

To:

School-Based
Services
Providers

Medicaid
Administrative
Claiming
Providers

HMOs and Other
Managed Care
Programs

Revised Medicaid Administrative Claiming/ School-Based Services Time Study

As a result of requirements imposed by the federal Centers for Medicare and Medicaid Services, Wisconsin Medicaid is revising the Medicaid Administrative Claiming (MAC) time study, effective January 1, 2007. These revisions allow the MAC time study to be utilized for school-based services (SBS) cost reporting purposes. Randomly selected time study participants will receive a revised MAC and SBS Time Study Training Guide that includes instructions for completing the revised time study form.

Note: These time studies are critical. The spring 2007 MAC/SBS time study results will be used to calculate both 2005-2006 school-year SBS reimbursement and 2006-2007 school-year reimbursement.

Overview

All school districts participating in the Medicaid school-based services (SBS) benefit are required to complete a cost report annually in order to receive reimbursement for providing medical services identified in a child's Individualized Education Program (IEP).

In order to provide some of the information needed for each cost report, school districts must have randomly selected staff complete a Medicaid Administrative Claiming (MAC)/SBS time study developed by the Department of

Health and Family Services (DHFS). As explained in the December 2006 *Wisconsin Medicaid and BadgerCare Update* (2006-94), titled "Changes to the School-Based Services Benefit," the federal Centers for Medicare and Medicaid Services (CMS) have designated new requirements for time studies. As a result of additional federal requirements, the MAC/SBS time study is being revised.

Purpose of the Medicaid Administrative Claiming/School Based Services Time Study

Information gathered through the MAC/SBS time study is used in the following ways:

- To determine the statewide average percentage of time spent performing school-based services. This percentage is applied to salaries and benefits of staff included on the cost reports.
- To determine the statewide average percentage of time spent performing MAC activities.
- These percentages are used in combination with the cost report to calculate the amount of federal funding school districts can receive for performing both MAC activities and school-based services.

Changes to Time Study

Beginning with the fall 2007 time study period, the CMS will require that Wisconsin school

districts achieve an 85 percent response rate statewide on the time study. If this response rate is not achieved, the state will be required to code all non-responders as having spent zero time performing MAC activities and school-based services. The lower Wisconsin's response rate is, the lower the entire state's school districts' MAC and SBS payments will be.

Due to new CMS requirements, a larger sample group must be designated which will result in more staff being selected to participate in time studies.

Changes to the MAC/SBS time study include the following:

- The CMS now require the DHFS to conduct time studies during the summer months in addition to the regular academic year. Only staff who work during the summer months may be selected to participate in a summer time study.
- G3, Medical Administrative Supervision, has been added as a new time study category. In this category, participants record time spent on all administrative, not clinical, activities associated with the supervision of medical services that are not already included in categories G1 or G2. Activities in category G3 include, but are not limited to, signing time sheets and coordinating staff schedules.

Note: The supervision of delegated services by a registered nurse and the supervision of therapy services by a therapist should not be included in category G3. These activities should be recorded under category G1 for IEP medical services or category G2 for non-IEP medical services.

Additional Information and Resources

The DHFS will offer training on the revised MAC/SBS time study. For more information regarding time study training, refer to the SBS provider page of the Medicaid Web site at dhfs.wisconsin.gov/medicaid/sbs_56/index.htm. Future training will also be offered regarding completion of SBS cost reports.

The MAC and SBS Time Study Training Guide may be downloaded from the MAC page of the Medicaid Web site at dhfs.wisconsin.gov/medicaid5/mac/.

Providers are encouraged to check the SBS and MAC provider pages on the Medicaid Web site for the latest information regarding training and communications for MAC/SBS time studies and cost reports.

The Wisconsin Medicaid and BadgerCare Update is the first source of program policy and billing information for providers.

Although the *Update* refers to Medicaid recipients, all information applies to BadgerCare recipients also.

Wisconsin Medicaid and BadgerCare are administered by the Division of Health Care Financing, Wisconsin Department of Health and Family Services, P.O. Box 309, Madison, WI 53701-0309.

For questions, call Provider Services at (800) 947-9627 or (608) 221-9883 or visit our Web site at dhfs.wisconsin.gov/medicaid/.

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