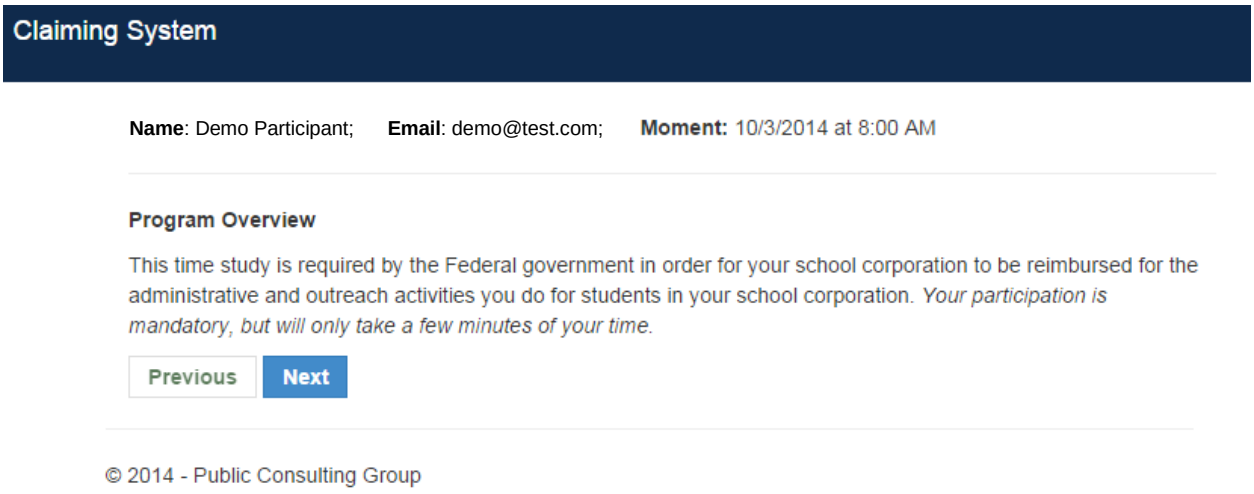
Indiana Medicaid Administrative Claiming (MAC)
Random Moment Time Study (RMTS)
Participant Moment Completion Manual

I. Accessing the Random Moment Time Study (RMTS) Survey

If selected for a moment, participants will receive an email from ClaimingSystem@pcgus.com. The email will contain a personalized link that the participant should click on. After clicking on the personalized link, an internet browser should open and the participant will arrive at the PCG Claiming System. Because of the personalized link, the participant will be automatically logged in to the PCG Claiming System. Alternatively, the participant can copy and paste the link into an internet browser.

II. Medicaid Administrative Claiming (MAC): Training and Information Screens

Once the participant reaches the Claiming System, a series of screens will walk the participant through a description of the MAC program. The participant will select the *Next* button to navigate through each screen.



Claiming System
Name: Demo Participant; Email: demo@test.com; Moment: 10/3/2014 at 8:00 AM
What is the Indiana Medicaid Administrative Claiming Program (IndianaMAC)
IndianaMAC:
Allows school corporations to recover some costs for Medicaid-related Administrative activities (not direct medical services) performed by school staff.
Medicaid administrative activities support efficient and effective operation of the Medicaid program
Federal MAC dollars do not duplicate or replace schools' reimbursements for Medicaid-covered direct medical services provided to students with Individualized Education Programs(IEPs)
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Claiming System
Name: Demo Participant; Email: demo@test.com; Moment: 10/3/2014 at 8:00 AM
What is the Indiana Medicaid Administrative Claiming Program (IndianaMAC)(cont)
The school setting offers unique advantages and opportunities to reach children and families to inform and encourage them to enroll in the Medicaid Program, as well as to provide assistance to students in accessing medical services. Most children attend schools, and since most parents consider schools a trusted conduit for important information, schools are a critical link to reach uninsured children who may qualify for Medicaid services. Public school corporations in Indiana provide physical health, mental health, and substance abuse care services. Coordination and follow-up activities are provided when screenings and evaluations identify a specific need of the student. Federal statute and regulations allow for reimbursement by Medicaid to certain governmental entities that provide Medicaid-related outreach services.
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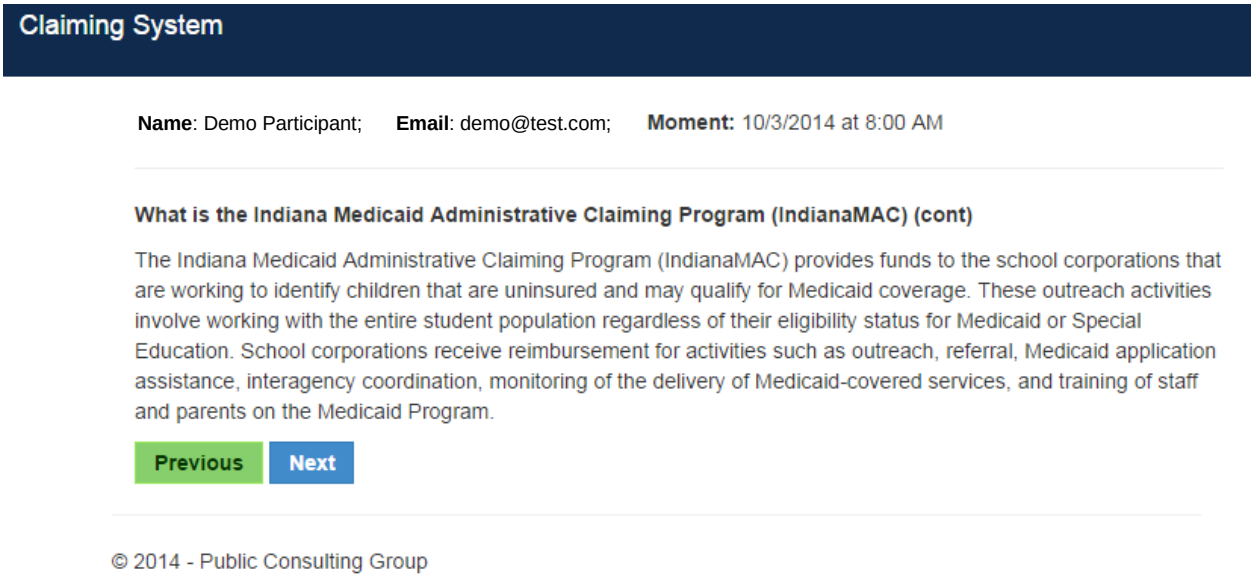
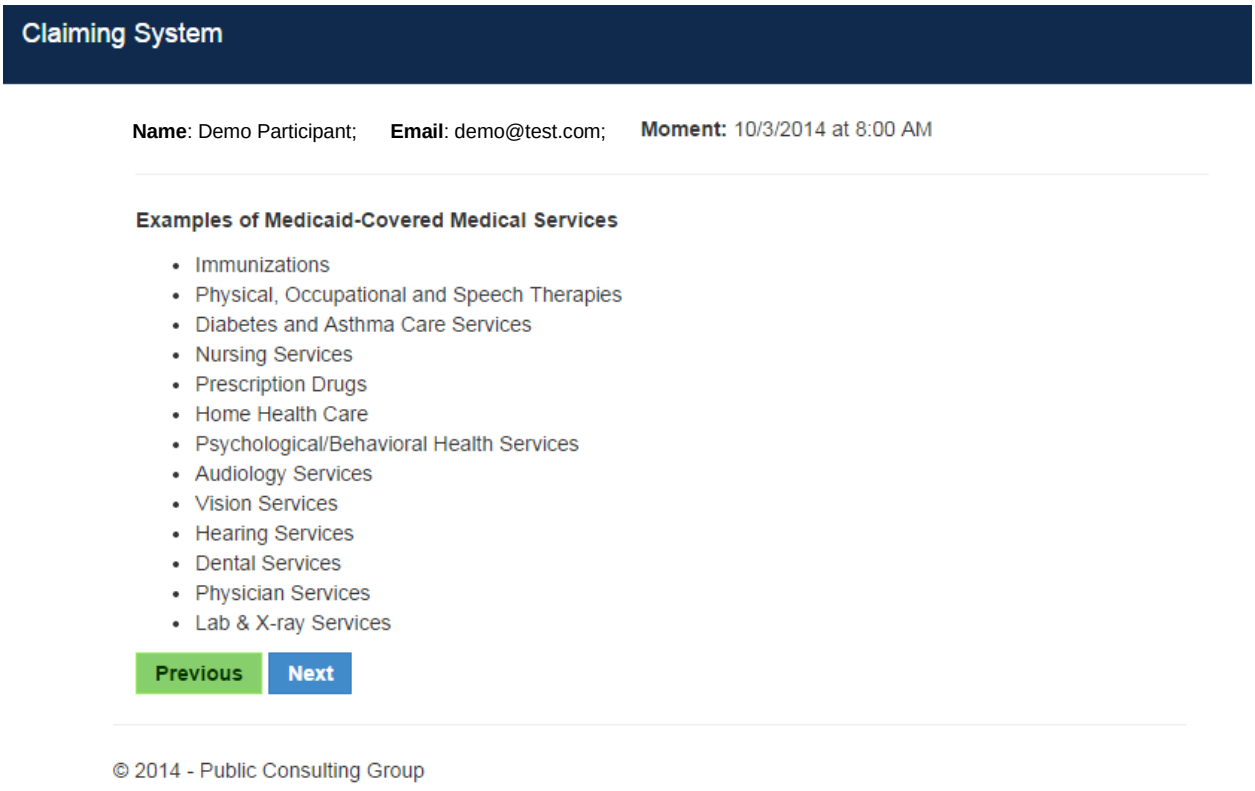
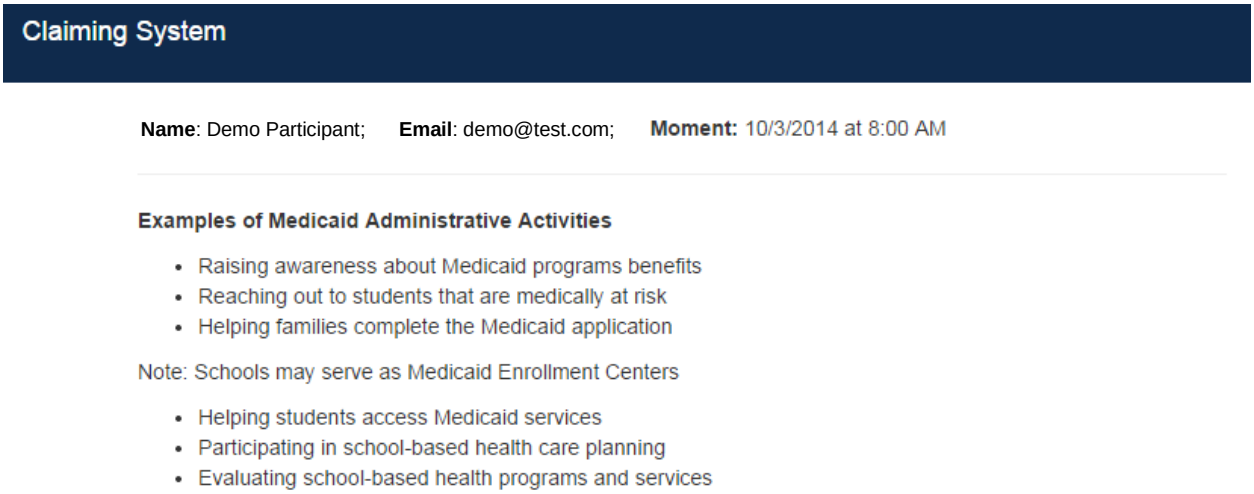


The system lists the Medicaid covered services as well as the allowable Medicaid activities under MAC. Other types of administrative activities are also listed.




Claiming System
Name: Demo Participant; Email: demo@test.com; Moment: 10/3/2014 at 8:00 AM
Examples of Medicaid Administrative Activities
• Raising awareness about Medicaid programs benefits
• Reaching out to students that are medically at risk
• Helping families complete the Medicaid application
Note: Schools may serve as Medicaid Enrollment Centers
• Helping students access Medicaid services
• Participating in school-based health care planning
• Evaluating school-based health programs and services
• Referring students to Medicaid providers
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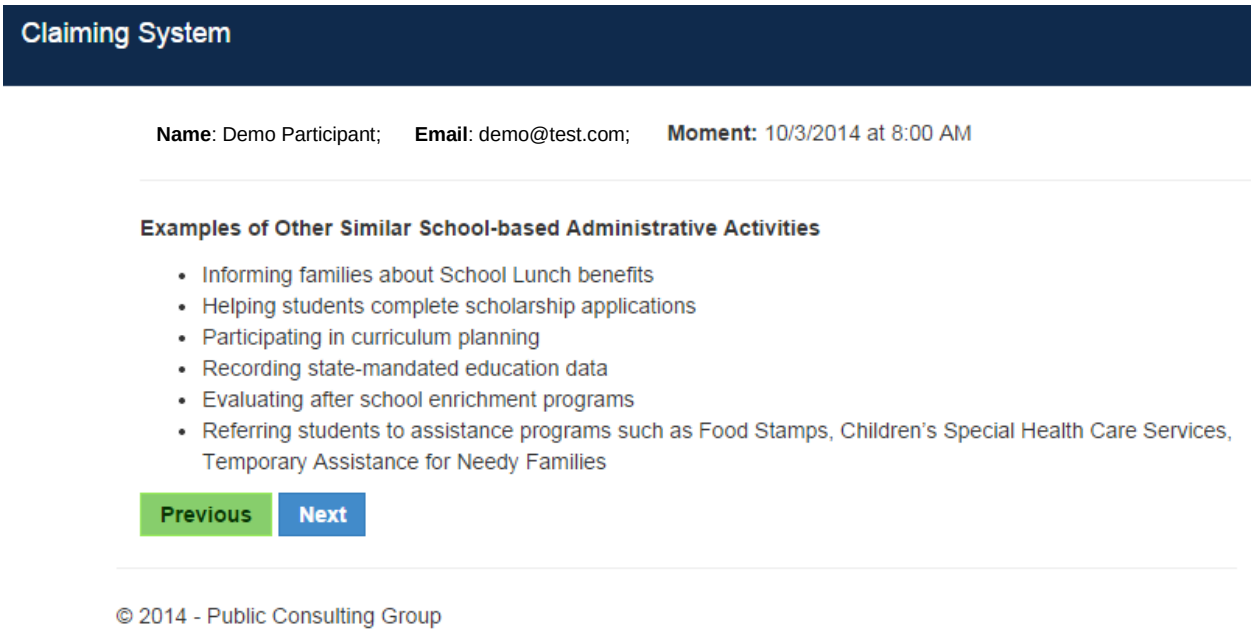
Claiming System
Name: Demo Participant; Email: demo@test.com; Moment: 10/3/2014 at 8:00 AM
Examples of Other Similar School-based Administrative Activities
• Informing families about School Lunch benefits
• Helping students complete scholarship applications
• Participating in curriculum planning
• Recording state-mandated education data
• Evaluating after school enrichment programs
• Referring students to assistance programs such as Food Stamps, Children's Special Health Care Services, Temporary Assistance for Needy Families
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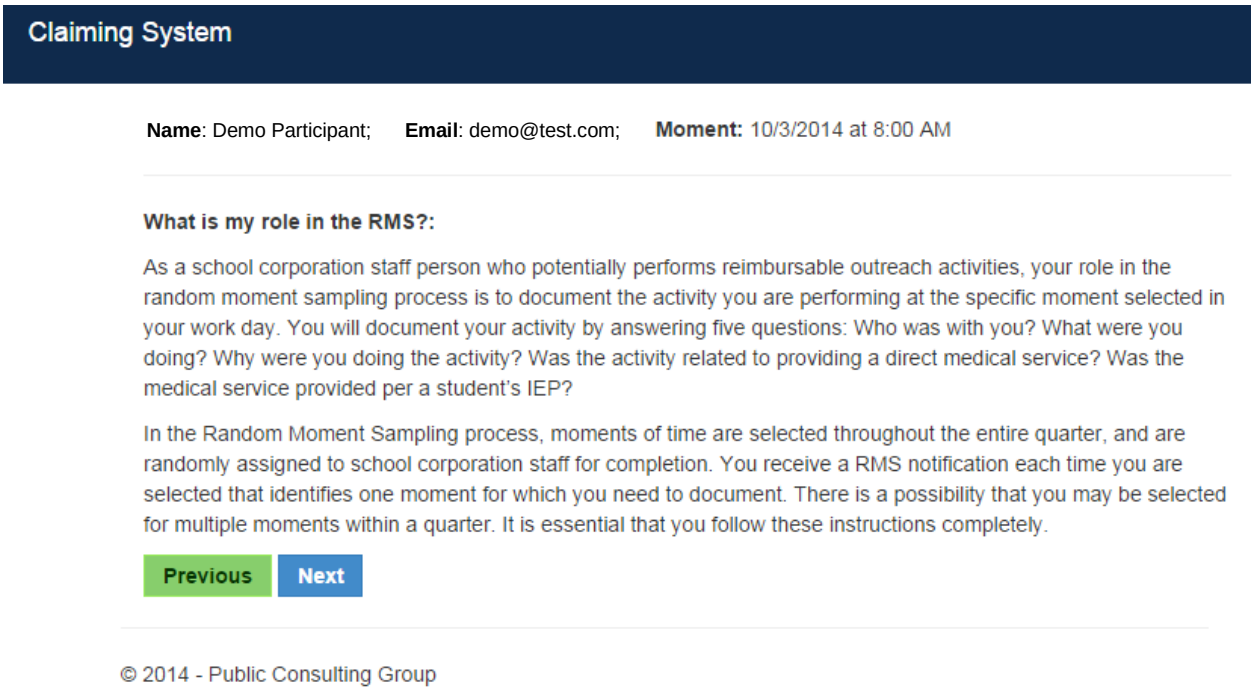
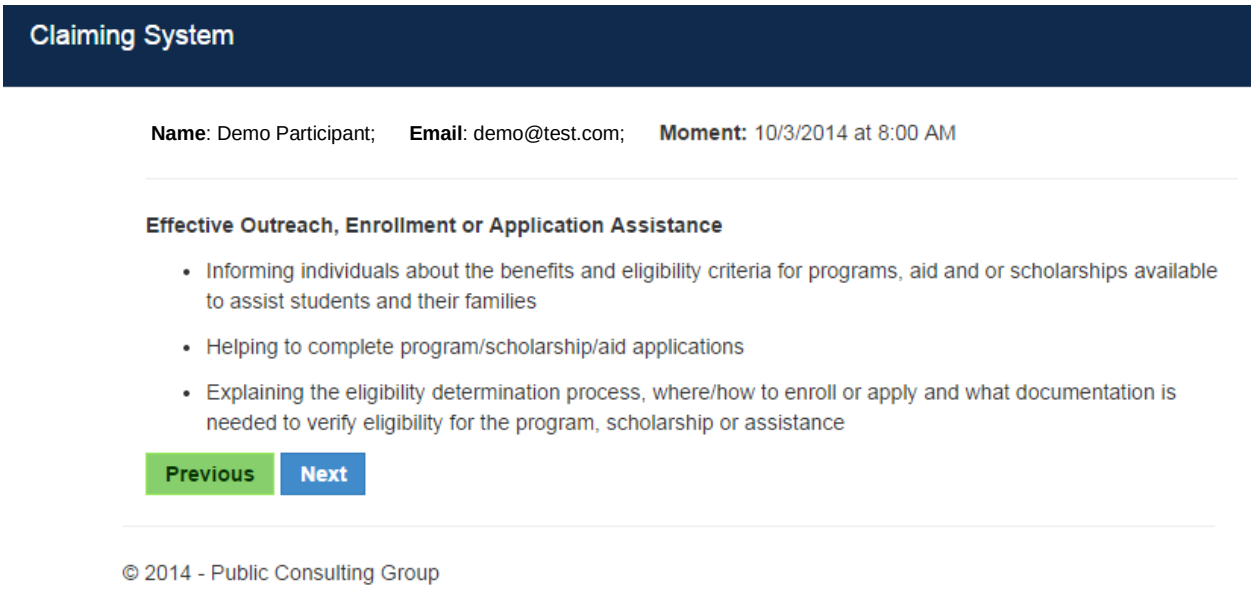
A participant's role is explained in the system.



The next series of screens describe examples of activities that are covered under the Medicaid Administrative Claiming Program.



Claiming System

Name: Demo Participant; **Email**: demo@test.com; **Moment:** 10/3/2014 at 8:00 AM

Effective Translation and Interpretation to Help Families

- Oral language translation, sign language interpretation or Braille transcription to:
- Inform students/families of available assistance, programs, benefits and eligibility criteria
- Help students/families complete application for program, scholarship, aid, benefits
- Explain program/aid eligibility determination process, where and how to apply/enroll and what documentation is needed for eligibility verification
- Develop translated or transcribed materials to help individuals access and understand programs, services or benefits

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Claiming System

Name: Demo Participant; **Email**: demo@test.com; **Moment:** 10/3/2014 at 8:00 AM

Effective Program Planning, Development and Evaluation

- Developing advisory groups of professionals and stakeholders to consult regarding delivery of program services and benefits to school populations
- Developing procedures for tracking families'requests for help accessing program services
- Developing strategies to assess or increase the capacity of program services for students
- Monitoring outcomes of program services in schools
- Developing or monitoring contracts for provision of program services or benefits for school populations

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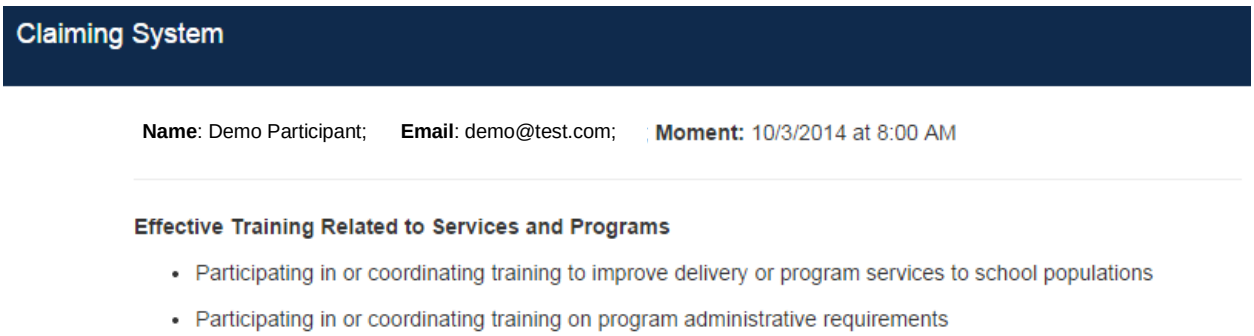
Claiming System
Name: Demo Participant; Email: demo@test.com; Moment: 10/3/2014 at 8:00 AM
Effective Training Related to Services and Programs
• Participating in or coordinating training to improve delivery or program services to school populations
• Participating in or coordinating training on program administrative requirements
• Participating in or coordinating training to enhance program outcomes, quality or participant satisfaction
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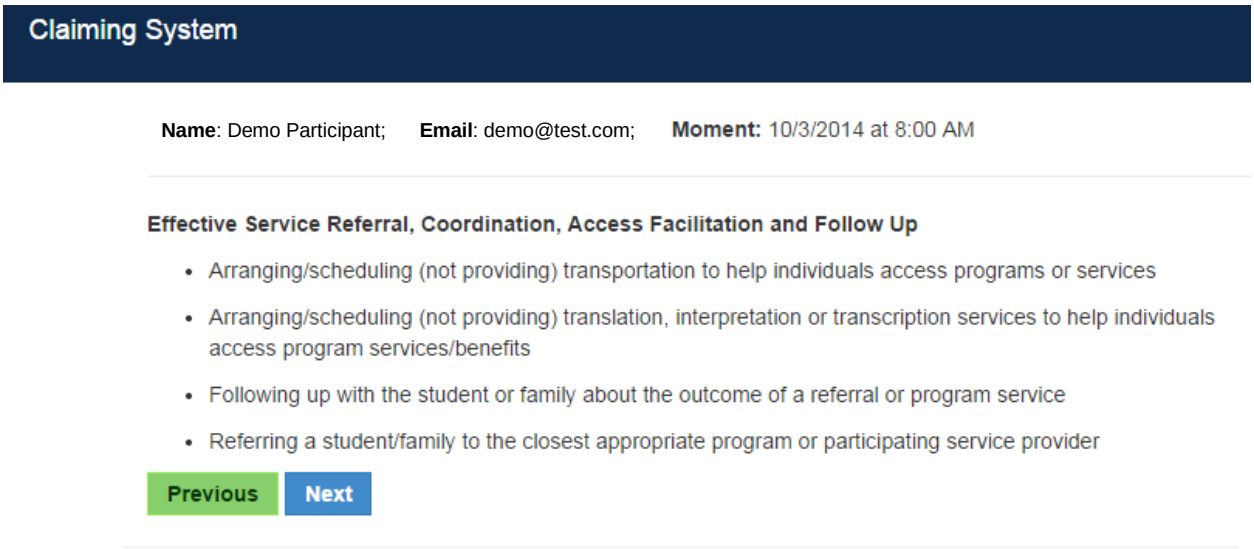
Claiming System
Name: Demo Participant; Email: demo@test.com; Moment: 10/3/2014 at 8:00 AM
Effective Service Referral, Coordination, Access Facilitation and Follow Up
• Arranging/scheduling (not providing) transportation to help individuals access programs or services
• Arranging/scheduling (not providing) translation, interpretation or transcription services to help individuals access program services/benefits
• Following up with the student or family about the outcome of a referral or program service
• Referring a student/family to the closest appropriate program or participating service provider
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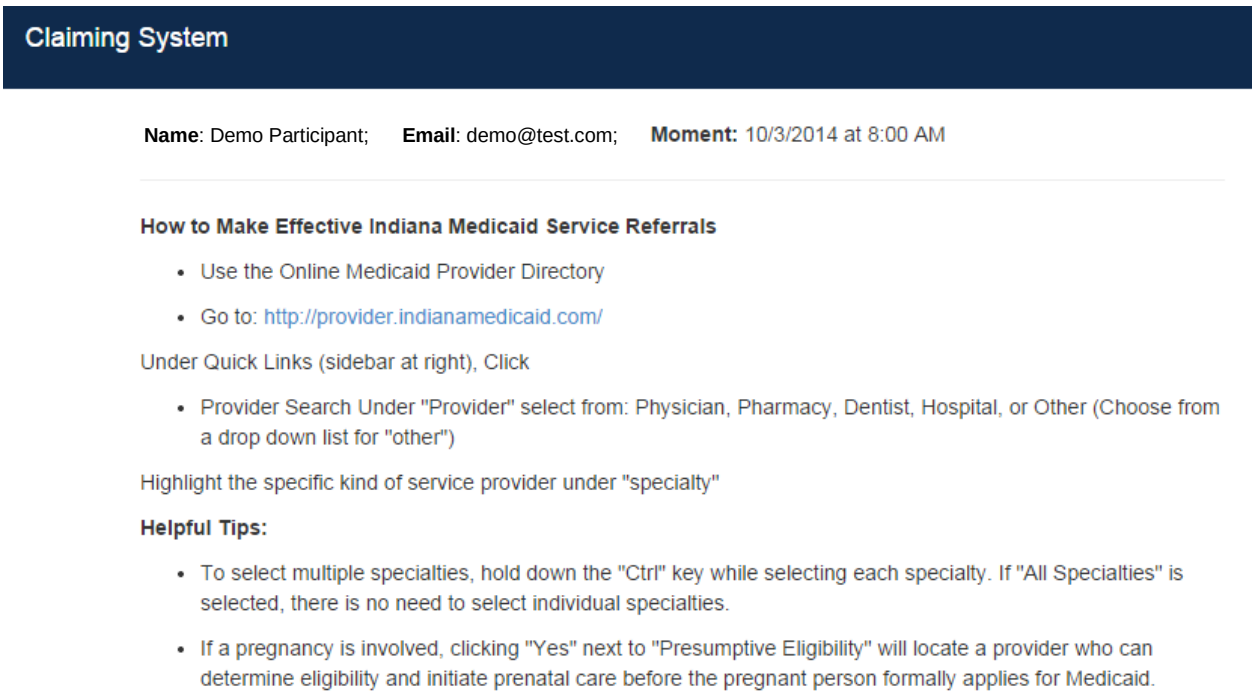
Claiming System
Name: Demo Participant; Email: demo@test.com; Moment: 10/3/2014 at 8:00 AM
How to Make Effective Indiana Medicaid Service Referrals
Use the Online Medicaid Provider Directory
Go to: http://provider.indianamedicaid.com/
Under Quick Links (sidebar at right), Click
Provider Search Under "Provider" select from: Physician, Pharmacy, Dentist, Hospital, or Other (Choose from a drop down list for "other")
Highlight the specific kind of service provider under "specialty"
Helpful Tips:
To select multiple specialties, hold down the "Ctrl" key while selecting each specialty. If "All Specialties" is selected, there is no need to select individual specialties.
If a pregnancy is involved, clicking "Yes" next to "Presumptive Eligibility" will locate a provider who can determine eligibility and initiate prenatal care before the pregnant person formally applies for Medicaid.
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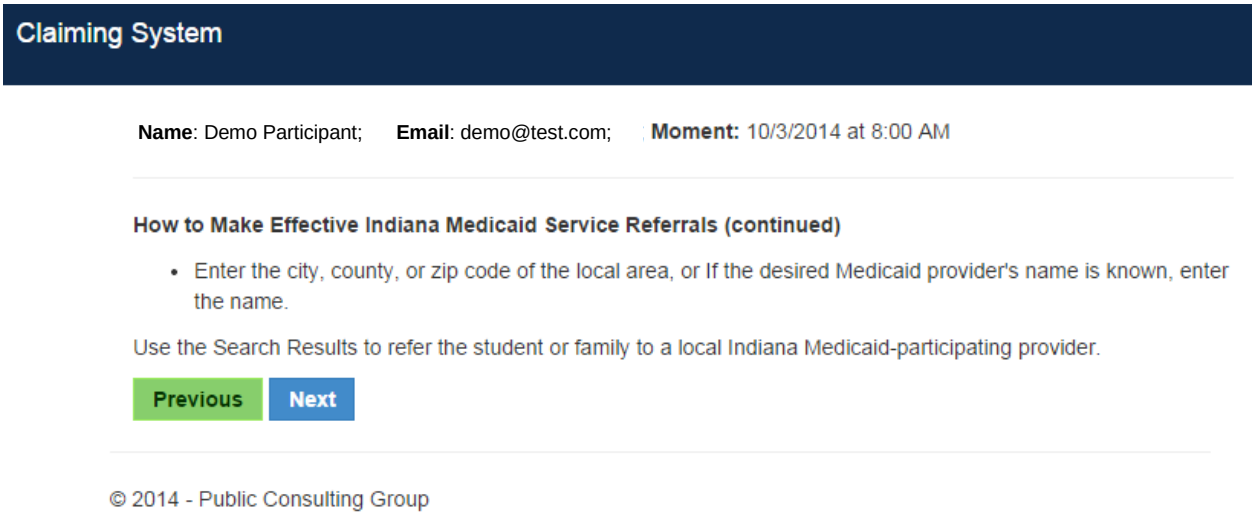
Claiming System
Name: Demo Participant; Email: demo@test.com; Moment: 10/3/2014 at 8:00 AM
How to Make Effective Indiana Medicaid Service Referrals (continued)
Enter the city, county, or zip code of the local area, or If the desired Medicaid provider's name is known, enter the name.
Use the Search Results to refer the student or family to a local Indiana Medicaid-participating provider.
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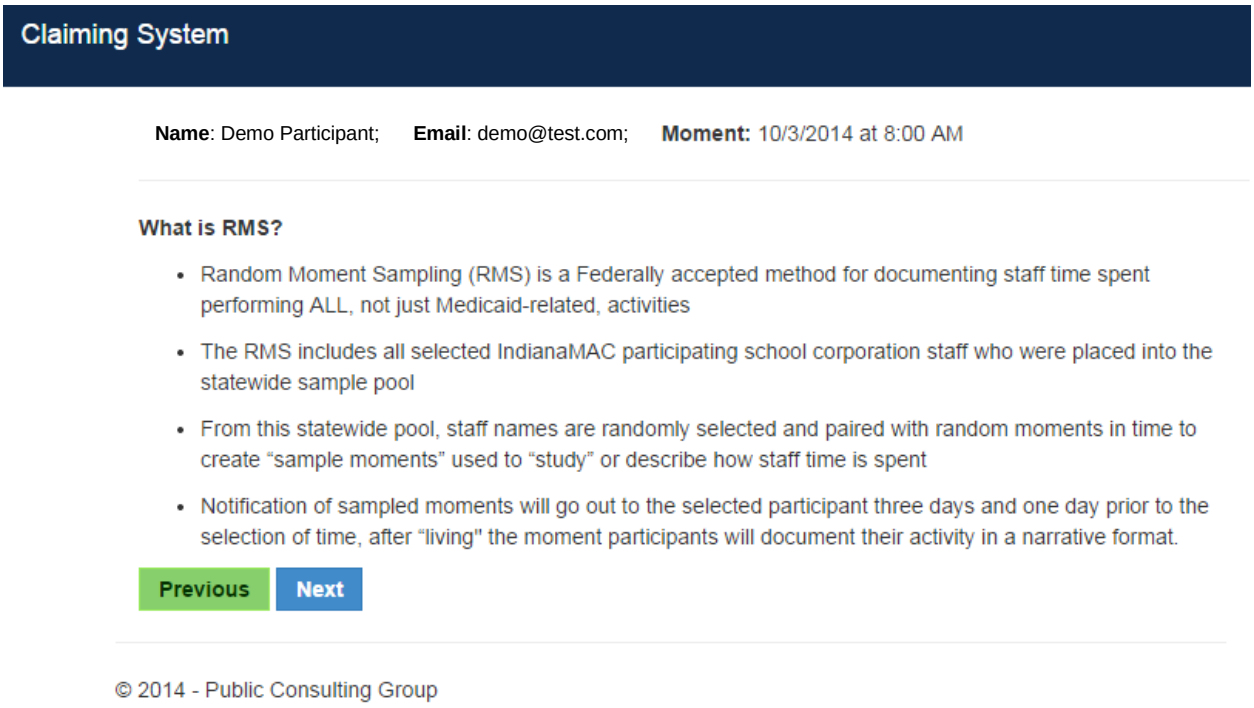
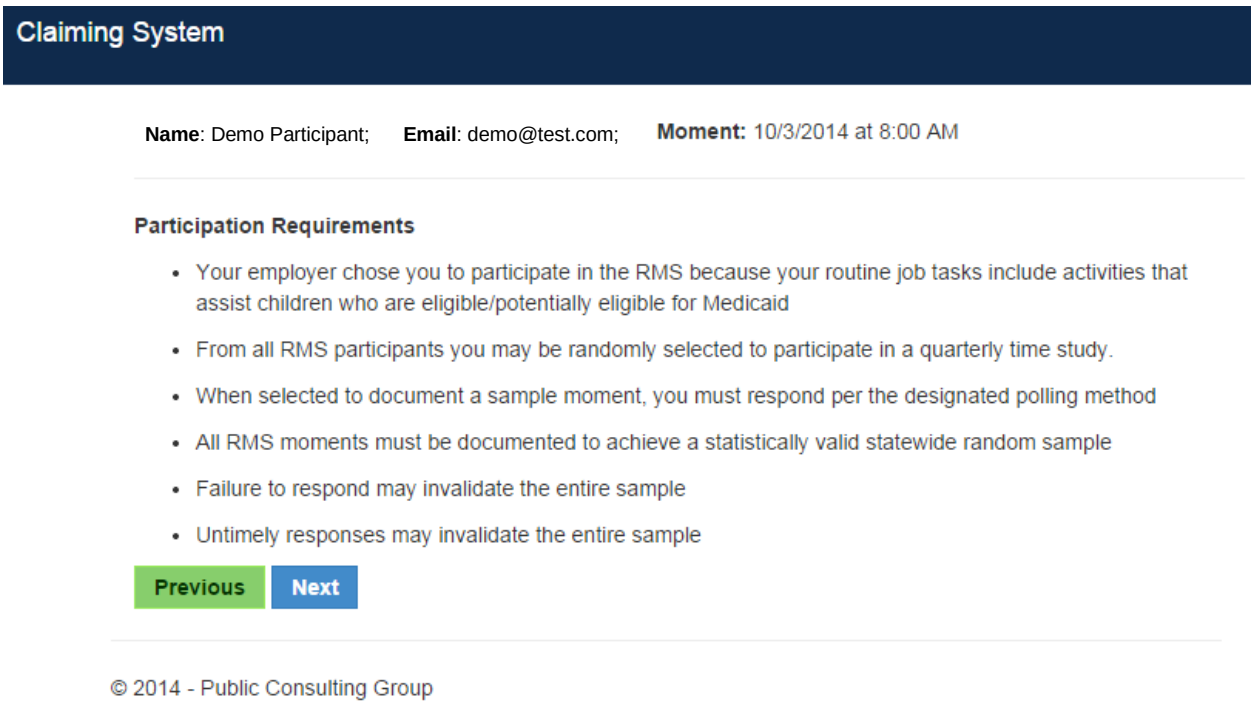
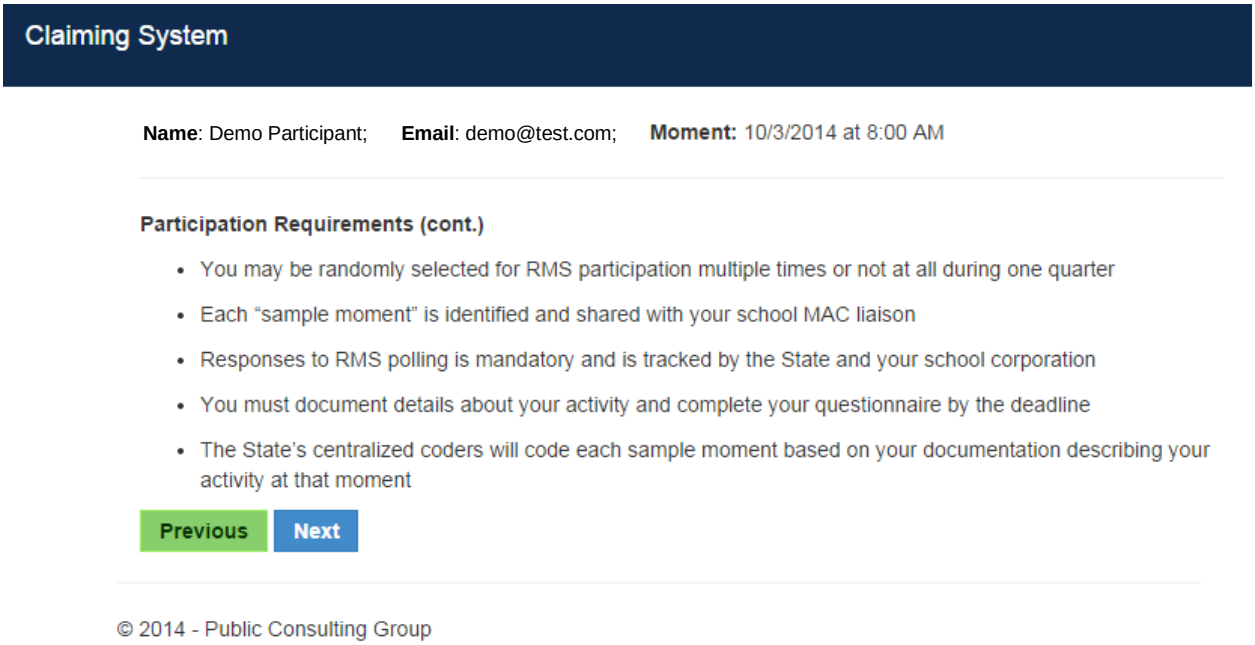
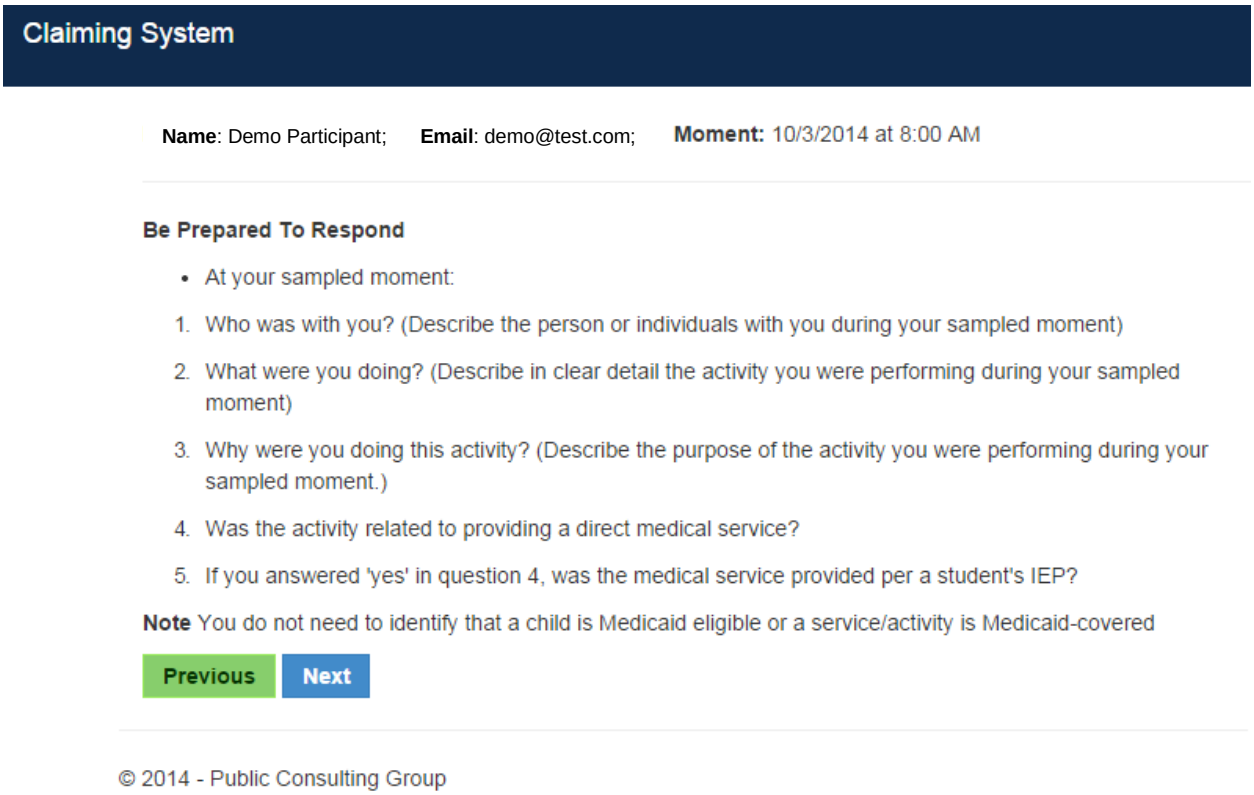
The next series of screens describe the importance of the Random Moment Time Study and the requirements of the participant.

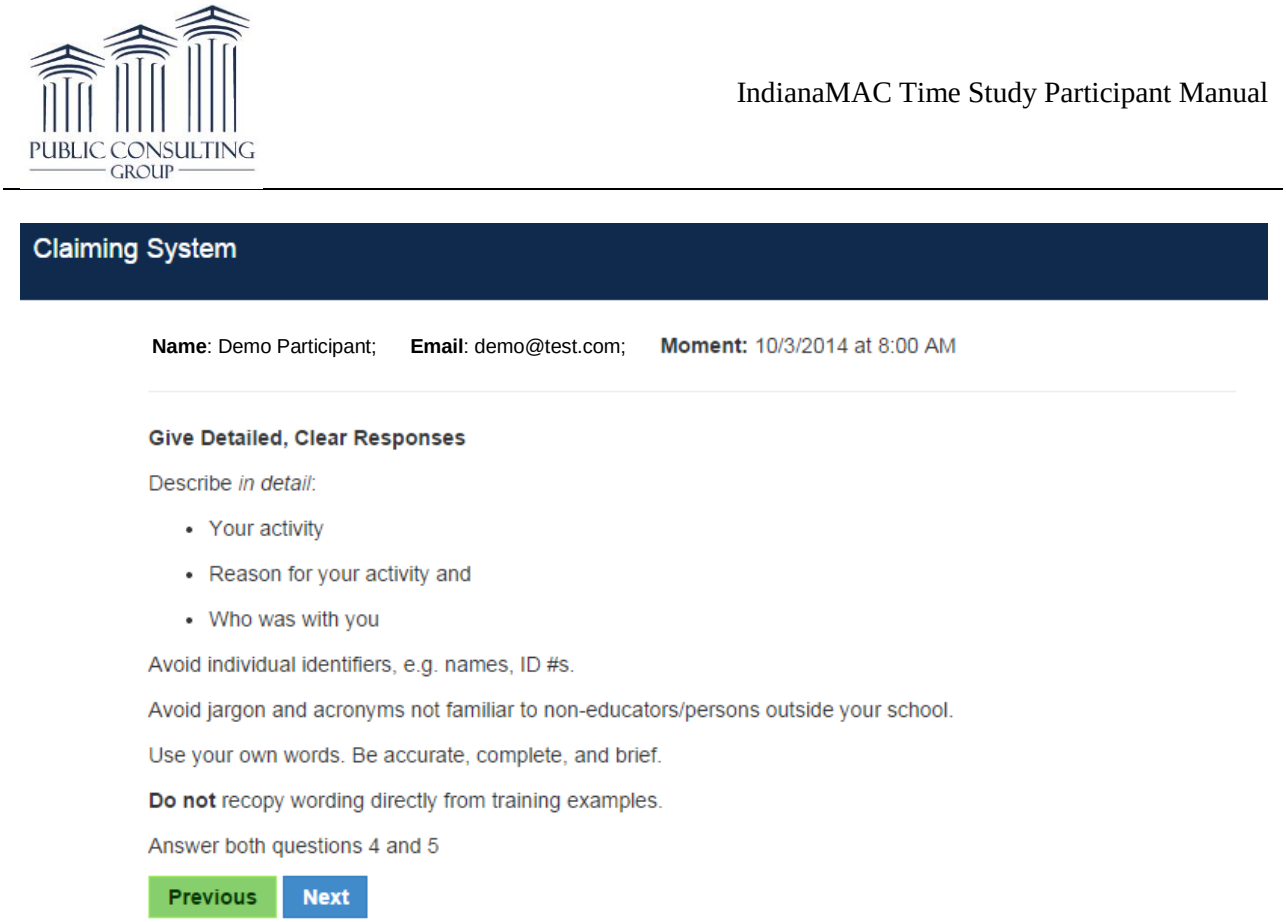






Participants are instructed to respond clearly, and with adequate detail to a series of questions.





Claiming System

Name: Demo Participant; **Email**: demo@test.com; **Moment:** 10/3/2014 at 8:00 AM

Give Detailed, Clear Responses

Describe *in detail*:

- Your activity
- Reason for your activity and
- Who was with you

Avoid individual identifiers, e.g. names, ID #s.

Avoid jargon and acronyms not familiar to non-educators/persons outside your school.

Use your own words. Be accurate, complete, and brief.

Do not recopy wording directly from training examples.

Answer both questions 4 and 5

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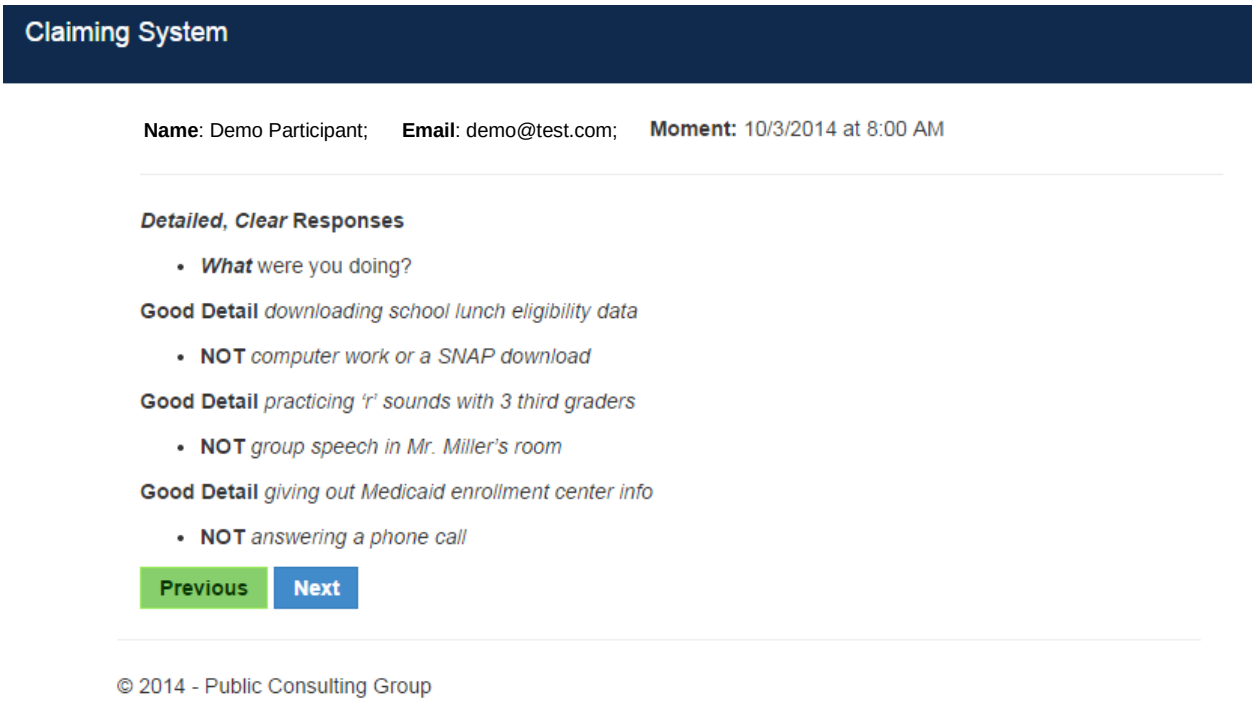

Claiming System

Name: Demo Participant; **Email**: demo@test.com; **Moment:** 10/3/2014 at 8:00 AM

***Detailed, Clear* Responses**

- ***What*** were you doing?

Good Detail *downloading school lunch eligibility data*

- **NOT** *computer work or a SNAP download*

Good Detail *practicing 'r' sounds with 3 third graders*

- **NOT** *group speech in Mr. Miller's room*

Good Detail *giving out Medicaid enrollment center info*

- **NOT** *answering a phone call*

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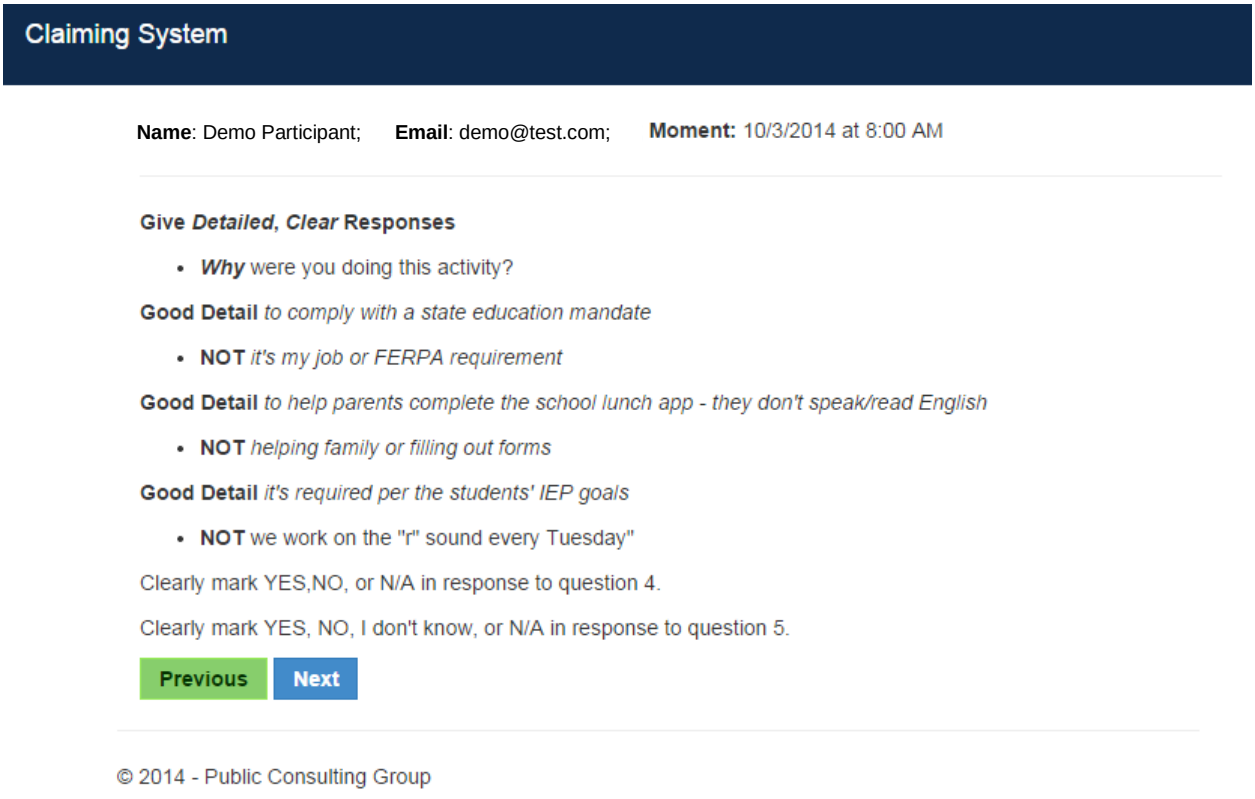
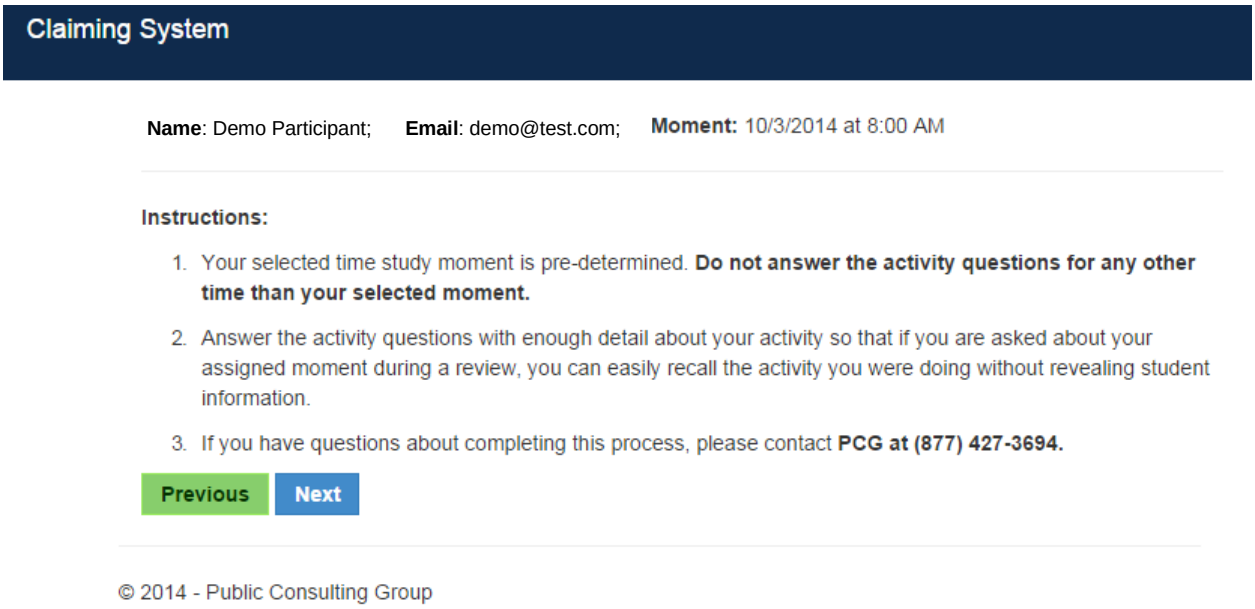


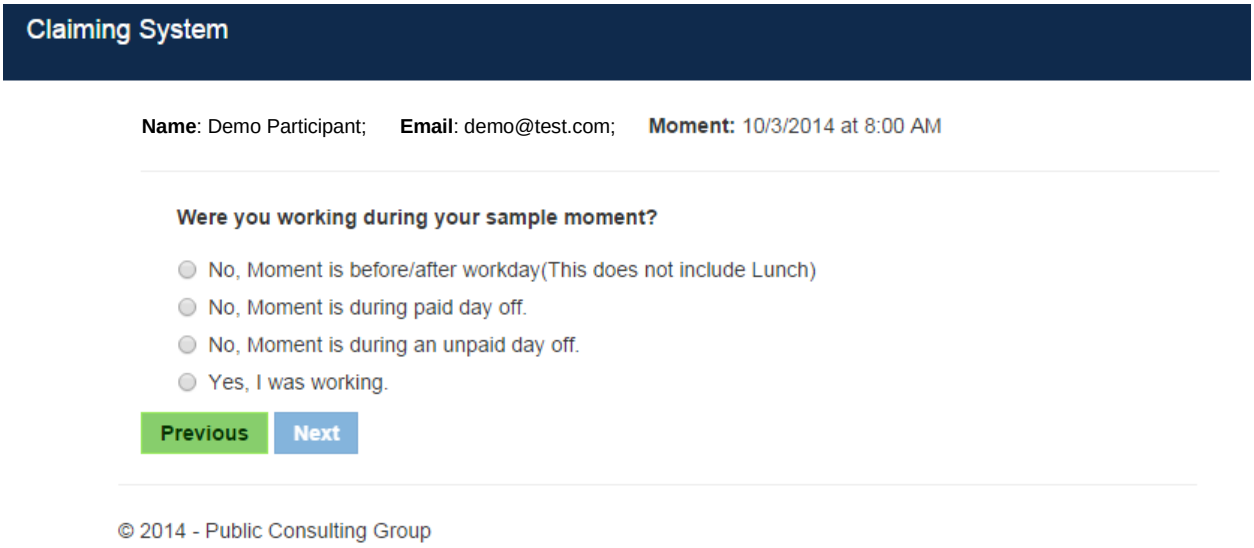
Finally, participants are given instructions to complete their moment and a toll free number to call if they are having difficulty.



The next screen displays the first question, which asks if the participant was working at the time of the moment.

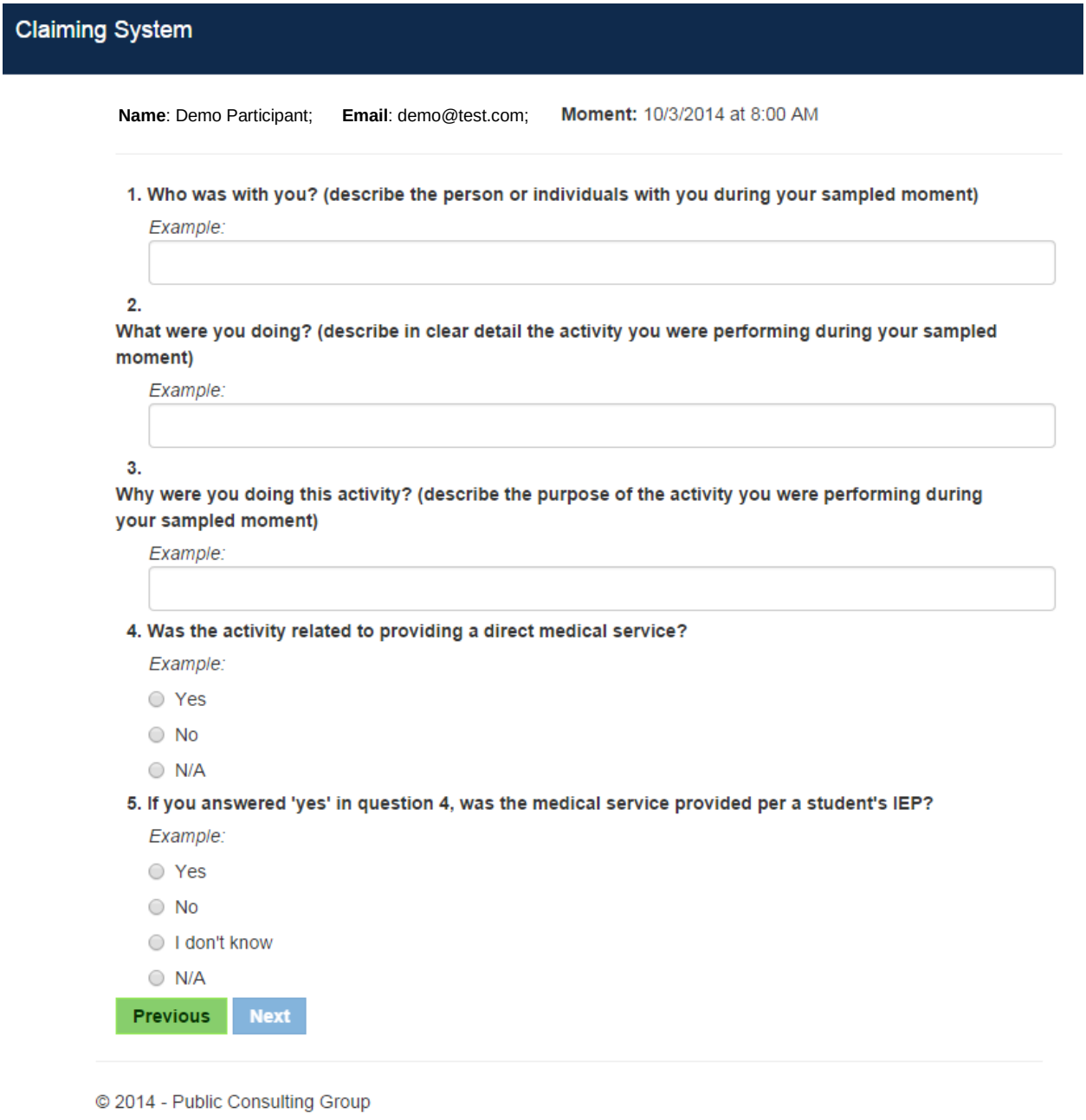
The participants indicate if they were working or not working. If not working, participants must indicate if the time off was paid or unpaid or if the moment occurred outside regular scheduled hours.

Then select “next”.



If a participant answers not working at the time of the moment, there are no additional questions to respond to and the moment is complete.

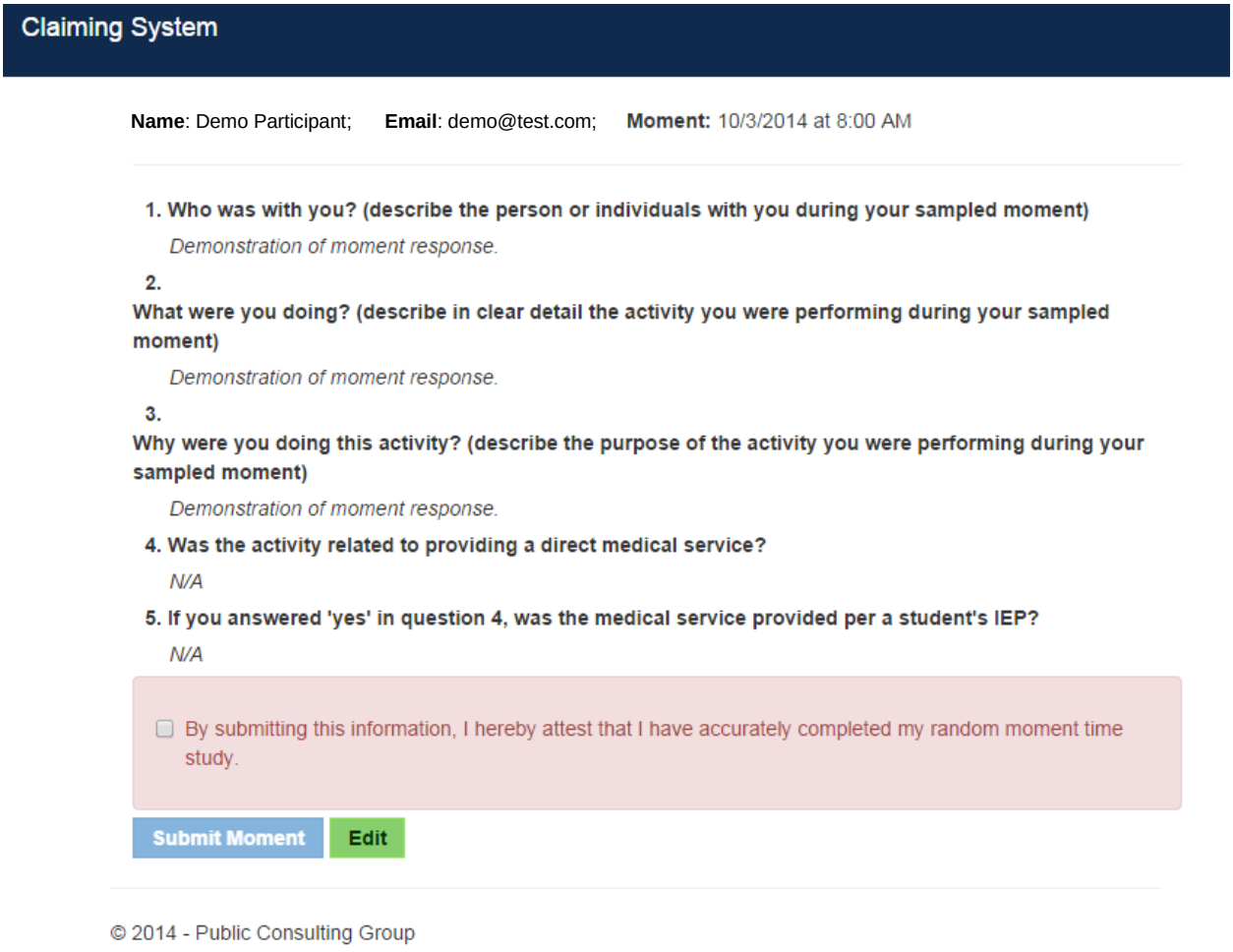
If a participant selects “Yes, I was working”, the following questions appear:



A participant must respond to all 5 questions then select ‘Next.’

Note: A participant must only respond to the questions about the activity during the minute that was assigned.

The next screen allows the participant to verify their responses.

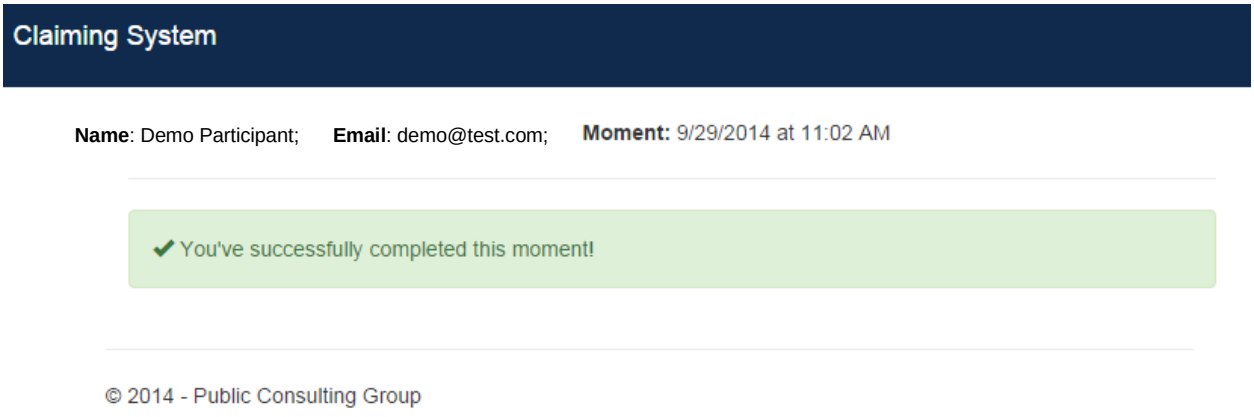


If changes must be made, select Edit, which will return the participant to the response screen.

If no changes are necessary, the participant must put a check mark in the box next to the acknowledgement statement and then select Submit Moment.

Note: The submit button does not illuminate until a check is placed in the box next to the acknowledgement statement.

Once the moment has been submitted, the moment is complete and a verification statement appears. "You've successfully completed this moment!"



The moment is now complete; the participant can exit the system by closing the browser.

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