



STATE OF WASHINGTON
HEALTH CARE AUTHORITY

626 8th Avenue, SE • P.O. Box 45530 • Olympia, Washington 98504-5530

Medicaid Administrative Claiming
Memo: LHJ-01-16

January 21, 2016

TO: Local Health Jurisdictions (LHJs)
Random Moment Time Study (RMTS) and Fiscal Coordinators

FROM: Alan Himsl, Unit Supervisor 
Medicaid Outreach Unit
Health Care Services, Community Services

SUBJECT: Extension for April-June 2015 and July-September 2015 MAC Invoices

The Health Care Authority (HCA) is extending the deadline for the April-June 2015 (Q2 2015) and July-September 2015 (Q3 2015) invoices. The final dates for submission are:

- April-June 2015 (Q2 2015) invoices are due by *February 29, 2016*.
- July-September 2015 (Q3 2015) invoices are due by *March 31, 2016*.

HCA and the Washington State Association of Local Public Health Officials (WSALPHO) have entered into a contractual agreement in order for HCA to share the client data needed for the modified county-wide Medicaid Eligibility Rate (MER). The modified county-wide MER is being processed by WSALPHO and will be available soon. To ensure each LHJ has sufficient time to prepare their invoices, HCA is extending the Q2-Q3 2015 invoice deadlines. This extension also applies to subcontractor invoices. If you have subcontractors, you are responsible for ensuring their invoices are submitted in a timely manner. LHJs must submit their Q2-Q3 2015 invoices to HCA no later than the deadlines identified above.

Should you have any questions or additional concerns, please contact Jennifer Inman, MAC Program Specialist, by telephone at 360-725-1738 or via email at jennifer.inman@hca.wa.gov.

By email

cc: Jennifer Inman, MAC Program Specialist, HCS, HCA
Aranza Granrose, MAC Program Specialist, HCS, HCA

January 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 <i>New Year's Day</i> PHSKC Subcontractor Q3 2015 invoice due to PHSKC	2	3
4 Quarter 1 begins	5 Q3 2015 RMTS Results posted	6	7	8	9	10
11	12	13	14	15	16	17
18 <i>MLK Day</i>	19	20	21	22	23	24
25 Statewide MAC Coordinator Call	26	27	28	29	30	31

MAC TASKS

January 5

Quarter 1 (January- March) begins

January 5-8

Q3 2015 RMTS Results available on URMTS

February 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8 Annual refresher training notice sent to all participants	9	10	11	12	13	14
15 <i>President's Day</i>	16	17	18	19	20	21
22 Statewide MAC Coordinator Call	23	24	25	26	27	28
29 Q2 2016 Participant List Certification Due Invoice Extension: Q2 2015 Invoice Dues						

MAC TASKS

February 29th

LHJS update the participant lists, including new participants and calendars, and certify the list for Q2 2016

February 29th

Q2 2015 invoices due to HCA

March 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8 LHJ completes Q4 2015 code review	9	10	11	12	13
14	15	16	17	18	19	20
21 Statewide MAC Coordinator Call All participants complete annual online training HFA completes review of Q4 2015 10% sample	22	23	24	25 Q2 2016 moments generated	26	27
28 LHJs submit in-person training rosters	29 LHJ finalizes Q2 2015 sample	30 PHSKC subcontract Q4 2015 invoices due	31 Invoice Extension: Q3 Invoice Due			

MAC TASKS

March 8th

Q4 2015 code review must be completed and certified.

March 18th

All new MAC participants certify the new participant training. Participants who have not certified the training will be removed from the participant list for Q2 2016.

March 21st

All participants complete and certify the annual online refresher training.

March 31st

Q3 2015 Invoices Due to HCA

March 28th

All new MAC participants complete required in-person training. Signed rosters must be submitted by COB.

April 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Q2 2015 begins	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 Statewide MAC Coordinator Call	19	20	21	22	23	24
25	26	27	28	29 Q4 2015 Invoices Due	30	

MAC TASKS

April 29th

LHJs must submit Q4 2015 invoices to HCA no later than today.

May 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16 Statewide MAC Coordinator Call	17	18	19	20	21	22
23	24	25	26	27	28	29
30 <i>Memorial Day</i>	31 LHJ Q3 2016 participant updates due					

MAC TASKS

May 31st

LHJS update the participant lists, including new participants and calendars, and certify the list for Q3 2016

June 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2 PHSKC subcontractor Q1 2016 invoices due to PHSKC	3	4	5
6 Q1 2016 code review due	7	8	9	10	11	12
13	14	15	16	17 Q3 2016 new participants complete online training	18	19
20 Statewide MAC Coordinator Call	21	22	23	24 Q1 2016 10% sample due Q3 2016 moments generated	25	26
27	28	29	30 LHJ submits in-person rosters			

MAC TASKS

June 6th

LHJ completes and certifies the code review for Q1 2016

June 30th

All new MAC participants complete required in-person training. Signed rosters must be submitted by COB.

June 17th

All new MAC participants complete and certify the online participant training by **COB June 17th**. Participants who have not completed and certified the training will be removed from the participant list for Q3 2016.

June 24th

LHJ completes and certifies the 10% sample for Q1 2016

July 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Quarter begins	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 Statewide MAC Coordinator Call	19	20	21	22	23	24
25	26	27	28	29 Q1 2016 Invoice Due	30	31

MAC TASKS

July 29th

Q1 2016 invoices must be submitted to HCA
no later than today.

August 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 Statewide MAC Coordinator Call	16	17	18	19	20	21
22	23	24	25	26	27	28
29 LHJ Q4 2016 participant updates due	30	31				

MAC TASKS

August 29th

LHJS update the participant lists, including new participants and calendars, and certify the list for Q4 2016

September 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6 Q2 2016 code review due	7	8	9	10	11
12	13	14	15	16 Q4 2016 new participants complete online training	17	18
19 Statewide MAC Coordinator Call	20	21	22	23 10% sample due Q4 2016 moments generated	24	25
26	27	28	29 PHSKKC subcontractor Q2 2016 invoices due to PHSKC	30 LHJ submits in-person rosters		

MAC TASKS

September 6th

LHJ completes and certifies the code review for Q2 2016

September 30th

All new MAC participants complete required in-person training. Signed rosters must be submitted by COB.

September 16th

All new MAC participants complete and certify the online participant training by **COB Sept. 16th**. Participants who have not completed and certified the training will be removed from the participant list for Q3 2016.

September 23rd

LHJ completes and certifies the 10% sample for Q2 2016

October 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 Statewide MAC Coordinator Call	18	19	20	21	22	23
24	25	26	27	28 Q2 2016 Invoice Due	29	30
31						

MAC TASKS

October 28th

LHJs must submit Q2 2016 invoices to HCA
no later than today.

November 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11 <i>Veteran's Day</i>	12	13
14	15	16	17	18 Update and certify participant list for Q1 2016	19	20
21 Statewide MAC Coordinator Call	22	23	24 <i>Thanksgiving Day</i>	25	26	27
28	29	30				

MAC TASKS

November 18th

LHJs update and certify the participant list and calendar for Q1 2017

Participants notified to complete annual training

December 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 LHJ submits annual MER proposal	2	3	4
5	6	7 LHJ completes Q3 2016 code review	8	9	10	11
12	13	14 New participants complete training	15	16	17	18
19 Statewide MAC Coordinator Call Q1 2016 moment are generated	20 HFA completes 10% review for Q3 2016	21	22	23 <i>Christmas Day (observed)</i>	24	25
26	27 LHJ submits in person training rosters	28 LHJ finalizes Q3 2016 10% sample	29	30	31	

MAC TASKS

December 5th-14th

LHJ submits annual MER proposal

New participants complete and certify the online participant training

LHJ completes and certifies Q3 2016 code review

December 19th & 20th

HFA completes 10% sample and notifies LHJ

Q1 2016 moments are generated.

December 28th

LHJ finalizes and certifies Q3 2016 10% sample and notifies HFA

*Note

Q3 2016 invoice will be due January 29, 2017

Consortia results for Q3 2016 will be available January 3rd-5th 2017