 directive from the Associate Commissioner for Medicaid/CHIP Division, HHSC.**

# RMTS Overview

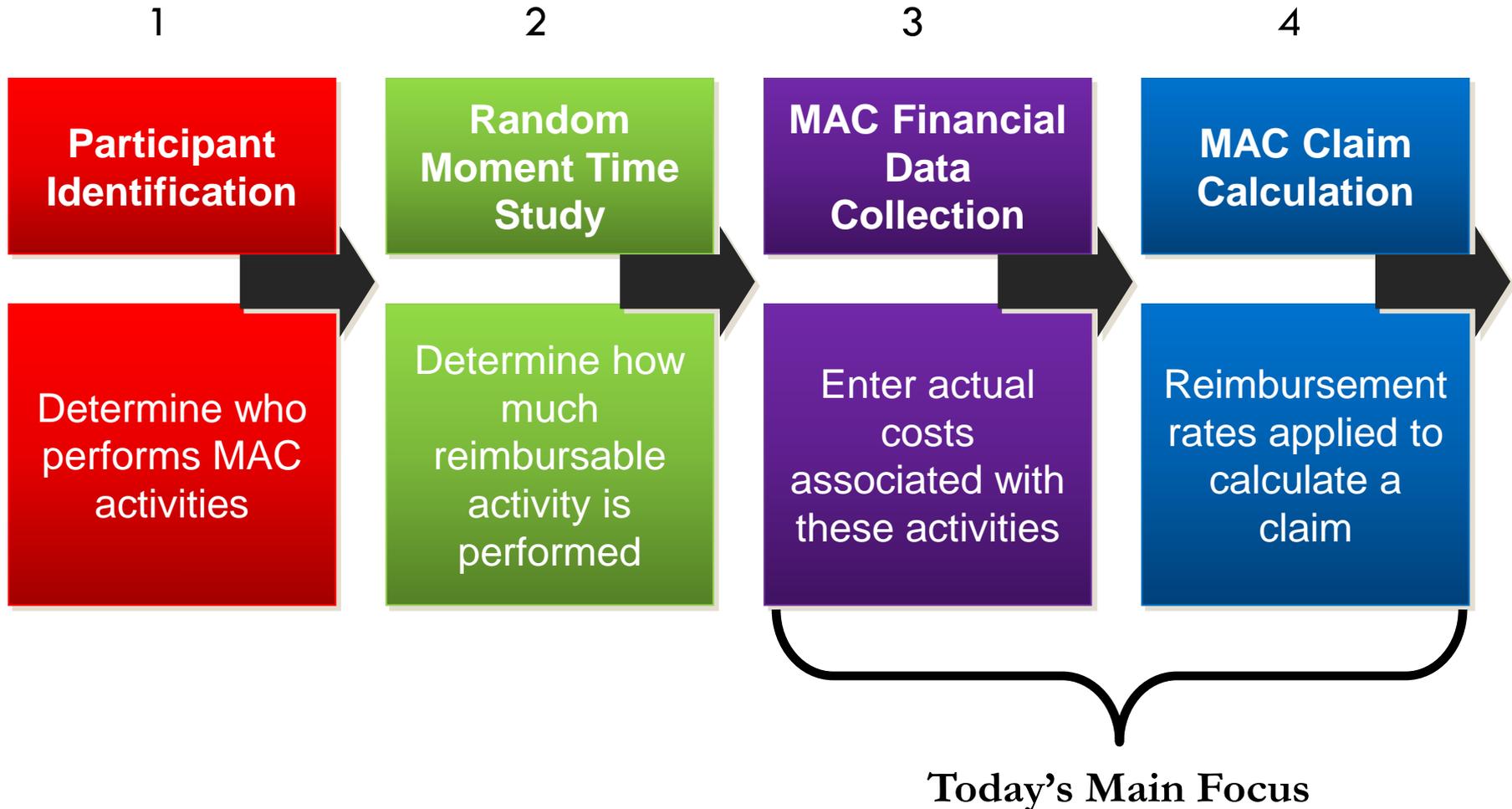
## Random Moment Time Study

Presented by HHSC Time Study Unit



# MAC Financial Quarterly Process

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# Participant Identification

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- Eligible participants identified via the Participant List (PL)
  - Job Categories
    - Direct Services and Administrative Staff Pool
    - Administrative Services Only Staff Pool (MAC Only)
- These are the only positions for which financial data can be reported
- Cannot report costs for positions and categories that were left off the PL that quarter
- Costs reported are “position-specific” not “person-specific”
  - Substitutes – individual replacing a provider on leave
  - Direct replacement – individual hired to fill a vacant position



# Participant List (PL) & Random Moment Time Study(RMTS)

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- The PL drives the number of eligible MAC participants and determines the MAC financial cost eligible.
- If a PL is not certified for a quarter by the district, that district will not be able to participate in RMTS and will not be able to report the MAC financials for that quarter.
- The RMTS results are the basis for the calculation of the administrative time study percentage that is applied to the MAC financials.



# Ineligible Participants/Costs

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- Overhead costs/indirect costs are captured in the Indirect Cost Rate (IDCR) on the MAC financials
- Review Administrative Services Only Staff Pool (MAC Only Categories)
- Salaries for staff in accounting, budgeting, payroll, human resources, purchasing, and employee relations are generally indirect costs
- Ineligible participants include those in:
  - Function 41 – General administration
  - Function 53 – Data processing services



# MAC Participation Requirements

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- MAC financial quarter will **not** be opened unless the following requirements are met:
  - Active contract with HHSC
    - The effective date (execution date) of the MAC contract is the date signed by the designated HHSC contact.
  - Approved MAC Program Operating Plan
  - Received appropriate MAC and RMTS training for the FFY
  - Certified participant list
  
- All participation documents must be approved and a MAC contract must be executed prior to the close of the RMTS participant list for the quarter in which the district wishes to claim.
  
- If you are unable to access the quarter, please contact the HHSC MAC team.



# Federal Fiscal Year 2015

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<u>Federal Fiscal Quarter</u>	<u>Financials Open</u>	<u>Financials Close</u> (6 p.m. CST)
■ 1 <sup>st</sup> Quarter (Oct – Dec)	February 16, 2015	April 3, 2015
■ 2 <sup>nd</sup> Quarter (Jan – Mar)	May 26, 2015	July 10, 2015
■ 3 <sup>rd</sup> Quarter (Apr – Jun)	August 17, 2015	October 2, 2015
■ 4 <sup>th</sup> Quarter (July – Sept)	November 23, 2015	January 8, 2016

**The claim must be certified and the signed and notarized QSI must be attached in STAIRS by the deadline.**



# Federal Fiscal Year 2016

<u>Federal Fiscal Quarter</u>	<u>Financials Open</u>	<u>Financials Close</u> (6 p.m. CST)
■ 1st Quarter (Oct – Dec)	February 15, 2016	April 1, 2016
■ 2nd Quarter (Jan – Mar)	May 23, 2016	July 8, 2016
■ 3rd Quarter (Apr – Jun)	August 15, 2016	September 30, 2016
■ 4th Quarter (July – Sept)	November 21, 2016	January 6, 2017

**The claim must be certified and the signed and notarized QSI must be attached in STAIRS by the deadline.**

# MAC Financial Data Collection

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- Interim billing is not a MAC requirement
- Electronic reporting of MAC financials
  - Completed entirely online via the State of Texas Automated Information Reporting System (STAIRS) located on the Fairbanks LLC website
    - <https://www.fairbanksllc.com/>
- **ONLY Trained** MAC Financial Contacts will have access to the system to enter the MAC financials

# Financial Data

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- District Employees
  - Position must be included on the PL for that quarter
  - Performs MAC activities
  
- Contracted Staff
  - Position must be included on the PL for that quarter
  - Performs MAC activities

# District Employees

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- Compensation of employees
  - Salaries and Wages
    - Allocation of costs not necessary
  - Subject to federal withholdings
  - Reconcile back to general ledger
  
- Quarterly salaries/wages
  - Federal Fiscal Quarters: October-December, January-March, April-June, and July-September

# Position Specific Example

Position #85 had the following employee changes during the January-March quarter:

- Employee A works Jan 1<sup>st</sup> thru Jan 19<sup>th</sup>, earns \$800.
- Substitute A works Jan 20<sup>th</sup> thru Feb 28<sup>th</sup>, earns \$1,200.
- Employee B works March 1<sup>st</sup> thru March 31<sup>st</sup>, earns \$1,500.
- Total MAC Reportable Expenditures for Position #85 would be:  $\$800 + \$1,200 + \$1,500 = \$3,500$ .

# Payroll Taxes & Benefits

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- Examples of Employer-Paid Benefits
  - Health Insurance
  - Life Insurance
  - Medicare
  - Employer 403(b) Contribution
  - Liability Insurance
  - Worker's Compensation
  - Unemployment Compensation
  - Social Security

# Payroll Taxes & Benefits (cont.)

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- Only report “true” expenditures
  - If your district incurs an insurance cost (premium paid), the district is entitled to report the cost incurred during the quarter.
  - If your district is self-insured and pays a third party administrator for claim administration, the district is entitled to report the cost incurred for administrative fees and claims paid during the quarter
    - The district should not report any assumed liability such as set-aside funds, the cost should reflect the true expenditures of the district.
- Teacher Retirement System (TRS)
  - Only costs to the district are allowable
  - “On behalf of” retirement payments cannot be claimed
- ISD must maintain all supporting documentation

# Employee vs. Contracted Staff

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- Employee – Full-time and Part-time
  - Providers hired by the district – On payroll
  - Listed on the participant list as Full-time employee or Part-time employee
  - Report costs under the following columns: Employee Salaries, Payroll Taxes and Benefits, and Federal Revenue
- Contracted Staff
  - Not employees of the district – on Accounts Payable
    - Either outside vendor or through SSA/Co-op (fiscal agent)
  - Listed on participant list as Contract
  - Report costs under the following columns: Contracted Staff Costs and Federal Revenue

# Contracted Staff

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- Ensure participant list is up-to-date
  - Correct employment type
  - Enter costs under appropriate columns
  
- Request breakdown of costs on invoice from the contractor to ensure the correct number of positions are claimed and the costs are placed in the correct categories

# Federal Revenue

- ❑ Identify ALL federally funded positions on the participant list.
- ❑ Report (State, Local, & Federal) costs in the appropriate columns
- ❑ The Federal Revenue column is used to subtract the Federal portion of costs that were included in the: Employee Salaries, Payroll Taxes & Benefits, and Contracted Staff Costs columns.

Job Category	Last Name	First Name	Employment Type	Employee Salaries	Payroll Taxes and Benefits	Contracted Staff Costs	Gross Expenditures	Federal Revenue	Net Expenditures
Personal Care Service Provider	Adams	Timothy	Full Time	\$4,207	\$1,501		\$5,708	\$5,708	\$0
Nurse – Registered Nurse (RN)	Feathers	Jessica	Contract			\$14,408	\$14,408	\$7,204	\$7,204
Service Coordinator/Case Manager (MAC ONLY)	Carter	John	Full Time	\$12,407	\$1,725		\$14,132		\$14,132

# Federal Revenue (cont.)

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- Federal funds include, but are not limited to:
  - Federal Grants
  - Matching Funds
  
- To maximize federal revenue sources, it is recommended that providers are funded with state or local dollars.
  
- MAC and/or SHARS funds are considered “reimbursement” funds and are not required to be backed out of the MAC financial claim as revenue offset.

# Districts in an SSA/Co-op

- The fiscal agent can only report costs for the students “enrolled” in the district serving as the fiscal agent. **All ‘shared’ costs must be allocated to each of the member districts.**
  - Example: A member district contributed 15.75% of the budget, that district would be allocated 15.75% of the paid hours and payroll costs for each staff person.
  - Allocation of costs based on budget contributions is only one way in which a fiscal agent may choose to allocate costs.
  
- Important: Allocation methodologies used to distribute shared costs to member districts of an SSA/Co-op must be documented and presented to HHSC upon request.

# Regional Day School Program for the Deaf (RDSPD)

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- If host district reports all the students on their PEIMS data:
  - Host district will report 100% of the salary and benefits of the providers for the RDSPD.
  - Allocation of costs not required
- Member districts will not report any costs associated with the RDSPD.
- Contact HHSC regarding district-specific questions.

# Reporting Costs

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- There are two options to enter financial data:
  1. Participant Details
    - Detailed basis by individual position
  2. Group Summary Schedule
    - Summary of costs by job category
    - Financial detail by position and individual must be kept on file
    - Enter Total Employees and Total Contractors claimed that quarter

## Participant Details

### Psychologists and Interns

Bob Employee

Joe Employee

Mary Contract Staff

## Group Summary Schedule

### Registered Nurses

Salaries \$30,000

Benefits \$6,000

Contracted Staff Costs \$8,000

# Financial Tips

- If reporting at the Group Summary Level:
  - Refer back to the certified participant list for the quarter.
  - The participant list is available in advance.
- Do **NOT** attempt to correct previous quarter errors in a current quarter.
  - Contact HHSC (phone or email) to correct the previous quarter.
- Remember -- the district is required to maintain all financial data, and records must be made available upon request from state and federal entities.

# Detailed Explanations – Edit Checks

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- STAIRS is designed to perform various edit checks depending on the data entered.
- Detailed explanations are required.
- ISD must provide a concise explanation to the item in question.
- Helps find possible errors and allows ISD to correct the current financial report before certifying the data.
- Contact HHSC (phone or email) if a data entry occurred in a previous quarter.
- Also, if you notice an issue with the edit functionality, contact HHSC.





# Quarterly Summary Invoice (cont.)

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- Signing the QSI certifies that the following items are true and correct:
  - I am the officer authorized to submit this form; I have examined this statement and to the best of my knowledge and belief, the expenditures included in this statement are based on actual costs of recorded expenditures;
  - The required amount of State and/or local funds were available and used to pay for total computable, allowable expenditures;
  - This statement is of expenditures that the undersigned certifies are allocable and allowable to the State Medicaid program;
  - I understand that this information will be used as a basis for claims for Federal funds and falsification and concealment of material fact may be prosecuted under Federal or State civil or criminal law.

# Quarterly Summary Invoice (cont.)

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- Who can sign the QSI?
  - **Must be an employee of the district**
  - **Must have signature authority**
    - Includes the CEO, CFO, Executive Director, Superintendent or other individual (district employee) designated as the financial contact for the ISD
  - Does not have to be the primary MAC financial contact
  - Advised that the “Officer of Provider” be different than the person completing the financials
  - “Officer of Provider” cannot be the Notary as well

# Quarterly Summary Invoice (cont.)

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- Does the QSI need to be on ISD letterhead?
  - No
- Do the Officer of Provider and Notary dates need to be the same?
  - Yes
    - QSI reads: “This instrument was acknowledged before me.”
- What are some other important reminders?
  - Notary should not write his/her name in the field marked “Printed Name of Officer of Provider”
  - Keep QSI with supporting documentation

# MAC Claim Calculation

	(A)	(B)	(C)	(D)	(E)	(F)
Cost Pool	Net Expenditures	Claimable Percentage	Claim Amount (A * B)	Total Federal Share (C * FFP)	5% Retention (D * 5%)	Net Claim (D - E)
Cost Pool #1	<b>Direct Service &amp; Administrative</b>					
Cost Pool #2	<b>Administrative Only</b>					



# Claimable Percentage

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- RMTS Results
  - State-wide aggregate, quarterly
  - Ratio developed for Cost Pool #1 and Cost Pool #2
  
- Medicaid Eligibility Rate (MER)
  - District-specific, quarterly
  - Percent of students in district who are Medicaid eligible
  
- Unrestricted Indirect Cost Rate (IDCR)
  - District-specific, annually
  - Developed by TEA

# Random Moment Time Study (RMTS) Results

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- Identifies reimbursable and non-reimbursable time
- Used to identify the percent of time providers are participating in MAC activities (as well as participating in direct medical services). Each cost pool has separate and different time study percentages. The MAC financial claim is calculated for Cost Pool #1 and Cost Pool #2 using their relevant cost and time study percentages.

# Medicaid Eligibility Rate (MER)

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- The Public Education Information Management System (PEIMS) enrollment data for the current school year is submitted to TEA by each district.
  - ISD must make sure their PEIMS data is up-to-date.
- The Medicaid eligibility file for each quarterly period is gathered by HHSC and sent to TEA.
- TEA develops an unduplicated Medicaid eligibility file from the quarterly file provided by HHSC.
- The unduplicated Medicaid eligibility file is matched against the PEIMS enrollment data. There are 2 matches performed: 1) based on Social Security Number (SSN); 2) for those who do not match based on SSN, a second run is performed based on the first name, last name, and date of birth.

$$\begin{aligned} & \text{Total \# of Matches} / \text{Total \# of Enrolled Students (by District)} \\ & = \text{District's Quarterly MER} \end{aligned}$$

# Indirect Cost Rate (IDCR)

- Must have an approved IDCR from the Texas Education Agency (TEA)
  - How can your district get an IDCR?
    - Submit an Indirect Cost Rate Proposal and Certification
      - Annual Financial Report
    - A new indirect cost rate must be obtained every fiscal year.
- Helps ISD recover some of indirect costs
- CMS approved use of unrestricted IDCR
- Charter schools and ISDs that need an IDCR should contact TEA – Division of Federal Fiscal Compliance and Reporting

# STAIRS Demonstration

**State of Texas Automated Information Reporting System**

Presented by  **FAIRBANKS**<sup>LLC</sup>

<https://www.fairbanksllc.com/>

# MAC Claim Desk Review

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- Utilized to ensure integrity and accuracy of the claim data
- Discrepancies brought to the attention of primary MAC financial contact identified in STAIRS
  - HHSC will contact ISD requesting explanation, clarification, and/or correction of discrepancies
- ISD must be able to provide all supporting documentation

# MAC Reimbursements

- Timeframe for reimbursement
- Monitor payments via Advance Payment Notification
- MAC reimbursements are Title XIX Medicaid administrative reimbursement funds.
  - Not considered ARRA funds
  - Are subject to the Single Audit Act
- MAC reimbursements are recommended to be used to enhance the provision of health services and/or improve and/or expand the level and quality of health/medical services provided to all students within the district.

# STAIRS Reminders

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- Passwords
  - Will not change each school year.
  - Can be reset at the log-in screen.
- Fairbanks can consolidate usernames and passwords for contacts with multiple ISDs.
- You will be able to access historical data.
- All reference material is on the website.
- For system issues and questions, contact Fairbanks Client Information Center.
  - Email: [info@fairbanksllc.com](mailto:info@fairbanksllc.com) / Phone: (888) 321-1225

# Allowing Email Messages

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- Communication is done predominately via email – please respond within 24 hours.
- **Role** in STAIRS **dictates** what messages you receive.
- Critical that your district authorize your email system to accept emails from Fairbanks and HHSC.
- Confirm with your IT staff to ensure that emails with the following extensions pass through firewalls and spam filters:  
**@fairbanksllc.com, @hhsc.state.tx.us, and @tea.texas.gov.**

# Managing Contacts in STAIRS

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- Only one primary contact for each role (RMTS, MAC financial, and SHARS)
  - *Does not have to be the same person*
  
- Primary contacts can:
  - Add and delete contacts
  - Assign additional roles to contacts
  - Restrict access of trained contacts
  
- There is no limit to the number of secondary contacts in the system.
  - Keep the system up-to-date!

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# SHARS Overview

## School Health and Related Services

Presented by the SHARS Unit.



# Training Credit Information

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- If you are not listed as a contact in STAIRS, then you cannot receive credit for completing today's training.
  - Primary contact at the district can add you as a contact.
- There are NO certificates for training.
  - You will receive an email thanking you for attending today's training; however, this **does NOT** mean that you received training credit.
- Training credit can be viewed in STAIRS.
  - **Remember to filter appropriately**
  - Option to print screen to keep for your records
- Allow a maximum of 7 days to process your training credit (i.e., list training credit in the STAIRS).
- Once "Full Access" is indicated in STAIRS, you will be able to update/certify the MAC financial data.

# MAC Website

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<http://www.hhsc.state.tx.us/rad>

- Select:
  - Medicaid Administrative Claiming
  - Independent School Districts (ISD)

Examples of MAC Activities  
MAC & SHARS Participation Report  
Frequently Asked Questions  
Timestudy Implementation Guide  
Important Notices  
Participation Documents  
Training Materials

# Additional Resources

- Texas Department of State Health Services (DSHS) School Health Program
  - Designed to meet the health services and health program needs of children through schools
  - Texas School Health Advisory Committee (TSHAC)
    - Provides active leadership in the identification and dissemination of school health best practices and resources for school policy makers
- *Friday Beat* – Weekly E-newsletter
  - Brings relevant, factual and current information and opportunities about school health education and health services to all those working in, supporting, or advocating on behalf of Texas schools
- Medicaid Administrative Claiming Program tutorial
  - <http://www.txhealthsteps.com/cms/?q=hhsc-medicaid-administrative-claiming-program>

# Additional Resources (cont.)

- CMS Medicaid School-Based Administrative Claiming Guide
- Title 2 Code of Federal Regulation (CFR) Part 225 (Office of Management & Budget (OMB) Circular A-87)
- Title 45 CFR Part 74 and Part 95
- Title 42 CFR 430.1 and 42 CFR 431.15
- Title 19 of the Social Security Act, section 1930(a)(7)
- General information about Texas Medicaid Program
  - <http://www.hhsc.state.tx.us/medicaid/>

# Common Acronyms

- MAC – Medicaid Administrative Claiming
- SHARS – School Health & Related Services
- CMS – Centers for Medicare & Medicaid Services
- HHSC – Health & Human Services Commission
- TEA – Texas Education Agency
- HIPAA – Health Insurance Portability and Accountability Act
- FFP – Federal Financial Participation
- FFY – Federal Fiscal Year
- STAIRS – State of Texas Automated Information Reporting System (formerly known as Fairbanks)
- PEIMS – Public Education Information Management System
- RDSPD – Regional Day School Program for the Deaf
- HCAT# – Health and Human Services Contract Administrative Tracking Number
- TIN – Texas Identification Number (formerly known as TPIN – Texas Payee Identification Number)
- POP – Program Operating Plan
- DUA – Data Use Agreement
- ICA – Intergovernmental Cooperation Agreement
- MER – Medicaid Eligibility Rate
- IDCR – Indirect Cost Rate
- QSI – Quarterly Summary Invoice
- RMTS – Random Moment Time Study
- TS – Time Study
- PL – Participant List

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