



Ector County Independent School District
P.O. Box 3912 Odessa, Texas 79760
Office: (432)334-7112 Fax: (432)334-7174

SPECIAL EDUCATION DEPARTMENT

MAC Operating Plan

I. MAC Program Coordinator(s):

- Hector Mendez, Superintendent
ISD Job Description: Superintendent
Ector County Independent School District
P.O. Box 3912
Odessa, Texas 79760
432-334-7100 (office)
432-334-7138 (fax)
E-mail: hector.mendez@ectorcountyisd.org

Mr. Mendez's job function and responsibilities pertaining to the MAC program are to:

1. Ensure that time study participants are properly designated for inclusion in the MAC time study.
2. Ensure that mandatory training requirements are met for all time study participants before they complete the RMTS.

- Elaine Smith, MAC Program Supervisor/Coordinator
ISD Job Description: Special Education Supervisor
Ector County Independent School District
P.O. Box 3912
Odessa, Texas 79760
432-334-7125 (office)
432-334-7174 (fax)
E-mail: elaine.smith@ectorcountyisd.org

Ms. Smith's job functions and responsibilities pertaining to the MAC program are to:

1. Ensure that time study participants are properly designated for inclusion in the MAC time study
2. Ensure that mandatory training requirements are met for all time study participants before they complete the RMTS.
3. Assist with compilation and maintenance of a quarterly audit documentation file.

- Micheal Russell, MAC Program Assistant Supervisor/Coordinator
 ISD Job Description: Special Education Supervisor
 Ector County Independent School District
 P.O. Box 3912
 Odessa, Texas 79760
 432-334-7112 (office)
 432-334-7174 (fax)
 E-mail: micheal.russell@ectorcountysd.org
 Mr. Russell's job functions and responsibilities pertaining to the MAC program are to:

1. Assist in time study participant training
2. Following up with sampled staff members regarding RMTS due dates and timelines.
3. Assist in the compilation and maintenance of a quarterly audit documentation file.

- David Harwell, Chief Accountant
 ISD Job Description: Director of Finance
 Ector County Independent School District
 P.O. Box 3912
 Odessa, Texas 79760
 432-334-7127 (office)
 432-334-0785 (fax)
 E-mail: david.harwell@ectorcountysd.org

Mr. Harwell's job functions and responsibilities pertaining to the MAC program are:

1. Coordination and preparation of all financial aspects of the MAC program.
2. Compilation and maintenance of a quarterly audit documentation file.

- Romi Scown, MAC Program Assistant
 ISD Job Description: Bookkeeper, Special Education Department
 Terri Garcia, MAC Program Assistant
 ISD Job Description: WJR Clerk for Special Education Department
 Ector County Independent School District
 P.O. Box 3912
 Odessa, Texas 79760
 432-334-7112 (office)
 432-334-7174 (fax)
 E-mail: romi.scown@ectorcountysd.org
terri.garcia@ectorcountysd.org

1. Review and update the master list of participants for the RMTS on the RMTS website.
2. Follow-up with sampled staff members that have not completed their time study within one week of their sampled date to complete the RMTS.

II. Training

- The MAC Program/Assistant Program Coordinator is responsible for ensuring that mandatory training is provided on how to complete the time study. A sample of the RMTS entry screen will be provided along with instructions on the accurate completion of that screen.
- Staff that is identified as participants in the quarterly RMTS MAC time study will be required to complete training. Any staff members that do not complete training will be identified and it will become the responsibility of the staff member and their supervisor to ensure that the staff member is trained. The district will maintain documentation that all staff members that participate in the RMTS have completed training prior to completing their moment.

III. Training Requirements

- The primary MAC Program Coordinator, Elaine Smith, will coordinate/provide interactive training, at least once per school calendar year, and will be available in person or by way of a teleconference to answer any questions the sampled participants may have.
- Additional training will also be provided, between annual interactive training, by scheduling an interactive training as needed, for participants that are new to the district or that have not had any training.
- Refresher training will be provided, via e-mail and/or mail, to our participants during each quarter they are selected utilizing the latest Texas Health and Human Services system Random Moment Time Study Participant Training available.
- RMTS participant list will be updated by adding new hires, deleting participants that no longer qualify to participate in RMTS, and adding vacant positions.
- MAC Program Coordinator/Assistant will keep file with documentation of training sessions conducted during each quarter with a list of participants that participated during each quarter and date of time study completion. For all refresher trainings, participants will provide the MAC Program Coordinator/Assistant a certificate of completion.

IV. Time Study Oversight

- 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, e-mail or live discussion, and contacting of participant's campus supervisor.
- 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, then they will contact the State's vendor for software support.

V. 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 make sure we have submitted financial information before the deadline, our district has set up intermediate deadlines for each quarter.

VI. Audit File

- Person(s) responsible for maintaining and updating audit file.
 - David Harwell, Chief Accountant
 - Elaine Smith, MAC Program Supervisor/Coordinator
 - Micheal Russell, MAC Program Assistant Supervisor/Coordinator
- Contents of the audit file includes:
 - 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 Team's job description
- Location of file

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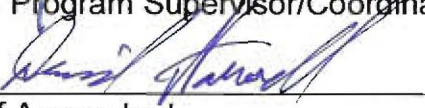
VII. Effective Dates October 1, 2007 through September 30, 2008

VIII. Authorized Signatures

Superintendent



MAC Program Supervisor/Coordinator



Chief Accountant

Date

Date

Date

7-8-08

7/6/08