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## PARTICIPATION AGREEMENTS

In order for a LEA to continue receiving funds under the Medicaid School Based Claiming Programs, a new PCG Participation Agreement (PA) must be signed by the LEA and returned to PCG. After April 1, 2009, PCG will not be processing DSC and MAC claims until a signed PA is received. For the quarterly MAC claim, no claim will be filed on behalf of any LEA for which a signed PA is not on file with PCG. If the PA needs to be approved by the LEA's board of directors, the PA should be placed on the board's agenda for the next meeting. A Notice of Intent can be submitted in the meantime however it only extends the original PA deadline to April 30, 2009. Contact your assigned PCG Account Manager if you have any questions.



## RECORDS RETENTION

Records must be kept for both the MAC and DSC Programs for five (5) years from the date of payment, except where an audit, grievance or litigation is involved. Then, it may have to be kept longer. Records include supporting documentation showing that money was spent, services were provided, students and providers were eligible, and many other requirements of the Programs. Since OIG is conducting audits of MAC files from 2004, those records must be available for review. Both Programs are subject to multiple audits, including:

LEA Compliance Audit - conducted by PCG for each LEA at least once every 3 years; looks at both MAC and DSC supporting documents.

CMS Audit – conducted periodically in each State by the Centers for Medicare and Medicaid Services; began auditing DSC in 2006, and called on OIG to complete the review.

OIG Audit –conducted as needed periodically by the Office of the Inspector General; looked at DSC in 2006-2008 and is looking at MAC currently.

MAC Financial Audit – conducted by an AHCCCS contractor (previously, Mayer, Hoffman & McCann) annually to oversee the way PCG handles the quarterly MAC claim calculation.

MAC Single Audit – conducted due to federal requirements by a PCG contractor (previously, Heinfeld, Meech & Co.) annually; monitors the way PCG handles the data received from LEAs, and the accuracy of the claim calculation.

PERM (Payment Error Rate Measurement) Audit – conducted due to CMS requirements on an ongoing basis by AHCCCS (or their contractor) to verify that fee for service claims were paid correctly.

All of these necessary audits can be confusing, so LEAs should never hesitate to call on their assigned PCG Account Manager for assistance.





## MORATORIA EXTENDED

Two of the CMS final rules that would eliminate or severely restrict Medicaid reimbursement for school based services have had their moratoria extended to July 1, 2009. The one that affects Arizona (Rule 2287-F) would have eliminated the MAC Program and most transportation under the DSC Program. PCG will continue to keep you apprised of the status of this rule.



### DSC

## FINAL VOID/RECOUPMENT FILE FOR MAXIMUS

In April, PCG submitted a final recoupment file for MAXIMUS-paid claims. Claims paid in error that were identified and submitted to PCG by March 20 were included.

## BILLER AUTHORIZATION LETTERS

If PCG has not received a Biller Authorization letter, checks and remits are being sent to the LEA. The LEA is then fully responsible for providing relevant information directly to their biller. The LEA's Account Manager is available to answer any questions.

## DSC CERTIFICATION OF MATCH (COM)

The DSC COM forms for Q1-09 were mailed April 15. The signed forms are due back to PCG by May 15, 2009. There may be two forms requiring signature: one for payments issued by MAXIMUS from 1/1/09 through 1/31/09 and one for payments issued by PCG from 2/1/09 through 3/31/09. Signed forms need to be returned to the address on the cover letter that accompanies the form(s).



### MAC

## RANDOM MOMENT TIME STUDY (RMTS) TRAINING

Public Consulting Group (PCG) would like to thank the following LEAs for hosting the recent RMTS training for MAC coordinators: Lake Havasu Unified, Yuma Elementary, Mary C. O'Brien, Cottonwood-Oak Creek Elementary, Higley Unified, Madison Elementary, Washington Elementary, Amphitheater Unified, Pendergast Elementary, Page Unified and Safford Unified. Additional training via WebEx was held for those LEAs that were unable to attend in person at one of the above locations. As a reminder, coordinators and staff can access the RMTS site by going directly to <https://easyrmts.pcgus.com/RMTSv2>. Should anyone need assistance with their login name or password please call our help line at 1-877-877-8011.

## DISTRICT WIDE EXPENDITURES (DWE) UPDATE

In order for Q408 and Q109 MAC claims to be more accurate, PCG will not be including DWE in the MAC claim calculation for these two quarters. Financial templates for Q109 will be sent to participating LEAs to reflect this change. A more appropriate template including DWE will be available for future quarters.

## IMPORTANT MAC DEADLINES

- April 7th - All MAC paper RMS forms due from Q109
- April 8th - MER Student Selection Date for Q209 & Q309
- April 17th - District Wide Student Rosters due for Q209 & Q309

