



**Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**  
**Office of Medicaid**  
600 Washington Street  
Boston, MA 02111  
[www.mass.gov/masshealth](http://www.mass.gov/masshealth)



**MassHealth**  
**Municipally Based Health Services**  
**Bulletin 11**  
**June 2005**

**TO:** Municipally Based Health Service Providers Participating in MassHealth  
**FROM:** Beth Waldman, Medicaid Director *BW*  
**RE:** **Administrative Claiming**

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**Background**

Every Local Educational Authority (LEA) participating in the Municipal Medicaid Program must adhere to its provider agreement with MassHealth. That provider agreement requires LEAs to comply with its terms and conditions, including applicable federal and state laws and regulations.

The Time Study Manual for School-Based Administrative Activities ("Time Study Manual") was revised effective January 1, 2005. This revision resulted in a one-time change in the methodology used to calculate the average of the time study data, used for claiming purposes, for the quarter ending September 30, 2005.

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**Reminder about  
the Medicaid  
Eligibility Factor**

The Medicaid Eligibility Factor must be calculated quarterly by dividing the number of Medicaid-eligible students in the district, for the quarter, by the total number of students enrolled in the district, for the same quarter. Providers should determine enrollment and eligibility at the same point in time during each quarter. Providers can verify eligibility using WebREVS or PC Software, or by matching enrollment data to the list of MassHealth-eligible students distributed to the provider each quarter. For questions about WebREVS or PC Software, contact EDS at 1-800-462-7738.

If a student is attending a charter or regional school, only the charter or regional school is eligible to include that student in its Medicaid Eligibility Factor calculation. Public school districts should not include any such student in their count.

All providers should review their Medicaid Eligibility Factor calculations for previously submitted claims. If the calculation was completed incorrectly, the provider should amend any affected changes and resubmit those claims to the University of Massachusetts Medical School, Municipal Medicaid Program. Be sure to identify the claim as an amendment to an original submission. This information will then be submitted to MassHealth for processing.

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***Reminder about  
the Medicaid  
Eligibility Factor  
(cont.)***

After the amended claims have been processed, future Municipal Medicaid administrative claiming payments will be adjusted until the full amount of the variance has been reconciled.

For more information about the calculation of the Medicaid Eligibility Factor, refer to the Claiming Manual for School-Based Administrative Activities.

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***Time Study  
Average for  
September 2005  
Administrative  
Claim***

This section of this Bulletin applies to providers who participate in school-based administrative claiming. For such providers, the Time Study Manual requires that a random sample of direct-service and direct-support personnel participate in an administrative activity claim (AAC) time study for five consecutive days for each of the three quarters of the school year. Time-study quarters are defined as:

- October – December;
- January – March; and
- April – June.

Generally, providers must utilize an average of the data from the previous three quarters for claiming purposes for the fourth quarter (July-September). (Refer to page 3 of the Time Study Manual.)

The January 1, 2005, revision of the Time Study Manual changed certain activity code descriptions. Because the descriptions of some activity codes used in the quarter ending December 2004 are different from descriptions for the same codes used for the quarters ending March 2005 and June 2005, LEAs must average only the time-study results for the quarters ending March and June 2005. Those results should be applied to the claim for the quarter ending September 2005.

This exception to calculating the average data applies only for the quarter ending September 2005. For all future calculations, providers should use the original methodology, as defined in the Time Study Manual.

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***Questions***

If you have any questions about the information in this bulletin, please call MassHealth Customer Services at 1-800-841-2900, e-mail your inquiry to [providersupport@mahealth.net](mailto:providersupport@mahealth.net), or fax your inquiry to 617-988-8974. This bulletin and all MassHealth Publications are available on the MassHealth Web site at [www.mass.gov/masshealthpubs](http://www.mass.gov/masshealthpubs). Click on the link for "Provider Library."

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