

Keller Independent School District Medicaid Administrative Claiming Operating Plan

Operating Plan Overview:

The Keller Independent School District submits this operating plan summary of the Medicaid Administrative Claiming program to the HHSC MAC coordinator for review and approval. This operating plan includes program coordinator contact information and responsibilities as they relate to the MAC program. Also included is an outline of procedures to be implemented for training, time studies, financial reporting and audit file retention.

MAC Program Coordinators:

Listed below are the MAC Program Coordinators, their contact information and their primary responsibilities as they relate to the Medicaid Administrative Claiming program.

Kent Morrison
Chief Financial Officer
Keller Independent School District
350 Keller Parkway
Keller, TX 76248
kvmorrison@kellerisd.net

Mr. Morrison will have the operational authority and overall responsibility for the MAC project.

Kristin Williams
Director of Finance
MAC Program Coordinator
Keller Independent School District
350 Keller Parkway
Keller, TX 76248
817-744-1111
kewilliams@kellerisd.net

Ms. William's job function and responsibilities pertaining to the MAC program are to:

- Ensure the accurate and timely preparation of the quarterly financial reporting.
- Compilation and maintenance of a quarterly audit documentation file.

- Ensure that mandatory training requirements are met for all time study participants before they complete the RMTS
- Ensure that Follow up with sampled staff members regarding RMTS due dates and timelines is performed
- Provide the mandatory training for all time study participants before they complete the RMTS
- Provide any necessary follow up with sampled staff members regarding RMTS due dates and timelines
- Provide accurate and timely preparation of the quarterly financial reports.
- Assist with the compilation and maintenance of a quarterly audit documentation file.

Genni LaPlante
 Executive Director Special Services
 Assistant MAC Program Coordinator
 Keller Independent School District
 350 Keller Parkway
 Keller, TX 76248
 817-744-1032
 glaplante@kellerisd.net

Ms. LaPlante's job function and responsibilities pertaining to the MAC program are to:

- Ensure that time study participants are properly designated for inclusion in the MAC time study

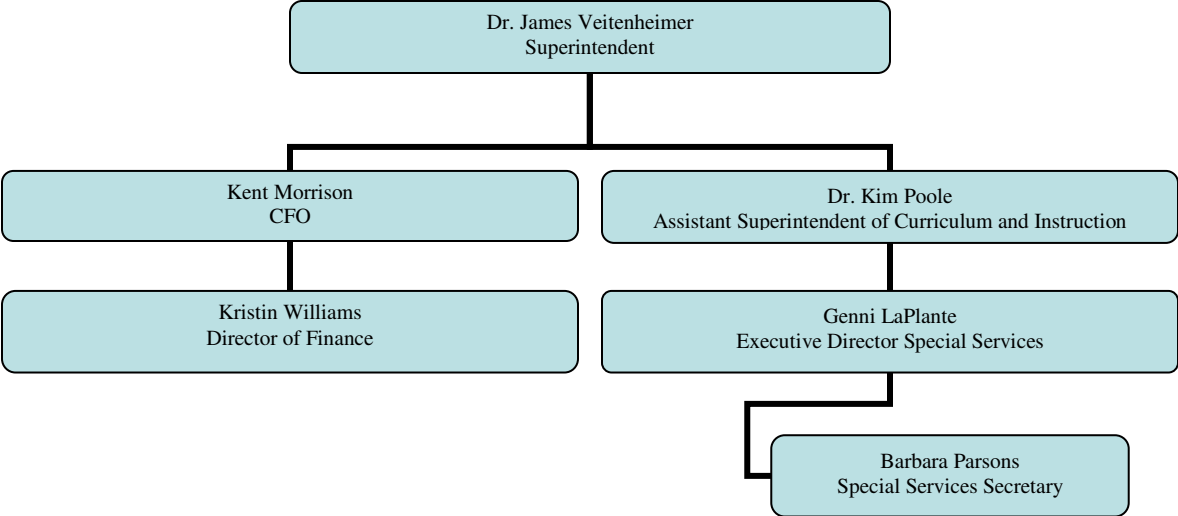
Barbara Parsons
 Secretary to Executive Director Special Services
 Assistant MAC Program Coordinator
 Keller Independent School District
 350 Keller Parkway
 Keller, TX 76248
 817-744-1032
 bparsons@kellerisd.net

Ms. Parson's job function and responsibilities pertaining to the MAC program are to:

- Ms. Parson will ensure that time study participants are entered into the Fairbanks LLC website in a timely and accurate manner

MAC Program Coordinators:

Displayed below is an organizational chart showing where and to whom the MAC Program Coordinators are assigned.



Training

Training will be provided to each selected time study participant prior to the participant's random moment. This procedure will be used for newly hired participants as well as existing participants

This training will include:

- The purpose of the random moment time study
- The procedures for logging on to the Fairbanks LLC website
- The procedure for completing the Random Moment time study questions
- A sample of the RMTS entry screen will be provided along with instructions on the accurate completion of that screen.
- Certification of the random moment responses
- Questions regarding the proper operating procedures will be answered by the MAC assistant program coordinator.

Following the completion of the training session, the participants will complete a form signifying that they have completed the mandatory training session and that they understand the information provided. This acknowledgment of completed training along with the completion date will be retained by the Keller Independent School District and used to:

- Ensure all participants are properly trained prior to their Random Moment
- Schedule refresher training.
- Provide documentation that each participant in the time study received appropriate training prior to the time study

Time Study

At the beginning of each quarter, the district will review the master list of sampled participants for the RMTS made available on the RMTS website.

- Prior to the sampled moment, each staff member will complete training on the RMTS.
- On an ongoing basis throughout the quarter, the district will follow-up with sampled staff members that have not completed their time study within one week of their sampled date to complete the RMTS. Follow up activities may include a phone call, email or live discussion.
- If time study participants have questions regarding the RMTS process, they are to first go to their supervisors, and if needed, the supervisor will contact the Program Coordinator. If time study participants have questions regarding the RMTS website, they will contact the Program Coordinator who will if necessary; contact Fairbanks LLC, the State's vendor, for software support.

Fiscal Information

Source of funds

State General Review funds are used for match.

- Financial Reporting. The district will prepare the quarterly financial costs for MAC using the State provided financial reporting system and guidelines. Any questions related to the financial reporting or expenditure/revenue inclusion will be directed to the State MAC Coordinator at HHSC.
- Time Frames. In order to insure financial information is submitted before the deadline, the district has established intermediate deadlines for each quarter.

Audit File

Kristin Williams, MAC Program Coordinator will be responsible for maintaining and updating the audit file.

Contents of the audit file include:

- Copies of computations used to calculate financial costs
- Copies of any worksheets or spreadsheets used in developing the financial costs reported on the State website
- A listing of other costs
- A detailed listing of all revenues offset from the claim, by source
- Signed copy of the approved annual operating plan
- Copies of all training materials given to staff, dated for the quarter they were used
- Copy of signed and submitted quarterly financial certification form
- MAC Program Coordinator's job description
- Location of file
 - Administration Building
 - Finance Office
 - Keller Independent School District
 - 350 Keller Parkway
 - Keller, Texas 76248

Effective Dates

Effective Dates April 1, 2007 through March 31, 2008

Authorized Signatures/Dates

Listed below are the names and signatures of the district's Administrators who has oversight of the MAC program as well as other individuals and their titles who have direct responsibility for the project

Authorized Signatures

Kent Morrison
Chief Financial Officer

Date

Kristin Williams
Director of Finance
MAC Program Coordinator

Date

Genni LaPlante
Executive Director Special Services
Assistant MAC Program Coordinator

Date

Barbara Parsons
Secretary to Executive Director Special Services
Assistant MAC Program Coordinator

Date