



Medicaid Administrative Pass-Through (MAPT) Program

MAPT Program

The Medicaid Administrative Pass-Through (MAPT) Program is designed to provide Federal reimbursement to Wisconsin Counties for certain Medicaid administrative activities when the counties function as the administrative arm of the State. Wisconsin counties that continue to operate the Medicaid home and community-based waivers are eligible to receive reimbursement for 50% of the cost of staff expenditures that meet MAPT Program requirements and are not reimbursable through Medical Assistance provider rates or another program. The costs of the MAPT Program are reported separately.

Federal Standards

In order to properly administer Medicaid funds, Wisconsin counties must meet specific federal standards pertaining to accountability and management. The MAPT Program is designed to provide Federal reimbursement for administrative costs incurred by the counties in order to meet these Federal standards (CFR 42 Part 431.17, CFR 42 Part 431.51 (b)(c), CFR 42 Part 431.55(f), CFR 45 Part 74(H), DHHS/HCFA State Medicaid Manual Sections 4442.4 and 4442.10).

Program Scope

Wisconsin counties may receive MAPT funds to reimburse 50% of the cost of specific activities associated with Adult Family Homes (AFH) for any or all of the following programs:

- Community Options Program (COP) – Waiver
- Community Integration Program II (CIP II)
- Community Integration Program IA
- Community Integration Program IB
- Brain Injury Waivers

Allowable Activities

MAPT may be accessed to pay for activities performed by county agencies which are not reimbursable through MA provider rates or another program but which are necessary for the proper administration of Medicaid funds. County agency administrative expenses associated with developing, maintaining, contracting, and paying non-county agency AFH providers of Medicaid services from Medicaid funds are MAPT reimbursable. While the payments to such outside AFH providers are Medicaid service expenses (not MAPT reimbursable), the cost of processing, paying, documenting, and tracking such payments are MAPT reimbursable.

County agency activities that are eligible for MAPT reimbursement include the following:

- A. Provider development activities: The costs of recruiting, developing, enrolling, certifying and attaining contractual agreements with AFH providers of services outside the county agency for the purpose of providing Medicaid funded services are allowable for MAPT reimbursement.
- B. Fiscal reporting: Costs related to AFH activities for data processing, reporting, and budget reconciliation under the County Aids Reporting System (CARS) or the Human Services Reporting System (HSRS) are MAPT reimbursable.
- C. Other: Other costs associated with AFH that are necessary for the proper and efficient administration of the state's Medicaid plan may be MAPT reimbursable, if the county obtains prior DHS approval.

Application for Funds

Wisconsin county agencies responsible for the administration of Medicaid programs identified herein (see Program Scope above) are eligible to apply for funding under the MAPT Program. County agencies must obtain the approval of DHS prior to the use of any MAPT funds. To initiate the approval process, county agencies will submit applications to the DHS Division of Long Term Care, Bureau of Financial Management (DLTC/BFM) on the appropriate form. County agencies will submit separate requests according to the type of MAPT reimbursement:

- Request for Medicaid Administrative Funds [F-20448](#)

The DLTC/BFM will review the requests to determine those that are appropriate for inclusion in the MAPT Program. For all requests approved for MAPT reimbursement, the DLTC/BFM will issue a contract addendum to the appropriate county agencies.

County agencies may obtain annual renewal of previously approved MAPT request by submitting a renewal request to the DLTC/BFM. The same request form will be used for both original and renewal requests.

Time Study

Employees who perform MAPT activities will be engaged in administrative, professional, technical, and paraprofessional support work assignments.

100% time reporting is required for all counties receiving MAPT funding. Each county waiver agencies 100% time reporting method must be applied consistently for all MAPT funded employees within each county agency and will be determined in accordance with the following conditions:

- 1) County agencies that do not currently have 100% time reporting systems are required to track 100% of work time for MAPT funded employees, separately identifying MAPT activities.
 - a. Each MAPT funded employee will record 100% of the work time by fifteen minute increments on the MAPT Time Study Form [F-22683](#).
 - b. In addition, the Medicaid Administrative Pass-Through (MAPT) Time Summary [F-01381](#) is to be completed for each MAPT funded employee and is to be submitted to DLTC/BFM quarterly with the MAPT Time Study Form [F-22683](#).
- 2) County agencies that currently have 100% time reporting systems must complete reports based on the total hours per quarter for all MAPT funded employees.
 - a. Such county agencies will report the total hours spent on MAPT versus non-MAPT activities per quarter for all MAPT funded employees.
 - b. The Medicaid Administrative Pass-Through (MAPT) Time Summary [F-01381](#) is to be completed for each MAPT funded employee and is to be submitted to DLTC/BFM quarterly with the county waiver agency detailed supporting documentation.

Cost Reconciliation to Actual

County agencies will receive a contract addendum when a MAPT funding request is approved. Counties will report expenses on CARS and receive reimbursement up to the contract limit. After the end of each calendar year, the DLTC/BFM will determine the allowable reimbursement for each county based on the time study statistics for the calendar year. The DLTC/BFM will then determine if any funding adjustments to the completed calendar year are required due to changes in the allowable reimbursement for the counties and the federal claims will be adjusted accordingly.