

# MAC Newsletter

## Medicaid Administrative Claiming for Local Public Health Departments

### MAC Update

- 78 Agencies currently participate in MAC.
- 158 Claiming Units
- 1,840 Time Study Participants
- 2QSFY14 MAC Claims for Local Health Departments totaled \$1,690,984
- 2QSFY14 MAC Claims for the Ohio Department of Health totaled \$937,564

*Ohio's MAC - Helping You to Help Others*

## Understanding the Claim Worksheet

### *How is reimbursement determined?*

Medicaid administrative claims are based on staff activity (not on **services** to Medicaid- eligible individuals) and actual expenditures related to staff that perform the allowable MAC activities. Costs are allocated to MAC on the basis of quarterly time studies.

MAC has a federal and a nonfederal share. The nonfederal share of the claim must be supported with public funds; funds from private sources such as foundations are not allowable. All federal funds, along with maintenance of efforts and other state/local funds required by the federal grants are not allowed and must be offset or excluded as match. All state or local funds that are matched to other federal sources must be offset.

The formula for reimbursement is as follows:

	Actual expenditures (salaries, benefits, other costs of individual in time-study)
X	Percentage of time claimable to MAC (determined by the time-study)
X	Percentage of Medicaid Eligibility Rate (MER) for the county & claiming unit
X	50% Federal Financial Participation (FFP)

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Amount of Federal Reimbursement

*This information was taken from "MAC: An Introduction" which can be found at the bottom of the first page of the MAC website.*

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

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## MAC Time-Study System



### Adding new time study participants

If you are adding new time study participants to your claiming unit you can contact the MAC Unit. We will need the participant's name, job title, email address and phone number. We check to see if they are already a Gateway user in another program. We don't want to create a new account if they already have one. Please keep in mind that these participants are only added to Gateway and the MAC application. **You will have to add these participants to the roster.** Once we let you know the participant has been added their names will appear on the agency drop down list of participants. You will then be able to add them to the claiming unit roster.

### On again/off again time study participants

Once Time Study Participants are added to the roster they must participate in the time study. We are seeing a lot of people on the roster's each quarter that are always marked as invalid after the time study takes place. If they aren't going to participate each quarter then delete them from the roster.

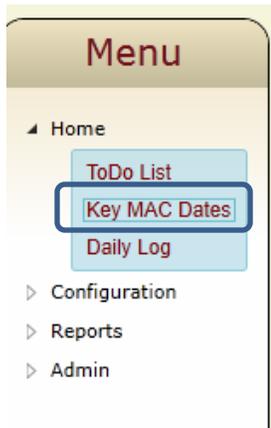
### Why and how do you reassign daily log sheets

There are a number of reasons that a MAC Time Study Coordinator may have to reassign a time study participants daily log sheets.

- Time study participant is on paid leave (disability/maternity/vacation)
- Left for vacation and forgot to submit log sheets
- Time study participant's supervisor needs to approve

You will find **step by step directions** on how to reassign daily log sheets on page 55 of the MAC Time Study Coordinator Manual (dated 11/22/13). You can find all manuals on the MAC Website.

# Where can I find the Key MAC Dates?



If you look at the Menu on the left hand side of the screen under **Home** you will find the **Key MAC Dates**. This will give you all of the deadlines for a specific quarter. At the bottom of the screen you will see a list of the Time Studies that have been entered into the application. Click on the quarter you want to review and the screen below will appear. This is the same type of information we email to you once we receive the time study dates from the Ohio Department of Medicaid. These dates can be viewed at any time.

## KEY MAC DATES

**KEY MAC DATES**

**Time Study ID :** 3Q SFY14

**Description :**

**Time Study Week :**   through

**Roster completed in MAC Application:**

*(Reminder that new time study participant names have to be given to ODH MAC Unit to enter into Gateway prior to them being added to the MAC Application for the roster.)*

**Notification of time study week to Time Study Participants:**

*(Time Study Coordinator sends an email informing time study participants of the time study dates and confirms that any new time study participants have taken training through Ohio Train.)*

**Completion of Electronic Time Study :**

*(Daily log sheets have been approved, results posted to the percentage summary, the percentage summary has been approved and submitted to the Financial Coordinator.)*

**Completion of Claim to MAC Unit :** 05/15/2014

*(Claim has been submitted in the MAC Application and the payroll detail sheet has been emailed to ODH MAC Unit. Claim is based on actual payroll paid during the quarter.)*

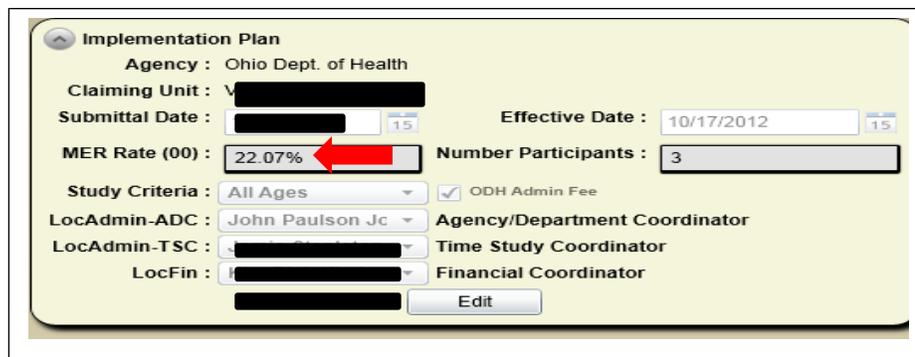
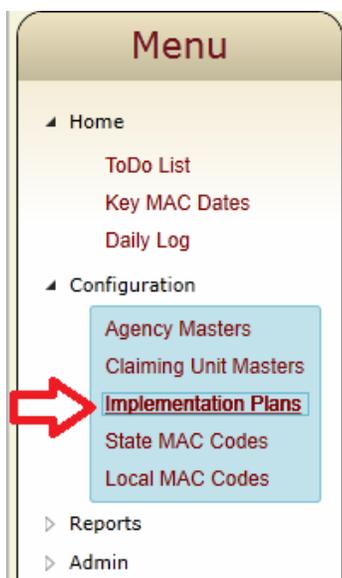
Time Study	Start Date
▶ 3Q SFY14	02/24/2014
2Q SFY14	12/03/2013
1Q SFY14	09/15/2013
4Q SFY13	06/02/2013
3Q SFY13	02/13/2013
2Q SFY13	11/10/2012
1Q SFY13	08/02/2012



# Ask Mackie!

**Q: How do I know my current MER rate?**

**A:** Coordinators have the ability to view the implementation plan, which includes the current MER rate, coordinators, and how many participants are included on the plan. If you look at the Menu on the left hand side of the screen under **Configuration** you will find the **Implementation Plan**.



**Q: When should I delete someone from the roster?**

**A:** If the person has retired, left the agency or their duties have changed and they are no longer doing MAC activities. You will **delete them from the roster prior to the time study taking place**.

**Q: When should I mark someone as invalid on the roster?**

**A:** If they left the agency or changed job duties after the roster was submitted and verified by the MAC Unit you will need to mark them as **invalid**.

**Q: Do I need to save my daily log sheets as I complete them each day?**

**A:** No the system will automatically save your daily log sheet each time you go out of the application.



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