



STATE OF WASHINGTON
HEALTH CARE AUTHORITY

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Medicaid Administrative Claiming
Memo SD-01-14

February 25, 2014

TO: Washington State School Districts
Medicaid Administrative Claiming Coordinators

FROM: Todd Slettvet, MA, CPM *T.S.*
Section Manager
Community Services, Health Care Services

SUBJECT: Medicaid Administrative Claiming | Pre-Approval Claim Review – School Districts

In an effort to reduce potential audit risk and identify training opportunities, Health Care Authority (HCA) has recently improved its Medicaid Administrative Claiming (MAC) program oversight and monitoring process for school district claims. When claims are received, HCA staff will complete an in-depth review of the activities reported by time study participants. For school staff reporting numerous MAC activities, HCA staff may contact the district MAC coordinator to verify the time study results are accurate and/or request additional information, including participant time sheets or other types of back-up documentation to support the time claimed.

As noted in the Interlocal Agreement with Health Care Authority contracted school districts are required to:

- Provide or maintain the supporting documents for claiming as required in the Manual; and
- Submit copies of supporting documents, if requested by HCA Medicaid Administrative Claiming unit staff or the Office of the State Auditor, and state and federal officials so authorized by law, rule, or regulation.

Thresholds to determine questionable activities are based upon Report 9.89, "DSHS Administering Medicaid: A School Time Study, 2007" (copy attached). This analysis and report was completed at the request of the Centers for Medicare and Medicaid Services. Per school district MAC contracts with HCA, appropriate documentation to support claimable activities should provide enough detail to support the activities logged.

Participants are encouraged to include notes in their documentation to provide enough detail of their activities, including the date and time the activity was performed, to help them recall their selected responses in the event of an audit. Some guidance was outlined in HCA's MAC Memo SD-04-13, dated August 22, 2013 (copy attached).

In response to district requests, HCA is now providing additional guidance to districts on recommendations on documentation they should maintain to back up claims. HCA recommends that

supporting documentation contain information that is traceable to the individual(s) served during the MAC activity such as a student number. Examples of recommended documentation include:

- A computer screen shot of a file list that shows a document being created or modified with notation from the participant of how that file relates to the MAC activity.
- A computer screen shot of an email box that shows emails read or sent with notation that explains how the email relates to MAC activity.
- Calendar entry (either Outlook screen shot or scanned schedule/plan book entry) that shows details of MAC activity.
- Travel logs that reflect the date and time span with notes regarding the purpose of the travel.
- Phone logs that reflect the date and time span with notes regarding the topic of phone conversation.
- A meeting agenda with notation of the topic being discussed.
- An email to yourself that provides details of the MAC activity performed and, if possible, other documentation to support the details.
- A note in the file or chart that describes the MAC activity, preferably with documentation attached.

Examples of unacceptable documentation include:

- Unclear or vague documentation that does not sufficiently support the activity noted.
- Documentation that does not reflect the appropriate date and time.
- No documentation

Please note the Manual has been updated to reflect this additional guidance. You can access the updated Coordinator Manual for School Based Medicaid Administrative Claiming at:

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

If you have any questions regarding HCA's implementation of its pre-approval claims review process, please contact Alan Himsl, MAC Section Supervisor, by email at alan.himsl@hca.wa.gov, or by telephone at 360.725.1647.

Attachments: Medicaid Administrative Claiming Memo: SD-04-13
Report 9.89, DSHS Administering Medicaid: A School Time Study, 2007

cc: Alan Himsl, MAC Section Supervisor
HCA Medicaid Administrative Claiming Unit Staff