



STATE OF WASHINGTON
HEALTH CARE AUTHORITY

626 8th Avenue, SE • P.O. Box 45530 • Olympia, Washington 98504-5530

Medicaid Administrative Claiming
Memo: LHJ-01-15

January 29, 2015

TO: Local Health Jurisdiction
RMTS and Fiscal Coordinators

FROM: Alan Himsl Alan Himsl, Unit Supervisor 
Medicaid Outreach Unit
Community Services, Health Care Services

SUBJECT: Contract Execution and Timely Filing Limit For Invoice Submission

The Health Care Authority (HCA) is pleased to inform you that the Centers of Medicare and Medicaid Services (CMS) has approved a new Cost Allocation Plan (CAP) for the Local Health Jurisdiction (LHJ) Medicaid Administrative Claiming Program (MAC). The new CAP will be implemented on April 1, 2015.

HCA has issued new contracts to each LHJ as part of the new CAP implementation. The contracts were sent for signature via email last week. This raises two important points:

1. A signed contract *must* be fully executed in order for your LHJ to participate in the MAC program. HCA recommends returning your signed contract as soon as possible, and no later than March 13th. Your LHJ will not be allowed to participate in the program for Q2 2015 if your contract has not been fully executed by March 31, 2015.
2. Your current contract will be terminated effective March 31, 2015. The contract timely filing terms state all costs incurred under the contract must be submitted for reimbursement within ninety (90) days after the date of termination. This means your LHJ must submit all invoices for dates of service through March 31, 2015 no later than August 6, 2015. HCA recommends submitting all outstanding invoices as soon as possible, and suggests creating an expedited process for invoicing the January-March 2015 quarter.

HCA is committed to providing ongoing support to each LHJ during this transition, and welcomes feedback, comments, or requests for technical assistance. Please do not hesitate to contact Jennifer Inman, LHJ Program Specialist at 360-725-1738 or jennifer.inman@hca.wa.gov at any time.

Cc: Todd Slettvet
Jennifer Inman