

# Medicaid and School-Based Services Professional Learning Community Session #3: Real-World Models of Medicaid Integration Notes

April 22, 2026

## Office of Superintendent of Public Instruction (OSPI) Vision, Mission, and Values



### Vision

*All students prepared for post-secondary pathways, careers, and civic engagement.*

### Mission

Transform K–12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

### Values

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

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# OSPI Equity Statement



Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

Ensuring educational equity:

- Goes beyond equality; it requires education leaders to examine the ways current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English Learner services, students who identify as LGBTQ+, and highly mobile student populations.
- Requires education leaders to develop an understanding of historical contexts; engage students, families, and community representatives as partners in decision-making; and actively dismantle systemic barriers, replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.



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## Land Acknowledgement

# Land Acknowledgement



"I would like to acknowledge the indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Steh-Chass Band of Indigenous people of the Squaxin Island Tribe."

- The Squaxin Island Tribe was created by combining 7 bands of indigenous peoples from throughout South Puget Sound. In 1854, those 7 bands were placed on a reservation called Squaxin Island near Thurston and Mason Counties.
- Olympia sits on the shores of Budd Inlet. Budd Inlet was known as Steh-Chass, titled after the band of People who lived there since time immemorial.
- The Steh-Chass People are one of the 7 bands who make up the Squaxin Island Tribe.

"One of our greatest natural resources is our elders. They are our history. Another valued resource is the children. They are our future. It is the privilege and the responsibility of the young adults to see to it that the elders and the children are honored and nurtured. We believe that the Great Spirit is with us in everything we do, and to maintain our relationship to Mother Earth and to achieve physical, mental and spiritual health, we will always need to remember who we are and why we are here."

*Excerpt from Squaxin Island Tribe Policies and Procedures*



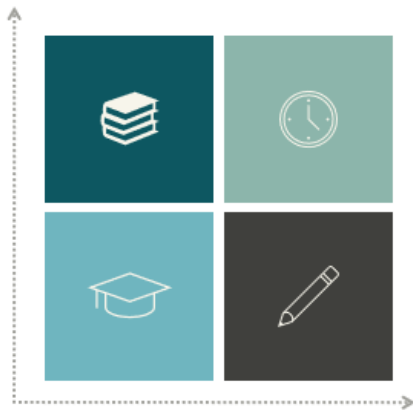
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# Agenda

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### District Presentations

Medicaid Administrative Claiming (MAC) overview; Asotin-Anatone SD and North Thurston SD

### Panel Discussion

Q&A on MAC program

### What's next

Explain topic of next session and participants complete the evaluation.

- Medicaid Administrative Claiming (MAC): Program review and coordinator responsibilities
- District Presentations: North Thurston Public Schools and Asotin-Anatone School District
- Panel Discussion: Q&A on program with districts, OSPI and HCA
- What's next: Explain topic of next session and participants complete the evaluation

## Meet the team

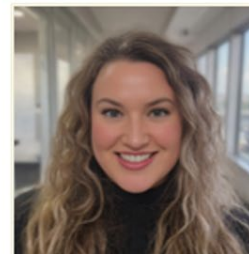
### Meet the Team



**Bridget Underdahl, OSPI**



**Julee Christianson, OSPI**



**Brittany Mullins, HCA**



State team presentation during the webinar:

- Bridget Underdahl, OSPI
- Julee Christianson, OSPI
- Brittany Mullins, HCA

## State agency partnership

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### State agency partnership

- Health Care Authority (HCA) is responsible for managing and administering Medicaid.
- Office of Superintendent of Public Instruction (OSPI) provides technical assistance to help LEAs participate. OSPI's technical assistance is education-centered and focused on aligning Medicaid participation with MTSS frameworks, district fiscal health, clear and consistent guidance, and direct coordination with HCA to help districts navigate implementation successfully.
- Agencies worked together to collect surveys and conduct listening sessions to inform recommendations to modernize Medicaid and School Based Services.



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## Common abbreviations

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- OSPI – Office of Superintendent of Public Instruction
- HCA – Health Care Authority
- CMS – Centers for Medicare and Medicaid Services
- LEA – Local Education Agency
- SPA – State Plan Amendment
- SBS – School Based Services
- SBHS – School Based Health Care Services
- **MAC – Medicaid Administrative Claiming**
- **RMTS – Random Moment Time Study**
- MER – Medicaid Eligibility Rate
- NPI – National Provider Identifier
- MCO – Managed Care Organizations
- MTSS – Multi-Tiered Systems of Support



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## Professional Learning Community Objectives

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Over four sessions this school year, we will:

- Build a shared, foundational understanding of **Medicaid reimbursement**, fiscal reinvestment, and how dollars flow
- Understand why **Medicaid is a sustainable and reliable revenue source** that LEAs can confidently plan around
- Connect Medicaid to **MTSS**, student well-being, and LEA priorities
- Strengthen **team-driven, shared leadership** across roles
- Create a **peer learning network** that bridges experienced billing LEAs with those just getting started
- Share practical tools, guidance, and stories that make Medicaid meaningful and doable



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## Participant expectations

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- Put questions in the Q&A
- Links will be shared in the chat as we go
- Slides and recording will be shared after the presentation
- Complete evaluation at end of webinar



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## Medicaid Administrative Claiming (MAC) = Big Opportunity + Light Lift

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### Medicaid Administrative Claiming (MAC)

- Reimbursement for administrative activities such as outreach, care coordination, etc.
- School staff participate in a **random moment time study (RMTS)**
- LEAs contract directly with HCA to receive reimbursement through a **Certified Public Expenditure (CPE) process**
- [HCA public school districts MAC](#) webpage



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## Examples of eligible administrative activities

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- MAC activities improve access to healthcare, such as:
  - Medicaid outreach and application assistance
  - Scheduling/arranging for specialized transportation to/from health care service
  - Scheduling/arranging for translation services related to health care service delivery
  - Program planning and policy development related to the delivery of health services
  - Referral, coordination, and monitoring of health services
  - [LEA MAC RMTS Coordinator's Manual](#)



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More examples can be found in the [LEA MAC RMTS Coordinator's Manual](#).

## Staff involved

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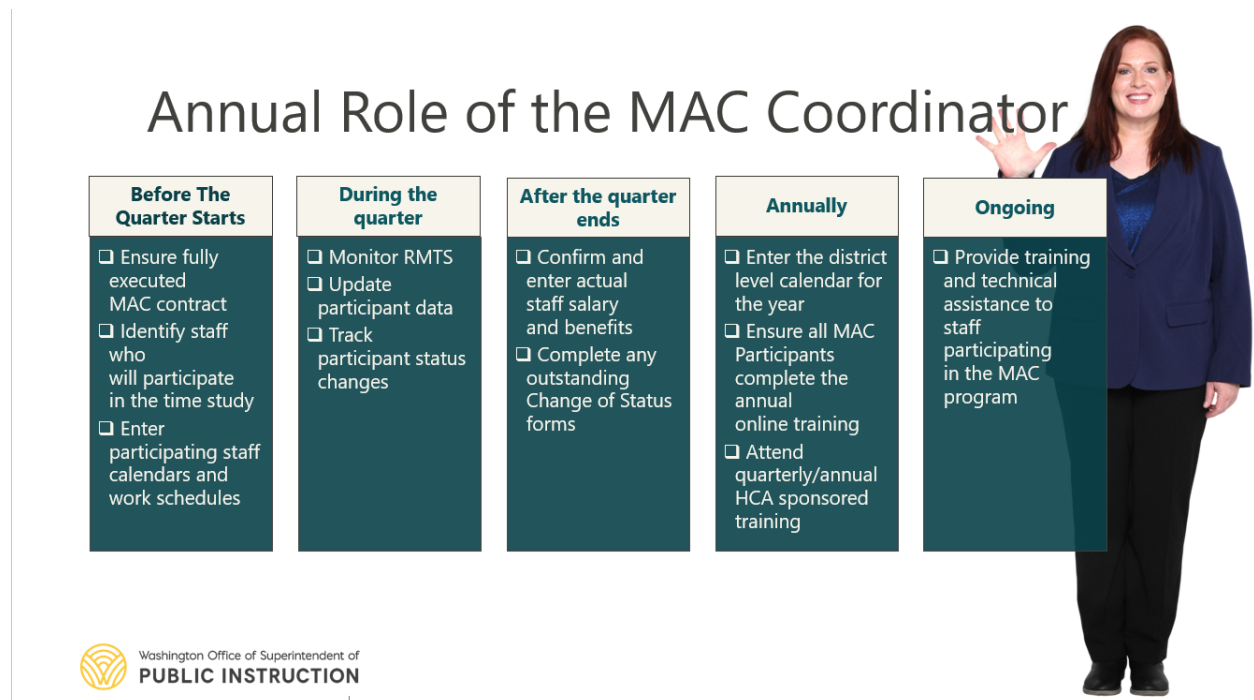
1. MAC Coordinator
2. Participants: Staff who perform allowable MAC activities as part of their regular work may.
  - **Examples:** principal, vice principal, office staff, counselor, school nurse, physical therapists, speech and language pathologist, Special Education teachers and paraeducators




The staff involved in this program are the MAC Coordinator and staff who perform allowable MAC activities as part of their regular work day. Examples of eligible staff are principals, vice principals, office staff, counselors, school nurses, physical therapists, speech and language pathologists, Special Education teachers and paraeducators. The MAC Coordinator can also be added as a participant.

## Annual Role of the MAC Coordinator

# Annual Role of the MAC Coordinator



Before The Quarter Starts	During the quarter	After the quarter ends	Annually	Ongoing
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure fully executed MAC contract</li> <li><input type="checkbox"/> Identify staff who will participate in the time study</li> <li><input type="checkbox"/> Enter participating staff calendars and work schedules</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor RMTS</li> <li><input type="checkbox"/> Update participant data</li> <li><input type="checkbox"/> Track participant status changes</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm and enter actual staff salary and benefits</li> <li><input type="checkbox"/> Complete any outstanding Change of Status forms</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter the district level calendar for the year</li> <li><input type="checkbox"/> Ensure all MAC Participants complete the annual online training</li> <li><input type="checkbox"/> Attend quarterly/annual HCA sponsored training</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide training and technical assistance to staff participating in the MAC program</li> </ul>



The job duties of the MAC Coordinator can be divided into tasks that occur before the quarter starts, during the quarter, after the quarter ends, annually and ongoing.

Before the quarter starts, the MAC Coordinator ensures there is a fully executed contract with the HCA, identifies staff who will participate in the time study, and enters participating staff calendars and work schedules in the MAC system.

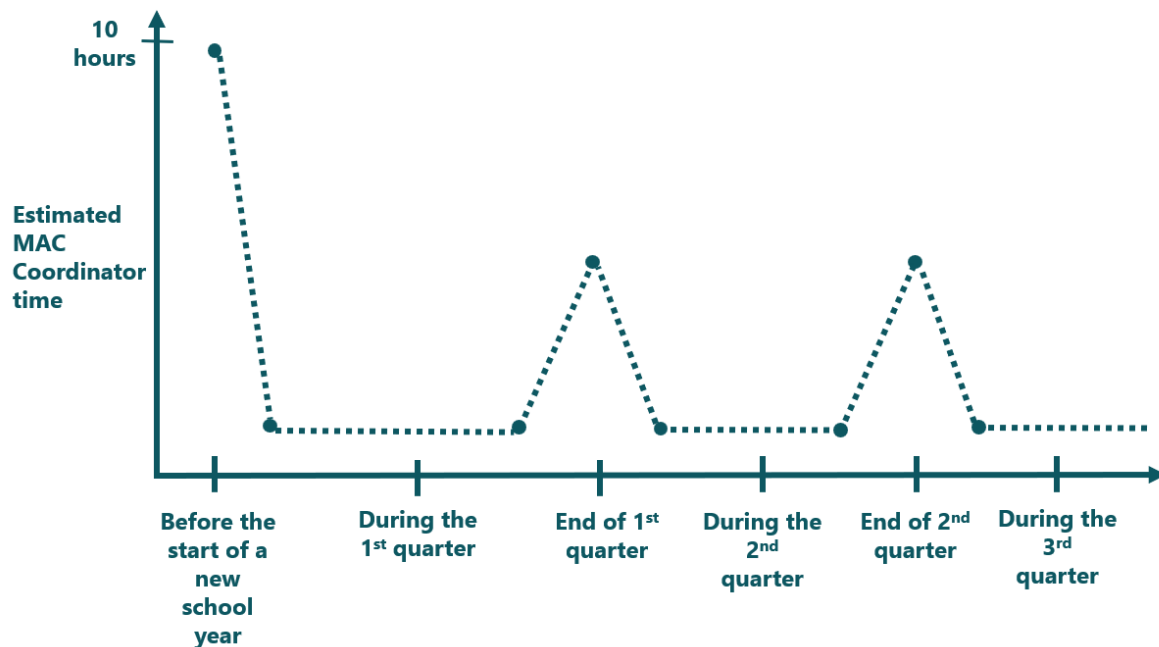
During the quarter, the MAC Coordinator monitors the Random Moment Times Studies (RMTS), updates participant data as needed, and tracks participant status changes, such as if someone leaves their position or retires.

After the quarter ends, the MAC Coordinator confirms and enters actual staff salary and benefits and completes any outstanding Change of Status forms.

Annually, the MAC Coordinator enters the district level calendar for the year, ensures all MAC participants complete the annual online training, and attends any quarterly/annual HCA sponsored trainings.

On an on-going basis, the MAC Coordinator provides training and technical assistance to staff participating in the MAC program to ensure they complete their annual training and any RMTS that are assigned.

## MAC Coordinator Timeline Graph



A line graph shows the ebb and flow of a MAC Coordinator’s time that is dedicated to MAC. Before the start of a new year, MAC Coordinator’s will spend estimated 10 hours of work toward the program, then it levels out to less than 1 hour per day throughout the quarter. Time spend on the program increases to about 5 hours toward the end of the quarter.

## Random Moment Time Study

### Random Moment Time Study

- LEA staff participate in a quarterly **Random Moment Time Study (RMTS)** to determine the amount of time they spend performing eligible administrative activities.
- The RMTS assigns "moments" to participants throughout the quarter.
- A moment is a four-question survey followed by a brief narrative description summarizing the activity performed on a given day at a specific one-minute interval of time.
  - The typical time it takes to respond to a moment is 1-2 minutes.
  - Participants have up to two business days to respond to their moment.

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## North Thurston Public Schools (NTPS) Presentation



All students empowered & future-ready

# NORTH THURSTON PUBLIC SCHOOLS

*A diverse community of lifelong learners in Lacey, Thurston County*

Siobhan Wonch presented on NTPS MAC program. Siobhan has worked for NTPS for 18 years, 9 years in Financial Services. She is currently the MAC Coordinator.

## NTPS At A Glance

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A dark blue rectangular graphic with a lighter blue circular shape in the center. The text "NTPS At A Glance" is written in white, centered within the circle.

### NTPS At A Glance

- Around 15,000 students
- About 2000 employees
- 13 elementary schools
- 4 middle schools
- 3 comprehensive high schools
- 4 choice schools
  - 1 performing arts middle school
  - 1 CTE centered high school
  - 1 virtual
  - 1 home based instruction support



NTPS has about 15,000 students and 2,000 employees. The district has 24 schools, including 13 elementary schools, four middle schools, three comprehensive high schools, and four choice schools. The choice schools including one performing arts middle school, one CTE centered high school, one virtual, and one home based instruction support. Twenty-two buildings participate in MAC. The Alternative Learning Experience (ALE) schools do not participate.

# 2025-26 NTPS MAC Participants

## 2025-26 NTPS MAC PARTICIPANTS



In 2025-26, NTPS had 315 participants from teaching, health services and the front office participating in the MAC Program. MAC Participants at NTPS include teachers, paraprofessionals, counselors, health room support staff, nurses, school psychologists, speech and language pathologists, occupational therapists, physical therapists, behavior specialists, principals, and office staff. Each building participates in a different way, some have three staff participating, which some have 25. The principals make the decision of who participates for their building.

## Limited staff participation



ABOUT 16% OF  
OUR STAFF

About 16% of staff does work that can reasonably be expected to perform MAC activities.

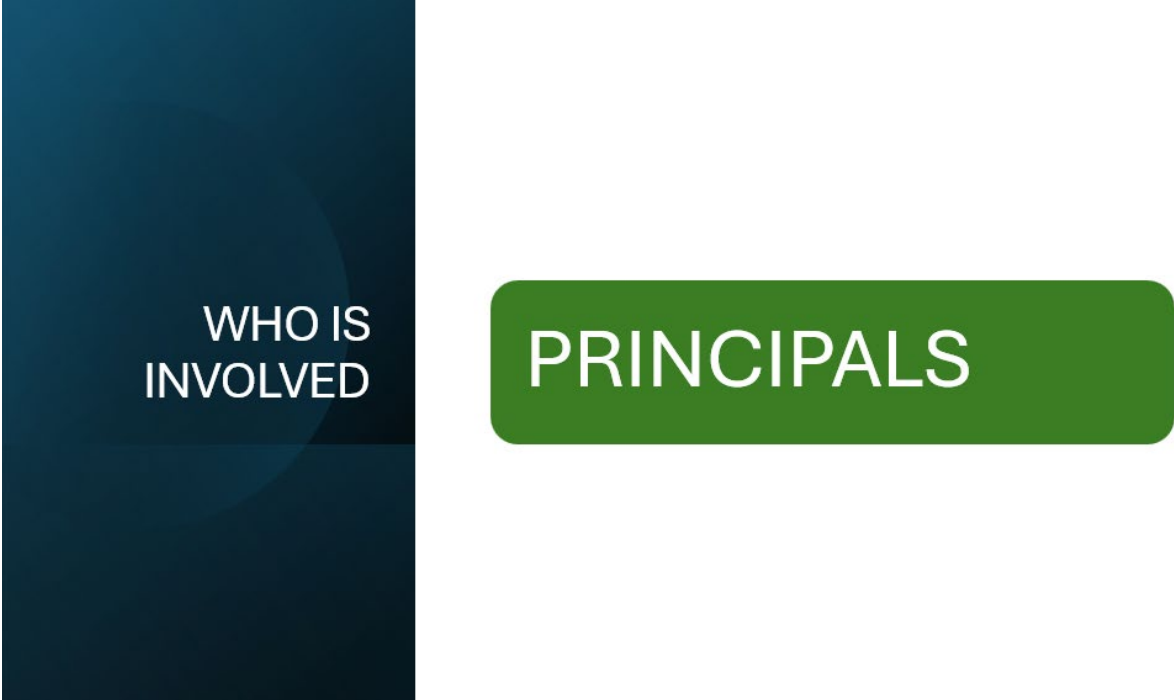
## RMTS

Q2 OCTOBER – DECEMBER  
2025

415 MOMENTS

The RMTS is randomly generated. At NTPS, sometimes staff will get five moments in a quarter, while some will get none. In 2025, during Quarter 2 (October-December), NTPS had 415 moments.

### Who is involved: Principals



Principals are the true leaders of the program. They assign staff to the program and partner with the MAC Coordinator to get staff to understand why they participate in MAC.

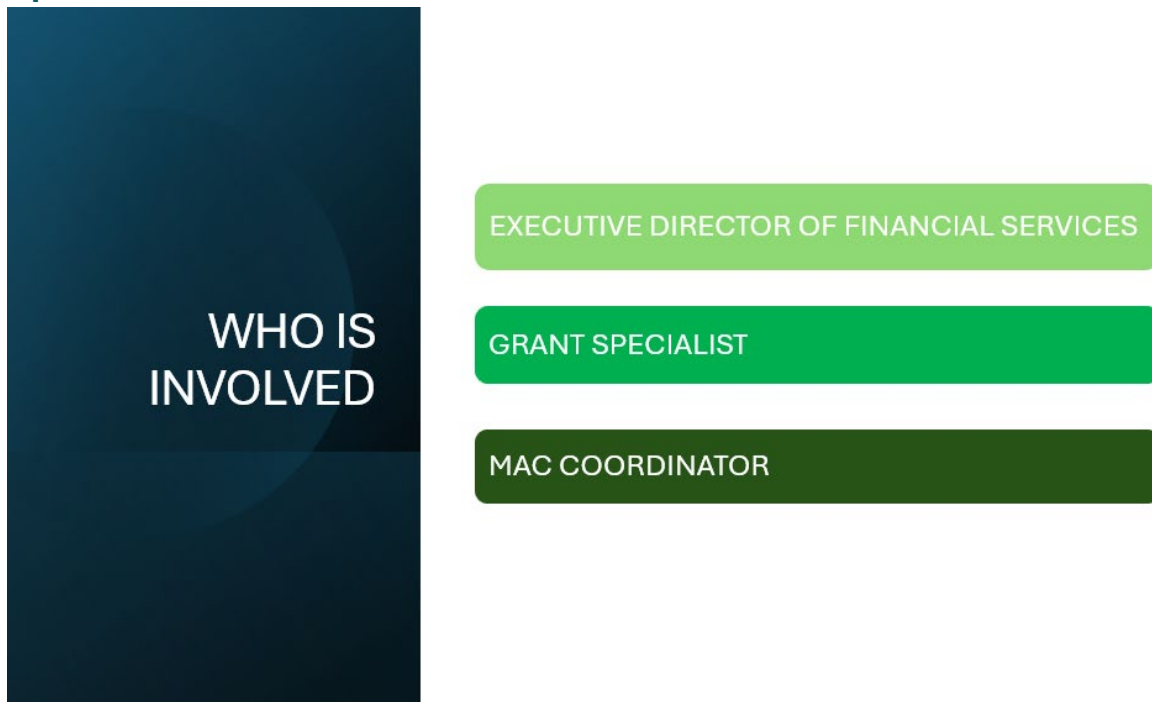
## Who is involved: School Staff



SCHOOL STAFF

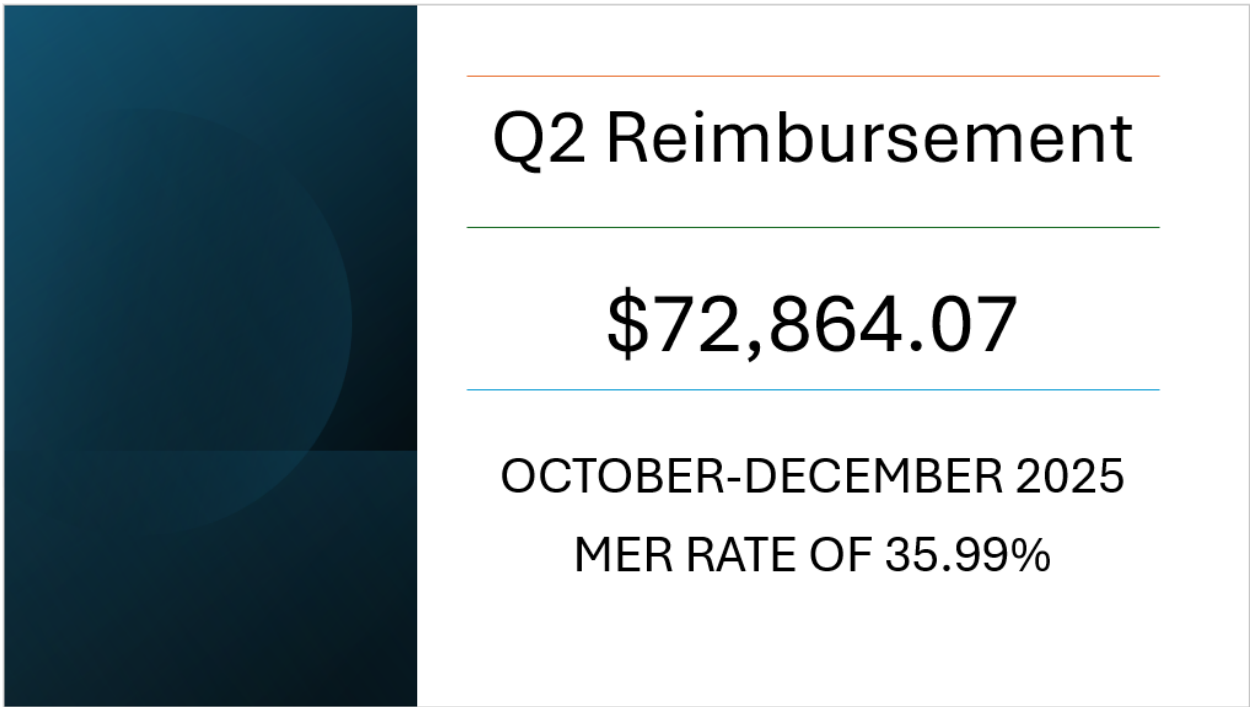
School staff participate in the RMTS. It takes about 10-15 minutes annually to complete the MAC training, then 1-2 minutes to complete a RMTS if they get assigned one. Completing the RMTS is the most important part of the program.

## Who is involved: Executive Director of Financial Services, Grant Specialist, and the MAC Coordinator



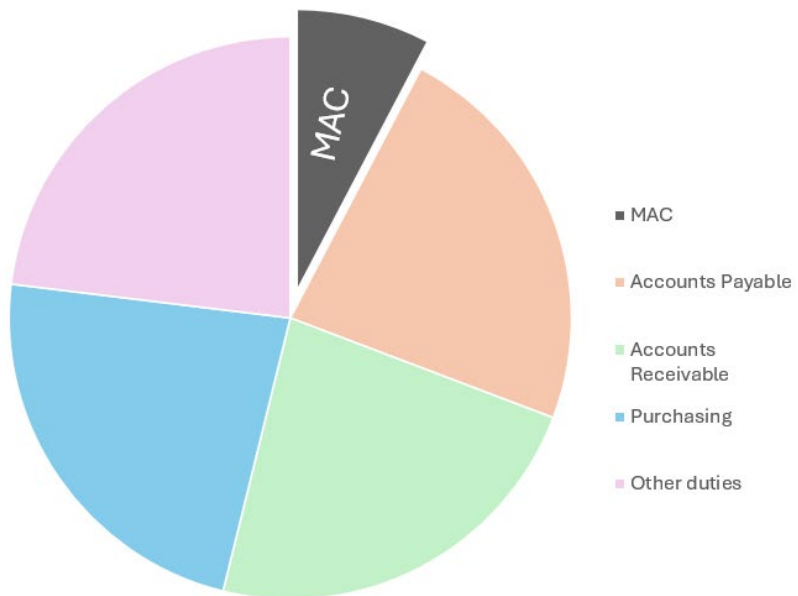
The Executive Director of Financial Services signs the contract with HCA, signs the A-19 and completes the Certified Public Expenditure (CPE) quarterly and the Grant Specialist audits the claim and the staff participation list.

## Quarter 2 reimbursement



In Quarter 2 of 2025 (October-December), NTPS receive \$72,864.07 in reimbursement for the MAC program. NTPS Medicaid Eligibility Rate for the same quarter was 35.99%. Reimbursement from MAC is distributed to buildings based on student enrollment. It is a line item in the building's budget. Principals encourage participation and help motivate staff to participate because they receive the funds back to support needs in the building.

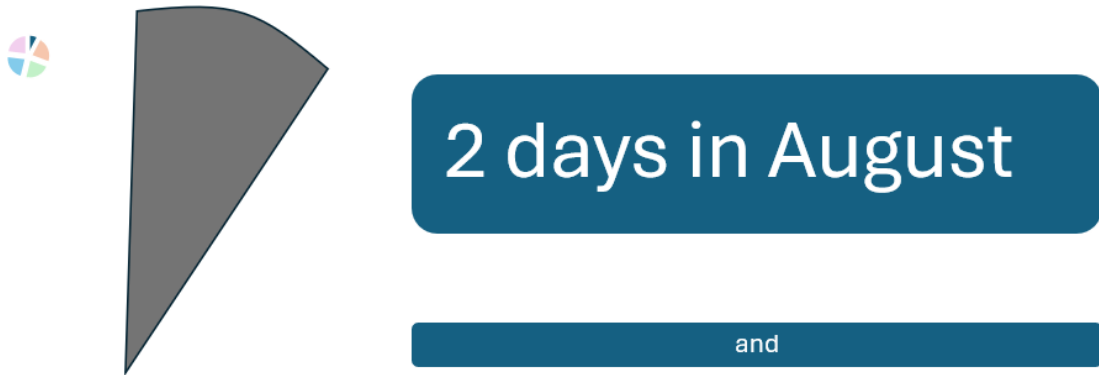
## MAC Coordinator



Being the MAC Coordinator is just one piece of Sioban's role at NTPS. Sioban is on a 260 day calendar in the Financial Services Department. She is a Fiscal Teach and she actually spends much more of her time on activities related to Accounts Payable, Accounts Receivable, Purchasing and other duties. MAC is a small part of her job responsibilities and is the flexible part of her schedule. Her position in the district is advantageous as the MAC Coordinator because payroll is part of Financial Services and Human Resources (HR) is across the hall. Financial Services works in Qmlativ and she has access to payroll reports and the payroll department to ask questions. NTPS is part of the ESD 113 region, but the ESD doesn't support NTPS's MAC program.

## MAC Coordinator Time Breakdown: Two days in August

### What's in the MAC pie slice?

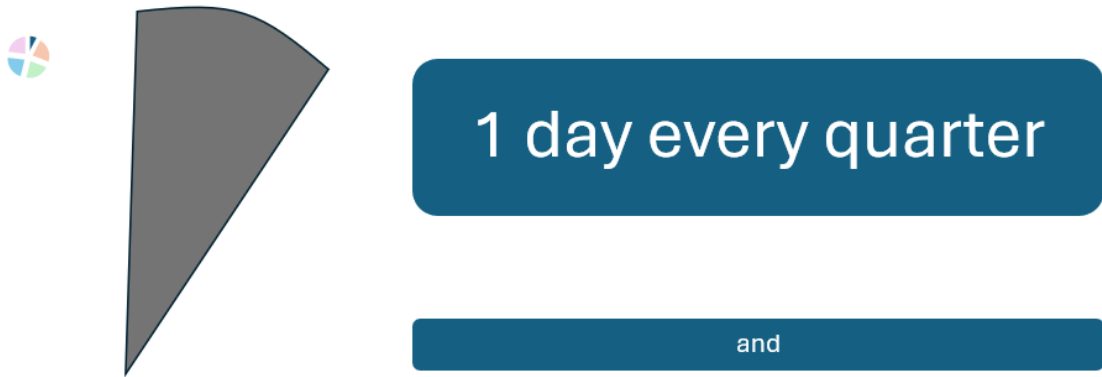


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For about two days in August, the MAC Coordinator creates calendars in the RMTS system for all the staff work schedules. This can happen anytime in the summer after our school board approves the calendar for the next school year. Sioban typically does this task in July when there is less pressure. She will also e-mail the principals in mid-August for new staff lists. She will go back and forth with principals deciding which staff are appropriate for the MAC program.

## MAC Coordinator Time Breakdown: One day every quarter

### What's in the MAC pie slice?



In about one day per quarter, typically October, January, April and July, the MAC Coordinator will download participant lists from the RMTS system, run base salary/benefit reports from payroll, and compare results to last quarter.

The quarter with the biggest changes will be from summer quarter to fall quarter, which will be the claim done in January. That's helpful because January is also a lower pressure month.

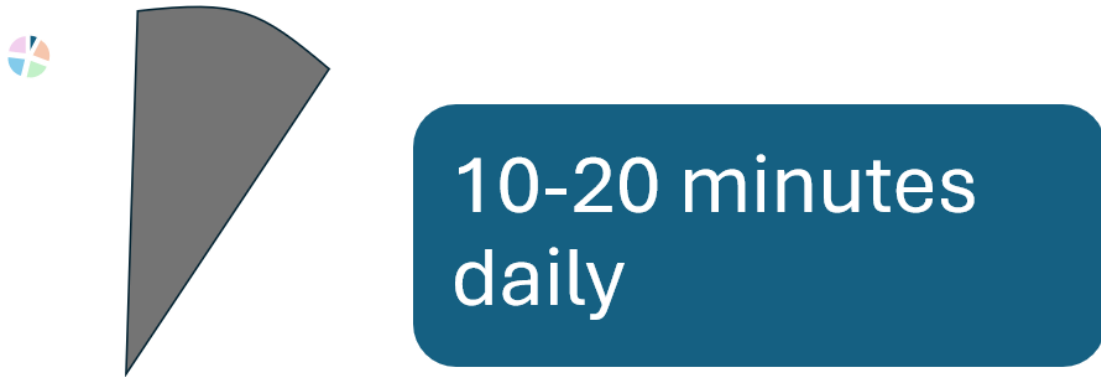
Reconcile unusual salary/benefit data – this takes the most time and is the fun research part.

The MAC Coordinator talks to payroll and sometimes the HR department to figure out why salary or benefit info is changed. The MAC Coordinator also does a check for federal codes.

UMASS supports and may have a few questions, most of the time it is around that unusual salary/benefit data.

## MAC Coordinator Time Breakdown: 10-20 minutes daily

### What's in the MAC pie slice?



Daily, the MAC Coordinator tracks expiring moment reminders, troubleshoots, and contacts staff members. Sioban shared that her most asked question is: "I don't work in the health room. I don't do Medicaid related things... why am I participating?" Sioban explains that the principals control the participant lists and explains the RMTS.

## RMTS Overview – Sampling from the Candy Jar

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The distribution of working time (quantified by the RMTS) is used to allocate costs – i.e. to determine what portion of school staffing costs can be attributed to doing work activities that are eligible for MAC program reimbursement.



Category of Work Activity	
●	Educational activity
●	Medicaid Administrative activity
●	Direct medical services activity
●	General administrative activity
●	Not working

8

Sioban’s favorite way to show staff how their participation is used is by comparing it to a candy jar. The distribution of working time (quantified by the RMTS) is used to allocate costs – i.e. to determine what portion of school staffing costs can be attributed to doing work activities that are eligible for MAC program reimbursement. The category of work activities, or “candies,” are: Educational activity, Medicaid Administrative activity, Direct medical service activity, General administrative activity, and not working. When a moment is assigned, it is as if the participant is randomly picking a “candy” from the candy jar.

## The View from My MAC

# THE VIEW FROM MY MAC



STAFF CONTACT



SEEING THE  
BIGGER PICTURE



DIGGING INTO  
THE DATA



REALLY GREAT  
SUPPORT

Sioban spoke to why she loves the program. She discussed enjoying working so closely with the district's grant specialist, HR, Payroll, principals, and school staff. Sioban loves working with Excel, seeing the bigger picture, and digging into the data. She also stated that there is really good support from UMASS and Health Care Authority.

## Why We MAC at NTPS



WHY WE MAC  
AT NTPS



At NTPS, MAC provides funding for student learning. The funds are earned for the buildings by the buildings.

## Asotin-Anatone School District presentation



# Asotin-Anatone School District

Home of the Panthers

Presenters:

- Polly Schetzle, MAC Coordinator
- Dale Bonfield, Superintendent

The second presentation was from Asotin-Anatone School District. Presenters were the MAC Coordinator, Polly Schetzle, and the Superintendent, Dale Bonefield.

## How to get started

### Ready to get started? Have more questions about MAC?

- Reach out to Brittany Mullins at HCA at [mac@hca.wa.gov](mailto:mac@hca.wa.gov)
- Complete first steps:
  1. Review example HCA [Interagency Agreement](#)
  2. Complete [HCA Contractor Intake form](#) and submit to HCA
  3. Ensure district meets [System requirements](#)
  4. Identify a MAC Coordinator and assign a Backup Coordinator, submit [Authorized Designee Information Form](#)



If there are questions about the MAC program, reach out to Brittany Mullins at HCA at [mac@hca.wa.gov](mailto:mac@hca.wa.gov). The first steps to participate in the MAC program are:

1. Review example HCA [Interagency Agreement](#)
2. Complete [HCA Contractor Intake form](#) and submit to HCA
3. Ensure district meets [System requirements](#)
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## Past PLC slides and webinars available on OSPI webpage

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The past PLC slides and webinar records are available on [Washington Apple Health \(Medicaid\): School-Based Services](#) webpage.

## What's next

### What's next



**Final Webinar:** June 1, 2026



**Theme:** Sustainability & Forecasting: Building Fiscal Transparency and Reinvestment Plans




The next PLC webinar is June 1, 2026. The theme will be sustainability and forecasting: building fiscal transparency and reinvestment plans.

## OSPI and MAC Contacts

### Reach out


For support, guidance or presentations:



**Bridget Underdahl**  
School Health Systems & Medicaid Strategy  
Office of Superintendent of Public Instruction (OSPI)  
[bridget.underdahl@k12.wa.us](mailto:bridget.underdahl@k12.wa.us)

- [OSPI School Health Systems & Medicaid Strategy webpage](#)

**General Inquiries and Contracting**  
Health Care Authority (HCA)  
Medicaid Administrative Claiming (MAC) LEA Program



- [mac@hca.wa.gov](mailto:mac@hca.wa.gov)
- [MAC LEA Program webpage](#)



For support, guidance or presentations, contact Bridget Underdahl, School health Systems and Medicaid Strategy, OSPI at [bridget.underdahl@k12.wa.us](mailto:bridget.underdahl@k12.wa.us). Also visit OSPI's [Washington Apple Health \(Medicaid\): School-Based Services](#) webpage. For general inquires and contracting about the MAC program, contact [mac@hca.wa.gov](mailto:mac@hca.wa.gov) or visit [HCA LEA MAC Program](#) webpage.

## HCA Contacts



### Questions?

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**Todd Slettvet**

Section Manager, MPD/CS

**Stacey Bushaw**

Family Health Services Supervisor, MPD/CS

**Aubrie Nettle**

SBS Management Analyst 5, MPD/CS

**Reilly Fairbrother**

SBS Program Manager, MPD/CS

**Brittany Mullins**

MAC

### References:

- [Delivering Services in School-Based Settings: A Comprehensive Guide to Medicaid Services and Administrative Claiming](#)
- [ForHealth Final Recommendations](#)
- [School-based services | Washington State Health Care Authority](#)
- Email: [hcasbs@hca.wa.gov](mailto:hcasbs@hca.wa.gov)

The HCA staff include: **Todd Slettvet**, Section Manager, MPD/CS, **Stacey Bushaw**, Family Health Services Supervisor, MPD/CS, **Aubrie Nettle**, School Based Services (SBS) Management Analyst 5, MPD/CS, **Reilly Fairbrother**, SBS Program Manager, MPD/CS, and **Brittany Mullins**, MAC program. For assistance, email [hcasbs@hca.wa.gov](mailto:hcasbs@hca.wa.gov). Further information can be found at:

- [Delivering Services in School-Based Settings: A Comprehensive Guide to Medicaid Services and Administrative Claiming](#)
- [ForHealth Final Recommendations](#)
- [School-based services | Washington State Health Care Authority](#)