

The background of the slide is a close-up, slightly blurred view of an analog clock face. The clock has a white face with blue hands and numbers. The hands are positioned to suggest a time around 10:10. The overall color palette is light blue and white, with a red border at the top and bottom of the slide.

# **Medicaid Administrative Claiming (MAC) for Schools**

## **Program Overview & Training Guide**

**North Kitsap School District**

September 2013

# Medicaid Administrative Claiming (MAC) – What is it?

- Federal program that allows eligible government entities (including school districts) to receive partial reimbursement for expenses when staff “promotes and supports” access to Medicaid services.
- MAM reimbursement is never for “direct medical services”. (direct medical care of students)

# What is “Promoting & Supporting Access” to the Medicaid Program?

- Assist qualified children & families in accessing needed medical services (i.e. Apple Health for Kids, staff in-service on how to promote, or specific referrals to medical providers)
- Increase number of children receiving preventative care & early detection medical services.
- In turn, those students can be healthier, more engaged learners and we are partially reimbursed for time & expenses.

# How do we get reimbursed?

- Time spent calculated via “Time Study Days” - 5 per quarter. Trying to capture a **typical** work day for various staff on 5 different occasions.
- Administrative time spent by Building Coordinators submitted on “Cost of Operations” logs.
- Data submitted via Wash. State Health Care Authority (HCA) & reimbursement rate calculated. Activities on a typical day that involved promoting & helping students access Medicaid services = more \$\$ reimbursed.

# Time Study Days

- Each school has designated staff to participate in every time study.
- Also, a “random sample” of another 20% of eligible staff is required and chosen by HCA each quarter – these staff are informed approximately 1 week prior to first study and must be trained before participating.

# Completing a Time Study

- Participants are notified 5 working days before each study date.
- Time sheet tracks time spent in categorized "activity codes" during work day.
- **Do not alter normal work activities for study.**
- Codes are used which sort reimbursable vs. non-reimbursable activities.
- Time sheets are subject to audit, so must be accurate. Building coordinators are assigned to help staff.
- Tight timelines for return of study forms.

(details later)

# Activity Codes

- Must adhere to the principle of “**Parallel Coding**” which means not 100% time would normally be spent on reimbursable “b” categories; many fall into the “a” group.
- Building Coordinator will review the list of Codes with staff at end of this document.
- Remember to account for all paid hours each time study day.

# Sub-sections with Details – NKSD Website

Must sign in at top of district website to access; under Staff Resources/Medicaid Match

- Time Study Form Directions & Narratives Section:

**Contents**

- Overview
- Medicaid Match Training
  - Eligible vs Participating Staff
  - What to Expect as a Participating Staff
  - **Time Study Form Directions**
  - Narratives
  - Documents
  - Links for more information
- How Matching Funds are Calculated

[Home](#) ▶ [Staff Resources](#) ▶ [Medicaid Match](#)

## Time Study Form

On each Time Study Day, Participating Staff members are expected to complete a Time Study Form to track time spent on the various parallel coding activities during the day. This form may be provided by the staff or found on this site and printed. The original form has 2 sides: the front side is where time is tracked and the back side has minimal instructions for how to fill out the form.

Below is a replica of the front side of the Time Study form. Those areas with a yellow background are required to be filled in when completing the form. Those areas with a blue background *may* be required to be filled in before the start of the day. Those areas with a white background should not have any information entered when completing the form.

When you move your mouse into an area that you can fill out, the border and background of that area will change. Clicking in that area opens a window with more information about that area.

NOTE: When entering amount in the Total Time column, the time should be coded in decimal format, in increments:

.25 = 15 minutes   .50 = 30 minutes   .75 = 45 minutes



# Time Study Directions

1. Only complete the time study for the randomly selected day indicated.
2. The form must NOT be filled out in BLACK ink (any other color is fine).
3. Do not change your normally scheduled activities. This is important to the accuracy and validity of the time study.
4. The left hand side of the form lists activity codes and a brief description of the types of activities under each code.
5. For your time spent in Codes 3, 4 and/or 10, only fill in the total time spent for those activities.
6. For time spent on activities in all other codes, you may use the Tick Mark column. Each tick mark represents a consecutive 15-minute increment of time. In order to record a tick mark, the participant must spend at least 7 ½ consecutive minutes doing the activity.

## Time Study Directions- continued

7. Place tick marks in all Parallel Coding Activities as completed.
8. A brief narrative describing the activity is required for all “b” codes.
9. At the end of the day, total up the tick marks and total the time. Next, total the hours.
10. Account for all paid time that day, which can be less than your contracted hours; however, total time paid and total time tracked must match.
11. After completing the time study form, sign and date form and promptly return it to your Medicaid School Contact by the morning after the time study date.

# Time Study Reminders

## Do:

- Fill forms out in blue, red, or any other color ink BUT black.
- Cross out mistakes & initial
- Have forms signed by administrator
- Use parallel coding
- Account for ALL time worked
- Use narratives for all “b” codes
- Remember differences for cert & classified
- Date signatures within 5 working days of Time Study date

## Do not:

- Use black ink or pencil
- Use white out
- Have principals sign their own forms
- Use a stamp for a signature
- Forget to initial any changes
- Forget to make sure hours of time worked match time recorded
- Complete forms for other participants
- Pre-date signatures for participants

# Contacts & Resources after You've Completed the Training:

- **# 1 Medicaid Match Building Coordinator at Your School**
- **# 2 District Website: Staff Resources/Medicaid (must sign in to website first at right top of screen)**
- **# 3 Principal or VP who works with Building Coordinator**
- **# 4 District Coordinator:** Therese Caldwell  
[TCaldwell@nkschools.org](mailto:TCaldwell@nkschools.org)

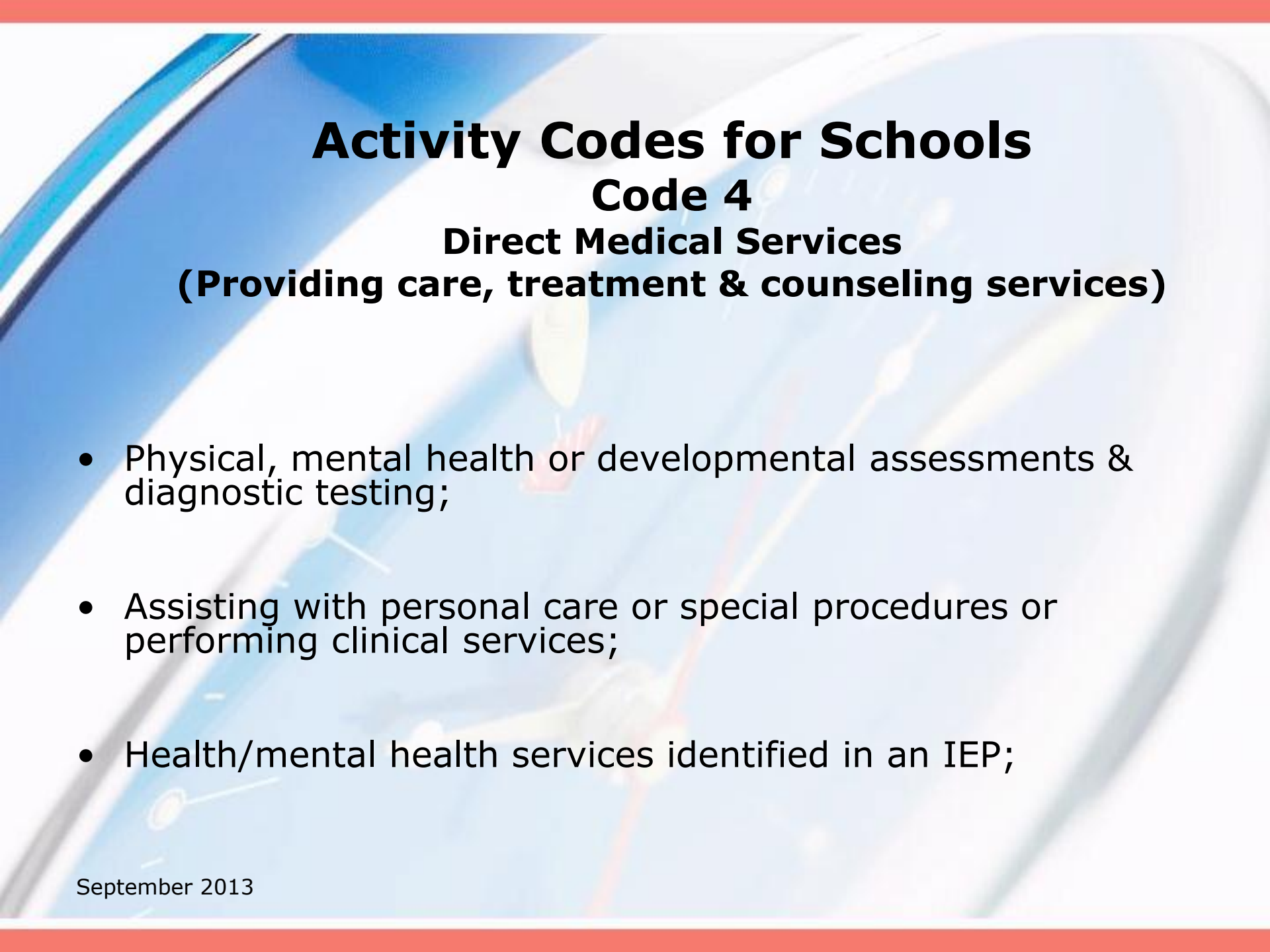
**Following pages are the specific codes used for time studies with detailed examples; review these carefully with your Building Coordinator before doing study:**

# Activity Codes for Schools

## Code 3

Educational & School-Related Activities  
(Activities not related to Medicaid-covered services)

- Regular assigned duties;
- Prepare & provide classroom &/or individual instruction;
- Social and educational service activities;
- Disciplinary activities;
- Evaluation curriculum, policies or instruction;
- Develop & monitor IEP goals;
- Supervising student outside of the classroom;
- Monitoring immunization compliance.



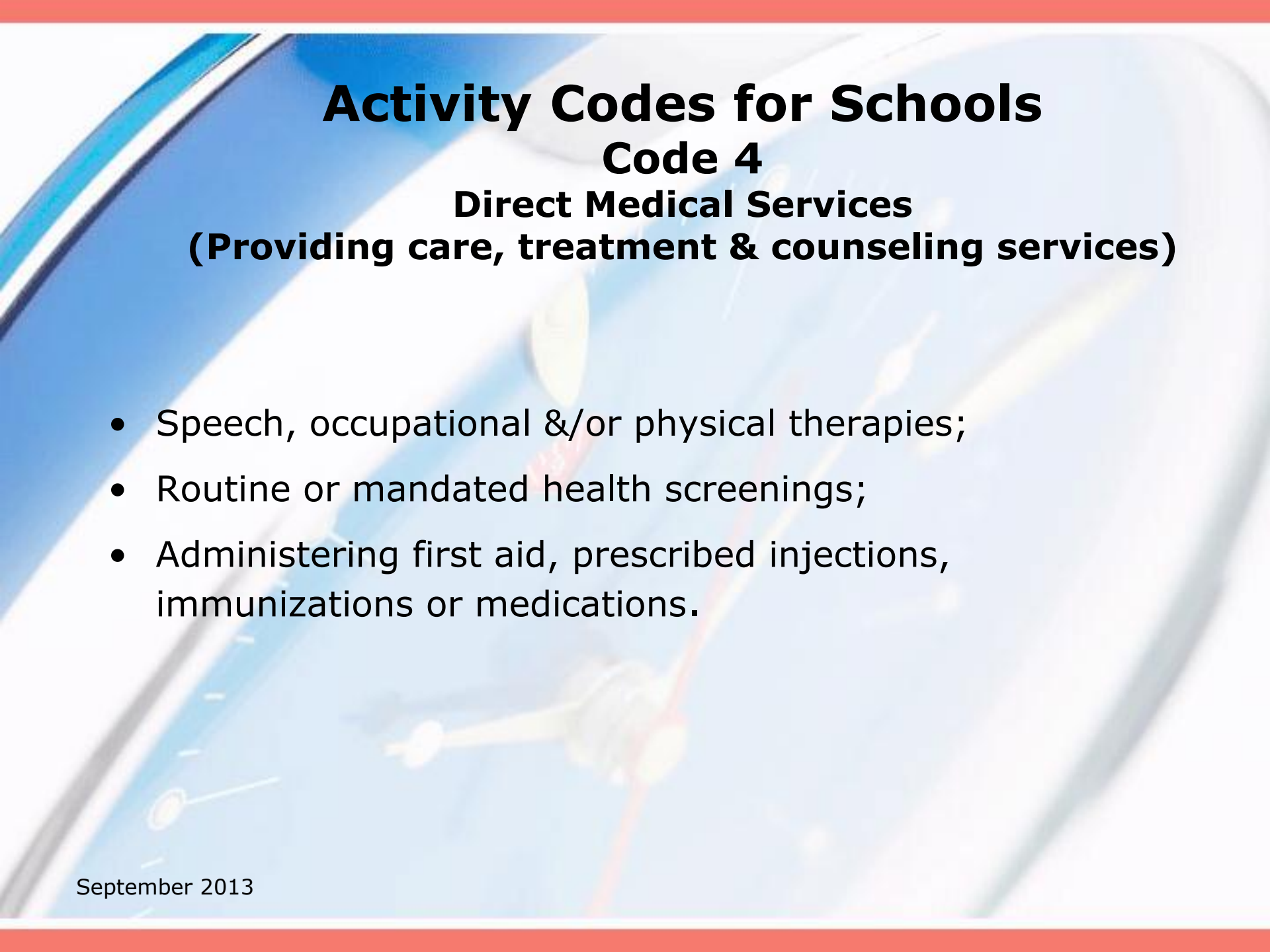
# **Activity Codes for Schools**

## **Code 4**

### **Direct Medical Services**

**(Providing care, treatment & counseling services)**

- Physical, mental health or developmental assessments & diagnostic testing;
- Assisting with personal care or special procedures or performing clinical services;
- Health/mental health services identified in an IEP;



# **Activity Codes for Schools**

## **Code 4**

### **Direct Medical Services**

**(Providing care, treatment & counseling services)**

- Speech, occupational &/or physical therapies;
- Routine or mandated health screenings;
- Administering first aid, prescribed injections, immunizations or medications.

# **Activity Codes for Schools**

## **Code 10**

### **System Support or Personal Time**

- **A Paid Lunch**
- **Paid Breaks**
- **Paid Vacation**
- **Paid Sick Leave**
- **Staff Meetings during regular work schedule**
- **Training for the time study (completing the form is Code 3 time)**



# **Activity Codes for Schools**

## **Code 1A**

**General health education, wellness & prevention programs & Child Find activities (Outreach not related to Medicaid)**

- Inform individuals about eligibility for non-Medicaid social, vocational & educational programs (including special education);
- Inform about wellness programs, healthy life-styles & practices;

# Activity Codes for Schools

## Code 1A

**General health education, wellness & prevention programs & Child Find activities (Outreach not related to Medicaid)**

- Identify children with special needs through Child Find activities;
- Provide general health &/or prevention education (dental, tobacco, alcohol, drugs & violence).

# **Activity Codes for Schools**

## **Code 1B**

**Informing students, parents and their families about Medicaid, Medicaid service available & encouraging access; directed toward school population**

- Describe benefits & availability of Medicaid and Healthy Options managed care services;
- Contact pregnant teens about availability of Medicaid prenatal and well baby care programs and services;

# **Activity Codes for Schools**

## **Code 1B**

**Informing students, parents and their families about Medicaid, Medicaid service available & encouraging access; directed toward school population**

- Distribute literature about the benefits, eligibility requirements & availability of Medicaid, including preventive services under EPSDT. (Use HCA literature or obtain HCA approval before creating your own materials.)

# Activity Codes for Schools

## Code 2A

### Facilitating application for non-Medicaid programs

- Explain the eligibility application process for non-Medicaid programs;
- Inform/assist in applying for Temporary Assistance for Needy Families (TANF); Food Stamps; Women, Infants & Children (WIC), day care, legal aid, IDEA & other social or educational programs not related to or covered by Medicaid;

# **Activity Codes for Schools**

## **Code 2A**

### **Facilitating application for non-Medicaid programs**

- Assist with application & re-application process for continuing eligibility for non-Medicaid programs including providing application forms and assisting in gathering necessary documentation.

# **Activity Codes for Schools**

## **Code 2B**

### **Facilitating Medicaid eligibility determination**

- Use of Medicaid application-related materials;
- Explain the Medicaid eligibility rules, application process and/or provide the application form. The application is now online and can be printed out.  
English: [http://www.hca.wa.gov/medicaid/forms/documents/14\\_380.pdf](http://www.hca.wa.gov/medicaid/forms/documents/14_380.pdf)  
Spanish: [http://www.hca.wa.gov/medicaid/forms/documents/14\\_380sp.pdf](http://www.hca.wa.gov/medicaid/forms/documents/14_380sp.pdf)
- Assist in gathering necessary documentation for the Medicaid application;

# **Activity Codes for Schools**

## **Code 2B**

### **Facilitating Medicaid eligibility determination**

- Referral to local Community Service Office (welfare office) to make application for Medicaid benefits.
  - CSO Locator:

<http://www.dshs.wa.gov/onlinecso/findservice.shtml>



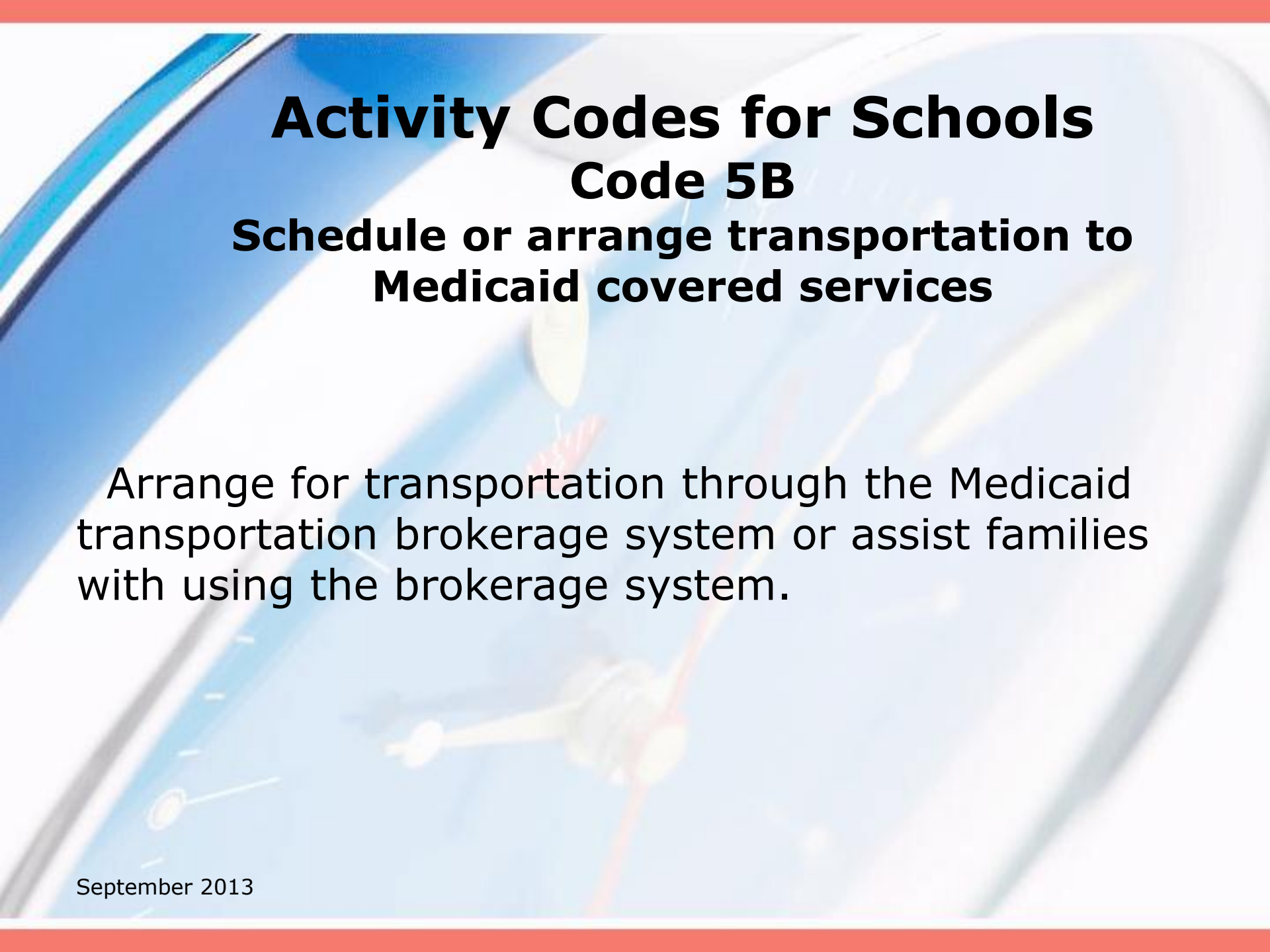


# **Activity Codes for Schools**

## **Code 5A**

### **Transportation for non-Medicaid services**

- Schedule or arrange transportation to social, vocational and/or educational programs and activities.



# **Activity Codes for Schools**

## **Code 5B**

### **Schedule or arrange transportation to Medicaid covered services**

Arrange for transportation through the Medicaid transportation brokerage system or assist families with using the brokerage system.

# **Activity Codes for Schools**

## **Code 7A**

### **Program Planning, policy development and interagency coordination for non-Medicaid needs & services**

- Perform collaborative activities associated with developing strategies to improve the coordination and delivery of non-medical services, such as social, educational & vocational;
- Analyzing non-Medicaid data related to a specific program, population or geographic area;
- Working with other agencies to improve the coordination and delivery of non-Medicaid services.

# **Activity Codes for Schools Code 7B**

## **Program Planning, policy development and interagency coordination for the delivery Medicaid health services**

- Collaborative activities with other agencies & health care professionals intended to facilitate improved or enhanced medically-related services to clients;
- Analyzing Medicaid data and/or evaluating the need for medical/dental/chemical dependency/mental health services;

# **Activity Codes for Schools Code 7B**

## **Program Planning, policy development and interagency coordination for the delivery Medicaid health services**

- Efforts to increase Medicaid provider participation and improve provider relations;
- Working with Medicaid agencies to improve coordination and delivery of services and identifying gaps or duplication of health services.

# **Activity Codes for Schools**

## **Code 8A**

### **Training for non-Medicaid related services**

- Professional development and training on instructional, emotional, social and behavioral needs of students;
- Training may include asthma monitoring & control, smoking cessation, conflict resolution, poverty, mental illness and treatment;
- Curriculum improvement
- Special education or 504 training;
- Any training resulting in receiving Continuing Education Credits (CEU's).

# Activity Codes for Schools

## Code 8B

### Training related to administrative requirements for Medicaid-covered services

- Training to learn what Medicaid services are available for children and how to apply for coverage (outreach focused);
- Participating in or coordinating training that improves the delivery of Medicaid-related services such as early identification and referral for special health services like EPSDT.
- **DOESN'T** include training on using Time Study forms.

# **Activity Codes for Schools**

## **Code 9A**

### **Referrals for non-Medicaid services**

- Referrals to social, educational, vocational services & special education;
- Gathering information in advance of non-Medicaid related referrals;
- Referrals to state education agency mandated child health screens (free care), (e.g. vision, hearing, scoliosis services);



# **Activity Codes for Schools**

## **Code 9A**

### **Referrals for non-Medicaid services**

- Internal referrals including referrals to other staff for injuries, suspected substance abuse; discipline, medical needs, scholastic concerns assessment for 504 or Special Ed services;
- Participating in a meeting/discussion to coordinate/review a student's need for non-Medicaid related services.

# Activity Codes for Schools

## Code 9B

Referrals, coordination and monitoring of Medicaid services

- **Medical, dental, mental health, substance abuse prevention & family planning; must not be direct medical care, Child Find; 504 meetings; health screenings, immunizations or free care)**
  - **Follow-up to ensure service was received;**
  - **Gathering information requested by a Medicaid provider;**

# **Activity Codes for Schools**

## **Code 9B**

Referrals, coordination and monitoring  
of Medicaid services

- Time spent coordinating health needs for a student by participating in meeting/discussion with other staff, health care professionals &/or parents to coordinate or review need for Medicaid services;
- Providing parents with a list of Medicaid providers in order to make a specific appointment.



# Documentation

It is **mandatory** that **ALL participants** provide back-up documentation for time spent on time study days, such as...

- A print out of your Outlook Calendar page
- A copy of your planner page
- Daily logs with time tracking
- Etc.

Please include this with your time study sheets that you submit to your Building Coordinator