

INTRODUCTION TO MAXIMUS

In January 2004, MAXIMUS became Arizona's program administrator for the School Based Medicaid Claiming Programs including the Medicaid Administrative Claiming (MAC) Program. MAXIMUS has over 27 years experience "Helping Government Serve the People" and works with over 1500 school districts and charter schools nationwide in the School Based Claiming Programs.

WHAT IS MAC?

The Medicaid Administrative Claiming (MAC) program is a federally funded program that allows Local Education Agencies (LEAs) to be reimbursed for some of their costs associated with school-based health and outreach activities, which are not claimable under the Medicaid Direct Service Claiming (DSC) program.

PROGRAM OVERVIEW

To participate in the program, LEAs participate in a time study sampling methodology that collects data identifying the percentage of time certain staff spent performing activities that are reimbursable by Medicaid. The results obtained from this effort are used to calculate the cost associated with activities that are reimbursable under the MAC program. In order to prepare a claim for submission to Medicaid, the results of the time study must be applied to the LEA's actual cost of performing those activities.

WHY SHOULD I PARTICIPATE?

In accordance with the Free and Appropriate Education Act and the Individuals with Disabilities Act Part B, school districts and charter schools are required to provide medical services to students when deemed appropriate.

This program allows LEAs to receive reimbursement for some of the costs associated with employing individuals who routinely perform Medicaid Administrative and Outreach Activities to students.

It is a chance for LEAs to receive a significant amount of money on a quarterly basis with minimal effort on the part of their employees.

WHAT IS RMS?

MAXIMUS uses the Random Moment Sample (RMS) time study methodology to determine the percentage of time participating LEAs have staff performing Medicaid Administrative and Outreach Activities. The RMS method employs a technique of polling employees at random moments over a given time period and tallying the results of the polling. The method provides a statistically valid means of determining what portion of the selected group of staff's workload is spent performing Medicaid Administrative and Outreach Activities.

The RMS form takes approximately one (1) minute to complete and is unobtrusive as possible for selected staff.

WHOM TO INCLUDE IN THE TIME STUDY?

On a quarterly basis, MAXIMUS requests that all participating LEAs submit the names of individuals employed / contracted with that routinely perform Medicaid Administrative and Outreach Activities. These employees cannot be 100% federally funded. Typically individuals with the following job titles are included:

- Special Education Administrators*
- Clinical Staff (PT, OT, SLP, Audiologists, Nurses, Physicians, etc.)
- Bilingual Specialists / coordinators
- Diagnosticians / Dieticians
- Interpreters
- Social Workers
- Other LEA staff who routinely engage in Medicaid reimbursable activities*

*Clarification may be required for staff with certain titles

STUDENT SELECTION CRITERIA

On a quarterly basis MAXIMUS will determine the participating LEAs Medicaid Eligibility Rate (MER). The MER is a percentage of the number of students in a district who are eligible for AHCCCS on a given date. This rate is one of the variables used in calculating the claimable amount for a given quarter. The student information is collected electronically using Microsoft Excel and is treated in accordance with FERPA and HIPAA compliance regulations.

CALENDAR INFORMATION

MAXIMUS publishes a program calendar that identifies the dates various items are due. The calendar is available on-line at our website: www.maximusschools.com/acalendar.html

On a quarterly basis the following information is required:

- Personnel Roster that identifies LEA staff that routinely perform Medicaid Administrative and Outreach Activities
- List of all students in your district on a specific date (this allows MAXIMUS to establish your Medicaid Eligibility Rate)
- Completed RMS Observation Forms (if your LEA is selected to participate)
- Copies of Training Sign- in Sheets (if your LEA is selected to participate)
- Financial Cost Data for the individuals on your personnel roster and district wide expenses

BENEFITS OF PARTICIPATING

MAC is a means for Arizona school districts to receive federal reimbursement for Medicaid administrative activities that support students receiving health services, such as referrals made for health services, and the coordination of health services for students.

A chance for LEAs to earn a significant amount of money with very little effort involved for staff.

CONTACT INFORMATION

The MAC program is administered at MAXIMUS in Tempe, Arizona, by a staff that is dedicated to this program. LEA Representatives are assigned to the individual LEAs and are available to answer questions, help resolve problems, modify the contracted provider list and perform other related support services.

MAXIMUS maintains a website containing current information regarding the programs, forms and documents as well as training materials can be downloaded and related site links and communication with MAXIMUS staff are available. This site may be accessed at www.maximusschools.com/arizona.html

If you would like additional information about MAXIMUS and the MAC Program please feel free to contact using any of the following methods:

Mail: MAXIMUS, Inc.
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Telephone: (480) 736-0195 (option 2)
Toll-free: (877) 877-8011 (option 2)

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Medicaid Administrative Claiming (MAC) Program

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