



STATE OF WASHINGTON
HEALTH CARE AUTHORITY

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Medicaid Administrative Match
Memo: SD-04-15

September 2, 2015

TO: Washington School District Superintendents
School District Business Managers
School District Medicaid Administrative Claiming Coordinators (MAC)

FROM:  Todd Slettvet, Section Manager
Health Care Services, Community Services

SUBJECT: Changes to Medicaid Administrative Claiming (MAC) Beginning with the 2015-2016 School Year

Beginning with the 2015-2016 school year, the Washington State Health Care Authority (HCA) will be implementing a new electronic Random Moment Time Study (RMTS)/Claiming system for MAC. This new process is significantly different from the paper based time study system that has been in place since 2005. HCA intends to ensure a successful transition to the new MAC claiming system by having staff available to answer your questions and provide assistance.

Below you will find staff names, phone numbers, email addresses, and the alphabetical district list each HCA staff member is assigned to:

Districts A-C	Aranza Granrose	(360) 725-1950 or aranzazu.granrose@hca.wa.gov
Districts D-I	Laura Pierpoint	(360) 725-1665 or laura.pierpoint@hca.wa.gov
Districts J-M	Tyron Nixon	(360) 725-1894 or tyron.nixon@hca.wa.gov
Districts N-R	Kevin Curry	(360) 725-1589 or kevin.curry@hca.wa.gov
Districts S-Z	Larry Linn	(360) 725-1970 or larry.linn@hca.wa.gov

We have developed training materials and videos that may help answer many questions. Those materials are available online; the following link will take you to the HCA Website;

<http://www.hca.wa.gov/medicaid/mac/pages/school.aspx>

Under the title of Random Moment Time Study (RMTS) you will be able to find important resources that will assist you with the RMTS process.

We want to point out some significant differences between the old MAC time study/claiming system and the new system. In the old claiming system, districts could only claim for three (3) quarters of the year. With the new system, districts will be able to claim for all four (4) quarters. Those quarters include: October-December; January-March; April-June; and July-September. The new RMTS is currently scheduled to be implemented October 1, 2015. Please note, the July-September 2016 quarter claims will be based on the average time study results for the October through June quarters.

Another significant change coming from the Centers for Medicare and Medicaid Services (CMS) relates to documentation requirements for activities recorded in the time study. CMS requires the documentation must clearly demonstrate that the activities directly support the administration of the Medicaid program. Documentation of administrative claims must be sufficiently detailed to permit state or federal reviewers or auditors to determine whether the activities were necessary for the proper and efficient administration of the state plan. To ensure this requirement is met, HCA recommends the inclusion of a student de-identifier, such as the student number, where applicable. School districts should consider this approach to documentation, or some comparable procedure that adequately documents time sampled activities. Please feel free to contact the HCA program manager assigned to your school district with additional questions.

Examples of adequate supporting documentation may include, but are not limited to:

- Calendars
- Chart notes
- Activity log
- Narrative (HCA recommended option)*

*Narratives must clearly describe why the activity was being performed and who was involved. Referral activities should specifically state to whom or where a referral was made. Coordination activities should clearly explain what services were being coordinated and for whom. **If the activity involves a student, be sure to include the student ID number or some other de-identifier.**

Narrative elements should include:

- Who were you working with and/or who was involved
- What were you doing
- Why were you doing it

Example Narratives:

- I was working with the counselor and student #754321 regarding student's inability to complete homework assignments.
- I was completing the daily attendance report to be forwarded to the front office.

HCA recognizes the important role school districts have in helping students access needed health care services. We want to assure you that HCA is fully committed to the continuation of the MAC program in Washington and stands ready to assist districts through this transition. We are confident that this new claiming system will significantly improve the validity of MAC claims as well as reduce the administrative burden of the previous paper based system. In addition to the staff contacts listed above, online training materials and ongoing support training sessions with our vendor, the University of Massachusetts Medical School (UMMS), staff are also available to provide assistance and guidance where needed.

We appreciate that many school districts have taken the necessary steps of entering the required information into the UMMS system. As some due dates for the upcoming school year are quickly approaching, if your staff has any questions on the required steps, please contact your assigned HCA staff member. We would also like to remind districts to make sure you have completed and signed the

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required contact with HCA. A failure to sign the contract will result in your not being able to submit a claim.

It is our understanding that many districts assign director-level leadership positions to the oversight of various specialized, categorical federal and state programs. We understand that these leadership positions have responsibility for the legal and programmatic operation of their assigned programs. Because MAC is a federal program, HCA recommends that districts delegate the same level of leadership of the MAC program that is assigned to all other federal programs.

Finally, we would like to close out claims from the old time study claiming system. Please forward any outstanding claims as soon as possible.

If you have any additional questions please contact Alan Himsl, Section Supervisor, by telephone at 360-725-1647 or via email at alan.himsl@hca.wa.gov.

cc: Jennifer Carrougher, OSPI
MAC staff

