



ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT

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P.O. Box 3912 • 802 N. Sam Houston Ave • Odessa, Texas 79760

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Medicaid Administrative Claiming
Rate Analysis Department
Mail Code H360
Health and Human Services Commission
11209 Metric Blvd
Austin, TX 78758

June 25, 2009

As required for participation in the Medicaid Administrative Claiming (MAC) Program as specified in the current Texas Timestudy Implementation Guide for Direct Services and Medicaid Administrative Claiming, please accept Ector County Independent School District's MAC Program Operating Plan from the effective date on the attached MAC Program Operating Plan forward. The Ector County ISD understands that once the MAC POP is approved, it will remain in effect indefinitely or until the State and/or the Ector County ISD decide to terminate the contractual agreement required for Participation in MAC.

Signature: _____ Title: _____

**Medicaid Administrative Claiming Program Operating Plan (MAC POP)
District Contact Information**

District Name:	HCAT #:	District ID
Ector County Independent School District	52907015700014	068-901

Please provide the following information.

RMTS Coordinator Name: Elaine Smith		Title: Interim Exec. Director of Special Education
Mailing Address: P.O. Box 3912	City: Odessa	Zip: 79760
Phone: 432-334-7112	Fax: 432-331-7848	Optional Phone: 432-332-9151
Email Address: elaine.smith@ectorcountysd.org		

MAC Financial Coordinator Name: David Harwell		Title: Director of Finance
Mailing Address: P.O. Box 3912	City: Odessa	Zip: 79760
Phone: 432-334-7127	Fax: 432-334-0785	Optional Phone: 432-332-9151
Email Address: david.harwell@ectorcountysd.org		

Superintendent/Executive Director Contact Information:

Contact Name: Hector Mendez		Title: Superintendent
Mailing Address: P.O. Box 3912	City: Odessa	Zip: 79760
Phone: 432-334-7100	Fax: 432-334-7138	Optional Phone: 432-332-9151
Email Address: hector.mendez@ectorcountysd.org		

Please note: MAC and RMTS contact information must be updated and maintained on the Fairbanks, LLC website.

Random Moment Time Study (RMTS) Roles and Responsibilities

By initialing at each Coordinator's section below the district agrees to the following:

RMTS Coordinator Roles and Responsibilities

(initials)

Functions

The RMTS Coordinator will attend mandated/required training provided by HHSC or its designee, to understand the purpose of the RMTS, and understand the importance of updating and/or certifying the Participant List (PL), to ensure that the updates and certifications are completed by the scheduled due dates. The Coordinator will ensure that all eligible participants are added to the RMTS web based system at the beginning of each federal fiscal year, add/delete program contacts as appropriate to the contact list and provide required training to selected time study participants and ensure their availability to answer questions from sampled staff as specified in the current Texas Timestudy Implementation Guide for Direct Services and Medicaid Administrative Claiming.

Training

The RMTS Coordinator will ensure that sampled staff receives training prior to the completion of the RMTS for their sampled moment each quarter; therefore, mandatory training will be made available to selected time study participants staff each quarter. Staff identified to participate in a time study for the first time during a federal fiscal year will be provided interactive training. Refresher training will be provided to staff that has attended interactive training within a fiscal year and has been selected to participate in the time study for more than one quarter. As new staff are added to the PL and selected for the time study, they will be trained in adherence with all training requirements. Training materials either issued by HHSC or approved by HHSC will be used. Districts utilizing training materials not issued by HHSC will submit them for approval 30 days prior to the scheduled training.

Oversight/Monitoring

The RMTS Coordinator will provide oversight of the RMTS and review the master participant list in the RMTS system to ensure its accuracy prior to the beginning of each RMTS period. Necessary updates will be made to the participant list on the RMTS website by the date the participant list closes for each quarter. Throughout the quarter, the district will follow-up with staff members that have not completed their sampled moment within the allowed response period (one week from the sampled moment). Follow-up activities may include a phone call, email or live discussion and must be documented. Questions and/or concerns raised by RMTS sampled staff will be answered promptly. Time study participants will be instructed to first go to their supervisors who will then contact the Program Coordinator regarding questions on which they need assistance and provide the information back to staff. In the

event that a supervisor is not available, the Program Coordinator must be available for direct contact by time study participant staff. The RMTS Coordinator will ensure that the 85% participation/response requirement is met each quarter and will act as backup to the MAC Financial Program Coordinator when necessary. Questions regarding issues with the RMTS website will be directed to the State's vendor for software support by the Program Coordinator or their assistant.

Documentation and Record Keeping

Supporting documentation of all training conducted will be kept in the ISD's quarterly supporting documentation file. Documentation for all follow-up activities, i.e., phone calls, email or live discussion will be kept in the supporting documentation file for the quarter they are conducted. The supporting documentation file will be maintained for a minimum of five years by the RMTS Coordinator and will be made available upon request from state and federal entities.

MAC Financial Coordinator Roles and Responsibilities

(initials)

Functions

The MAC Financial Coordinator's function is to attend mandated/required training provided by HHSC or its designee, understand the purpose of the RMTS and the PL and their importance in the calculation of the MAC Claim. The RMTS web-based system will be utilized by the ISD for calculation of the MAC Claim. MAC Financial Coordinator will ensure that the financial data included in the calculation of the claim is based on actual expenditures incurred during the quarter for which a claim will be submitted. Only direct costs and indirect costs as defined in OMB A-87 and approved by CMS will be entered into the claim. Expenditures included in the MAC claim and funded with federal funds will be offset or reduced from the claim prior to the determination of the federal share reimbursable for each claim. Once the claim is calculated, the MAC Financial Program Coordinator will ensure that the information entered into the web-based system is accurate by certifying and printing the Quarterly Summary Invoice (QSI) generated by the system. The Chief Financial Officer (CFO), or other individual designated as the financial contact by the ISD will be required to certify the accuracy of the submitted claim and the availability of matching funds necessary. The certification statement will be included as part of the invoice and will meet the requirements of 42 CFR 433.51. MAC claims will be submitted on a quarterly basis via the web-based system within two (2) quarter's of the end of the claim period in order for the claim to be calculated.

Training

The MAC Financial Coordinator ensures that all applicable training requirements are met and that a minimum of two individuals with working knowledge of MAC attend all mandatory trainings and ensure compliance with policy directives.

Oversight/Monitoring

The MAC Financial Coordinator will provide oversight and monitoring and coordinate with the RMTS Coordinator to ensure the quarterly participant list data is accurate and appropriate for inclusion on the quarterly MAC Claim, the certification of financial costs are true and accurate, the time study results are valid, financial data submitted for the quarter is true and accurate, and that appropriate documentation is maintained to support the time study and the claim each quarter.

Documentation and Record Keeping

The MAC Financial Coordinator will ensure that supporting documentation is maintained that appropriately identifies the certified funds used for MAC claiming. The documentation will identify all sources of funds used for certification and must ensure that said funds have not been used to match other federal funds. Supporting documentation will be kept in a quarterly supporting documentation file (audit file). The district will provide a list of sources of funds used to complete a MAC claim upon request by HHSC. The MAC Financial Coordinator will coordinate with the RMTS Coordinator to ensure the Supporting Documentation File (audit file) contains all required documentation as specified in the current Texas Timestudy Implementation Guide for Direct Services and Medicaid Administrative Claiming and that the file will be maintained at the ISD's financial office.

Term of the MAC Program Operating Plan

This plan will be effective October 1, 2009 and shall continue indefinitely or until the State and/or the ISD change the MAC POP processes or terminate the contractual agreement required for participation in MAC.

Authorized Signatures

Superintendent / Executive Director

Date

Chief Financial Officer

Date

Project Coordinator (MAC Coordinator)

Date

Ector County Independent School District
Organizational Chart
2009-2010

