

Montana School-Based Services: Medicaid Administrative Claiming

Montana Department of Public Health and Human Services (DPHHS)

July 2025



DEPARTMENT OF
**PUBLIC HEALTH &
HUMAN SERVICES**



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Agenda

- ▶ Training Objectives
- ▶ Medicaid Program Overview
- ▶ Financial Steps in the PCG Claiming System
- ▶ Accounting Methodology
- ▶ Costs to Report
- ▶ PCG Claiming System Demonstration

Training Objectives

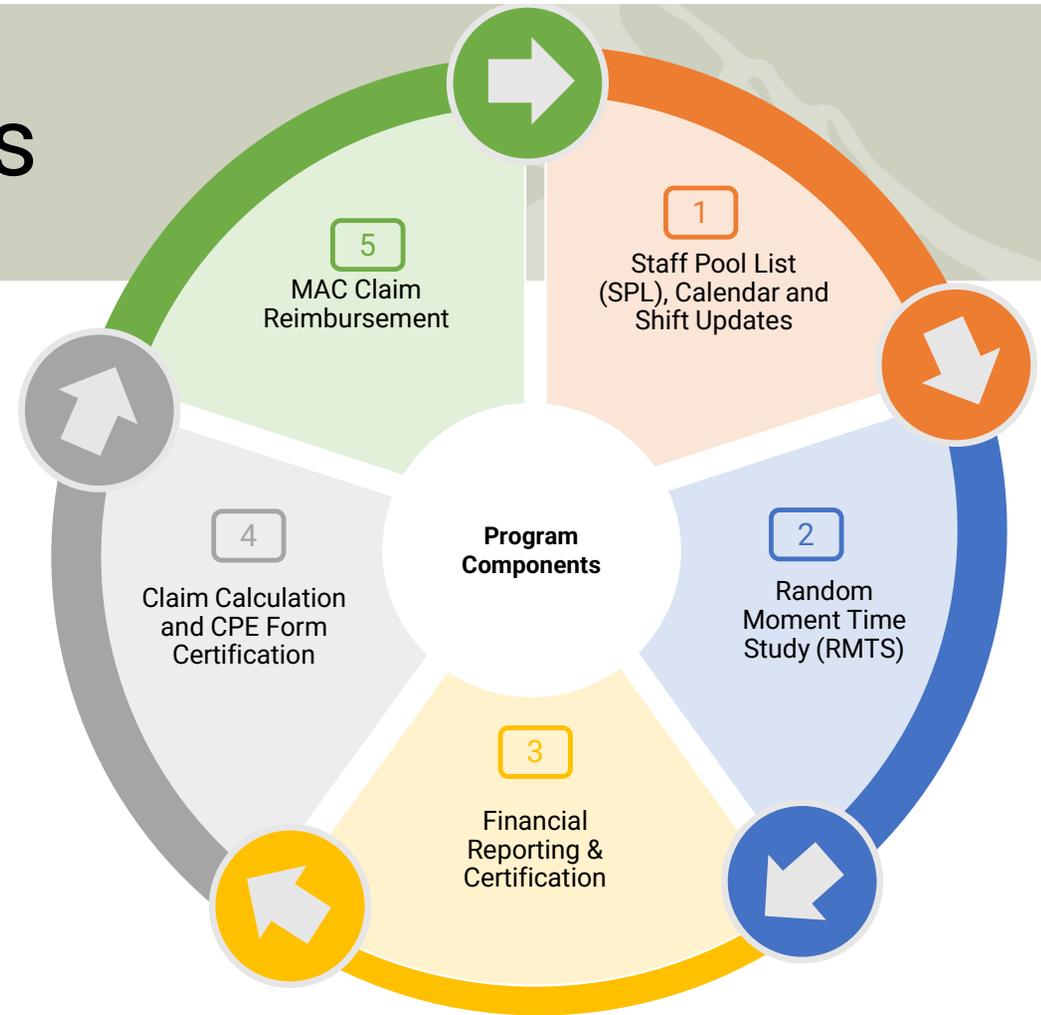
At the completion of this training session, the Local Education Agency (LEA) Medicaid Coordinators responsible for financial components of the program will be able to:

- ▶ Describe the components of cost reporting for the Medicaid Administrative Claim (MAC)
- ▶ Describe and execute the steps to complete the MAC cost report in the PCG Claiming System
- ▶ Identify allowable costs for the Montana MAC program
- ▶ Understand the accounting methodology used to report costs
- ▶ Accurately report costs in the PCG Claiming System
- ▶ Locate the MAC program financial resources in the PCG Claiming System
- ▶ Certify financials and sign the Certification of Public Expenditures attestation document



Program Components

1. Districts identify staff/contractors to include that are routinely performing Medicaid outreach & coordination activities.
2. These staff participate in the Random Moment Time Study (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



Medicaid Administrative Claiming (MAC) Program

The MAC program offers Federal reimbursement for the costs of administrative activities that support the SBS program

The reimbursable administrative activities fall into several categories:

- Medicaid Outreach
- Facilitating Medicaid Eligibility Determination
- Arranging for Translation Related to Medicaid Services
- Program Planning, Policy Development, and Inter-agency Coordination Related to Medicaid Services
- Medicaid Related Training
- Referral, Coordination and Monitoring of Medicaid Services

How is MAC Reimbursement Determined?

MAC activities are reimbursed through the Random Moment Time Study (RMTS)



LEAs identify eligible staff to participate in the time study



The results from the time study determine the percentage of time staff spend on reimbursable activities

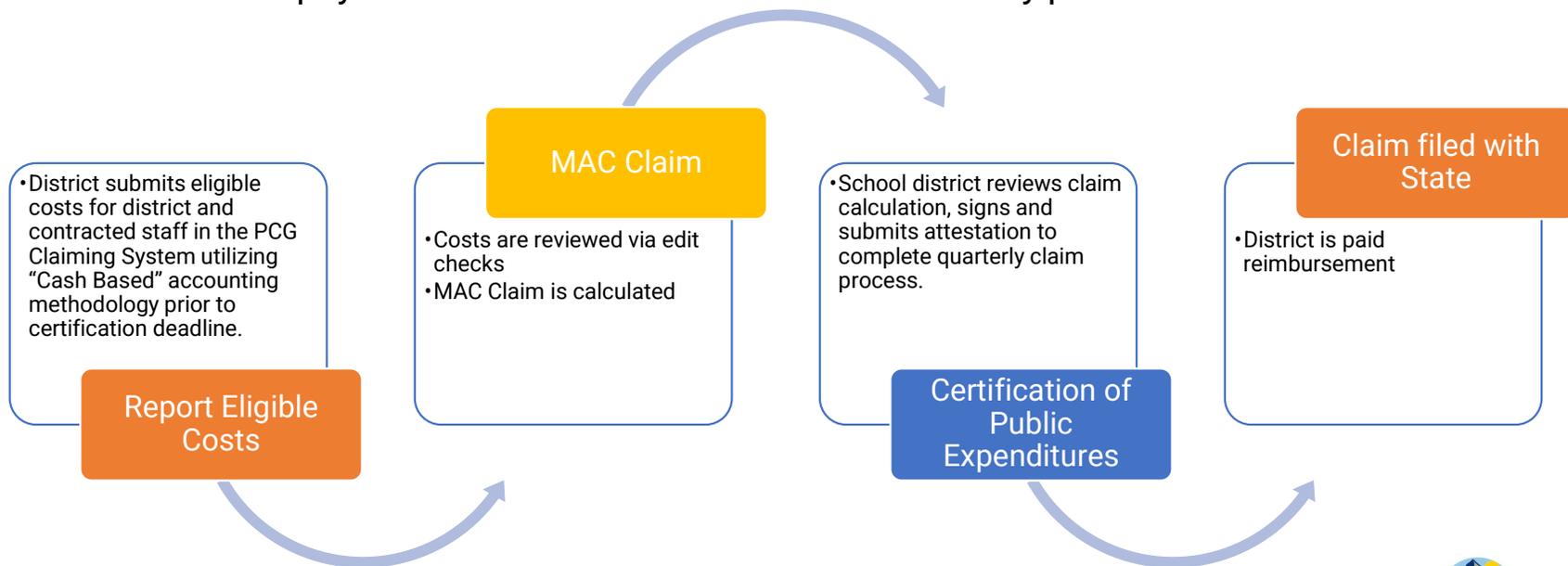


That percentage is then applied against the LEA's allowable costs to determine reimbursement

MAC Financial Overview

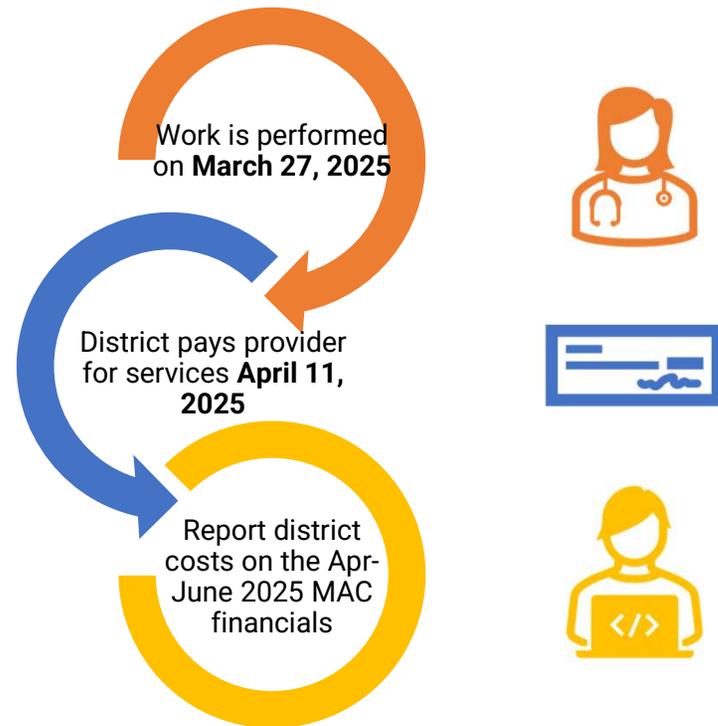
What is the Medicaid Administrative Claim?

- Reimbursement for outreach and coordination activities.
- Paid via stand-alone payments after the conclusion of a time study period.



Cash Based Accounting Methodology

- LEAs should report costs utilizing **Cash Based Accounting Methodology**.
- **Cash Basis Accounting Methodology:** Expenses are recorded based on the date payment is made, **not** the date the service was delivered, or activity was performed.
- April-June 2025 covers **payment** dates between April 1, 2025 and June 30, 2025.



MAC Allowable Costs



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Payroll and Contractor Allowable Costs

Utilizing cash-based accounting, report total gross earnings and fringe benefits for full time and part-time Staff Pool participants including both payroll employees and contractors that are paid by the district/co-op during the reporting period.

Salaries 	Benefits 	NOT included in Salaries/Benefits: 	Non-Allowable Costs 
<ul style="list-style-type: none">• PTO Costs: Sick, Annual leave• Overtime• Bonus• Longevity pay• Stipends• Incentive pay	<ul style="list-style-type: none">• Health insurance• Retirement• Long term disability• Short term disability• Workers Compensation	<ul style="list-style-type: none">• Mileage and travel reimbursements• Professional dues and fees• <i>(these can be included in Other Costs)</i>	<ul style="list-style-type: none">• Providers who are 100% federally funded• Costs associated with ESY program

Other Allowable Costs (Optional)

In addition to salary and benefit costs, other district-incurred costs allowable in the MAC program may include:

- Travel & Training Costs
- Professional Dues & Fees
- Materials & Supplies

PCG encourages conservative reporting- if you are unsure about whether something is allowable, do not report it.

**These costs must pertain to the staff member's current position or role. The position or role cannot be 100% federally funded.*

Travel & Training

- Costs for travel for SPL participants
- Costs for training for SPL participants
- Mileage, Registration, Meals, and Transportation

Professional Dues & Fees

- Costs for professional dues and fees incurred by the LEA for SPL participants
- Licensure/certification, Membership Dues, and Subscription Fees

Materials & Supplies

- Must be purchased for a Staff Pool List participant for the facilitation of administrative Medicaid allowable activities
- Administrative activities may include IEP meetings, Referral Coordination
- Examples: Office supplies (file folders, printer, paper, ink. etc.)

Direct Support Staff (Optional)

Your district may incur costs for staff not on the Staff Pool List that are allowable in the program and are referred to as **Direct Support Staff**.

Direct Support Staff criteria:

1. The individual is **not** included on the Staff Pool List (SPL) because they do **not routinely** perform MAC related activities.
2. The individual's primary role, per the job description or organizational chart, is to provide clerical, secretarial or administrative support.
3. The individual spends part or all of their time providing clerical, secretarial or administrative support directly to an individual (or individuals) included on the SPL.
4. The individual's costs are funded in whole or in part with state and local dollars.

Direct Support staff provide support to Staff Pool participants, but are **NOT** eligible to be included in the Staff Pool, and are **NOT** eligible to receive moments in the Random Moment Time Study



Entering Costs in PCG Claiming System

1. Locate the “Quarterly” tab on the green task ribbon.
2. Select “Salaried Staff” from the drop-down list.
3. Enter salary information for the staff pool participant in the “red” required fields. Then, save changes.
4. Repeat for each staff pool participant, contractor and support staff.



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Employee Id: E000000390
Employee Name: Employee, Test 390
Job Category: Home to School Coordinators/Liaisons for Special Education

Employee Salary: (Required)

Employee Benefits

Employer-Paid Benefits: (Required)

Federal Revenues

Federal Funds / Non-Allowable Sources: (Required)

Gross Costs:
Net Costs:
Notes:

< > Edit Another? (No changes on page)

Reporting Non-Allowable Funds

Scenario: You are reporting Jane's salary for April - June 2025. Your district paid her a salary of 30k between April 1st-June 30th. \$5k of the \$30k your district paid came from federal funds (fund code 400) meaning only \$25k is allowable.

CORRECT ways to report

1. Report \$30k in salary and \$5k in federal = Net cost of \$25k
2. Report \$25k in salary and 0 in federal = Net cost of \$25k

INCORRECT ways to report

1. Report \$30k in salary and 0 in federal = Net cost of \$30k (over-report)
2. Report \$25k in salary and \$5k in federal = Net cost of \$20k (under-report)

Reporting Non-Allowable Funds Correctly

Scenario: \$25,000 from state/local funds, \$5,000 from federal funds

Employee Salary: ✓

Employee Benefits

Employer-Paid Benefits:

Federal Revenues

Federal Funds / Non-Allowable Sources:

Gross Costs: \$30,000.00

Net Costs: \$25,000.00

Employee Salary: ✓

Employee Benefits

Employer-Paid Benefits:

Federal Revenues

Federal Funds / Non-Allowable Sources:

Gross Costs: \$25,000.00

Net Costs: \$25,000.00

For this example, we encourage the reporting method on the left, but both are correct in terms of claiming the correct net amount of \$25,000 from state/local funds.

Reporting Non-Allowable Funds Correctly

Scenario: \$25,000 from state/local funds, \$5,000 from federal funds

Employee Salary: ❌

Employee Benefits

Employer-Paid Benefits:

Federal Revenues

Federal Funds / Non-Allowable Sources:

Gross Costs: \$30,000.00

Net Costs: \$30,000.00

Employee Salary: ❌

Employee Benefits

Employer-Paid Benefits:

Federal Revenues

Federal Funds / Non-Allowable Sources:

Gross Costs: \$25,000.00

Net Costs: \$20,000.00

These methods are both incorrect. On the left, the reporter has failed to account for the \$5,000 in federal funds. On the right, the report has discounted the federal funds twice.

Addressing Warnings/Flagged Costs

Quarterly Financial Summary

[Export Options](#)

Status Summary

Page	no data	no warnings	has warnings	has very high warnings	has severe warnings	approved	rejected	excluded
Salaried Staff	2210	0	0	0	0	0	0	0
Contracted Staff	32	0	0	0	0	0	0	0
Salaried Support Staff	0	0	0	0	0	0	0	0
Contracted Support Staff	0	0	0	0	0	0	0	0
Other Costs By Service Type	0	0	0	0	0	0	0	0

The PCG Claiming System will trigger warnings if costs entered exceed statewide averages for positions. An explanation dropdown will allow the coordinator to enter in a reason for the high salary.

Edit 3 / 11

Employee Id: E0000000392

Employee Name: Employee, Test 392

Job Category: Administrators for Special Education

Employee Salary:

Employee Benefits

Employer-Paid Benefits:

Federal Revenues

Federal Funds / Non-Allowable Sources:

Gross Costs: \$140,000.00

Net Costs: \$140,000.00

Notes:

Warnings:

- Salary is severely high for job **

Explanation:

- Did not work this quarter
- District pays large amount of benefits
- Highly experienced staff and above average salary
- Part-time employee full-time benefits
- Payout for retirement included
- Reviewed the amount and verified it is accurate

Edit Another?

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Extended School Year (ESY) Costs

Per CMS guidance, districts may **not** claim costs associated with the extended school year. Costs associated with the **regular school year** are allowed.

- Salary/benefits for non-ESY work
- Appropriate stipends (cannot be ESY)

All eligible costs reported must be paid between April 1, 2025 and June 30, 2025 when reporting AJ25.

Frequently Asked Questions

Can I add SPL participants to the AJ25 SPL and report costs for them?

- Because the AJ25 SPL has been certified, missed participants or new positions cannot be added after a period is over.

How should I report staff that either did not work in April - June 2025 or were 100% federally funded?

- Report zero costs for participants who had zero costs.
- Coordinators should vacate participants on the SPL as soon as they find out they have left the district or are 100% federally funded.

What should I do if I find incorrectly reported costs after I certified the cost report?

- Please reach out to PCG. Depending on the timing, we can either unlock your financials or create an amendment.

Key Takeaways

Use	Cash-based accounting methodology (date of payment)
Report	Federal funds accurately
Include	Only costs associated with regular work hours and non-ESY workdays
Tie	Each cost to the job position

In the event your district is audited, always maintain proper financial documentation such as payroll summaries.

Important Dates and Certification Deadlines

Time Study Period		Staff Pool List, Calendars & Shifts		MAC Financials	
		Open Date	Certification Due	Open Date	Certification Due
April-June 2025					Aug 15, 2025
July 1st-August 6th 2025				Sep 1, 2025	Oct 10, 2025
August 7th-Dec 31st 2025			July 11, 2025	Jan 5, 2026	Feb 6, 2026
January 1st-June 30th 2026	<i>Dates are subject to change</i>	Oct 20, 2025	Nov 21, 2025	July 6, 2026	Aug 6, 2026

Helpdesk Support

PCG's helpdesk is available Monday through Friday, 8:00 am – 5:00 pm MT excluding state and Federal holidays.

To help our team efficiently address your inquiry, please include district name, your contact information and a brief description of your issue when contacting helpdesk for support.

Response times may vary during times of high volume or nearing program certification deadlines.



Claiming System Support Widget

Available on the bottom right corner of each page in the PCG Claiming System
<https://claimingsystem.pcgus.com/mt>



Dedicated MT SBS Email

MTsbs@pcgus.com



Toll Free Hotline

1-866-561-5313



System Demonstration

