

# Medicaid in Education Alert

New York State Office of Health Insurance Programs (NYS OHIP)  
New York State Education Department (NYSED)  
Preschool/School Supportive Health Services Program (SSHSP)  
Medicaid in Education Units

Issue #13-01

**TO:** All SSHSP Medicaid Providers

**FROM:** NYS OHIP SSHSP & NYSED  
Medicaid in Education Units

**DATE:** February 6, 2013

**SUBJECT:** Medicaid Administrative Claiming (MAC) for the  
SSHSP

The purpose of this Medicaid Alert is to inform school districts about the Medicaid Administrative Claiming (MAC) program for the School Supportive Health Services Program. Additional federal funds under Medicaid may be available for the cost of **administrative activities** that directly support efforts to identify and enroll students who are potentially eligible for Medicaid into the Medicaid program, as well as those administrative activities that directly support the provision of medical services covered under the state Medicaid plan.

School districts may choose to participate in this program at the beginning of any quarter. The MAC program, however, is only available to those school districts participating in the direct service cost settlement process of Certified Public Expenditures (CPE). Currently, it is not known how the additional federal reimbursement from this MAC program will be distributed.

#### **Medicaid Administrative Activities Include:**

- Facilitating Medicaid Outreach
- Facilitating Medicaid Eligibility Determination
- Translation Related to Medicaid Services
- Program Planning, Policy Development, and Interagency Coordination
- Medicaid Related Training

- Referral, Coordination and Monitoring of Medicaid Services

Additional details regarding the MAC activities can be found at, <http://www.oms.nysed.gov/medicaid/CPEs/home.html>.

The costs associated with activities such as Child Find and the development and maintenance of the Individualized Education Program (IEP) for the purpose of fulfilling education-related mandates under the Individuals with Disabilities Education Act (IDEA) are **not** allowable as administrative costs.

At this time, a MAC program is **not being implemented** for county providers responsible for the administration of the Preschool Supportive Health Services Program (P/SSHSP). If this should change, county providers will be notified through a Medicaid Alert.

Table 1 presents the three possible Random Moment Time Study (RMTS) rosters and the components of the SSHSP and MAC programs for which they apply. The Direct Service – Therapy and Direct Service – Other rosters are included in the Quarterly RMTS, Quarterly MAC Claim, and Annual Cost Report processes. The Administrative Only roster is included in the Quarterly RMTS and Quarterly MAC Claim. The Administrative Only roster is not included in the Annual Cost Report.

**TABLE 1: SSHSP and MAC Program Requirements by Cost Pool**

|                          | Quarterly RMTS | Quarterly MAC Claim | Annual Cost Report |
|--------------------------|----------------|---------------------|--------------------|
| Direct Service – Therapy | X              | X                   | X                  |
| Direct Service – Other   | X              | X                   | X                  |
| Administration Only      | X              | X                   |                    |

Table 2 identifies the frequency and the time periods covered by each of the three main components for participation in the SSHSP and MAC programs, identified in Table 1. As this table illustrates:

- The Random Moment Time Study (RMTS) is conducted on a quarterly basis
  - This includes the October 1 – December 30, the January 1 – March 31, and April 1 – June 30 quarters.
  - There is no RMTS for the July 1 – September 30 quarter.
- The Quarterly MAC claim is conducted on a quarterly basis for each quarter covering July 1 through June 30 each fiscal year.
  - This requires the submission of MAC financial data for each quarter for all staff, Direct Service and Administration Only, included in the RMTS.
- The Annual Cost Report is completed on an annual basis for the period covering July 1 through June 30 each fiscal year.
  - The Annual Cost Report does not include costs for staff included in the Administration Only RMTS.

- The MAC Claim for the July 1 – September 30 quarter and the Annual Cost Report rely on the average of the RMTS results of the three prior quarters to generate the necessary MAC and Direct Service percentages.

**TABLE 2: Frequency of RMTS and Financial Reporting**

|                                | July 1 –<br>September 30 | October 1 –<br>December 30 | January 1 –<br>March 31 | April 1 –<br>June 30 | July 1 –<br>June 30 |
|--------------------------------|--------------------------|----------------------------|-------------------------|----------------------|---------------------|
| <b>RMTS</b>                    |                          | <b>X</b>                   | <b>X</b>                | <b>X</b>             |                     |
| <b>Quarterly<br/>MAC Claim</b> | <b>X</b>                 | <b>X</b>                   | <b>X</b>                | <b>X</b>             |                     |
| <b>Annual Cost<br/>Report</b>  |                          |                            |                         |                      | <b>X</b>            |

- School districts submitting Direct Service rosters for the October 1, 2012 – December 31, 2012 and the January 1, 2013 – March 31, 2013 quarters may submit Quarterly MAC claims for those periods based on the staff included in the RMTS rosters for the respective periods.
- Starting with the April 1, 2013 – June 30, 2013, school districts will have the opportunity to submit an Administrative Only RMTS roster.
  - o This would allow districts to submit a Quarterly MAC claim for the April 1, 2013 – June 30, 2013 quarter that includes the Direct Service – Therapy, Direct Service – Other, and Administrative Only rosters.
  - o School districts that choose not to submit an Administration Only RMTS roster may still submit a Quarterly MAC claim for the April 1, 2013 – June 30, 2013 quarter based on the Direct Service – Therapy and Direct Service – Other rosters.

**MAC RANDOM MOMENT TIME STUDY (RMTS)**

Starting with the April 1, 2013 – June 30, 2013 quarter, school districts will have the opportunity to submit a third RMTS roster for MAC eligible employees and contractors. In developing the Administration Only roster for RMTS, school districts must identify employees and contractors that routinely perform administrative activities in support of SSHSP medical services for participation in the time study. Allowable costs for those individuals can then be claimed by the school district during the Quarterly MAC claiming process. These employees and contractors must be identified on the school district Administration-Only roster and participate in the quarterly MAC RMTS. Employees and contractors included in the Administration-Only RMTS roster must not also be included in the direct services RMTS.

Employees and contractors may perform both direct services (e.g., medical) and administrative activities (e.g., outreach, care coordination). Direct service practitioners employed by school districts and already included in the direct service RMTS roster **must not** be included in the MAC Administration-Only roster. **An employee can only be listed on either the direct service roster or the Administration-Only roster. Contracted direct service practitioners are not eligible to be included in the Administration-Only RMTS roster.**

Employee and contractor categories or titles that are eligible to participate in the MAC Administration-Only RMTS include, but are not limited to:

- Administrators
- Pupil Support Services Administrators
- Pupil Support – Technicians
- Special Education Administrators
- Special Education – Support Technicians
- School Psychologists
- School Social Workers
- Orientation and Mobility Specialists
- Special Education Teachers
- Special Education Supplementary School Personnel (Teacher Aides and/or Teacher Assistants)

The following categories are examples of employees/contractors that are not eligible to participate in the MAC RMTS:

- Board of Education Staff
- Legal Staff
- Office of the Superintendent Staff
- Executive Administration Staff
- Chief Business Office Staff
- Budgeting/Finance Accounting Staff
- Physical Plant Staff
- Security Staff
- Communications Staff
- Information Technology Staff
- Programming Staff
- Telecommunications Staff
- Third Party Billing Staff

The RMTS results are essential to the CPE cost reconciliation process and to MAC quarterly claiming and will be applied to both direct medical services costs and Medicaid Administrative costs. The RMTS process that is operational for SSHSP direct service practitioners will be utilized to support MAC.

School districts are asked to submit a MAC RMTS roster of employees and contractors that conduct administrative activities to Public Consulting Group, Inc. (PCG) (via e-mail) by **March 13, 2013** so that an Administration-Only cost pool can be included in the RMTS for the April 2013 - June 2013 quarter.

### **MAC QUARTERLY FINANCIAL SUBMISSION**

School district reporting of Medicaid administrative costs is effective October 1, 2012. *There are no fee-for-service claims for MAC.* MAC activities are solely reimbursed through a quarterly cost reporting and financial submission process.

Since there was not an Administration-Only cost pool included in the RMTS for the October 2012 – December 2012 and January – March 2013 quarters, MAC claiming for these quarters

will be based solely on MAC quarterly cost reports for the employees on the direct service practitioner rosters.

School districts who participate in the MAC program for the October 2012 – December 31, 2012 and the January 1, 2013 – March 31, 2013 time periods must complete their first Quarterly MAC claim (for 10/1/12-12/31/12) in the Medicaid Cost Reporting and Claiming System (MCRCS) by **March 15, 2013**. The Quarterly MAC claim for 01/01/13-03/31/13 will be due by **April 26, 2013**.

PCG will collect the required financial documents on behalf of the New York State Department of Health and prepare the quarterly Medicaid Administrative cost claim for all participating school districts. All of the cost reports include a certification of public funds statement to address the Certification of Public Expenditures (CPE). This page must be signed and submitted to PCG when submitting a cost report.

### **MAC SUBMISSION DATES**

| <b>Claim Period</b> | <b>Claim Type</b>                              | <b>Reporting Required</b>  |
|---------------------|--|--|
| 10/01/12 - 12/31/12 | MAC Claiming – Direct Service Only             | School districts submit quarterly cost report via MCRCS by 03/15/13                    |
| 01/01/13 - 03/31/13 | MAC Claiming – Direct Service Only             | School districts submit quarterly cost report via MCRCS by 04/26/13                    |
| 04/01/13 - 06/30/13 | MAC Claiming – Direct Service & Administration | School districts submit Administrative-Only and Direct Service RMTS rosters by 3/13/13 |

## **IN-PERSON MAC TRAINING (COST REPORT AND RMTS)**

In-person training for the MAC cost reporting and MAC RMTS will begin in February 2013. Pre-registration is required. The schedule of in-person MAC training sessions can be accessed by clicking on the **TRAINING** link at the Medicaid-in-Education website at <http://www.oms.nysed.gov/medicaid/>

## **WEBEX MAC TRAINING (COST REPORT AND RMTS)**

The online MAC Financial Training sessions can be accessed via WebEx through the hyperlinks in the training schedules below. Pre-registration is not required for WebEx MAC Financial training sessions.

The **online (WebEx) MAC Financial training** schedule and hyperlink access is as follows:

| <b>Week of</b>  | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|-----------------|---------------|----------------|------------------|-----------------|---------------|
| <b>2/25-3/1</b> | --            | 9:00am-12:00pm | 1:00pm-4:00pm    | 9:00am-12:00pm  | --            |

The below access to WebEx links and training information is found in chronological date and time order:

### **Tuesday, February 26<sup>th</sup> at 9:00am**

-----  
Meeting Information

-----  
Topic: NY SSHSP MAC Financial Training  
Date: Tuesday, February 26, 2013  
Time: 9:00 am, Eastern Daylight Time (New York, GMT-14:00)  
Meeting Number: 760 695 624  
Meeting Password: nymac

-----  
To start or join the online meeting

-----  
Go to  
<https://pcgus.webex.com/pcgus/j.php?ED=179479862&UID=0&PW=NYWY5ZGMzNDJm&RT=MIMxMQ%3D%3D>

-----  
Audio conference information

-----  
Call-in toll-free number (US/Canada): 1-877-668-4493  
Call-in toll number (US/Canada): 1-650-479-3208  
Access code: 760 695 624

### **Wednesday, February 27<sup>th</sup> at 1:00pm**

-----  
Meeting Information

-----  
Topic: NY SSHSP MAC Financial Training  
Date: Wednesday, February 27, 2013  
Time: 1:00 am, Eastern Daylight Time (New York, GMT-18:00)  
Meeting Number: 762 941 706

Meeting Password: nymac

-----  
To start or join the online meeting  
-----

Go to

<https://pcgus.webex.com/pcgus/j.php?ED=179479902&UID=0&PW=NNGM5ODQ2NDJk&RT=MIMxMQ%3D%3D>

-----  
Audio conference information  
-----

Call-in toll-free number (US/Canada): 1-877-668-4493

Call-in toll number (US/Canada): 1-650-479-3208

Access code: 762 941 706

## **Thursday, February 28<sup>th</sup> at 9:00am**

-----  
Meeting Information  
-----

Topic: NY SSHSP MAC Financial Training

Date: Thursday, February 28, 2013

Time: 9:00 am, Eastern Daylight Time (New York, GMT-14:00)

Meeting Number: 769 888 261

Meeting Password: nymac

-----  
To start or join the online meeting  
-----

Go to

<https://pcgus.webex.com/pcgus/j.php?ED=179479922&UID=0&PW=NY2ExMTM5ZTk5&RT=MIMxMQ%3D%3D>

-----  
Audio conference information  
-----

Call-in toll-free number (US/Canada): 1-877-668-4493

Call-in toll number (US/Canada): 1-650-479-3208

Access code: 769 888 261

## **CONTACT INFORMATION**

If you have questions regarding the Quarterly MAC claiming or MAC RMTS, please contact Public Consulting Group at 1-866-912-2974 or at NYSSHSP@pcgus.com.