



STATE OF WASHINGTON  
**HEALTH CARE AUTHORITY**

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

March 14, 2016

Dear School District Medicaid Administrative Claiming (MAC) Coordinators:

**SUBJECT: Changes to Administrative Cost tracking effective July 1, 2016**

The Health Care Authority's (HCA) Medicaid Administrative Claiming (MAC) Unit would like to provide an important update to all MAC contracted school districts concerning the Random Moment Time Study (RMTS) and administrative costs. As of July 1, 2016, all administrative costs will be tracked through the RMTS. This will require staff that are not participants in the RMTS system, but support the MAC program, including MAC Coordinators and back up Coordinators, to be added to the Administrative Pool #1 in the quarterly "Participant Upload" list to receive random moments.

Until July 1, 2016 please continue to document your administrative costs as previously directed. We will accept the documentation that has been sent to HCA explaining your school district's administrative costs. It is important to remember that for all administrative costs claimed, the district must maintain supporting documentation of the amount claimed. This includes the following information submitted with the claim:

- Name of staff member.
- Hourly salary based on the base contract salary and benefits for the quarter.
- A daily activity log tracking hours worked related to MAC during the quarter.

Should you have any questions or concerns, please contact the assigned Program Specialist listed for your school district below.

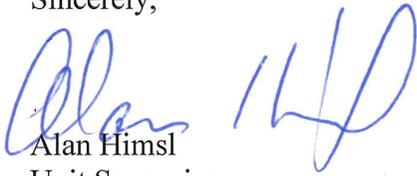
Districts A-C	Districts D-I	Districts J-M	Districts N-R	Districts S-Z
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School Medicaid Administrative Claiming (MAC) Coordinators

March 10, 2016

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Sincerely,



Alan Himsl

Unit Supervisor

Medicaid Program Operations and Integrity

By email

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Larry Linn, Medical Assistance Program Specialist 3, MPOI, HCA  
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