Medicaid Administrative Claiming
Financial OVERVIEW

Independent School Districts

Federal Fiscal Year 2017
Medicaid Administrative Claiming (MAC) Program

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

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

- Health & Human Services Commission (HHSC) is the Medicaid Single State Agency in Texas (responsible for the administration of the MAC program at the state level)
Activities that improve access to Medicaid coverage or improve the use of Medicaid covered services, include but are 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 & screening), including services provided through the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) 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 can be found on the HHSC MAC website*
School-Setting Medicaid Outreach Examples

- Working with school administration to determine what outreach activities the school can do
- Distributing information about the Medicaid program and available benefits at PTA 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 free or reduced-price school lunch applications
- Presenting enrollment information at workshops and seminars for school staff
MAC Participation Documents

- Required for participation in MAC:
  - Intergovernmental Cooperation Agreement with Amendment
  - Data Use Agreement
  - Texas Identification Number Application
  - Vendor Direct Deposit Form
  - Vendor Information Form
  - MAC Program Operating Plan

- The first 5 documents must be emailed directly to the Contract Management Unit; the Program Operating Plan must be emailed directly to the MAC team.

- Documents are effective for 5 years before renewing.

- 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**
   - 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)

- Job Categories
  - Direct Services and Administrative Staff Pool
  - Administrative Services Only Staff Pool (MAC Only)

- These are the only positions for which financial data can be reported

- Costs reported are “position-specific” not “person-specific”

- If a PL is not certified for a quarter by the district, that district will not be able to participate in RMTS and will not be able to report its MAC financials for that quarter
Ineligible Participants/Costs

- Overhead costs/indirect costs are captured in the Indirect Cost Rate (IDCR) on the MAC financials

- Review Administrative Services Only Staff Pool (MAC Only Categories)

- Salaries for staff in accounting, budgeting, payroll, human resources, purchasing, and employee relations are generally indirect costs and should not be entered into the financials

- Ineligible participants include:
  - Function 41 – General administration
  - Function 53 – Data processing services
MAC Website

http://legacy-hhsc.hhsc.state.tx.us/rad/mac/isd-mac.shtml

- Examples of MAC Activities
- MAC & SHARS Participation Report
- Frequently Asked Questions
- Timestudy Implementation Guide
- Important Notices
- Participation Documents
- Training Materials
Additional Resources

- **Texas Department of State Health Services (DSHS) School Health Program**
  - Designed to meet the health services and health program needs of children through schools
  - Texas School Health Advisory Committee (TSHAC)
    - Provides active leadership in the identification and dissemination of school health best practices and resources for school policy makers

- **Friday Beat – Weekly E-newsletter**
  - Brings relevant, factual and current information and opportunities about school health education and health services to all those working in, supporting, or advocating on behalf of Texas schools

- **Medicaid Administrative Claiming Program tutorial**
Contact Information

**Medicaid Administrative Claiming Unit**
Phone: (512) 462-6200; Fax: (512) 730-7475
Email: MAC@hhsc.state.tx.us

**Texas Education Agency – Division of Federal Fiscal Compliance and Reporting**
Phone: (512) 463-9127
Email: compliance@tea.texas.gov

**Texas Education Agency – Public Education Information Management System (PEIMS)**
Phone: (512) 463-9229
Email: PeimsCustomerSupport@tea.texas.gov

**Fairbanks LLC. – Client Information Center (STAIRS)**
Phone: (888) 321-1225
Email: info@fairbanksllc.com