Washington State Health Care Authority

MAC Participant and Calendar Management 101

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February 7, 2018

Today's Objectives

Participant Management

- Overview
- Adding, Editing, and De/Reactivating
- Exporting and Uploading
- Completing/finalizing
- Change of Status Forms
- Best Practices
- Questions and Answers

Calendar Management

- Overview
- Setting District Calendar
- Creating Work Schedules
- Setting Work Schedule Calendars
- Best Practices
- Questions & Answers

Participant Management Overview

Set list of eligible participants for the Random Moment Time Study (RMTS)

Due the 10th of the month prior to next quarter (i.e. March 10th for Quarter 4)

Participant list rolls over from quarter to quarter (no need to upload every time)

Allows for certain mid-quarter updates (email, supervisor email)

Change of Status to account for eligible unanswered moments

Pages 19 – 32 in the Updated Coordinator's Manual

Participant Management – Adding, Editing, De/Reactivating

Demonstration

See pages 24 – 27 in the Updated Coordinator's Manual

Participant Management – Adding, Editing, De/Reactivating

Summary

Adding a Participant
1. Click "Add New participant"
2. Enter information
3. Click "Save"

Editing a participant
1. Click on "pencil" icon OR "Employee ID"
2. Edit information
3. Click "green check" OR "save"

Deactivate a Participant
1. Click on "red x" icon
2. Click "yes" to confirm

Reactivate a Participant
1. Check "Include Inactive Participants" checkbox.
2. Click "green circle" icon
3. Click "yes" to confirm

Participant Management – Exporting/Importing Participant Lists

Demonstration

See pages 27 – 30 in the Updated Coordinator's Manual

Participant Management – Exporting/Importing Participant Lists

Summary

Exporting a Participant List

1. Click "Export to Excel"
2. Save file to desktop
3. No naming convention

Importing a Participant List

1. Update info and save Excel file
2. Click on "import", "browse", select file, and click "upload"
3. Review Import Report
4. Click "Confirm", "Review", OR" Reject"
5. Click on "Import Status" tab and wait for file to be "successful"

Participant Management – Complete/Finalize Participant Lists

Demonstration

See page 30 in the Updated Coordinator's Manual

Participant Management – Complete/Finalize Participant Lists

Summary

1. Add, edit, reactivate, deactivate participants
2. Export and import participant list (if needed)
3. Check "Certify" checkbox
4. Click "Complete Quarter"
5. Due the 10th of the month prior to the next quarter

Participant Management – Change of Status

Demonstration

See pages 31 - 32 in the Updated Coordinator's Manual

Participant Management – Change of Status

Summary

1. Click "Employee ID"
2. Click "New Change of Status Request"
3. Select "Change of Status" type
4. Select "Reason"
5. Input "Start Date" and/or "End Date"
6. Indicate "Paid" or "Unpaid" leave
7. Click "Submit"

Participant Management – Best Practices

- Make email updates for current quarter

    - Make all other updates for future quarter

- Only import a participant file for major changes

    - Finalize/Complete participant list prior to deadline

- Submit change of status upon participant's return; also at quarter's end to account for unanswered moments.

Questions?

Calendar Management Overview

Set days/times participants will receive RMTS moments

District calendar – Set common days off for all participants

Work Schedule calendar – Set work days and times for
participants with same schedule. Is a copy of the District calendar

District-wide updates need to be made to each work
schedule calendar once generated

No limit to the number of work schedules a district can have

Pages 32 – 39 in the Updated Coordinator's Manual

Calendar Management – Setting District Calendar

Demonstration

See pages 33 – 35 in the Updated Coordinator's Manual

Calendar Management – Setting District Calendar

Summary

1. Click "Administrative Claiming", then "Calendar"
2. Select "School District" tab
3. Choose "Fiscal Year"
4. Click "Show Calendar", then "Generate Calendar"
5. Click the district's days off (holidays, breaks, etc.), then "Mark as non-moment Days"
6. Click the district's early release days days, then "Modify Shifts"
7. Delete existing start/end times, enter new times, then "Close"
8. Repeat steps 6 and 7 for the district's late arrival days.

Calendar Management – Creating Work Schedules

Demonstration

See pages 35 – 36 in the Updated Coordinator's Manual

Calendar Management – Creating Work Schedules

Summary

1. Click "School District", then your district's name (Blue hyperlink)
2. Click "Add"
3. Enter Work Schedule name (i.e. "M – F, 730 – 400" or "M,W,F 845 – 1200")
4. Enter the next quarter's start date (i.e. 4/1/2018)
5. Click "Save"
6. Continue steps 2 through 5 as needed

Calendar Management – Setting Work Schedule Calendar

Demonstration

See pages 36 – 39 in the Updated Coordinator's Manual

Calendar Management – Setting Work Schedule Calendar

Summary

1. Click "Administrative Claiming", then "Calendar"
2. Select "Work Schedule" tab
3. Choose "Fiscal Year"
4. Choose any Work Schedule from the drop-down menu
5. Click "Show Calendar", then "Generate Calendar"
6. Edit the start/end times for that Work Schedule, then click the floppy disk
7. Click days off for that Work Schedule, then "Mark as non-moment Days"
8. Click the early release days for that Work Schedule, then "Modify Shifts"
9. Delete existing start/end times, enter new times, then "Close"
10. Repeat steps 8 and 9 for that Work Schedule's late arrival days

Calendar Management – Best Practices

- Ensure District calendar is set prior to generating work schedule calendars

    - Create as many Work Schedules and Calendars as needed

- If a participant works at 7:45 am, do not assign them a work schedule calendar beginning at 7:30 am. Be as accurate as possible!

    - District Calendar created annually prior to September 10th

- Work Schedule calendar's created annually and updated quarterly as needed prior to the 10th prior to each quarter starting

Questions?

HCA MAC program website:

https://www.hca.wa.gov/billers-providers/programs-and-services/medicaid-administrative-claiming-mac

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