

## Medicaid Administrative Claiming

### Washington State Courts Juvenile Service Divisions

#### Overview

Some of Washington's most vulnerable residents have trouble accessing health care. Government agencies such as Washington State Courts Juvenile Service Divisions (WSCJSD) provide daily services to Washington's youth on probation to ensure their well-being.

The Health Care Authority (HCA) participates in a federal reimbursement program that allows HCA to contract with juvenile service divisions to reimburse a portion of their expenses for administrative activities that support the goals of the Apple Health (Medicaid) state plan. WSCJSD staff participate in a Random Moment Time Study (RMTS) to determine what percentage of their time is spent on reimbursable activities such as outreach, explaining the benefits of Apple Health, and helping residents apply for Apple Health.

Examples include:

- Informing Washington residents about how to apply for Apple Health coverage.
- Referring individuals and families to behavioral health treatment if it is medically necessary and directly relates to the client's care.
- Working with agencies and providers of medical, dental, mental health, substance use disorder treatment, and family planning services to improve the coordination and delivery of services to expand Apple Health access to specific populations.

#### WSCJSD staff eligible to participate in Medicaid Administrative Claiming (MAC)

Examples of approved job positions include:

- At-risk Youth Case Manager/Juvenile Court Specialist
- Education and Employment Specialist
- Juvenile Probation Counselor/Lead
- Juvenile Probation Supervisor

#### Participation process

- Participating staff use a web-based Random Moment Time Study and claiming system.
  - When selected, participating staff receive emails (moment) to describe a 1-minute interval of their workday. The moment is four short questions with pre-defined answers followed by a narrative detailing the specifics of the activity.
  - The typical time it takes to respond to a moment is 1-2 minutes.
  - Participants have up to two working days to respond to their moment.
  - When the fiscal quarter ends, the time study determines the percentage of staff time spent performing reimbursable activities and a claim is generated through the system.
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### Claiming process

- When the fiscal quarter ends, the time study determines the percentage of staff time spent statewide performing reimbursable activities.
- Each juvenile services division loads their eligible MAC expenses (participant salary and benefits) in the RMTS system.
- The time study results reduce expenses to only reimbursable activity expenses.
- The system reduces reimbursable activity expenses to account for only a juvenile court’s Medicaid Eligibility Rate (MER) population.
- To account for quarterly indirect costs, the system adds the juvenile courts indirect cost rate into the claim.
- The Federal Financial Participation (FFP) for the MAC program is 50%. Below is an example claim.

<b>Quarterly expenses</b>	<b>\$1,000,000=</b>	<b>\$1,000,000</b>
<b>RMTS Results</b>	<b>10% x \$1,000,000=</b>	<b>\$100,000</b>
<b>MER</b>	<b>30% x \$100,000=</b>	<b>\$30,000</b>
<b>Indirect Cost Rate</b>	<b>10% x \$30,000=</b>	<b>\$3,000</b>
<b>Total Computable</b>	<b>\$30,000 + \$3,000=</b>	<b>\$33,000</b>
<b>FFP</b>	<b>50% x \$33,000=</b>	<b>\$16,500</b>
<b>Quarterly Claim</b>		<b>\$16,500</b>

Figure 1. Example claim showing quarterly expenses, RMTS results, MER, indirect cost, total computable, FFP, and quarterly claims.

### Contact

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