

South Dakota Medicaid Administrative Claiming (MAC)

School Based Medicaid Program (SBMP)



Presentation Notes

- Vendor - Sivic Solutions Group (SSG)
- Please remain on mute during the presentation to reduce background noise
- Please take a moment to locate the GoTo Training “chat” feature where you can post questions throughout the presentation
- We will pause for questions at the end of today’s presentation

School Based Medicaid MAC Presentation Agenda

- Learning Objectives
- What is Medicaid Administrative Claiming (MAC)?
- MAC Overview
- What Data Needs to be Entered?
- MAC Quarterly Certification Example
- How much do I get reimbursed & when?
- Technical Notes
- Questions
- Contact Information

Learning Objectives

- Understand what work activities School District staff do that the Medicaid program considers to be reimbursable Medicaid Administrative Activities (MAC).
- Understand how the reimbursement process works for MAC.
- Know the timeframes and deadlines for claiming MAC.
- Understand the allowable expenditures for reimbursement in the MAC program.
- Gain some helpful tips and tools to ensure that your school district is maximizing your MAC reimbursement while meeting all program requirements.

What is Medicaid Administrative Claiming?

- Medicaid Administrative Claiming (MAC) is a joint state-federal program which offers reimbursement for the costs incurred by school districts to help enroll eligible children (and families) in the Medicaid program, and to assist children who are already enrolled in Medicaid to access the benefits available to them.
 - Identifying and enrolling children and families in the Medicaid program,
 - Assisting families when applying for Medicaid,
 - Supporting families to stay enrolled in Medicaid.
- Schools are uniquely situated to assist children in accessing benefits and services available to them.
- It is in the interest of both the Medicaid program and the school systems that children come to school healthy and ready to learn.

What is Medicaid Administrative Claiming?

- Administrative Claiming provides reimbursement for work that improves access to health care:
 - Medicaid outreach & application assistance
 - Specialized transportation scheduling/arranging
 - Translation services related to health care service delivery
 - Program planning and policy development related to the delivery of health services
 - Referral, coordination and monitoring of health services

MAC Overview

Now that we know what Medicaid Administrative Activities are, how can School Districts receive reimbursement for doing that work?

Calculation to Determine Gross Medicaid Reimbursable Amount for MAC:



MAC Overview

- Federally funded costs should be removed from a MAC claim
 - All expenditures that were funded by a Federal Grant (including IDEA & CARES funding) must be excluded
 - All costs used to calculate the Indirect Cost Rate must be excluded. (Those costs are reimbursed through the application of the ICR to the claim)
- Costs are calculated on a per pool basis via the Medicaid reimbursable RMTS percentages
 - Direct Service pool has different RMTS % from Administrative pool RMTS %
- “Cash” based accounting
 - Costs that are paid for within the quarter you are claiming, not when the cost occurred
 - Date of payment, not the date of service

MAC Overview

- Annual Direct Service (DS) Cost Settlement/ Quarterly MAC Connection!
 - All Direct Service Pool (DSP) LEA Employed and Contracted Staff Salary and Benefit Expenditures from each quarterly MAC claim will be automatically ‘transferred’ to the Annual DS Cost Settlement.
 - If a district submits DS MAC salary and benefit costs, you only must enter these costs once in the quarterly MAC.
 - If districts do not submit a MAC claim for any/all specific quarter(s), those salary and benefit costs cannot be transferred.
 - Administrative Pool (AP) staff are excluded from the Annual DS Cost Settlement but can be claimed in the MAC.

MAC Overview

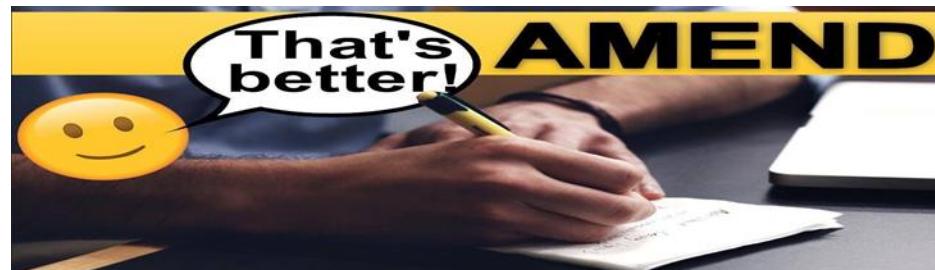
Participating School Districts submit MAC claims on a quarterly basis as follows:

MAC QUARTERLY CLAIM DEADLINES		
Quarter	MAC Claim Quarter Dates	Claim/Certification Deadline
Q1	Oct - Dec	3rd Friday of February
Q2	Jan - March	3rd Friday of May
Q3	April - June	3rd Friday of August
Q4	July - Sept	3rd Friday of November

MAC Overview

Negative/Positive claim Amendment Deadlines

- Claims should be submitted quarterly. This includes amendments that increase/decrease the amounts of previous claims.
- Negative amendments do not have a deadline and can be submitted at any time.
- Positive amendments may be filed seven (7) quarters from the quarter-end date.
 - Positive Amendment Deadline Example:
 - A positively amended 'October-December 2025' claim must be submitted before or with the 'July-September 2027' submission.



What Data Needs to be Entered?

Allowable Costs

- Staffing Costs (*Employees & Contractors*)
 - RMTS Employees and Contractors are auto-filled into the MAC system for you, and you fill out the employer-paid salaries & benefits
 - Personnel costs may only be included in MAC claim when all the following conditions have been met -
 - ✓ Staff were included as participants in the RMTS participant list.
 - ✓ Staff were indicated in the RMTS participant list as being a minimum of one (1) percent funded from state or local funds.
 - ✓ The staff member was working or was not working but was using employer-paid benefit time during the claiming period.

What Data Needs to be Entered?

Allowable Costs

■ District-wide Costs –

- Materials and Supplies - School districts may include other expenditures that are related to the cost of providing Medicaid administrative activities, including materials and supplies used by claimed staff (health and educational supplies must be excluded).
- Staff Travel and Training Costs - School districts may include expenditures for staff claimed in the quarterly MAC travel & training costs. These costs should split out by Direct Service and Administrative expenditures per service type (Admin, OT, PT, SLP etc.).
- Tuition Costs - School districts may include expenditures for Tuition costs which can be reported for students who receive health-related services at an outside agency for which the school district is financially responsible. These costs should split out by Direct Service and Administrative expenditures per service type (Admin, OT, PT, SLP etc.).
- Staff Professional Dues and Fees - School districts may include expenditures for staff claimed in the quarterly MAC professional dues and fees. These costs should split out by Direct Service and Administrative expenditures per service type (OT, PT, SLP etc.).

What Data Needs to be Entered?

Medicaid Eligibility Rate (MER) and Indirect Cost Rate (ICR)

- Medicaid Eligibility Rate (MER) -
 - School district annual Medicaid Eligibility Rates (MER), as calculated by South Dakota Department of Education (DOE), will be prepopulated in the MAC system according to the SBC annual cycle (October 1st – September 30th).
- Unrestricted Indirect Cost Rate (UICR) -
 - School district annual unrestricted indirect cost rates, as calculated by DOE, will be prepopulated in the MAC system according to the SBC annual cycle (October 1st – September 30th). All expenditures reported for MAC must comply with all guidance related to indirect cost rates and exclusion of costs.
 - Examples of exclusions from RMTS participation and MAC costs are generally related to staff & costs that are part of central administration –
 - Including a superintendent, assistant superintendent, professional and clerical support staff, grants manager, director of planning, school business manager or chief financial officer, director of human resources, districtwide information and technology staff, or any equivalent schoolwide administration staff that are included in the composition of each individual School districts' ICR.

MAC Quarterly Certification Example

Sivic Solutions Group (SSG)
SDsupport@sivicsolutionsgroup.com

School District Medicaid Administration Claim

This form serves as the certification of expenditures: of total computable, federal share, and the non-federal fund amount.

School District ABC Demo School
 School District Region Code 05-111
 Quarter & Actual Year O-D 2022

1. Total Computable Amount	\$ <u>500,000</u>	*Total Costs Entered
2. Total Claimable Medicaid Administrative Expenditures (MAC)	\$ <u>25,000</u>	*Total Costs reduced by RMTS % & MER %
3. Total Claimable Indirect Costs	\$ <u>2,500</u>	*Addition of Indirect Costs
4. Total Claimable Costs (#2 + #3)	\$ <u>27,500</u>	*Total Costs reduced by RMTS % & MER % + Indirect Costs
5. Total Non-Federal Share	\$ <u>13,750</u>	*Total Claimable Costs reduced by FMAP % (Most are 50%, FMAP for Medicaid Translation is 75%)

Claim Certified By: _____
 Signature of District Fiscal Budget Officer

Date: 9/28/2022

Name (Please Print) _____
 Title (Actual Signature) _____

***Please sign, scan and upload in the SSG MAC Financial System (e-SivicMACS)**

How much do I get reimbursed & when?

- ✓ Submit your valid MAC Certification to SSG before Certification Deadline
- ✓ After SSG submits finalized claims to Department of Social Services (DSS), DSS works with the Department of Education (DOE) Finance to identify a Wednesday when other major payments are not being made by DOE, which is generally 3-4 weeks after the Certification Deadline
 - *This is the 'Non-Federal Share' amount in the Certification example*
- ✓ The Administrative Fee is then collected on the following Friday from the 'Non-Federal Share' amount
 - The Administrative Fee is generally 50% of the vendor cost to DSS
 - The cost to schools is calculated using a weighted average of the 'Non-Federal Share' amount reimbursed to schools

Technical Notes

- All email communications from SSG will come from the domain @sivicsolutionsgroup.com
 - If you or any of your participants are not receiving emails from this domain address –
 - ✓ Please check SPAM folder, and make mark the above address as “Not Junk”
 - ✓ If the email communications from the above address are not in your SPAM folder, please contact your school’s Information Technology Department to allow emails from the above domain to be delivered
- SSG RMTS Participant Updates & Medicaid Administrative Claiming (MAC) website:
 - <https://sdmac.ssghosting.com/rms/Login.aspx>
 - ‘MAC User Manual’, MAC Hints and Tips’ and ‘MAC Training’ slides are also located in the ‘Resources’ section in the e-SivicMACS online system, plus attached in the email notifications the quarterly MAC claim is due
- If you need access, or wish to grant someone access to the SSG MAC system for your district, please email sdsupport@sivicsolutionsgroup.com

Questions?

Contact Information



Live Support:

By Phone: 1-877-916-3222

Technical Support e-mail: sdsupport@sivicsolutionsgroup.com

Program Support e-mail: zechariah.mitchell@sivicsolutionsgroup.com

SSG Participant Update (RMTS) & Medicaid Administrative Claiming (MAC)
website: <https://sdmac.ssghosting.com/rms/Login.aspx>