



Medicaid Administrative Claiming

Medicaid Administrative Claiming (MAC) is a method of identifying and accounting for certain activities performed by public school staff for Medicaid-eligible students within the school and/or ESD setting for purposes of “claiming” and being reimbursed for the federal financial participation (FFP) amount which reflects the actual cost to provide those services.

This is an opportunity to bring in federal dollars for services provided by district staff; in other words, if district staff reports “claimable” activities through the Administrative Claiming process, there can be significant additional federal funds to support local activities.

MESD provides leadership and management for Districts and public agencies within the MESD service area that are eligible to participate in the Oregon Department of Human Services Medicaid Administrative Claiming (MAC) program.

Following is a list of services that districts receive when contracting with MESD:

- For start-up and implementation of the MAC program, MESD provides leadership and community support through the local advisory group. This group provides guidance to
 - Ensure program integrity and coordination of services
 - Create a mechanism for fair reinvestment project determination. The MESD reinvestment matrix guide helps districts make decisions about how reimbursement funds may be used.
 - Coordinate reinvestment of funds through and with the community planning process
- Medicaid Administrative Claiming (MAC) manual detailing all steps and providing background information and the instruction necessary to successfully implement MAC for your district
- Complete training materials packets necessary to implement MAC in your district. Training also includes Power Point presentation. All training materials are updated and available on MESD web site for on-going support. Web survey tool also includes coaching and prompts that reinforce face-to-face training.

- Provide on-site train-the-trainer workshop(s) on the MAC program and on completing the survey. Training is required for successful staff (cost pool) implementation and participation in the MAC program.
- Provide technical assistance and ongoing training to staff responsible for program implementation to ensure compliant MAC process and coding differentiation.
- Assist with the claiming process.
- On-going development and maintenance of the MESD web-based survey tool to ensure efficient survey collection, claim submission, and necessary state and management reports.
- Develop and maintain technology and procedures that ensure appropriate process documentation according to the retention schedule and state requirements. These include:
 - Computer records of cost pool participants, time-study reports, survey results, statistics as well as long-term records storage for purposes of providing an internal or external audit trail.
 - Sample universe determination, sample selection, 95% confidence rating and sample results.
 - Quarterly updates of cost pool data as required by the State.
 - Verify cost pool data during development and at each claiming cycle.
 - Summarize each district's claim.
 - Certify each district's claim.
 - Describe local monitoring process including frequency of reviews, staff performing reviews, and all review protocols for districts.
 - Monitor sub-agreements.
 - Maintain required information on individuals who work under the Inter-Governmental Agreement.

District charges: A flat fee of \$5 for each person in the District's cost pool is paid to MESD for each quarter the District participates in MAC.

Multnomah Education Service District

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