

# Medicaid Administrative Claiming Financial OVERVIEW

## Independent School Districts



Federal Fiscal Year 2017

# Medicaid Administrative Claiming (MAC) Program

- 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
- 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 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 applications
  - 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 Examples

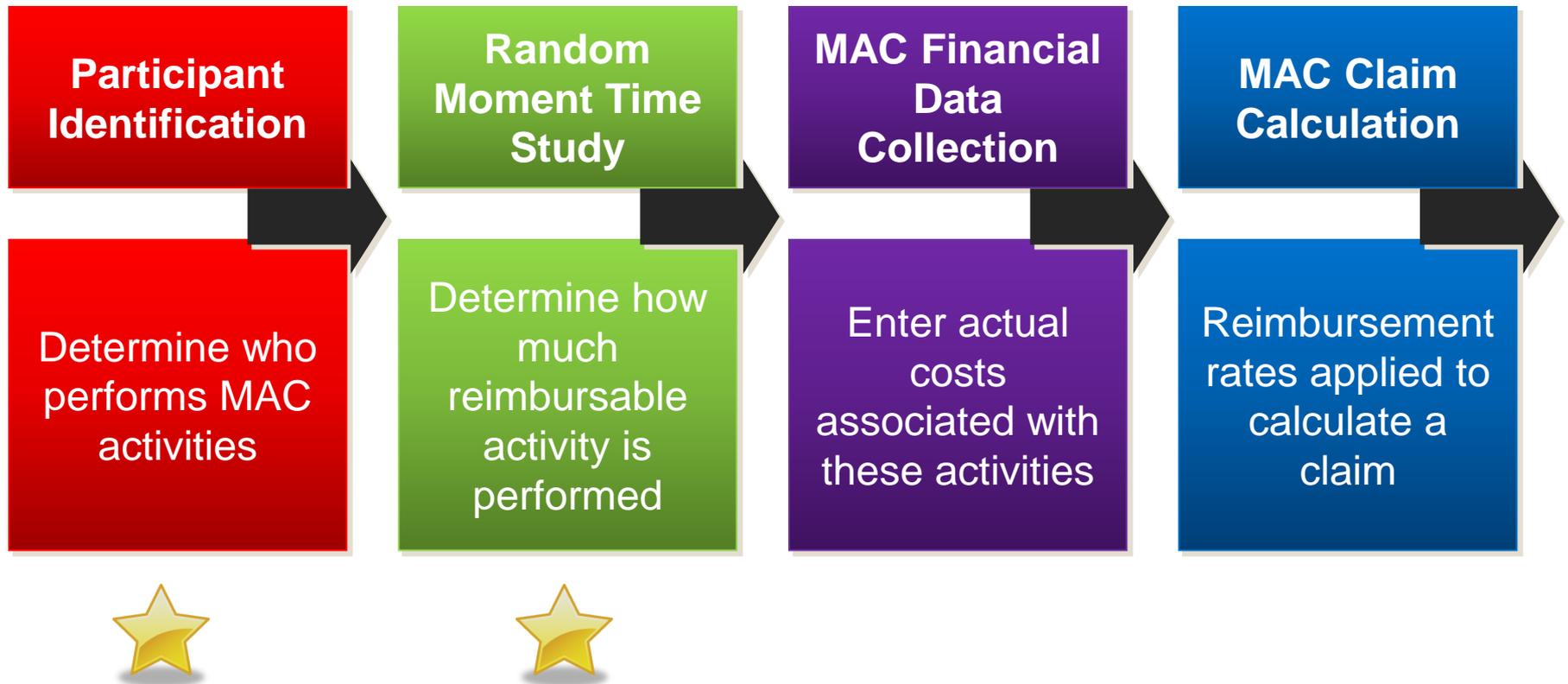
- Working with school administration to determine what outreach activities the school can do
- Distributing information about the Medicaid program and available benefits at PTA meetings, parent-teacher conferences, and athletic events
- Including Medicaid information and applications in report card envelopes and back-to-school packets sent home with students
- 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
- The first 5 documents must be emailed directly to the Contract Management Unit; the Program Operating Plan must be emailed directly to the MAC team
- Documents are effective for 5 years before renewing
- Documents and instructions are available on the HHSC MAC website
  - **MUST use current forms**



# MAC Financial Quarterly Process



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

- 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
- Costs reported are “position-specific” not “person-specific”
- 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 its MAC financials for that quarter

# Ineligible Participants/Costs

- 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 and should not be entered into the financials
- Ineligible participants include:
  - Function 41 – General administration
  - Function 53 – Data processing services



# MAC Website

<http://legacy-hhsc.hhsc.state.tx.us/rad/mac/isd-mac.shtml>

- ❑ 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>

# Contact Information

## Medicaid Administrative Claiming Unit

Phone: (512) 462-6200; Fax: (512) 730-7475

Email: [MAC@hhsc.state.tx.us](mailto:MAC@hhsc.state.tx.us)

## Texas Education Agency – Division of Federal Fiscal Compliance and Reporting

Phone: (512) 463-9127

Email: [compliance@tea.texas.gov](mailto:compliance@tea.texas.gov)

## Texas Education Agency – Public Education Information Management System (PEIMS)

Phone: (512) 463-9229

Email: [PeimsCustomerSupport@tea.texas.gov](mailto:PeimsCustomerSupport@tea.texas.gov)

## Fairbanks LLC. – Client Information Center (STAIRS)

Phone: (888) 321-1225

Email: [info@fairbanksllc.com](mailto:info@fairbanksllc.com)

