



MAC POSITION CLASSIFICATION FORM

JOB TITLE: _____

JOB CODE NUMBER: _____

MAC PERSONNEL ROSTER STAFF: **Yes**

This is to certify for the job title identified above, that the personnel on the attached list routinely perform the Medicaid Administrative and Outreach claiming reimbursable duties in accordance with section 3, of the Medicaid School Based Claiming Handbook.

I am aware that further review of the title and listed participants in the sample pool by appropriate federal, state, and or PCG officials may disallow the inclusion of these personnel with their associated costs and adjust the reimbursement claims for the disallowance as claimed. Said judgment as to non-inclusion of this job title class or specific personnel within this class for reimbursement purposes from federal and state official will be in compliance with specific existing federal policies or the guide. Tests for allowability may be evaluation of these titles sampling results for reimbursable utilization, direct interview of the listed personnel by PCG office staff, or other tests deemed necessary by appropriate federal, state, and or PCG officials to insure compliance with the guide.

Attached are the official job duties and responsibilities as they relate to reimbursable activities identified in Section 3 of the MAC Coordinator's Guide for this job title and a list of personnel with this job title currently being claimed under the Medicaid Administrative Claiming (MAC) Program. These documents, after PCG has reviewed, are to be filed in the school district audit file and retained for a period of no less than five (5) years from the date of claim filing for the quarter in question.

Name of School District / Charter School

Name of Person Completing form (Print) Title

Signature

Date

FOR PCG USE ONLY:	
_____ PCG Representative	_____ Date Received by PCG

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Check the Medicaid Administrative and Outreach Activities Routinely performed by the person(s) with this job title:

- Determining if a student needs a medical referral for a Medicaid approved medical service
- Developing strategies to improve the coordination and delivery of Medicaid approved health and behavioral services to students.
- Developing and maintaining tracking systems to assess the effectiveness of Medicaid approved health and behavioral programs and services for a student population or specific student.
- Encouraging families to access Medicaid approved medical/mental health services provided by health plans and affiliated providers.
- Informing eligible or potentially eligible students and or families about the range of Medicaid covered services and how to access those services.
- Assisting a student or family in applying for a Medicaid approved health or behavioral program.
- Assisting students or families in completing a Medicaid application, or referring them to the local assistance office.
- Coordinating or monitoring the delivery of Medicaid approved health or behavioral services for an individual.
- Coordinating medical/mental health services for a student with special needs in the least restrictive environment.
- Gathering and providing any information that maybe required for a Medicaid approved health/behavioral referral(s) or evaluation(s).
- Verifying student's Medicaid eligibility status.
- Synchronizing or linking the Medicaid approved health or behavioral service(s) for a student or family to carry out and maintain a health service plan.
- Arranging for support services such as translation assistance and transportation to help a student or family access Medicaid approved health or behavioral services.
- Conducting, coordinating or participating in training events or seminars designed to assist district staff in performing Medicaid approved health and behavioral outreach activities.
- Conducting, coordinating or participating in training events or seminars designed to inform staff about how to find screen and refer students for Medicaid approved health and behavioral services.
- Participating in training that improves the quality of the provision of Medicaid approved health and behavioral services.
- Working with Medicaid resources to make an effort to locate and develop health services referral relationships.