Admin Match Matrix Process Flow (preliminary high level 6-7-10)

Dept. Supervisor	Eligible Employee/ Contractor (EE)	Hansine Fisher Assoc. (HFA)	Finance	Billing

1 Employee/ contractor (EE) determined to be eligible for Admin Match Program participation

2 EE entered into AdMatch system

3 AdMatch System

4 EE trained on AdMatch system, codes, and their responsibilities

17 Quarterly GL cost/salary info

18 Classify in appropriate cost pools.

5 EE completes RM response with appropriate code w/l 5 days

6 HFA sends out "Random Moment" (RM) survey emails to eligible staff

7 Supervisor reviews and approves RM responses in AdMatch system (to complete by 20th of month following end of quarter)

8 HFA performs 10% audit

9 HFA posts "recommended" changes to web site (w/l 30-45 days of supervisor approvals)

10 Finance (currently) checks website and confirms/alters HFA recommendations (usually confirms)

11 HFA posts RMTS Results (3-5) days.

19 Billed (once all Audit edits completed and MER uploaded)

Costs x TS results x MER* x FFP

MER Rate Calculation Process

12 Dept. staff maintain Excel SS list of clients served.

13 Send list e.o.q. to Finance.

14 Finance compiles client lists into single CSV file. If errors, sends back to dept. staff for revision.

15 Upload CSV to HFA

16 Determines Medicaid Eligible for Reimbursement %/ rate