Medicaid Administrative Claiming (MAC)
Financial Overview
Independent School Districts
MAC Program

- Federal Medicaid reimbursement for the costs of administrative activities performed in the school setting
  - Linking students to the appropriate Medicaid/health-related services
  - Separate from but complimentary to the School Health and Related Services (SHARS) program

- Centers for Medicare & Medicaid Services administers the MAC program at the federal level and reimburses states for allowable outreach activity performed under the MAC program

- Health and Human Services Commission (HHSC) is the single state Medicaid agency in Texas (responsible for the administration of the MAC program at the state level)
MAC Activities*

- Activities that improve access to Medicaid coverage or improve the use of Medicaid covered services, including but not limited to:
  - Informing Medicaid-eligible and potentially Medicaid-eligible children and families about the benefits and availability of services provided by Medicaid (including preventive treatment and screening), including services provided through the Early and Periodic Screening, Diagnosis, and Treatment program
  - Assisting individuals or families to complete Medicaid eligibility applications
  - Scheduling or arranging transportation to Medicaid covered services
  - Providing translation services for the purpose of accessing Medicaid services
  - Developing strategies to assess or increase the capacity of school medical/dental/mental health programs
  - Arranging for any Medicaid covered service that may be required as a result of a specifically identified medical/dental/mental health condition

*Additional examples are available on the HHSC MAC website*
Medicaid Outreach Examples – School Setting

- Working with school administration to determine what outreach activities the school is able to perform
- Distributing information about the Medicaid program and available benefits at parent-teacher association meetings, parent-teacher conferences, and athletic events
- Including Medicaid information and applications in report card envelopes and back-to-school packets sent home with students
- Adding health insurance questions to mandatory health forms and applications for free and reduced price school meals
- Presenting enrollment information at workshops and seminars for school staff
Required for participation in MAC:

- Intergovernmental Cooperation Agreement with Amendment
- Data Use Agreement
- Application for Texas Identification Number
- Vendor Direct Deposit Form
- Vendor Information Form
- MAC Program Operating Plan (POP)

First five documents must be emailed directly to the HHSC Medicaid/CHIP Division – Contract Compliance and Support Unit whereas the MAC POP must be emailed directly to the HHSC MAC Unit.

Contracting documents must be renewed every five years.

Documents and instructions are available on the HHSC MAC website.

MUST use current forms.
MAC Financial Quarterly Process

1. Participant Identification
   - Determine who performs MAC activities

2. Random Moment Time Study (RMTS)
   - Determine how much reimbursable activity is performed

3. MAC Financial Data Collection
   - Enter actual costs associated with these activities

4. MAC Claim Calculation
   - Reimbursement rates applied to calculate a claim
Eligible participants identified via the Participant List (PL)

Cannot report costs for categories and positions that were left off the PL in a given quarter

Costs reported are “position-specific” not “person-specific”
- Substitute – individual replacing a provider on leave
- Direct replacement – individual hired to fill a vacant position

If a district does not certify its PL for a given quarter, then that district will not be able to participate in the RMTS and will not be able to report its MAC Financials for that quarter
HHSC MAC Website

http://rad.hhs.texas.gov/medicaid-administrative-claiming/mac-independent-school-districts-isd

- Examples of MAC Activities
- Frequently Asked Questions
- Important Notices
- MAC & SHARS Participation Report
- MAC Video Tutorial
- Participation Documents
- Timestudy Implementation Guide
- Training Materials
Contact Information

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