



STATE OF WASHINGTON  
**HEALTH CARE AUTHORITY**

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October 11, 2011

**TO:** Local Health Jurisdiction (LHJ) Medicaid Administrative Match (MAM)  
Program Coordinators

**FROM:** Alan Himsl, Supervisor *AH*  
Medicaid Outreach Unit  
Community Services Section, Division of Health Care Services

**SUBJECT:** Clarification – Review of Medicaid Administration Match Subcontracts for  
Approval

#### **Subcontract Review**

Many LHJs have subcontracted with non-governmental agencies to perform MAM activities. Health Care Authority (HCA) staff is aware that many of these subcontracts expire at the end of this calendar year. As required in the special terms and conditions of your agreement with HCA, it is necessary for HCA to review and approve in writing any subcontracts for MAM activities you currently have, want to renew or amend, or initiate. As you restructure your contracts, the following criteria may be helpful and will be specifically reviewed by HCA:

#### **Description**

- The mission of the proposed subcontractor.
- How the activities of this subcontractor will be in direct support of the state Medicaid agency and the Washington Medicaid State Plan.
- The proposed subcontractor's relationship with your agency.
- The proposed subcontractor's relationship with the health care community.
- A list of all geographic areas to be served by the proposed subcontractor under the terms of this contract.
- The specific population(s) to be served through this subcontract.
- A general description of types of staff who will be participating in the work laid out in this proposed contract, (i.e., nurses, social workers, clerical, outreach workers).
- How these staff will be trained on basic Medicaid outreach, application assistance, and linkage, referral, and time study requirements.
- A list and description of any other contracts/subcontracts you already have with the proposed subcontractor.  
A list and description of any other contracts the subcontractor has for similar MAM activities.

#### **Financial Information**

- A list of all sources of federal funding the proposed subcontractor is currently receiving.

- How federal funds received by the proposed subcontractor will be offset prior to claim submission.
- A list and description of all sources of Certified Public Expenditure used to cover claiming of subcontractor total costs in support of MAM.
- How the LHJ will ensure funds coming from the subcontractor will not be used as local match.
- It is a requirement that the LHJ pay the subcontractor 100% of its total MAM related costs before submitting the MAM claim to HCA. Describe how the LHJ will accomplish this.

**Monitoring - *The contractor takes full responsibility for MAM related activities performed by the subcontractor as outlined in your MAM agreement with HCA.***

- A description of the monitoring plan for the proposed subcontractor to ensure it is meeting all terms and conditions required in the HCA MAM contract.

If you have any questions or concerns regarding this clarification, please contact William McCandless, MAM Program Manager at 360.725.1657 or by email at [william.mccandless@hca.wa.gov](mailto:william.mccandless@hca.wa.gov).

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