



STATE OF WASHINGTON  
**HEALTH CARE AUTHORITY**

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**Medicaid Administrative Claiming**  
**Memo: LHJ-02-15**

February 26, 2015

**TO:** Local Health Jurisdiction  
RMTS and Fiscal Coordinators

**FROM:** Alan Himsl, Unit Supervisor  
Medicaid Outreach Unit  
Community Services, Health Care Services

**SUBJECT: Training Requirements Effective April 1, 2015**

The Health Care Authority (HCA) is pleased to inform you that the Centers of Medicare and Medicaid Services (CMS) has approved a new Cost Allocation Plan (CAP) for the Local Health Jurisdiction (LHJ) Medicaid Administrative Claiming Program (MAC) effective April 1, 2015. Coordinators and participants are required to complete a combination of in-person and online implementation trainings. Online training is required annually thereafter.

HCA and Washington State Association of Local Public Health Officials (WSALPHO) will provide an in-person coordinator training using a train-the-trainer model. Coordinators are then required to provide in-person training to participants within their LHJ. Both in-person and online training must be completed *prior* to April 1, 2015 in order to participate in the MAC program.

**In-Person Training**

1. Coordinators are required to attend in-person training. Registration is available online through WSALPHO. These trainings are mandatory and are offered on a regional schedule:
  - a. Snohomish on March 2, 2015
  - b. Thurston on March 4, 2015
  - c. PHSKC on March 9, 2015
  - d. Yakima on March 17, 2015
  - e. Spokane on March 18, 2015
2. Coordinators are required to provide mandatory in-person training to participants within their LHJ *prior* to April 1, 2015.

**Online Training**

1. Coordinators and participants are required to complete the mandatory online training through WSALPHO's urmts website by March 20, 2015.

2. Coordinators and participants must certify they have completed and understand the training.
3. The online training content will be expanded, and completion and re-certification is required annually.
4. Staff who have not completed the training by March 20, 2015 will be removed from the RMTS for the April—June 2015 quarter.

**Training Materials**

1. Coordinators and participants are prohibited from using any training materials that have not been approved by HCA.
2. HCA approved training materials may not be altered.

HCA is committed to providing ongoing support to each LHJ and welcomes feedback, comments, or requests for technical assistance. Please do not hesitate to contact Jennifer Inman, LHJ Program Specialist, at 360-725-1738 or [jennifer.inman@hca.wa.gov](mailto:jennifer.inman@hca.wa.gov) at any time.

Cc: Todd Slettvet  
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