

# Medicaid Administrative Claiming School Districts

## Overview

Some of Washington's most vulnerable residents experience difficulty accessing needed health care. Government agencies including School Districts (SDs) provide many services to children and families on a daily basis ensuring their overall well-being.

The Health Care Authority (HCA) participates in a federal reimbursement program that allows HCA to contract with SDs to reimburse a portion of their expenses for performing administrative activities that support the goals of the Medicaid State Plan. SD staff participate in a Random Moment Time Study (RMTS) to determine what percentage of their time is spent performing reimbursable activities such as outreach, application assistance, and referring students and families to health care services.

Examples of some of these activities include:

- A school nurse explains to a parent how Apple Health (Medicaid) could help their daughter get better access to a specialty doctor.
- A school principal attended a training provided by a local medical provider on the process for referring Medicaid-eligible students for well-child exams.
- A school counselor providing hands on training to staff related to behavioral health activities.

## SD staff eligible to participate in Medicaid administrative claiming

Examples of eligible job positions include, but are not limited to:

- Elementary and secondary principals
- Office and clerical staff
- School administrators
- Counselors
- Social workers
- Nurses
- Physical and occupational therapists
- Speech-language pathologists and audiologists

## Participation process

- Participating SDs use a web-based random moment time study/claiming system.
- Participating SD staff receive emails (moment) when selected to describe a 1-minute interval of their workday. The moment is four short questions with pre-defined answers followed by a narrative detailing the specifics of the activity.
- The typical time it takes to respond to a moment is 1-2 minutes.
- Participants have up to five work days to respond to their moment.

## Claiming process

- When the fiscal quarter ends, the time study determines the percentage of staff time statewide spent performing reimbursable activities.
- Each district loads their eligible MAC expenses (participant salary and benefits) in the RMTS system.
- The time study results reduce expenses to only reimbursable activity expenses.
- The system reduces reimbursable activity expenses to account for only a district's Medicaid enrolled student population (MER).
- To account for quarterly indirect costs, the system adds the district's indirect cost rate into the claim.
- The Federal Financial Participation (FFP) for the MAC program is 50%.

## Example claim

Quarterly expenses	$\$1,000,000 =$	$\$1,000,000$
Medicaid-related staff time	$10\% \times \$1,000,000 =$	$\$100,000$
MER	$30\% \times \$100,000 =$	$\$30,000$
Indirect cost rate	$10\% \times \$30,000 =$	$\$3,000$
Total computable	$\$30,000 + \$3,000 =$	$\$33,000$
FFP	$50\% \times \$33,000 =$	$\$16,500$
Quarterly claim	$\$16,500$	
Potential annual reimbursement	$4 \times \$16,500 = \$66,000$	

## Examples of MAC reimbursement

Districts that participate in MAC can receive potential revenue for their general funds. The table below displays actual MAC reimbursements paid to school districts:

School	Student population	Participating staff	Medicaid eligibility rate*	Quarterly reimbursement
School A	194	16	51.12%	\$2,130.51
School B	7,290	242	14.53%	\$13,551.36
School C	2,436	158	36.37%	\$17,398.02
School D	10,132	498	25.05%	\$45,792.39

\*Medicaid Eligibility Rate – Percent of student population eligible for Medicaid versus the entire student population

## More information

Learn more at [HCA's public school districts webpage](#).

## Contact

For questions, [email HCA program manager Brittany Mullins](#).