



STATE OF WASHINGTON  
**HEALTH CARE AUTHORITY**

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**Medicaid Administrative Match  
Memo SD-02-13**

July 9, 2013

**TO:** Washington State School Districts

- Superintendents
- Business Managers
- Special Education Directors
- Medicaid Administrative Match Coordinators

**FROM:** *JS* Todd D. Slettvet, MA, CPM  
Community Services Section Manager  
Health Care Services

**SUBJECT: Clarification Regarding Medicaid Administrative Match Claiming and School-Based Health Care Services for Special Education Students**

In recent program monitoring activities and technical assistance visits between the Health Care Authority (HCA) and participating school districts, HCA identified what appears to be a significant misunderstanding by district employees concerning billing practices through the School-Based Health Care Services (SBHS) program and reporting activities claimable under the Medicaid Administrative Match (MAM) program. This memo provides a brief overview of each program with clarifying examples of correct claiming.

**Brief Overview of MAM**

MAM is a federal reimbursement program allowing contracted governmental agencies to receive partial reimbursement for expenses they incur performing allowable Medicaid administrative activities.

Claimable activities include:

- Medicaid outreach and application assistance.
- Linking children and families to medical, dental, mental health, substance abuse, and family planning services.

**Brief Overview of SBHS**

Washington State's SBHS program reimburses school districts for direct Medicaid covered services provided to Medicaid eligible children in special education between 3 and 21 years of age.

Under SBHS, direct Medicaid covered services must address the physical and/or mental disabilities of the child, and be included in the child's current Individualized Education Program (IEP). Reimbursable direct services include medical services when provided by a licensed:

- Audiology and speech-language therapist
- Physical therapist (PT) and occupational therapist (OT)

- Psychologist
- Counselor and Nurse

These medical services must be developmental, corrective, and provide other support services.

Activities included as part of direct services include:

- Evaluations when a child is determined to have a disability and is in need of special education and Medicaid covered services.
- Re-evaluations to determine whether a child continues to need special education and Medicaid covered services.

**Please note:** School staff providing a direct service or part of a direct service to a child that will be billed to Medicaid through the SBHS program, **must report this time during their MAM time study as Direct Service, Code Four (4).** Please see examples in the table below:

**Correct MAM Claiming Examples**

Activity or Service	Appropriate Claiming
Informing Medicaid eligible families about covered services.	Record on time study form as Code <b>1B</b>
Using the Medicaid transportation broker to assist a client to a covered service.	Record on time study form as Code <b>5B</b>
Identifying and referring individuals to family planning services.	Record on time study form as Code <b>9B</b>
Providing a direct service billable under SBHS to a Medicaid student, examples include: Audiology, PT, OT.	Record on time study form as Code <b>4</b> Bill to Medicaid on ProviderOne
Charting and billing for a direct Medicaid service.	Record on time study form as Code <b>4</b>
Administrative activities (for either program) involving billing consultants.	<b>CANNOT be billed or claimed</b>

Thank you for your continued participation in the SBHS and MAM programs. If you have questions or need additional clarification, please contact:

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SBHS	All	Jim Harvey	<a href="mailto:james.harvey@hca.wa.gov">james.harvey@hca.wa.gov</a>	(360) 725-1153
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