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IMPORTANT PROJECT DEADLINES

December 4th - All MAC Q1-10 Personnel roster/staff pool updates must be completed and certified in the RMTS system. Position classification forms, if required, are due for added titles.

January 22nd - DSC Special Education Student Eligibility match due to PCG. Templates and instructions will be e-mailed to coordinators in early January.



AUDITS

The Q4-2009 compliance audits for the MAC and DSC programs are near completion. Programs audits will continue with Q1-2010 during the January-March months.

When your LEA is selected for an audit, an engagement letter will be sent to the appropriate LEA personnel from PCG. In addition, LEAs that are scheduled for a 1 year follow-up audit will have their Superintendent/Administrator contacted with detailed instructions. LEA's will be notified at least thirty days before the audit date to allow for preparation of the required documentation.

PCG will start contacting the next group of LEA's in December for audit scheduling. PCG will be auditing DSC claims for the 2008/2009 school year (September 1, 2008 – May 31, 2009) and the most recent paid MAC claim.

We thank you for your cooperation during the compliance audits for the Direct Service Claiming (DSC) and the Medicaid Administrative Claim (MAC) programs. We welcome your comments and we look forward to working with you.



Happy Holidays!

MAC RMTS COMPLIANCE

As AHCCCS and PCG have communicated, through several forms of communication (i.e., memos, newsletters, RIS sessions and Webinars), the state-wide time study must meet a minimum 85% compliance rate. All LEAs should be striving for 100% compliance. It is required that all LEAs participating in the MAC program monitor and follow-up with participants throughout the quarter.

PCG provides tools to assist all LEAs with monitoring participant's compliance. A weekly RMTS Statewide Compliance report is distributed to participating LEAs via e-mail. The weekly compliance report displays all sampled moments for the quarter by LEA and which moments have been submitted. In addition, the RMTS system generates reports to assist MAC Coordinators in managing the MAC program.

Recently, PCG conducted a time study analysis on the Q2-09 MAC claim. The RMTS percentage is one of the variables that influence the MAC claim. The RMTS percentage represents the amount of time participants spent doing MAC allowable activities. This percentage is applied to LEA specific costs and rates to determine the allowable MAC reimbursement amount for a specific quarter.

For Q2-09, the 85% compliance rate was not met for the state-wide time study. If the 85% compliance rate was met, LEAs could have received more reimbursement for the MAC quarter, an estimated \$318,300. A small district might have received an estimated increase in reimbursement of \$72 and a larger school district might have received \$22,300 more.



PCG POST



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Remember, the percentage of time that is identified in the electronic RMTS forms is applied to every LEA's allowable expenses. Therefore the RMTS percentage directly impacts the MAC reimbursement received by ALL participating LEAs. Due to the more stringent oversight of the program, LEAs should expect that penalties will result for failure to comply. Every moment counts!

MAC RMTS DID YOU KNOW?

Did you know.....



Staff rosters must be updated on-line in the RMTS system and the staff roster for both cost pools must be certified to be included in the sample?

Participants may only be listed once in the staff roster? Participants cannot be listed in both cost pools.

Each participant must have their own unique email address and it cannot be used by more than one participant?

You must contact your assigned PCG Account Manager when a sampled participant is on leave and will not be returning during the 5 days to complete the moment, or when the participant has termed or has been replaced?

When providing your assigned PCG Account Manager with the participant's leave status you must indicate whether the leave is paid or unpaid and if a participant has termed, provide the termination date?

The participant must complete 13-15 training screens prior to being able to select their moment for completion and to progress through the screens they must click "Next"?

You cannot notify the participant more than five (5) days of their sampled moment? Notification includes emails, calls, letters, conversation, any form of communication.

If you chose to notify your participants of their sampled moment, then you must request paper notification and provide PCG with a written request, your internal policy and process for distributing and tracking paper notifications along with your template that you will use to track the notifications?

Paper notification requests must be submitted to PCG by the same deadline you have to complete the staff roster/certification updates?

Please use the MAC materials on the project website for more detailed information.



HAVE A BACKUP PLAN!

One of the responsibilities of the DSC coordinators is to make sure that your claims are being submitted within the timely filing window and making sure there are no interruptions of claiming. Contingency planning is a part of every business, and with budgets even tighter than usual it is more important than ever to know what to do if you can no longer submit claims through your current biller. Some questions to consider are:

- How long does it take your current biller to submit your claims?
- What can you do to make sure all the required information needed to bill is provided to your biller in a timely fashion to avoid claim submission lapses?
- Do you have a backup plan on submitting your claims if your current biller is no longer able to provide this service?
- When you sign up with a new biller, do you know how long it will take for them to start submitting your claims? Will the claims be submitted within the 6 month timely filing window?
- How will you follow up on outstanding claims from your previous biller? Do you get enough information currently to know what has been submitted and what has been rejected?

Contingency plans are something we hope to never have to use, but they exist because things happen every day that we don't expect. You may never need it, but just in case – have a plan!!