

MAC Newsletter

Medicaid Administrative Claiming for Local Public Health Departments

MAC Update

- 77 Agencies currently participate in MAC.
- 152 Claiming Units
- 1,799 Time Study Participants
- 4QSFY13 MAC Claims for Local Health Departments totaled \$1,622,251
- 4QSFY13 MAC Claims for the Ohio Department of Health totaled \$718,184

Ohio's MAC - Helping You to Help Others

MAC Training Materials

We had some of you contact us wanting a little more detail in some of the instructions in the **MAC Time Study Coordinator Manual**. A new revised version is on the website. We expanded on what is needed for the Implementation Plans, how long you have to keep old records for the claims and marking TSP's as invalid on the roster once the time study is over. We are working on dividing this manual up so when we do make changes that we can just replace a section at a time.

If we missed something or you would like more detail on a specific process please let us know.

MAC Deadline Dates

As I'm sure you have noticed we are starting to be a little more firm on enforcing the due dates listed on your KEY MAC Dates sheet we send to MAC Coordinators each quarter. We want to make sure we are following the guidelines of when things are due and keeping to those deadlines whether its implementation plans, rosters or claims. Since we were having issues with the MAC Application we were letting things go for a long time trying to get them to work in the application. Hopefully we have things working with only a few glitches now and then. If there is a problem with meeting these deadlines we will try to work with you as best we can.

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

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Improvements to the MAC Application

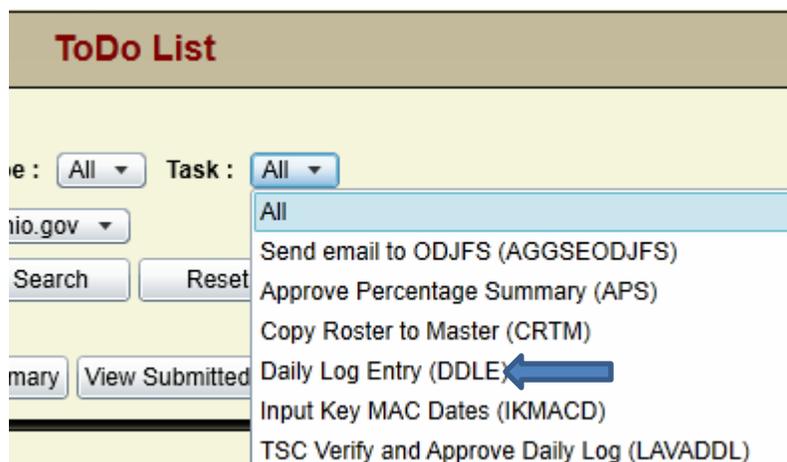
MAC Time-Study System



Where oh where are those Daily Log Sheets!

We know that after a time study week is over and everyone is trying to complete their daily log sheets it's hard to keep track of where you are in the approval process. Once a Time Study Participant has completed their daily log sheet it flows to the Time Study Coordinator for approval. You are going back and forth and it can get confusing on whose daily log sheets are still missing.

Once the time study week is over and Time Study Participants are completing their log sheets you can do a search in the ToDo list to see who still needs to complete their daily log sheet. In the ToDo List go to the Task bar and click on the drop down arrow. Click on Daily Log Entry, then click on Search and a list of "in process" daily log sheets will appear. The complete instructions can be found on Page 54 of the "Revised 11/22/13" version of the Time Study Coordinator Manual on the MAC Website.



MAC Website

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

On the MAC Website on the left hand side you will see “External Links” and on this page you will see MAC Favorite Links.

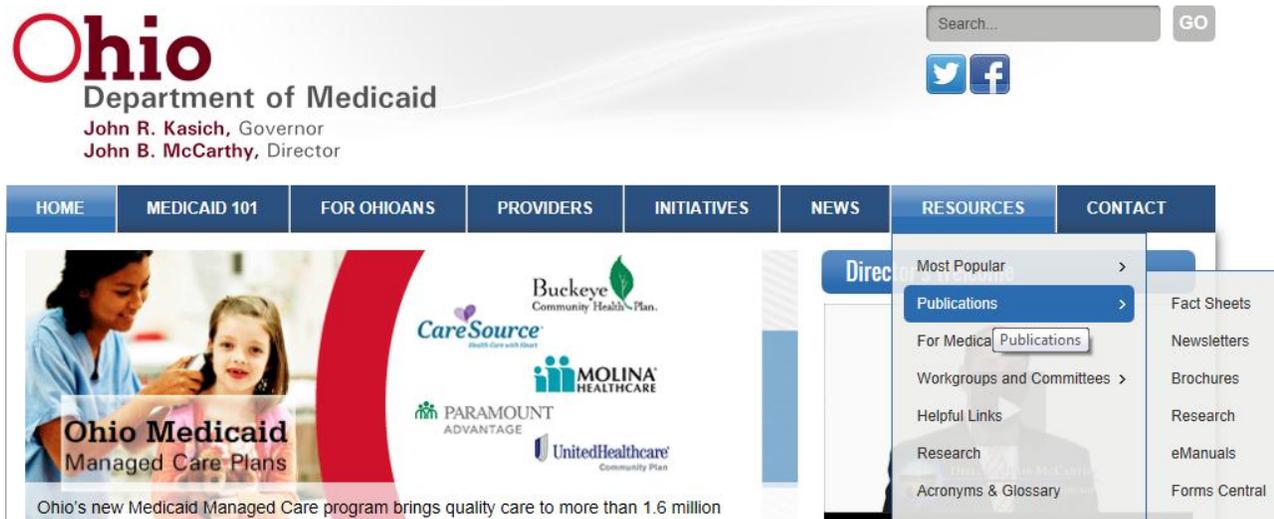


Ohio Department of Medicaid Publications is an external link you can use to order brochures and pamphlets.

MAC Favorite Links

[Ohio Department of Medicaid](#)

The link will take you to the Ohio Department of Medicaid website. Click on the Resources tab and you will find Fact Sheets and Brochures that you can order and most are free!



Ask Mackie!



Q: How long are we required to keep MAC paperwork?

A: The official answer is found on page 7 of the Methodology Guide which can be found on the MAC Website:

All supporting documentation will be made available by the claiming entity for audit by the State of Ohio (including ODJFS/ODM, ODH, the Auditor of the State of Ohio, the Inspector General of Ohio, or any duly authorized law enforcement officials) and by agencies of the United States Government. All supporting documentation is retained by the claiming entity for three years from the last quarter of the federal fiscal year of reimbursement. ODH will adhere to the federal regulation 45CFR Subtitle A § 92.42 which states: "If any pending litigation involving the records has been started before the expiration of the three year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later."

The Cliff Note Version of this is: Three years from end of Federal Fiscal Year (FFY) (e.g. 9/30/20xx) in which reimbursement was received or until all issues of an audit are resolved. The documentation would be the payroll backup, Agency Organization Chart, Job descriptions of all time study coordinators and participants. The MAC Application has the daily log sheets, percentage summary and claim worksheets which can be exported at any time so there is no need to keep paper copies of those on file.



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MAC Website Address

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