STATE OF WASHINGTON
HEALTH CARE AUTHORITY
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Medicaid Administrative Claiming
Memo SD-06-14

July 11, 2014

To: Contracted School District Superintendents
School District Medicaid Administrative Claiming Coordinators
School District Business Managers

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

SUBJECT: Reminder of School Based Medicaid Administrative Claiming (MAC) Important Dates
for the 2014-2015 School Year

Attached you will find a revised version of list of important dates related to MAC for the upcoming 2014-2015 academic school year. Please keep this memo and the attached dates for your reference throughout the upcoming school year.

If you have any questions related to the memo or to MAC in general, please contact the Health Care Authority staff member assigned to your district, that list is found below:

A – E	F – M	N – R	S – Z
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Thank you for all you do for Washington's children to help them gain access to needed medical and care.

cc: Aranzazu Granrose
Laura Pierpoint
Kevin Curry
Larry Linn
Tyron Nixon
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Washington State Medicaid Administrative Claiming (MAC)
2014 – 2015 Academic School Year
Important Dates for MAC School Districts

First Quarter

July 23, 2014	Last day for the school district to enter its calendar in the system
July 24, 2014	HCA creates 2014-15 quarters and default calendar in the MAC School Based Automated System (system)
~~August 29, 2014~~	~~Last day for the school district to enter its calendar in the system~~
August 29, 2014	Last day to make First Quarter staff changes
August 29, 2014, 3:00 pm	Staff lists are locked and random staff selected
September 2-5, 2014	Dates allowed to re-run random staff selections where necessary
September 8, 2014	Date to run First Quarter time study days
September 8-12, 2014	Dates allowed to re-run First Quarter time study days

Second Quarter

November 10, 2014	Last day to make Second Quarter staff changes
November 10, 2014 3:00p.m.	Staff lists locked and random staff selected
November 12-17 2014	Dates allowed to re-run random staff selections where necessary
November 17, 2014	Date to run Second Quarter time study days
November 17-25, 2014	Dates allowed to re-run Second Quarter time study days

Third Quarter

February 20, 2015	Last day to make Third Quarter staff changes
February 20, 2015 3:00 p.m.	Staff lists locked and random staff selected
February 23-27, 2015	Dates allowed to re-run random staff selections where necessary
February 27, 2015	Date to run Third Quarter time study days
Feb 27 thru Mar 6, 2015	Dates allowed to re-run Third Quarter time study days