

April 12, 2011

Distributed via Fairbanks E-mail to LHD Directors and LHD MAC Financial Contacts

To: MAC Participating Local Health Departments:

This serves as official notification that the Texas Health and Human Services Commission (HHSC) has authorized Fairbanks, LLC to open the State of Texas Automated Information Reporting System (STAIRS) for local Health Departments to complete and submit MAC Financial Claim data for the 1st Quarter of federal fiscal year (FFY) 2011.

Please note that the open and close dates have changed from what was presented at the MAC Financial Training Webinars. You may access your October – December (QOD11) claim in STAIRS at any time between the open and close dates. The QOD11 will:

- Open on April 12, 2011; and
- Close on May 26, 2011 (6:00 P.M. Central)

You must ensure that your financial data is entered, verified, and the Quarterly Summary Invoice (QSI) is printed, signed, notarized, scanned, and uploaded into STAIRS no later than the closing date. If your financial information is not entered and certified by this date, your entity may lose the ability to claim and receive MAC reimbursement for this period. HHSC strongly encourages you to enter your financial data prior to the close date.

If you have any questions regarding MAC financial and submission, or if your Health Department does not own a scanner, please contact the HHSC MAC team at the following:

Email: MAC@hhsc.state.tx.us or Phone: 512-491-1802

If you have questions regarding your login into STAIRS or if you have system questions, please contact the Fairbanks Client Information Center at:

Email: Info@fairbanksllc.com or Phone: 888-321-1225.