

MAC Newsletter

Medicaid Administrative Claiming for Local Public Health Departments

MAC Updates

We haven't had a MAC Newsletter for a long time so be patient I'm a little rusty.

The main intent of this newsletter is to open up communications between the ODH MAC Unit and Local Health Departments that participate in the MAC Program. It allows us to share information and keep you updated on what changes are taking place in the MAC Application. These newsletters will be posted on the MAC website for easy access.

Ohio's MAC - Helping You to Help Others

Who's participating in MAC?

In the 1QSFY13 Time Study we had 66 Health Departments with 123 claiming units and 1,600 time study participants. 36 of these Health Departments have Health Commissioners that participate in the time study. That in itself is amazing to think that when we first started only one Health Commissioner participated in MAC.

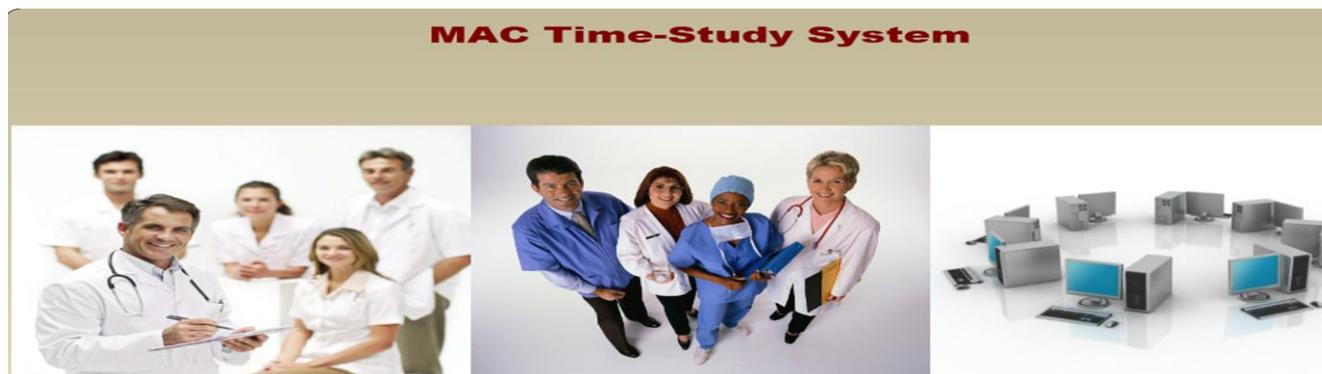
At least half of the Health Departments in Ohio participate in the MAC time study each quarter and we are adding new agencies each quarter. We are not done growing yet! A complete listing of agencies is on the MAC website.

MAC Training Materials in Ohio Train

We are still making changes to the MAC Application so the training materials in Ohio Train will not be updated until all of these have been made. The plan is to have all updates completed in the MAC Application by January 1st, 2013. All training materials in Ohio Train will be updated at that time. I have taken the "What is Medicaid Administrative Claiming (MAC)?" out of Ohio Train but the information is still available on the MAC website to give all new MAC Coordinators or time study participants.

Our Vision: Reducing Health Disparities by assuring the opportunity of eligible clients to obtain proper Medicaid Services.

Improvements to the MAC Application



We have made great strides these last few months with changes in the MAC Application and I think by the time we are done you will see a much more user friendly system for all of us.

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CLAIM WORKSHEET

Time Study : 4Q SFY12 Agency : Allen County Health Department Claiming Unit : Public Health

Tax ID : 34-6400019 Preparer : Sally Dray Phone Number : (740) 399-8000 Claiming Date : 07/26/2012

SOURCE DESCRIPTION	SALARY AND FRINGE	TRAVEL AND TRAINING	OTHER COSTS	PERSONAL SERVICE CONTRACTS
FEDERAL GRANTS AND MATCH	\$49,429.00	\$0.00	\$0.00	\$0.00
MAC MATCH	\$47,948.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$97,377.00	\$0.00	\$0.00	\$0.00

MER % : 24.30%

QUARTER CLAIM : \$9,624.32 PRIOR PERIOD ADJUSTMENT : \$0.00

TIME STUDY ACTIVITIES

One of the new features is found under the *Reports* section of the menu. You can now pull up the claiming worksheet for any quarter. Once you go into the screen you can choose what time study you want to view. Much faster than going through the "ToDo List" each time.

You will also notice that the "Upload File" and "View File" buttons are gone from the claim worksheet. This feature was always giving us problems so we deleted it from the application. You will need to send your payroll spreadsheet to me by email.

In the 3QSFY13 time study there will only be three (3) MAC Coordinators. After going through all of these past time studies we have noticed that the Claiming Unit Coordinator does not have a useful role in the system so we will be removing it from the Implementation Plan.

In the MAC Test Environment we have deleted the LocSup approval level of the daily log sheet. The Time Study Coordinator has the workload and can reassign a task to another participant for approval if needed. Approving the daily log sheets at the LocSup level and then again at the TSC level can be a time consuming process so we are currently going through a "time study" in the test environment to make sure this process works and should have it ready for 3QSFY13.



MAC Website Updates

<http://www.odh.ohio.gov/en/about/finmgmt/mac.aspx>

I am happy to say the MAC Website has been updated and it has a new format. Thanks to Jamie Stapleton for all her hard work in making this happen. The MER rate sheet and agency list with claiming units, number of people that time study, etc. has been updated. Training materials are available along with blank daily log forms. If you have trouble opening any of the links please give Jamie or I a call. This new software will only allow us to post PDF files to the website so if you need the payroll spreadsheet, blank daily log sheets or blank implementation plan let us know and we will send that to you.

MAC Audit File Checklist

Now that we are completely automated and you don't have the paper copy of the MAC Audit File Checklist to remind you, there are things you need to have in case you are ever audited. These will be documents specific to the quarter being audited.

- MAC MOA and approved Implementation plans.
- Position descriptions for time study participants listed on the Implementation Plans.
- Time cards, sign-in/sign-out sheets or payroll records that support staff time during time study week.
- Signed copies of any contracts where the costs have been included in the MAC Claim.
- Supporting documentation (e.g. vouchers, cancelled checks) for all expenditures listed under non-payroll expenses.



MAC Help Guide

The MAC Help Guide has been updated and on the MAC website. This Guide is full of useful information and step by step instructions on adding time study participants, completing rosters and approving percentage summaries. If you think of any new items that should be added or a process that needs to be explained in more detail please let us know. This will always be a work in progress.



Ohio Department of Health

246 North High Street
Columbus, Ohio 43215

Kim Dick, MAC Administrator

Phone: 614-644-7236

Fax: 614-995-5089

E-mail: Kimberly.Dick@odh.ohio.gov

Jamie Stapleton, Administrative Support

Phone: 614-644-8784

Fax: 614-995-5089

E-mail: Jamie.Stapleton@odh.ohio.gov

<http://www.odh.ohio.gov/en/about/finmgmt/mac.aspx>

Important Dates to Remember

- 2QSFY13 MAC Time Study will take place **November 10th – 16th**.
- **November 12th** – Veteran's Day (Code 15 paid time off)
- 1QSFY13 MAC Claims are due **November 15th**
- 2QSFY13 Daily Log Sheets will need to be completed by **December 7th**

Ask Mackie!

Q: Is it possible for one Health Department to coordinate MAC for another Health Department?

A: Yes! We checked with ODJFS and one Health Department can work with another Health Department regarding MAC. We set up an agency in the "test environment" to make sure we could have the same MAC Coordinators in two different agencies and how the workflow will be viewed in the ToDo list, etc. You will hear more about this as we work through the details.

