

## Medicaid Administrative Claiming (MAC)

**1. Who has access to RMTS reports on the RMTS website?**

All Program Contacts who have access to the RMTS site have access to the RMTS Reports. Upon logging into the RMTS site, simply click on “Reports” in the blue menu bar to be taken to the full listing of available reports.

**2. How do we handle direct replacements on the staff pool list?**

You can only add or delete staff members from your staff pool list, to be effective for the following quarters for RMTS and MCRCS. You are not able to add staff members for the quarter you are in or the quarter you are reporting for. If you have a staff member who is no longer employed and has been directly replaced AND they are selected to complete a Time Study, please temporarily update the system with the direct replacement’s email address. This way, the direct replacement will receive the notification to complete the Time Study. Be sure to inactivate the participant prior to the next quarter’s certification date.

**3. Do we include just the base salary and fringe benefits on the Quarterly Payroll?**

When you log into the financial system, you will see the employees that are eligible to claim costs under. You could list all of the salary and benefits across from the employee’s name. Be sure not to include federal dollars.

**4. What do we do if one of the individuals who received a random moment actually deleted their random moment email?**

The RMTS administrator should monitor the compliance report in the RMTS system throughout the quarter. However if a participant no longer has the email with login credentials, the administrator should verify the email address is correct in the system and tell the participant to use the “forgot your password” link. Remember to use the same email that is in the RMTS system.

**5. What about direct support staff – if someone supports more than 1 person, such as four people? How would we allocate these costs?**

Direct support staff costs are allocated by percentages. You should document how much time is spent directly supporting a staff person(s) who is listed on the staff pool list by cost pool. If all four staff persons are listed on the staff pool list, all of that percentage of time can be documented as direct support by cost pool. Percentage of time spent supporting staff person(s) who are not listed on the staff pool list needs to be documented as well. The total percentage should equal 100%.

**6. Materials and supplies are 100% federally funded. Do I need to report them?**

You do not need to report them if they are 100% federally funded.

**7. Can I have a unique ID for a participant in the MCRCS system?**

Yes, you can insert a unique ID in the “District Employee ID” column in the MCRCS site. Also when you are updating your staff pool list in preparation for a quarter, you can add a unique ID in the “Client Participant ID” text box on your staff pool list in the RMTS site, and it will automatically upload into the MCRCS site for that same quarter.

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**8. It's frustrating that I have put my October-December staff pool list together so early. The beginning of the school year is a time where lots of needs are identified and new positions are created. Can I add people to the staff pool list once the quarter begins?**

You cannot add people once the RMTS sample has been generated for an upcoming quarter. However, consider the following options:

- You can report costs for direct replacements as long as the original participant was listed on your staff pool list.
- If you hire someone after the staff pool list updates were due, but before the next quarter starts, you could contact PCG to see if we generated the random moments yet. If not, we can unlock your quarter to make those updates.

**9. Can individuals be in multiple cost pools?**

No. A staff person can only be listed in **one** cost pool. If they perform both administrative and health-related reimbursable activities, they should be listed in the Direct Service cost pool with the appropriate Job Category that best describes the type of service they are performing.

**10. Are there any cases where you might report net amounts instead of gross?**

No. Always report gross amounts and appropriately identify the amount paid by federal funds, if applicable.

**11. Can you estimate contracted costs?**

No. You would only be able to claim eligible costs that were actually incurred by the district.

**12. If you have two half time people filling in for one full time person who left the district, can you include both people's costs?**

You can claim both *if* you are sure there is no overlap. Example: if one nurse works Monday, Wednesday, and Friday and the other works Tuesday and Thursday, you can document both nurses' costs under the original participant's name.

**13. If you have a support person internally who just handles Medicaid billing, could they be on the staff pool list?**

Whether someone should or should not be listed on the Administrative cost pool's staff pool list is ultimately up to the district's discretion. However, they should consider if that person is doing reimbursable activities on a regular basis.

**14. Are we able to still include individuals who go on and off full federal funding?**

Yes. As long as you are entering their full federal fund costs under the federal funds column and the non-federal funds under the correct salary/benefit columns. If you are certain that someone will be paid entirely using federal funds, you should not list them on the staff pool list.

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**15. Can we report costs for individuals by adding or replacing? Can a contractor replace a full time person?**

Yes. This should be noted in the “notes column” enter direct replacement and start date/end date if applicable.

**16. I have experienced problems importing the last couple rows of the payroll from my export system. What do I do?**

Please contact PCG customer support for the system that you are using to export your data from.

**17. Instead of reporting Other Costs quarterly, can you report these annually?**

No. They must be reported on the Quarterly Financial Submissions.

**18. Our district has had an issue with people not getting notifications – quarter opening emails, training notifications, etc...What do I do?**

Please contact PCG at [SBAPsupport@pcgus.com](mailto:SBAPsupport@pcgus.com) or 1-866-912-2976 to have them added as a Program and/or Financial Contact(s).

**19. Are Salaries and Benefits for coaches and teachers after the school day allowable?**

The federal guidelines state that you can document all non-federal costs. However, during a recent district audit, the auditor had a different interpretation and instructed the district to remove all costs associated with after-school coaching activities; therefore, the conservative approach would be to not include costs associated with extra-curricular activities.

**20. Can I delete an inactive person on the RMTS?**

No, you can never fully delete a staff person from the RMTS site. If they are inactive, they will remain in the Inactive List.

**21. What materials and supplies can be reported under the quarterly’s for other costs? Is Technology allowable?**

Any material or supply cost which can be tied back to a participant listed on the staff pool list and not paid through federal funds can be included in the quarterly materials and supplies section. The exception is that textbooks and food cannot be included.

**22. What is the reasonable allocation method?**

The reasonable allocation method promotes consistency and not the double counting costs. This may be by using a headcount method or an FTE method. The important aspect here is that you have enough documentation to support the costs that you are including in the case of an audit. You would want to show how you determined the number that you are reporting and what allocation method you used to get there.