



## TEXAS HEALTH AND HUMAN SERVICES COMMISSION

ALBERT HAWKINS  
EXECUTIVE COMMISSIONER

December 12, 2006

### MAC Stand-Alone and Lead Districts

Dear Superintendent/Designee:

To improve the administration of the Medicaid Administrative Claiming (MAC) Program, the Health and Human Services Commission (HHSC) has consolidated and restructured the program's components and operations. The Procurement and Contract Management Section of HHSC's Medicaid/CHIP Division is now responsible for the operations, management and oversight of all MAC activities. With the consolidation, HHSC has noticed that school districts, regardless of their participation status, have different views of their roles and responsibilities. The purpose of this letter is to help clarify the responsibilities of each district, as well as HHSC's expectations.

As a requirement for program participation, each Stand-Alone ISD (Independent School District) and Consortium Lead District entered into an Agreement with a state agency. Each of those Districts should understand that the Agreement is between the state agency and the District, and not between the agency and a third-party provider (vendor). Although Stand-Alone ISDs and Lead Districts may contract with a third-party provider to administer the MAC program, such Districts are responsible for ensuring compliance with all agreement and program requirements.

Districts that contract with a third-party provider or participate as a member of a consortium must designate a MAC contact person within the district. Also, each Stand-Alone or Lead District must ensure compliance with the Medicaid Administrative Claiming Implementation Plan issued by the Texas Department of Human Services (TDHS), dated October 1, 2003. HHSC recommends that all Districts become familiar with the Implementation Plan, which is attached for your reference.

To further assist with your compliance efforts, Stand-Alone and Lead Districts should review and update their individual Implementation Plans on, at a minimum, an annual basis. Updated Plans, as well as any related questions or issues should be submitted to the District's designated HHSC MAC Program Coordinator for review and approval. HHSC requests that each Lead District forward this letter and attachment to each school district participating in its consortium.

We appreciate your assistance in HHSC's efforts to improve the MAC Program. Also, we look forward to working with you as we continue to identify and consider new processes and procedures for maximizing the program's efficiency and effectiveness.

MAC Stand-Alone and Lead Districts  
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If you have any questions, please contact your State MAC Coordinator, Rick Castillo, at 512-491-1136, or by e-mail, at [rick.castillo@hhsc.state.tx.us](mailto:rick.castillo@hhsc.state.tx.us).

Sincerely,

Vicki Echols  
State MAC Program Manager  
Medicaid Administrative Claiming Program