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# **Medicaid Administrative Claiming (MAC) Financial Overview**

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**Texas Independent School Districts  
Federal Fiscal Year 2022**

**Presented by HHSC Provider Finance Department**

# MAC Program

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- Federal Medicaid reimbursement for the costs of administrative activities performed in the school setting
  - Linking students to the appropriate Medicaid/health-related services
  - Separate from but complimentary to SHARS
- 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
- HHSC is the single state Medicaid agency in Texas (responsible for the administration of the MAC program at the state level)



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# MAC Activities

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- Activities that improve access to Medicaid coverage or improve the use of Medicaid covered services, including but 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 and screening), including services provided through the Early and Periodic Screening, Diagnosis, and Treatment 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



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# Medicaid Outreach Examples- School Setting



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- Working with school administration to determine what outreach activities the school can perform
- Distributing information about the Medicaid program and available benefits at parent-teacher association 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
- Presenting enrollment information at workshops and seminars for school staff

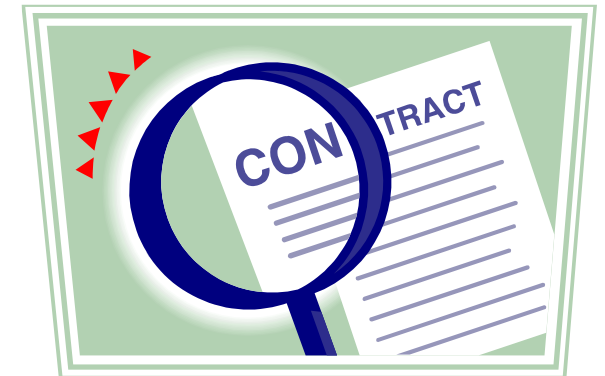




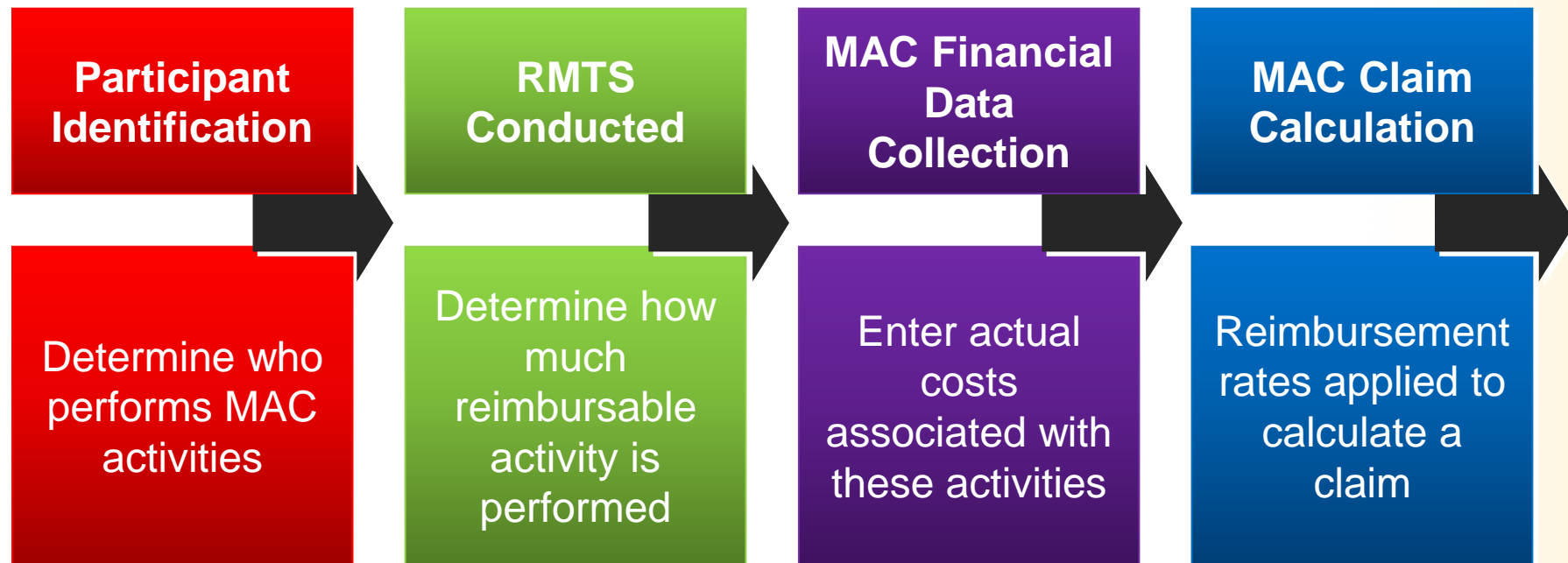
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# MAC Participation Documents

- Required for participation in MAC:
  - A contract executed with HHS
    - Data Use Agreement (DUA)
  - Security and Privacy Inquiry (SPI) Form
  - Active Data Universal Numbering System (DUNS) – will change to Unique Entity Identifier (UEI) on April 4, 2022
  - Application for Texas Identification Number (TIN)
  - Vendor Direct Deposit Form
  - Vendor Information Form (VIF)
  - MAC Program Operating Plan (POP)
- Contracting documents must be renewed every five years based on enrollment date
- Documents and instructions are available on the HHSC MAC website at this link: <https://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-contracting-information>
  - **MUST use current forms**



# MAC Financial Quarterly Process



# Participant Identification

- Eligible participants identified via the Participant List (PL)
  - Job Category
    - Direct Service and Administrative Providers (Cost Pool #1)
    - Administrative Services Provider Only (Cost Pool #2)
- Cannot report costs for categories and positions that were left off the PL in a given quarter
  - Reporting costs for positions that were not included on the participant list on your MAC financials could result in the claim being denied
- Costs reported are “position-specific” not “person-specific”
  - Substitute – individual replacing a provider on leave
  - Direct replacement – individual hired to fill a vacant position



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# Federal Fiscal Year 2022

**NEW**

<u>Federal Fiscal Quarter</u>	<u>Financials Open</u>	<u>Financials Close (6 p.m. CST)</u>
1 <sup>st</sup> Quarter (October – December)	4/11/2022	5/27/2022
2 <sup>nd</sup> Quarter (January – March)	7/4/2022	8/19/2022
3 <sup>rd</sup> Quarter (April – June)	9/26/2022	11/11/2022
4 <sup>th</sup> Quarter (July – September)	12/19/2022	2/3/2023



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**Claim must be certified and the signed/notarized QSI must be attached in Fairbanks by the deadline**



# HHSC MAC Website

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<http://pfd.hhs.texas.gov/medicaid-administrative-claiming/mac-independent-school-districts-isd>

- Examples of MAC Activities
- Frequently Asked Questions
- Important Notices
- MAC Video Tutorial
- Participation Documents
- Timestudy Implementation Guide
- Training Materials



# Contact Information

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## **HHSC MAC Unit**

Phone: (512) 462-6200

Email: [MedicaidAdministrativeClaiming@hhs.texas.gov](mailto:MedicaidAdministrativeClaiming@hhs.texas.gov)

## **Texas Education Agency – Federal Fiscal Compliance and Reporting Division**

Phone: (512) 463-9127

Email: [compliance@tea.texas.gov](mailto:compliance@tea.texas.gov)

## **Texas Education Agency – Public Education Information Management System**

Phone: (512) 463-9229

Email: [PEIMSCustomerSupport@tea.texas.gov](mailto:PEIMSCustomerSupport@tea.texas.gov)

## **Fairbanks LLC – Client Information Center**

Phone: (888) 321-1225

Email: [info@fairbanksllc.com](mailto:info@fairbanksllc.com)



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