Washington State Health Care Authority

Medicaid Administrative Claiming Random Moment Time Study

Initial Implementation Training

King County Superior Court Juvenile Probation Services

GO – LIVE - DATE

January 1, 2014

Washington State
Health Care Authority

Purpose

This course provides an overview of the Random Moment Time Study (RMTS) Methodology and information for the initial implementation.

Washington State
Health Care Authority

Agenda

- **Welcome/Introductions**
- **HCA Updates**
- **What is Medicaid Administrative Claiming (MAC)?**
- **MAC Facts**
- **New Time Study Method**
- **RMTS Demonstration**
- **Compliance Requirements**
- **Useful Tools**

Washington State
Health Care Authority

HCA UPDATES

New Brand Name for Medicaid

Washington Apple Health covers ……

1. **Medical**

2. **Dental**

3. **Mental Health**

4. **Substance Abuse Intervention**

5. **Family Planning**

How do people apply for Washington Apple Health?

- www.wahealthplanfinder.org is the primary place you can apply for Apple Health (Medicaid) or for subsidized health insurance.

- Telephone

- In-Person Assister

- Paper Application

What is Medicaid Administrative Claiming ?

Medicaid Administrative Claiming (MAC)

A federal reimbursement program that allows eligible governmental entities the opportunity to receive partial reimbursement for the expenses incurred when staff perform allowable "administrative" activities.

Washington State
Health Care Authority

MAC Activities

Examples of Activities that staff perform include:

- Conducting outreach to residents with no or inadequate medical coverage.

- Explaining the benefits of the Washington Apple Health program.

- Assisting residents in applying for Washington Apple Health.

MAC FACTS

MAC Facts

- The Center for Medicare and Medicaid Services (CMS) is the federal agency that administers the MAC program nationally.

- Health Care Authority (HCA) is the single Title XIX Medicaid agency in Washington state that manages the MAC program and is responsible for monitoring all MAC contractors.

- University of Massachusetts Medical School (UMMS) HCA contracts with UMMS for the operation of the statistically valid time study model, and for the day to day administration of the time study

- Governmental agencies may contract with HCA to participate in the MAC program.

New Time Study Method

What is the RMTS?

The RMTS methodology quantifies activities of staff involved in the delivery of Medicaid Outreach and application assistance provided through the MAC program. This is done by sampling the work efforts of individuals who conduct these activities. The RMTS polls participants at random moments over each quarter of a calendar year and calculates the results from polling. This method provides a statistically valid means of determining what portion of all participant's time is spent performing activities that are reimbursable. Participant results of the RMTS are used to calculate the quarterly MAC claim.

Washington State
Health Care Authority

Why do I need to participate?

You are participating in the RMTS because you perform certain duties and functions that are MAC reimbursable. These include:

- Outreach to inform potentially eligible individuals, families and children about Medicaid and needed health services

- Application Assistance (providing the form, helping complete the form, directing the family to the local Community Service Office).

Washington State
Health Care Authority

What tool is used to complete the RMTS?

You will complete the time study using a web-based online system provided by the University of Massachusetts Medical School (UMMS) for the Health Care Authority (HCA).

Washington State
Health Care Authority

What information will need to record online?

You will answer four questions regarding your randomly assigned moment and certify your responses:

- What were you doing?

- Who were you with? Please don't use actual names.

- Why were you performing this activity?

- Where were you?

Washington State
Health Care Authority

When do I need to complete a moment?

- Participants and moments are randomly chosen throughout each quarter of the calendar year (July-September, October – December, January-March, April-June).

- Since moments are randomly chosen, it may be necessary for you to complete a single moment, multiple moments or no moments at all.

Washington State
Health Care Authority

When do I need to complete a moment?

- You will receive an email notification from MedicaidAdmMatch@umassmed.edu. If a moment has been assigned to you.

- Email notifications will be sent 5 minutes prior to the actual moment.

- You have 5 business days to complete your moment.

Washington State
Health Care Authority

Reminders to complete a moment?

- Email notifications will be sent:

  - 72 hours prior to moment expiration

  - 48 hours prior to moment expiration with copy to supervisor

  - 24 hours prior to moment expiration with copy to supervisor

- Please note: you will be unable to access the moment prior to its occurrence.

Washington State
Health Care Authority

Washington State
Medicaid Administrative Match

King County Superior Court Juvenile Probation Services

Random Moment Time Study (RMTS)

In this section we will review the process used for completing the RMTS moment and reviewing reports

RMTS Demonstration

- RMTS Moments

  - Receiving a Moment

  - Completing a Moment

  - Locating Moments

- Answering a Moment

  - Drop Downs

  - Required Narrative

  - Documentation to Support Claims

- Editing an Answered Moment

Washington State
Health Care Authority

On-Line Management Reports

- Training Documents Viewed Report

- Training Summary Exception Report

- RMTS Compliance Status Report

- RMTS Participant Moment Listed by Date Report

- RMTS Participant Moments Completed to Date Report

Washington State
Health Care Authority

Compliance Requirements

Response Rate

- Completed Moments

  - 85% of the moments are required to be answered within 5 days

- Applicable Sanctions

Washington State
Health Care Authority

Useful Tools

Coordinator Tools and Forms

- Checklist/Quarterly Tasks

- Technical Notes/System Specifications

- Tips for Understanding the Drop Downs

- Lost Password Process

- Change of Status form

Found in the Manual

Washington State
Health Care Authority

Where can I find out more?

Resources for Families

How to apply for medical coverage:

www.wahealthplanfinder.org

Online medical application:

www.wahealthplanfinder.org

Find your local Community Service Office:

http://www.dshs.wa.gov/onlinecso/findservice.shtml

Other non-medical services:

https://www.washingtonconnection.org/home/exploreoptions.gov

Washington State
Health Care Authority

Where can I find out more?

MAC Resources

MAC website

http://www.hca.wa.gov/medicaid/mac/Pages/index.aspx

MAC Manual

http://www.hca.wa.gov/medicaid/mac/Pages/kingcountyjuvenile.aspx

Washington State
Health Care Authority

Important Dates

- January 1, 2014 (Start Date)

- December 6, 2013 – A Brief Check Up

- February 20, 2014 (Training Part 2)

  - Entering Participant Data

  - Claiming

Washington State
Health Care Authority

Questions?

Washington State
Health Care Authority

Comments & Closing

For written comments, submit to:

Tyron Nixon

Tyron. Nixon@hca.wa.gov

360-725-1894

Washington State
Health Care Authority