

# *Additional Information*



# *ARMAC*



# *Summary of ARMAC*

(Arkansas Medicaid Administrative Claiming)

- Little Rock School District participates in Arkansas Medicaid in the Schools which provides reimbursements to the District for services rendered to our Medicaid-covered students who receive health-related services.
- The ARMAC annual online training is intended to ensure Participants understand the basic operation and purpose of the ARMAC RMTS.
- A Random Moment Time Study (RMTS) is a means of determining what portion of time a group of people spend doing different activities.
- Participants selected to participate in RMTS:
  - Receive an email notification 3 days prior to receiving Moment
  - Receive a 2<sup>nd</sup> email notification with the actual link to respond
  - The Participants will answer Moment as follows:
    - Who were you with?
    - What were you doing?
    - Why were you performing this activity?
  - Once Participant responds to Moment and selects “submit,” an email will be issued to Participant to verify receipt of Response.
- Designated ARMAC Participants include:
  - Principals
  - Assistant Principals
  - Nurses
  - Counselors
  - Various specified SPED (teachers, OTs, PTs, etc.)
- Participants’ salaries count toward LRSD’s Quarterly ARMAC Claim Certification Form for reimbursement for certain administrative services which address student health needs.

*If you have any questions regarding ARMAC,*  
please contact Marilyn Hopson ([marilyn.hopson@lrsd.org](mailto:marilyn.hopson@lrsd.org)) at 501-447-1011

# One employee per District identified as ARMAC Coordinator

eFinancePLUS Assignments - **MARILYN G HOPSON** (16543) - Little Rock School District LIVE

**Assignments**

Assignment	Percent	Period	Location	Primary
500 - SECRETARY/ADMIN. ASST.	1.0000	1	000 - DISTRICT WIDE	<input checked="" type="checkbox"/>
<b>MAC-C - ARMAC COORDINATOR</b>	1.0000		000 - DISTRICT WIDE	<input type="checkbox"/>

All other select categories of Employees are identified as ARMAC participants:

**Principals**

**Assistant Principals**

**Counselors**

**Nurses**

**Administrative Support**

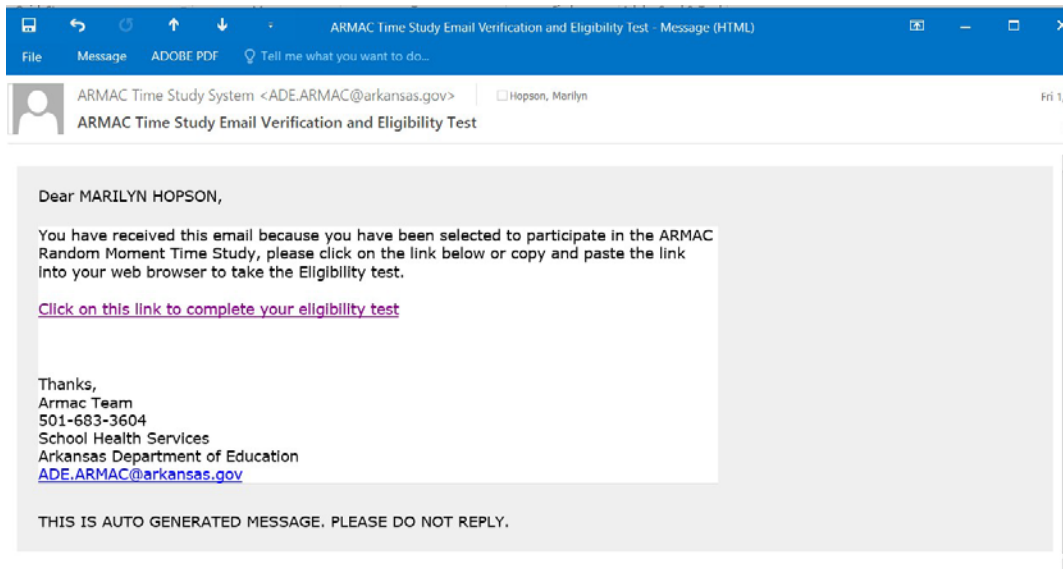
**specified SPED (teachers, OTs, PTs, etc)**

**Assignments**

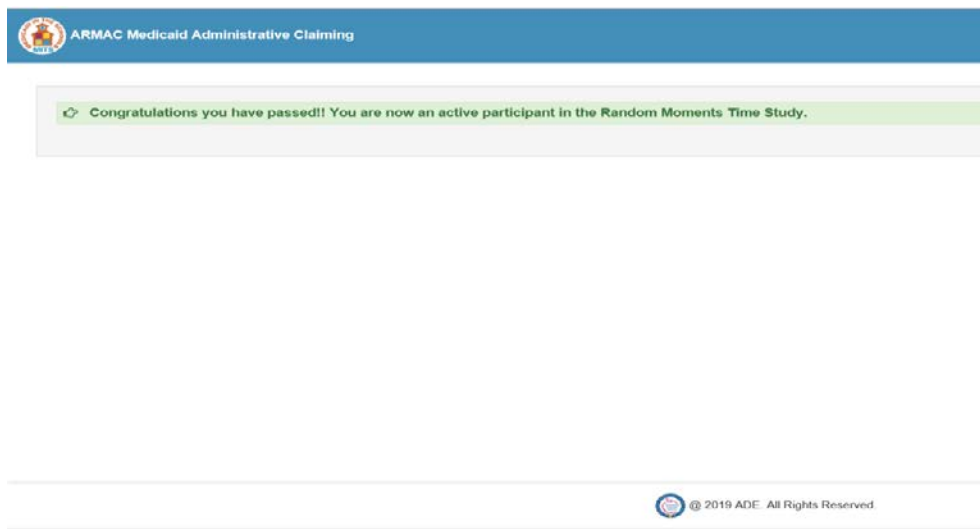
Assignment	Percent	Period	Location	Primary
500 - SECRETARY/ADMIN. ASST.	1.0000	1	000 - DISTRICT WIDE	<input checked="" type="checkbox"/>
<b>MAC-P - ARMAC PARTICIPANT</b>	1.0000		000 - DISTRICT WIDE	<input type="checkbox"/>

# Instructions for ARMAC Training

1. ARMAC Participants will receive an email from [ADE.ARMAC@arkansas.gov](mailto:ADE.ARMAC@arkansas.gov);  
See example below:



2. Please save the ARMAC email address ([ADE.ARMAC@arkansas.gov](mailto:ADE.ARMAC@arkansas.gov)) in your email contacts to ensure Moments are received
3. Participants will receive a link to access the online training via email from ARMAC
  - a. Click on the ARMAC link (received from ARMAC)
  - b. Answer ALL questions to complete Eligibility Test
  - c. Participant will receive an email verification from ARMAC after successfully completing the Eligibility Test; see Example below:



4. Provide an appropriate and timely response to the random moment time study, if selected.
5. Participants must complete Annual Training within **5 business days** prior to the first day of the school year.