




STATE OF WASHINGTON
HEALTH CARE AUTHORITY

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**Medicaid Administrative Claiming
Memo SD-05-14**

June 19, 2014

To: Contracted School District Superintendents
School District Medicaid Administrative Claiming Coordinators
School District Business Managers

FROM: Alan Himsl, Supervisor 
Medicaid Outreach Unit
Division of Health Care Services

SUBJECT: **Information and Updates for School Based Medicaid Administrative Claiming (MAC) for 2014-2015 School Year**

Enhanced Medicaid Administrative Claiming (MAC) Claim Review Process

Health Care Authority (HCA) has implemented an enhanced claims review process. This enhanced review includes a more detailed review of time sheets as well as time entered into the School Based Claiming System. It is very important that school districts ensure time study data and salaries/benefits entered into the system for claims are accurate. Questions on data entered may result in a delay in processing the claim. For additional details on the enhanced claim review process please reference [Medicaid Administrative Claiming Memo SD-04-14](#), dated June 5, 2014. HCA memos are located on our webpage: <http://www.hca.wa.gov/medicaid/mac/Pages/memo.aspx>.

Updates to the Washington State School Based MAC Automated System

HCA has upgraded the Washington School Based MAC Automated System to improve the look, feel, and functionality of the system. Because of the upgrades, all users must create new passwords to access the system beginning June 23, 2014. In order to sign in and create your new password, you will need your email address, temporary password, and your phone number registered in the system. If your phone number has changed since you originally set up your access, it will need to be updated in the system. Please contact HCA to update your phone number if necessary. Most of the changes in the Washington State School Based Medicaid Administrative Claiming Automated System are internal and will be transparent to school district coordinators. However, please note the following:

- Any user accounts that have had no login activity between **June 23 and September 30** will be deleted. Should a deleted user need to access the system, please contact HCA.
- The terms of use have been updated. When logging into the system after Monday, June 23, 2014, all users need to attest that they have read the conditions of use. Since there are significant changes to those terms and conditions, HCA urges all users of the system fully read the terms and conditions again.

Updated Random Day Time Sheet

There have been significant changes to the Random Day Time Sheet that will be used beginning with the fall quarter of the 2014-2015 school year. The first two pages of the time sheet have additional space to allow time study participants to record detailed narratives, and/or record the location of backup documentation to support the MAC time recorded. The third page provides descriptions of the codes, and instructions for completing the form. The fourth page provides examples of insufficient and sufficient narratives. It is important to note that participants must certify the information they recorded on page one by adding their initials and date provided at the bottom of the page. Participants are also required to sign and date the bottom of page two. For the purpose of monitoring and auditing, districts only need to retain pages one and two of the time sheet. The new Random Day Time Sheet can be found on our webpage at: <http://www.hca.wa.gov/medicaid/mac/pages/school.aspx>.

Web Training on Time Study Documentation

HCA has developed a web-based training for time study participants to assist them in understanding the requirement to provide adequate documentation of MAC time claimed. The School Districts Documentation Requirement Training video can be found at: <http://www.hca.wa.gov/medicaid/mac/pages/school.aspx>.

District Responsibility to Notify HCA of Changes in District MAC Coordinators

It is important that districts notify HCA if there is a change in district MAC coordinators. Notifying HCA will assist in the efficient processing of district claims, as well as ensuring the district receives timely program updates. Districts can notify HCA of any MAC coordinator changes by contacting the HCA staff member assigned to their district. You will find the list of staff at the bottom of this memo.

Requirement to enter 100% Of Each Time Study Participant's Time into the Washington State School Based MAC Automated System

Participant time for all time study days must be accounted for and entered into the Washington State School Based MAC Automated System. Time sheets may not be excluded. If a time sheet is deemed invalid, it must be allocated to code 3 and entered into the system.

If a participant is unable to complete a time sheet due to illness or another valid reason, and it was on paid time off, the district coordinator must include a statement on the time sheet that provides the reason for the absence, allocate the time to Code 10, and enter the time into the system.

If a participant is unable or unwilling to complete a time sheet, the time sheet is considered invalid. The time sheet must be marked as invalid, allocated to Code 3, and entered into the system. If a participant continues to be unable or unwilling to complete time sheets, the district needs to remove that participant from the time study participant list for the next quarter, and their salary and benefits must be removed from the quarterly claim.

It has come to the attention of the HCA that some school districts have received guidance on this topic from a third party. This guidance suggested removing MAC time study participant forms that appear to be out of compliance for claiming, filing these unprocessed forms separately from the other forms, and continuing with the submission of the quarterly claim using the remaining forms.

HCA would like to inform districts that in order to ensure the accuracy and validity of the time study, 100% of all participant time, for all time study days must be accounted for and entered into the system. Following the third party guidance compromises the accuracy and validity of the time study and may result in audit findings.

It is the district's responsibility to review all participant time sheets to verify the time recorded is accurate and valid. If corrections are needed, the time study sheets must be returned to the participant. Once corrected, the data must be entered into the system

Timely Completion of Time Sheets by Time Study Participants and Supervisors

Participants must complete their time sheets within five work days of the time study day. Any time sheets completed after five work days are considered invalid for the purposes of the time study. These time sheets must be marked as invalid, allocated to Code 3, and entered into the system.

Supervisors must complete their review of participant time sheets within ten days of the time study day. Any time sheets which are reviewed after ten days are considered invalid for the purposes of the time study. These time sheets must be marked as invalid, allocated to Code 3, and entered into the system.

For complete instructions on requirements for completing the time study refer to the [Washington State School Based Medicaid Claiming Manual](#).

Ensure District SPAM Filters Allow for emails from HCA

HCA staff has noticed some district SPAM filters block HCA email. It is very important that districts work with their IT staff to ensure their email systems accept HCA email addresses. This is essential to receiving important program updates and preventing the delay or failure of claims payment.

If you have any questions related to the memo or to MAC in general, please contact the Health Care Authority staff member assigned to your district. The HCA staff member list is found below:

A – E	F – M	N – R	S – Z
Laura Pierpoint	Tyron Nixon	Kevin Curry	Larry Linn
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Thank you for all you do in order to help-Washington's children gain access to needed medical and health care.

- cc: Laura Pierpoint
- Kevin Curry
- Larry Linn
- Tyron Nixon
- Aranza Granrose