

# MAC Newsletter

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## Medicaid Administrative Claiming for Local Public Health Departments

### MAC Updates

We have made a number of updates to the MAC Application and these were uploaded into the production environment on January 16<sup>th</sup>. There were a few issues so we fixed those problems and uploaded on March 20<sup>th</sup>. We hope this will take care of the problems we encountered during the 3QSFY13 time study.

*Ohio's MAC - Helping You to Help Others*

### Who's participating in MAC?

New to MAC this quarter is The City of Cleveland, Columbiana and Wayne County. We also have several agencies that added new claiming units this quarter. We now have 68 agencies with 132 claiming units and 1,668 time study participants. We continue to grow.

### MAC Training Materials

We are currently updating the MAC Training materials in Ohio Train. New participants will have to take "***What is Medicaid Administrative Claiming***" through Ohio Train. This will meet the requirements of the mandatory training that needs to take place before an individual can MAC Time Study. The Time Study Coordinator, Time Study Participant and Financial Coordinator training materials are being updated and will be posted to the MAC Website. This will make it easier for us to make changes to the training materials as we make changes in the application.

*Our Vision: Reducing Health Disparities by assuring the opportunity of eligible clients to obtain proper Medicaid Services.*

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# Improvements to the MAC Application

## MAC Time-Study System



We continue to make improvements in the MAC Application and I have to thank our IT folks here at ODH for their patience in working through this with us. It has been a lot of trial and error but I think we are making progress.

- MAC Coordinators can add new users to the MAC Application through the *Single Sign On* User screen. **It is very important that you Search to see if they are currently a Gateway user for other applications.** If their name appears on the list, make sure email and phone number are the same and “*select*”. This gives them one user name and password for all Gateway applications. If the name does not appear then “*add new user*” button at the bottom of the screen allows you to add the information in MAC.
- In order to streamline some of the “roles” in the application there are now only three MAC Coordinators: 1) Agency; 2) Time Study and 3) Financial Coordinator. Claiming Unit Coordinator didn’t really have a role and were used more as a backup for the Time Study Coordinator. This can still be done by “*reassigning*” log sheets to this person.
- There is now only one level of approval for the daily documentation log sheets. The individuals certify their log sheets and submit them to the Time Study Coordinator (TSC). The TSC can approve the entire DDL and the results will go into the percentage summary or if a Supervisor needs to review the TSC can *reassign* the log sheets to the supervisor and the supervisor can approve the log sheet. If you have reassigned the sheets to the Supervisor once they approve the log sheets the results will go into the percentage summary. It will not come back to the TSC.
- Through the Menu *Reports* section you can pull up all of your claim worksheets without going through the ToDo list for each quarter. Pick the quarter and claiming unit. The claim worksheet will appear and you can export into Excel, Word or PDF format.



## MAC Website Updates

<http://www.odh.ohio.gov/en/about/finmgmt/mac.aspx>

Just want to remind everyone that the MAC Website has a lot of useful information. The MER rate sheet and agency list with claiming units, number of people that time study. Training materials are available along with blank daily log forms. If you have trouble opening any of the links please give Jamie or I a call. Also if there is something that you would like to see on the website or have available to use, please let us know.

## Updating Personal information in Gateway



An individual can update their own personal information in Gateway. Once you log in to Gateway 2 buttons will appear at the top of the application list. Click on the Personal Information button and it will allow you to update your email address, phone number, password and secret question. If you need to change your name, then you have to contact the ODH Help Desk.

## MAC

We are in the process of putting together a MAC Procedures Manual for MAC Coordinators that will include the Help Guide, MAC Time Study Coordinator, Time Study Participant and Financial Coordinator training materials. We are trying to make it easy for the Time Study Coordinator to go to one place for all of the MAC information. We will let you know when it has been posted to the MAC website.

### *Important Dates to Remember*

-  2QSFY13 claims will be submitted to ODJFS for approval by **April 15<sup>th</sup>**
-  3QSFY13 claims are due to the MAC Unit by **May 15<sup>th</sup>**

# Ask Mackie!



## Q: What's the difference between reassigning vs. rejecting a daily log sheet?

**A:** Once the time study participant has submitted their log sheets to the TSC for approval the only way they can make changes is if the TSC **“rejects”** the sheets back to them. The participant can then make the corrections needed, certify the sheets and resubmit them back to the TSC for approval. A TSC can **“reassign”** the participants daily log sheet to a supervisor to approve. If the supervisor finds an error they can **“reject”** it back to the TSP to correct and resubmit for approval.

## Q: How can you tell the status of a task?

**A:** Look in the History Box. It will show you the status of the task. The percentage summary has been “approved” and “verified.” The claim worksheet has not been completed so it shows Update payroll is “in process”. Each time study task has a “history.”

History			
Task	Status	Name	Completed
Update Payroll	In Process	Kim Dick	
Verify Claim	Not Done	Kim Dick	
Verify Percentage Summary	Completed	Kim Dick	02/27/2013
Approve Percentage Summary	Completed	Kim Dick	02/27/2013

Close

## Q: When I'm doing the roster how do I know whether to delete or invalidate a time study participant?

**A:** If you know prior to the time study that someone is not going to participate in the time study (retired, left the agency, took another position, etc.) you will delete that person from the roster. If they are no longer at the agency you can mark them as “in active” in the MAC User Admin Screen. If the roster has already been verified it cannot be changed. After the time study is over the individual can be marked as “invalid” and that lets the system know that the person did not participant and it will allow the percentage summary to go through the approval process.

**NOTE: If the participant is on paid leave their daily log sheets need to be completed using Code 15-A paid leave and you will still gain some reimbursement even though they are on paid leave.**

## Q: What are the steps to certify the daily log sheet?

**A:** On the Daily Summary Sheet it gives you those directions. It has instructions in **red** letting you know you must enter the DDL via the ToDo list.

Total:	100.00%	Total:	100.00%												
<b>NOTE!!! You must perform the following functions to Submit your DDL:</b>															
<ol style="list-style-type: none"> <li>1. Check all DDL date boxes to certify that you documented on those Time-Study days.</li> <li>2. Click the 'Certify DDL Button'</li> <li>3. Click the 'Submit Completed DDL' button.</li> </ol>															
<table border="1"> <thead> <tr> <th>DDL Date</th> <th>Certify</th> </tr> </thead> <tbody> <tr> <td>Wednesday, February 13, 2013</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Thursday, February 14, 2013</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Friday, February 15, 2013</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Monday, February 18, 2013</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Tuesday, February 19, 2013</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		DDL Date	Certify	Wednesday, February 13, 2013	<input checked="" type="checkbox"/>	Thursday, February 14, 2013	<input checked="" type="checkbox"/>	Friday, February 15, 2013	<input checked="" type="checkbox"/>	Monday, February 18, 2013	<input checked="" type="checkbox"/>	Tuesday, February 19, 2013	<input checked="" type="checkbox"/>	<p><b>You must enter the DDL via the ToDo List to Certify/Submit/ Approve or Reject the DDL.</b></p>	
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*<http://www.odh.ohio.gov/en/about/finmgmt/mac.aspx>*

