

This message is a reminder from HHSC that your July - September 2016 Medicaid Administrative Claiming (MAC) financial submission is due on February 17, 2017. As of this email, our records indicate that your financial data has not yet been certified in the State of Texas Automated Information Reporting System (STAIRS) online system, otherwise known as Fairbanks.

The original open notice from January 30, 2017 has been included below for your reference.

Again this email is just a reminder of the upcoming due date.

The following resources are available to assist you.

For questions regarding the completion and submission of the MAC Financial, contact the HHSC MAC Team at 512-462-6200 or [MAC@hhsc.state.tx.us](mailto:MAC@hhsc.state.tx.us).

For questions regarding access to STAIRS, please contact the Fairbanks Client Information Center at 888-321-1225 or [info@fairbanksllc.com](mailto:info@fairbanksllc.com).

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## **HHSC - \*UPDATE\* MAC Financial Q4 2016 (July – September 2016) Revenue Notice**

To: MAC Participating Early Childhood Intervention Programs:

All Revenue Data has been loaded into the STAIRS system. Please review your ECI revenue allocation and add any additional revenue applicable in order to complete the MAC Financials for the 4th Quarter of Federal fiscal year 2016.

The July – September (Q4-16) ECI MAC Claim is due February 17, 2017.

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Each quarter, Health and Human Services Commission (HHSC) authorizes Fairbanks, LLC to input Early Childhood Intervention (ECI) revenue allocation data into the State of Texas Automated Reporting System (STAIRS). Due to a technical issue the Revenue Data for the Q4-16 MAC Claim is being resubmitted. Once the Recognized Data has been submitted correctly, please review your ECI revenue allocation and add any additional revenue applicable in order to complete the MAC Financials for the 4th Quarter of Federal fiscal year 2016.

The July–September (Q4JS16) close date is extended until February 17, 2017. Please ensure that your financial data is certified by the closing date. Upon certification of your MAC Financial data, print your Quarterly Summary Invoice (QSI), sign, notarize, scan, and upload the form to STAIRS for Q4JS16. If your financial information is not entered and certified by this date, your entity may lose the ability to claim and receive MAC reimbursement for this period.

**If you have any questions regarding MAC financials and submission, please contact the HHSC MAC team at [MAC@hhsc.state.tx.us](mailto:MAC@hhsc.state.tx.us) or 512-462-6200.**