

Overview

This option will allow you to prepare a report for any of the three reporting periods on the Medicaid Reimbursement Report...January-March, April-June, September-December. Balance of contract checks paid to staff in July and August for work completed in June are considered as part of the salary and benefits reporting for April-June.

Through this process, you will exclude:

- any portion of the employee's salary and benefits funded by federal funds
- maintenance workers, food service workers, transportation staff, district office staff
- any staff member not in a position to speak with students or their families about mental or physical healthcare
- extra duty for coaching or club advisors

The final report will be exported to Excel and sent to your ESD.

Step One: Create Medicaid Account Masking

General Ledger/Reports/Medicaid Reporting/Medicaid Setup/Medicaid Funds

Add account masks for accounts to be marked as Federal Pay and Federal Benefits in Medicaid Reporting. Examples are:

100.12???.011?.???.???.???

100.?????.0116.???.???.???

100.?????.013?.???.???.???

100.25???.011?.???.???.???

???.26???.011?.???.???.???

204.?????.011?.???.???.???

298.?????.011?.???.???.???

???.?????.012?.???.???.???

Step Two: Create Medicaid Classes

General Ledger/Reports/Medicaid Reporting/Medicaid Setup/Medicaid Classes

Create both an "Eligible" and "Ineligible" category. The system will allow you to remove (leave blank) the Medicaid Class field if you want to change an assignment from Eligible. You can create just a single category.

Note: Each district needs to think about how they want to label employees. Employees without a Medicaid Class will not be included in the generate records process.

Step Three: Mass Assign Medicaid Classes

Payroll/Employees/Employee Maintenance

1. Modify the grid to display Medicaid Class, Primary Job Title, and Issue Paycheck fields
2. Filter by Primary Positions (since this is at the employee level instead of by position), make sure that only those on the grid are those that you want to mass update

Note: The process will mass assign more employees than you need, but the account number mask will filter out those not eligible for reporting, such as custodians and food service staff. And, you always have the option of removing the Medicaid Class.

3. Actions/Shortcuts/Mass Update, select Medicaid Class and select Eligible (or what is appropriate for your filtering)

Step Four: Generate Records for Reporting

General Ledger/Reports/Medicaid Reporting/Medicaid Reimbursement Report

1. Actions/Generate Records
2. Actions/Select by Date - select the appropriate Pay Periods to be included (for this report, select those with pay dates between September 1 and December 31; or January 1 thru March 31; or April 1 thru June 30.
3. Change Report Name from default if you wish
4. Enter Quarter and Year (not used for report...just screen requirement)

Records in the grid will include the following columns:

Total Pay	Total Benefits	Report Pay	Report Benefits	Federal Pay	Federal Benefits
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- The Total Pay and Total Benefits columns are the amounts for the employees whether or not the account number is masked.
- The Report Pay and Report Benefits columns are the amounts paid to the Eligible Class employees whose records are outside the account masking.
- The Federal Pay and Federal Benefits Columns are the amounts paid to employees whose records meet the account masking.

Step 5: Export Report to Excel

Make any other needed changes and send the report to your ESD

Medicaid Administrative Claiming (MAC): A Few Tips from LBL

- The Big Picture about Fall cost pool lists

One thing you may experience in the fall is a big push from your ESD and from your local DHS Survey Coordinator to get your cost pool list submitted in late August or very early September. The reason for this is that when MESD downloads your cost pool list it triggers the development of the training lists your DHS Coordinators need in September to train all staff who are going to participate in the MAC survey that year. Several districts will have their surveys in September and October and so DHS Coordinators like to train school staff at their back-to school staff meetings if at all possible. (FYI: The state will not allow staff to participate in the survey if they have not been trained in the fall. If staff aren't trained, it is a loss of revenue for the district.) The first cost pool list in the fall may be a little imperfect if you haven't had a chance to add all new employees or change the locations for existing employees who have been re-assigned.

- Communication with your DHS Coordinator about the cost pool list

Your DHS Coordinator can decide to take people out of the cost pool if they believe it is not benefitting the district for a particular person to participate in the MAC survey (e.g. folks who are paid a lower wage and never report billable time.) You may find they want to sit down with you at some point and look through the employee list and identify folks who should be taken off the list for this reason.

- DHS Coordinators should be included in your cost pool

DHS Coordinators are eligible to participate in the survey even if you are paying them with MAC revenue from the previous year. We have been told by DHS that once we are reimbursed for staff activity related to Medicaid Administrative claiming, that funding loses its federal color and we can include those folks who are paid with it in the MAC survey.

- The Cost pool list and FTE

Report the staff members full FTE on the cost pool list. We all know school staff may be paid out of several different account lines. Some folks are paid partially with federal funds and partially with other funds. This doesn't matter when you are reporting their FTE for the cost pool. Their full FTE should be listed on the cost pool list and they should take the survey for the total number of hours they work the day of the survey.

On the other hand, it is very helpful to us and your DHS Coordinator if you look over your list and make certain no person's time totals more than 1 FTE. This will produce a problem with survey results.

You do not have to combine each person's FTE before you send us the list. For example, if Jon Jones is paid out of three account lines and is therefore listed three times you can send us the list as it is. The MESD system will combine his partial FTE for us. On the other hand, as stated above, please review to make sure folks do not add up to more than 1 total FTE.

Where to go for Help

Contact the LBL BIS Support Help Desk at 1-877-525-3731 or 541-812-2700 or bis.support@lblead.k12.or.us.