

# Medicaid Administrative Claiming

## School Based Services

### May 2025



DEPARTMENT OF  
**PUBLIC HEALTH &**  
**HUMAN SERVICES**

# What is Medicaid?



Children



Elderly Citizens



Disabled



Families



Pregnant Women



Federal



State

Medicaid provides health care for eligible low-income populations which is determined by various factors including family size, income and the federal poverty level.

The Medicaid program is jointly funded by the state and federal government.



DEPARTMENT OF  
PUBLIC HEALTH &  
HUMAN SERVICES

# Medicaid in Schools

- ▶ IDEA requires LEAs to provide students with disabilities a Free Appropriate Public Education (FAPE)
- ▶ LEAs are in a unique position to offer advantages and opportunities that can help families access health information, medical services, and facts about Medicaid enrollment.
- ▶ LEAs also offer key health and health-related services that are designed to integrate and maintain active learning for students with special education and health care needs.
- ▶ Federal law provides state Medicaid agencies are responsible to pay for the direct services identified in the student's IEP and the administrative costs in support of the Medicaid state plan.
- ▶ In Schools, LEAs can recover health and administrative costs under two programs:
  - ▶ School-Based Services (SBS)
    - ▶ Fee-For-Service – Reimbursement for Direct Services provided to Medicaid enrolled students
  - ▶ Medicaid Administrative Claiming (MAC)

# School Program Reimbursement

- Schools provide an array of health or medical services to support student participation in their education. Some services can be reimbursed at a discount. **Two mutually exclusive reimbursement programs** can assist schools in recovering funds used when providing these services:

1

## Fee For Service (FFS)

- Delivering direct health services to special education students
- Delivering direct health services to students with other medical plans of care (Free Care)
- Providing transportation to / from school if a health service is delivered that day

2

## Medicaid Administrative Claiming (MAC)

- Assist in outreach and enrollment of eligible students in Medicaid
- Assist in receiving medical services such as referrals
- Provide administrative services that support the delivery of direct services
- Allowable activities are identified via the Random Moment Time Study as the cost allocation methodology



DEPARTMENT OF  
PUBLIC HEALTH &  
HUMAN SERVICES

# MAC Activities

The MAC program offers Federal reimbursement for the costs of administrative activities that support the delivery of direct services.

These are examples of administrative activities reimbursed through the MAC:

Medicaid Outreach

Facilitating Medicaid Eligibility Determination

Program Planning, Policy Development, and Interagency Coordination Related to Medicaid Services

Arranging for Translation Related to Medicaid Services

Arranging for Transportation Related to Medicaid Services

Medicaid Related Training

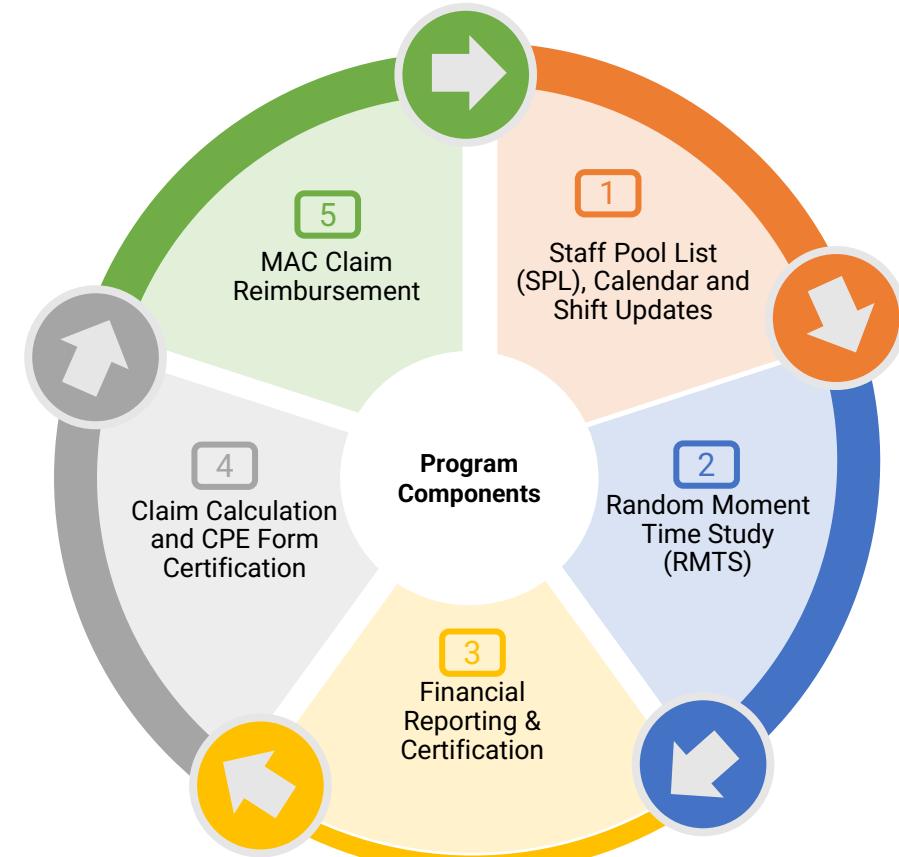
Referral, Coordination and Monitoring of Medicaid Services



DEPARTMENT OF  
PUBLIC HEALTH &  
HUMAN SERVICES

# Program Components

1. Districts will identify staff/contractors to include that are routinely performing Medicaid outreach & coordination activities.
2. These staff participate in the RMTS which determines the percentage of time they spent providing Medicaid outreach and coordination activities for students.
3. Districts report staff costs (salary/benefits/contractor) after the conclusion of each time study in the PCG Claiming System.
4. PCG calculates claims and releases Certified Public Expenditures (CPE) forms for districts to review and certify.
5. DPHHS reviews / approves statewide claims before submitting to CMS. Once funds are received, they issue reimbursement payments to participating districts.



# What staff are eligible to participate in the MAC Program?

- Audiologists & Audiology Assistants
- Certified Occupational Therapy Assistants
- Counselors
- Licensed Practical Nurses
- Occupational Therapists
- Orientation and Mobility Specialists
- Personal Care Aides
- Physical Therapists
- Physical Therapy Assistants
- Psychologists and Interns
- Registered Nurses
- Speech Pathologists
- Speech Pathology Assistants
- Social Workers
- Bilingual Specialists
- Early Identification / Intervention Personnel
- Home to School Coordinators / Liaisons for Special Education
- Interpreters
- Medicaid Billing Clerks
- Principals and Assistant Principals
- Program Specialists
- Special Education Administrators
- Special Education Teachers
- Work-Study Coordinators



DEPARTMENT OF  
PUBLIC HEALTH &  
HUMAN SERVICES

# What is RMTS?

## **Methodology**

The RMTS is **Federally** approved statistically valid sampling method designed to determine the amount of effort a group of staff/contractors spends on all work activities.

## **Survey Questions**

The RMTS consists of individual moment observations of **one-minute** random intervals over a given time period.

## **Why RMTS?**

The RMTS replaced the old practice of collecting provider time sheets which was a considerable administrative burden on school districts.

## **Established Success**

Based on the observations of the randomly selected moments, the total effort of the employees can be estimated with a high degree of confidence and should approximate the same results as having observed 100% of the employees' time.

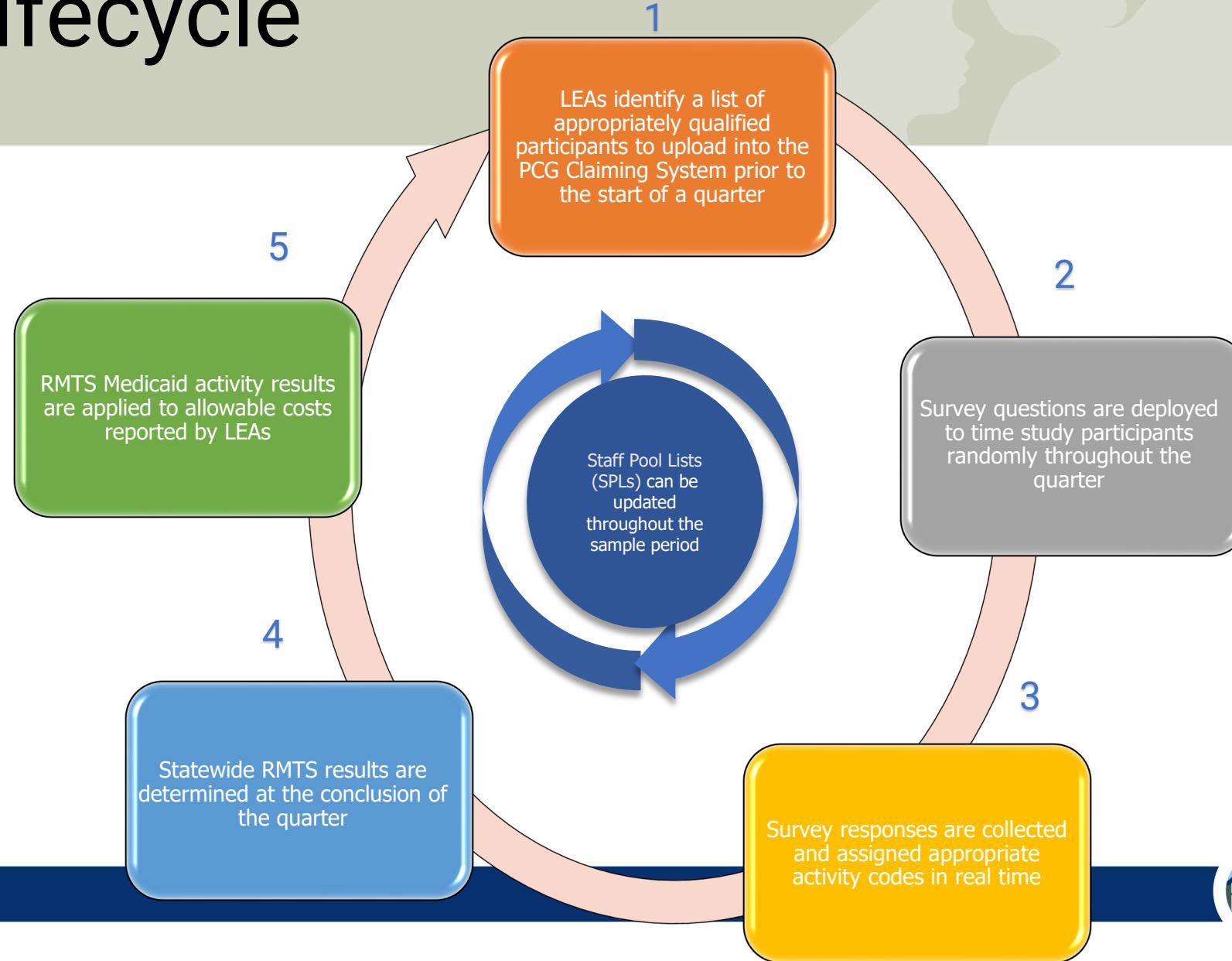
### What RMTS is NOT

- RMTS is **not** a management tool that is in any way used to evaluate employee activities or performance.
- Employees **should not** intentionally alter their activity at any particular time because of their participation in the RMTS.



DEPARTMENT OF  
PUBLIC HEALTH &  
HUMAN SERVICES

# RMTS Lifecycle



# Financial Reporting Elements

- LEAs can only report costs associated with participants on the quarterly SPL that are not 100% federally funded.
- Costs are reported using cash-based accounting methodology.



# What is changing?

- ▶ All Staff lists, calendars and working time is submitted into the PCG Claiming System.
- ▶ Staff will be notified of sampled moments via email and will complete those moments in the on-line application.
  - ▶ No more distribution and collection of paper time study moments.
- ▶ Staff will have 2 school days to complete sampled moments.
- ▶ Time Studies will be conducted twice a year instead of 3 times:
  - ▶ 1<sup>st</sup> semester: August (from first day of school) to December 31<sup>st</sup>
  - ▶ 2<sup>nd</sup> semester: January 1<sup>st</sup> to last day of school
- ▶ Reduction in the number of required moments to be sampled each time study period.
- ▶ Financial data will be completed in the PCG Claiming System.
- ▶ Certification of Public Expenditures will be completed on-line as well.



# Contact Information

- Laurie Nelson, Program Officer

[Laura.Nelson@mt.gov](mailto:Laura.Nelson@mt.gov)

406-444-4066

- Public Consulting Group

Support line: 866-561-5313



DEPARTMENT OF  
PUBLIC HEALTH &  
HUMAN SERVICES

# Thank you and Questions?



DEPARTMENT OF  
PUBLIC HEALTH &  
HUMAN SERVICES