SC Department of Education
Office of Medicaid Services

School District Administrative Claiming
(SDAC)
SY 2015 – 2016

SDAC Overview

- What is SDAC?
- Log on Process
- Processing Claims
- Closing out Claims
- Invoice
- Printing Reports
- SDAC Tentative Calendar
- Contacting us
- Questions or Comments

What is SDAC?

It is School District Administrative Claiming (SDAC) program which is a federally funded Medicaid program endorsed by the South Carolina Department of Health and Human Services (SCDHHS), but administered by South Carolina Department of Education. The program allows school districts to be reimbursed for some of their costs associated with school-based health and outreach activities, which are not claimable under other Medicaid “fee for service” programs. The types of school-based health and outreach activities funded under SDAC include:

- Coordination
- Planning
- Application
- Monitoring
- Training
- Outreach
- Referrals

SDAC

- A key focus of the SDAC program is the EPSDT
  -Early Periodic Screening, Diagnosis and Treatment

- Your school district has participated in a time–study sampling methodology that collected data identifying the percentage of time certain staff spent performing activities that are reimbursable by Medicaid. The results obtained from this effort are used to calculate the cost associated with activities that are reimbursable under the Medicaid Administrative Claiming program. To prepare a claim for submission to Medicaid, the results of the time study must be applied to the District's actual cost of performing those activities.

SDAC Web Application
Logon Process

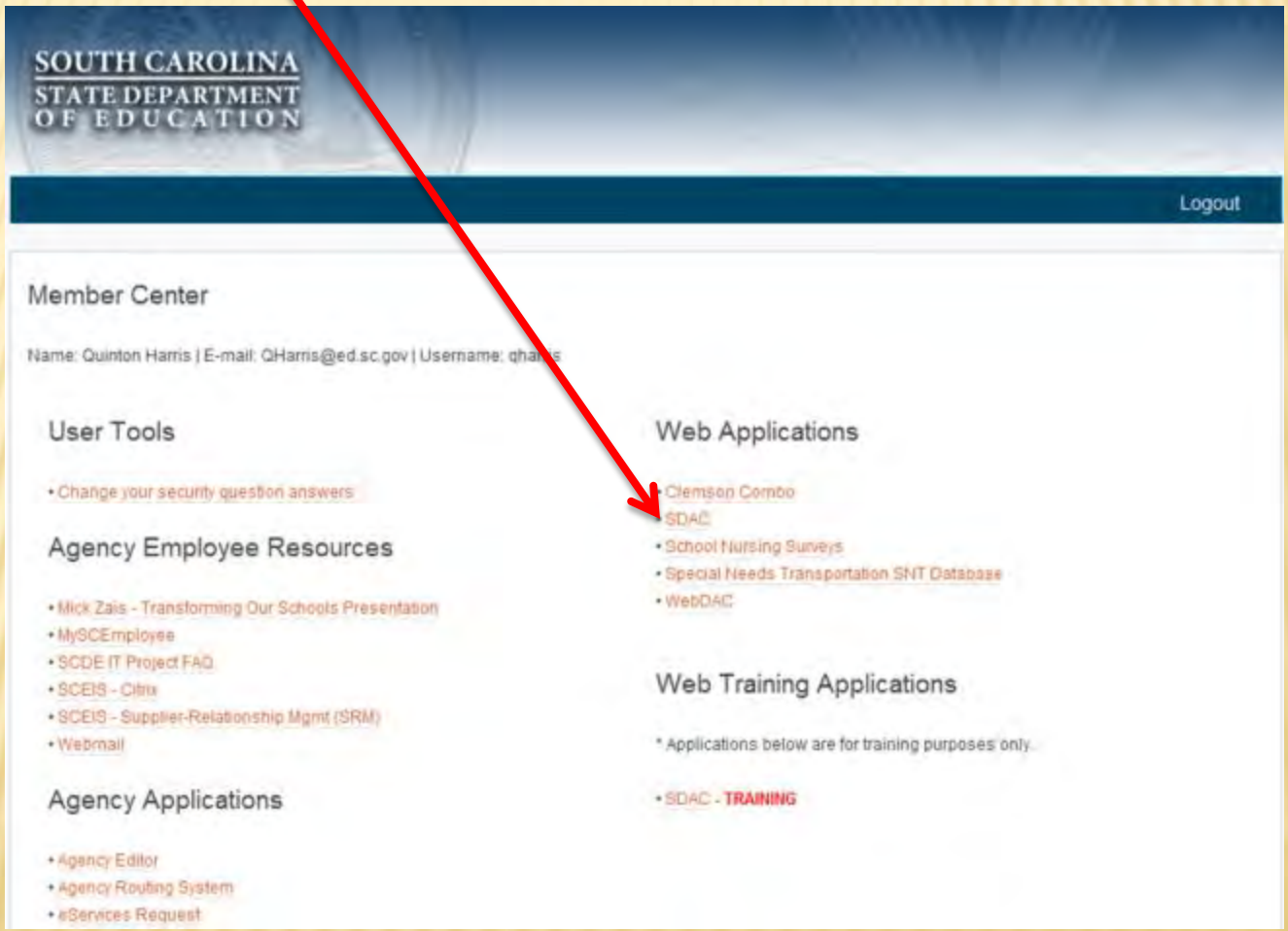
SDAC Finance Coordinator Login/Password

Log in to www.ed.sc.gov

Click Login Link

Login/Password: Enter Username and Permanent Password

Select “SDAC” link under Web Applications

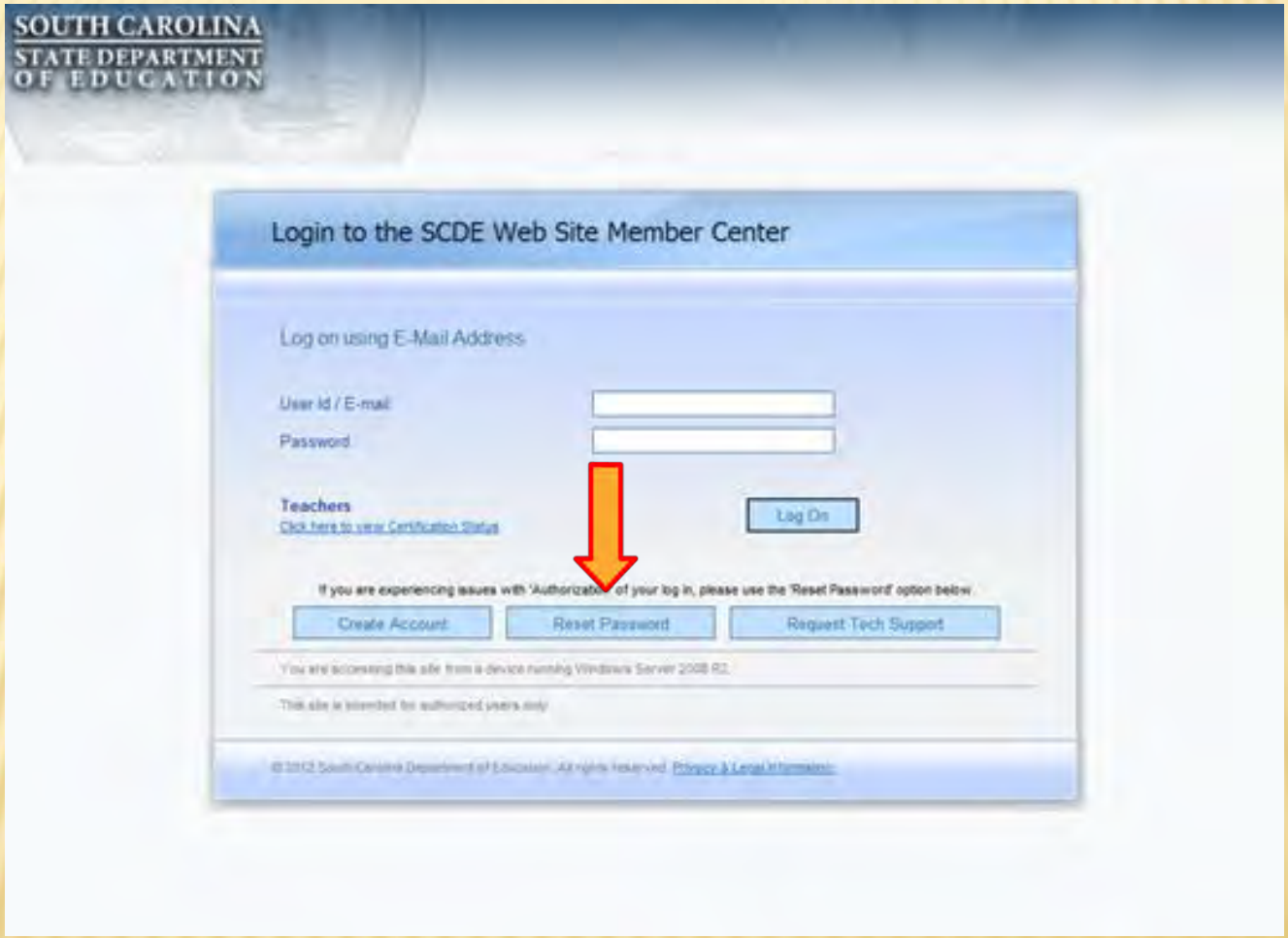


Coordinators: Forgot Your Password??

If you forget your password, you may obtain it by using the following procedure:

go to the SCDE Web Site www.ed.sc.gov and click the Login button at the top, right corner of the page.

Select Reset Password



Enter your email address in the space provided and press the submit button. This will request an email to be sent to the email address provided with a temporary password.

Email Containing Temporary Password

---------- Forwarded message ----------
From: <webmaster-noreply@ed.sc.gov>
Date: Fri, Jul 25, 2008 at 10:39 AM
Subject: South Carolina Department of Education - Temporary Website Password
To: webdacuser@gmail.com

Your temporary password is: 02%(!0dVR

Click here to login to the South Carolina Department of Education website.

If you cannot click the link above please copy and paste the address below into your browser:

http://ed.sc.gov/tools/login/

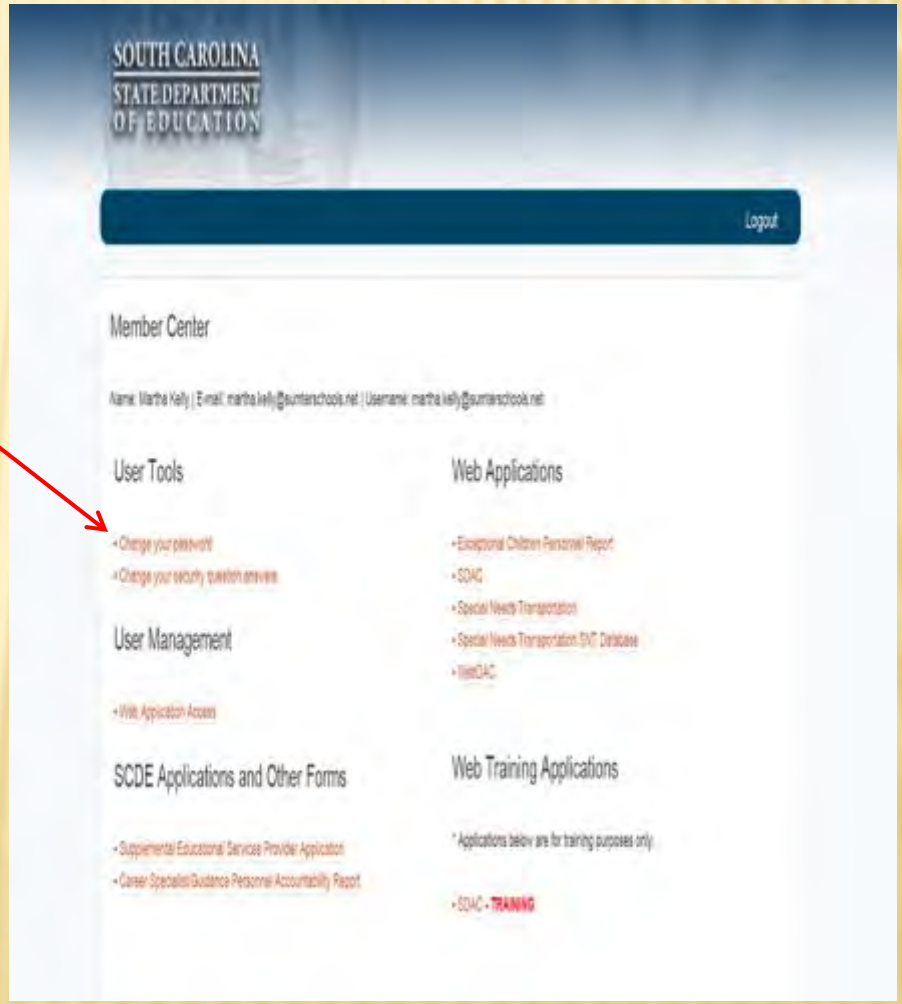
Return to the member center login page

Enter your user id (e-mail address)

Enter the temporary password by keying in the temporary password as given (Do Not Copy and Paste)

Member Center

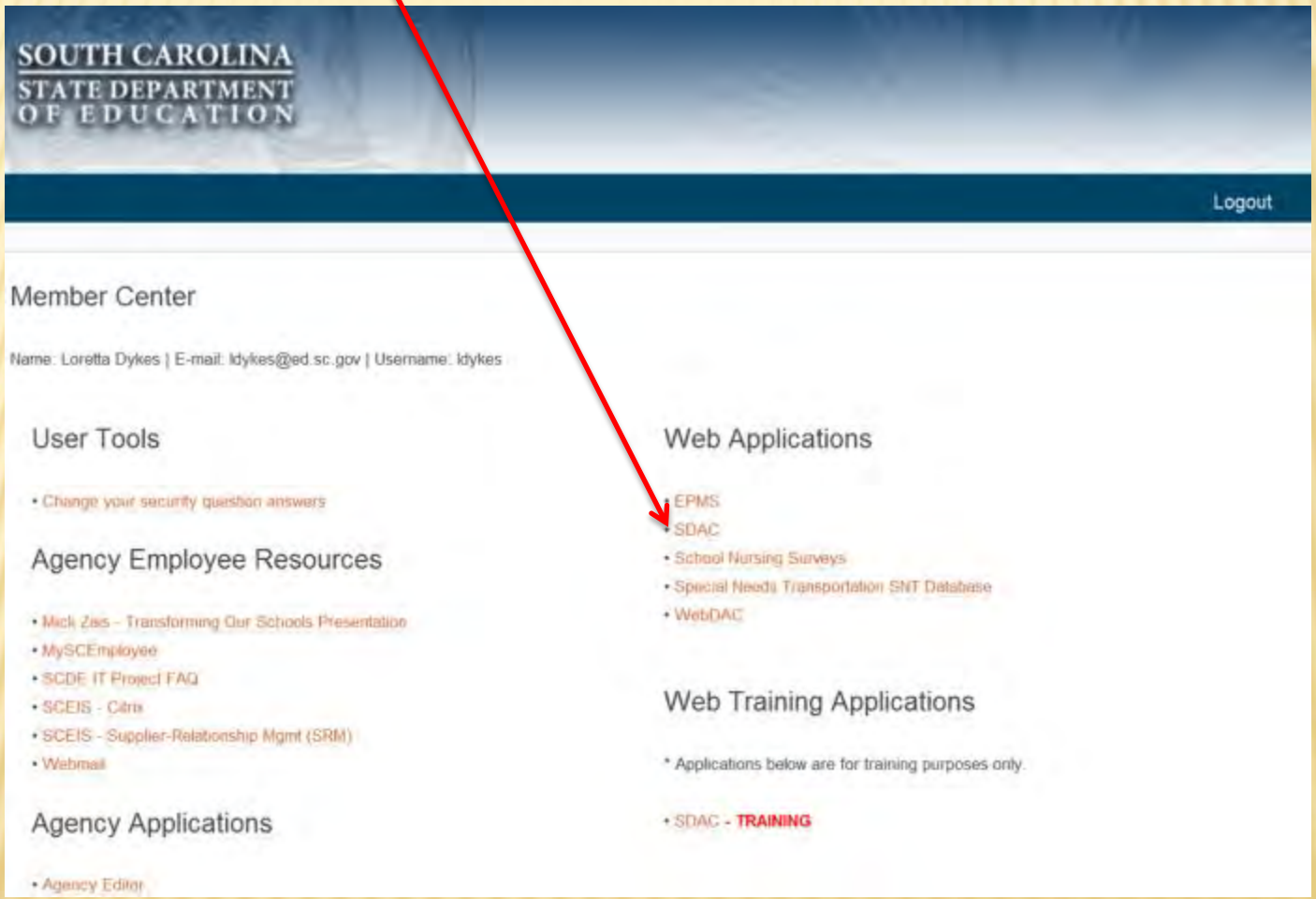
- You are now logged into the member center.
- Create a permanent password by selecting “Change Your Password” under User Tools.
- Your new password must contain at least 8 characters. Avoid using special symbols such as $ % & *
- Once the new password is accepted, login with the new password.



Coordinator Login

Login with username (email address) and permanent password

Select “SDAC” link under Web Applications



SDAC District Coordinator Home Page

After selecting "SDAC" link, SDAC Coordinator Home Page will display a page like the image to the right. This is where you will begin preparing SDAC Quarterly Claims.

Welcome, Sharon User

This is the home page for the District Coordinator/Financial Administrator section of the SDAC - Random Sampling application. In this section of the application the coordinator and/or financial administratnr will have the following features available for use:

- NEW Copy Costs to Current Quarter: This new feature enables the SDAC Coordinator/Financial admin to copy cost/funding entries from the previous financial quarter to the current financial quarter. This feature is only available for quarters (OND, JFM, and AMJ).
- NEW Close Financial Quarter: Starting this school year **(2015)**, the SDAC Coordinator/Financial admin will need to sign-off on each cost/funding section when they have been completed for a given financial quarter. Once all of the cost/funding sections have been closed by all participating districts, the SDAC Administrator will generate the quarterly distict invoices.
- NEW View/Sign Quarterly Invoice: Starting this school year **(2015)**, the SDAC Coordinators will be able to view and print their district's quarterly invoice. It will be available in PDF format. In addition to viewing the quarterly invoice, each district coordinator will be required to sign-off on their district invoice electronically. This will replace the old method of notifying the SDAC administrator via email that they approve the invoice totals for their district.
- NEW Quarterly Costs/Funding reports: As an SDAC Coordinator, the option of printing Per Cost, and Sections I, II, and III reports is now available once the financial quarter has been closed.

Show less features...

- Participants section: In this section, you will be able to add, edit, or delete participants from a selected sample quarter. You can set the participant's overall active status, and enter a participant's funding information.
- Quarterly Sample section: This section will be used to monitor the current quarter sample's participants, enabling the coordinator to track which participants have completed their assigned sampling and those that failed to complete the sample on the date assigned to the participant.
- Section I: Purchased Services and Supplies section: In this section the coordinator and/or financial administrator can enter any Purchased Service and Supplies costs for their district. Entries need to be entered for each quarter of the current school year.
- Section II: Support, Supervisory, and Administrative Personnel Costs section: In this section the coordinator and/or financial administrator can enter the funding information for their district support, supervisors, or administrative personnel. Entries need to be entered for each quarter of the current school year.
- Section III: District-wide Non-Federal Salaries/Fringe Benefits section: In this section the coordinator and/or financial administrator can enter any district-wide Non-Federal Salary and/or Fringe benefit information for their district. Entries need to be entered for each quarter of the current school year.

Use the menu at the top of the page to navigate to the area of the application that you would like to go.

Please make sure your district participant's email address is up to date. If their email is not accurate, they will not receive the reminder emails if one of their sample entries is past due, their quarterly sample schedule, or the email that will be sent out if you inform one or more of their sample entries for correction.

Participants Funding Information

Step 1:

- You will enter funding information for each participant.
- On the SDAC District Coordinator Home Page, click directly on the "Participants" link (highlighted in blue) on the Home Page or click the "Quarterly Sample" menu and select the "Participants" sub-menu item.
- Participants section: Allows you to add, delete, and edit participant. You can set a participant's status as active or inactive. Also, you can enter funding information such as fund and function codes, salaries, fringes, funding source, and funding percentage.

How to record the funding information for participants?

- The image of the page displayed to the right, "Available Participants," will allow you to view participants and search for them by last name, school, and email address.

- If you do not see a participant, there are buttons at the bottom to navigate the listing of participants for example: “Full Listing”, “First”, “Previous”, “Next”, Last” and “Page Number-1,2,3”…

How to record the funding information for participants?

You have two options to record the funding information for participants.

- Option #1: Copy Funding to Current Quarter

  This feature will allow you to copy data from previous quarter to current quarter. This feature is only available for quarters (OND, JFM, and AMJ). For each school year, data for the first quarter, has to be manually entered before you can use this feature to copy.

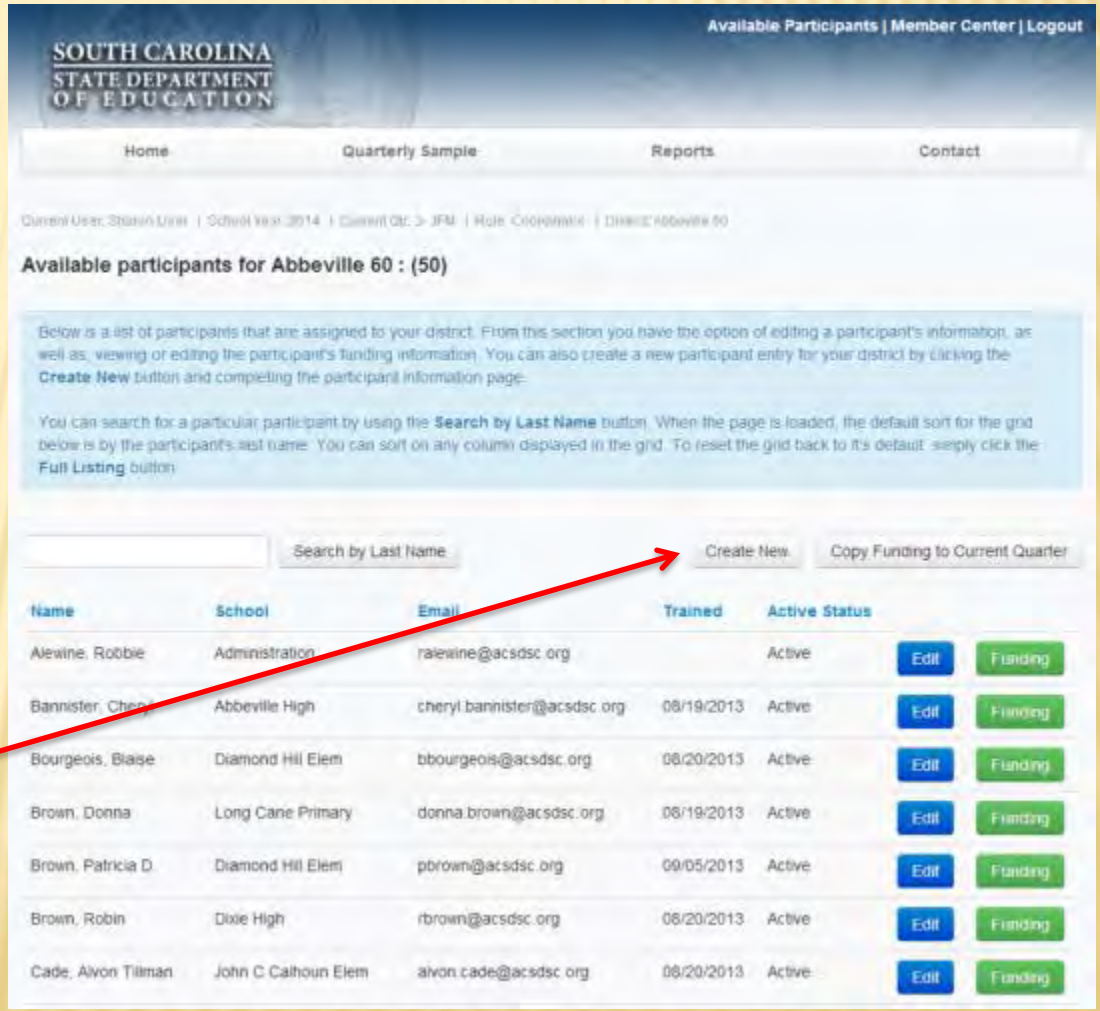
- Option #2: Manually enter the funding information.

Note: When entering data into the application only enter current quarter information.

How to record the funding information for participants?

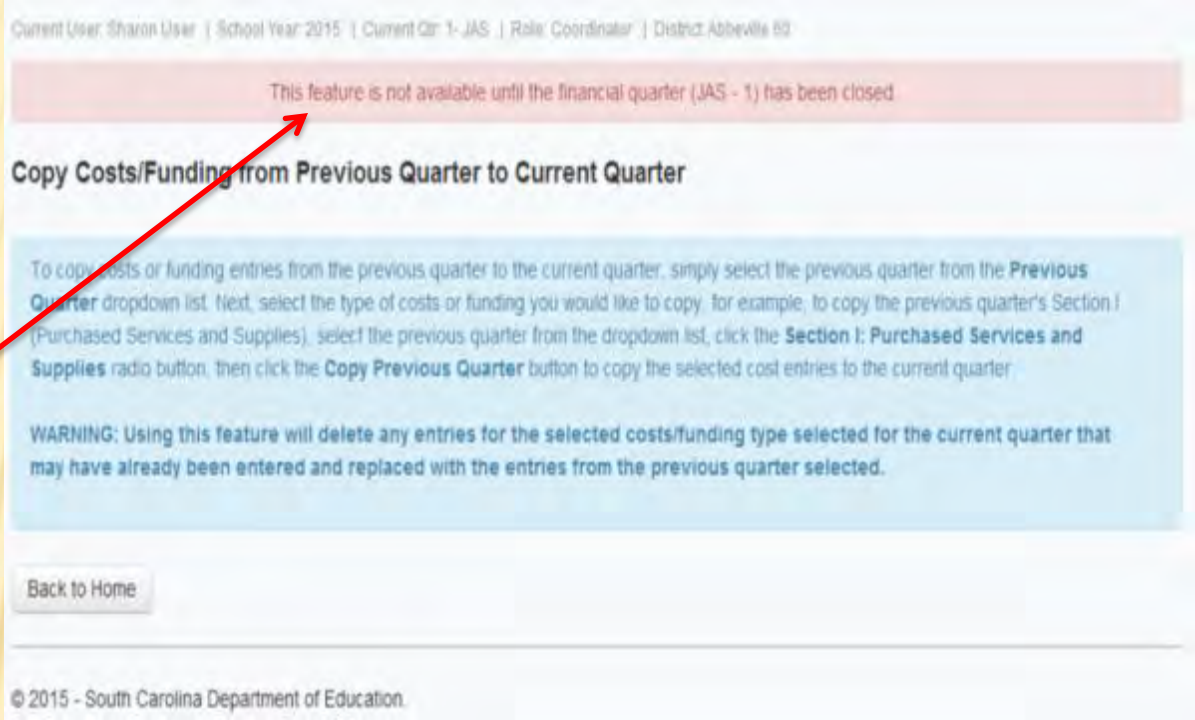
Option #1: "Copy Funding to Current Quarter"

- The image of the page displayed to the right, shows the feature, "Copy Funding to Current Quarter" next to the "Create New" button.



How to record the funding information for participants?

Once you have clicked on the "Copy Funding to Current Quarter" button, the page to the right will display if the first quarter, JAS has not been closed.



How to record the funding information for participants?

The image of the page displayed at the right will appear if the first quarter, JAS is closed out.

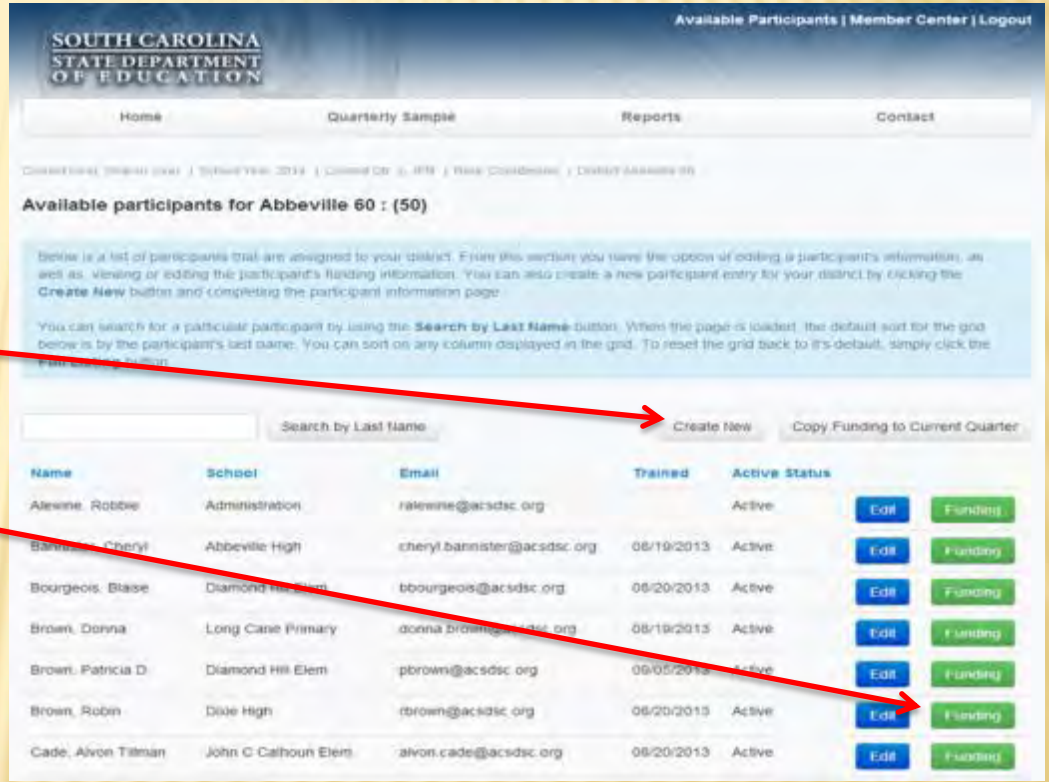
- First, select the previous quarter from the “Previous Quarter Entries to Copy” Dropdown list.
- Then, select the current quarter to receive the copied data from the “Current Quarter” Dropdown list.
- Next, select the section or sections of the previous quarter that you would like to copy.
- Select the “Copy Previous Quarter” button.
- Remember: Using this “Copy Previous quarter to Current Quarter" feature will delete and replace any entries already entered for the current quarter.

How to record the funding information for participants?

Option#2:

Manually enter funding information for each participant.

- Clicking the “Create New” button, you will create a new participant’s record.
- Clicking the "Funding” button for a participant will allow you to enter fund code, function code, salary, fringes, funding source, funding percentage and status.



Participant Funding Information

After clicking “funding” button, this page will display like the image to the right and you will enter the following funding information:

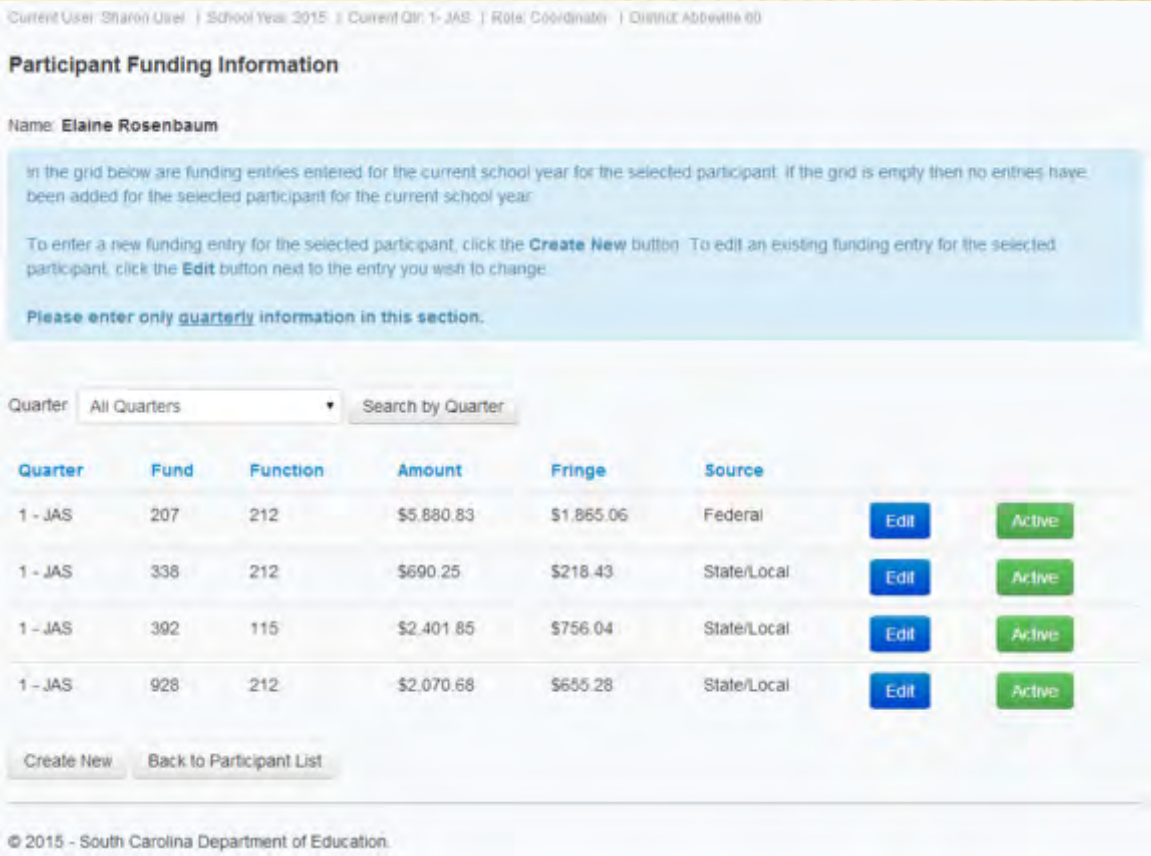
- Select appropriate funding quarter for example:
  - JAS-Quarter 1
  - OND- Quarter 2
  - JFM-Quarter 3
  - AMJ-Quarter 4
- Enter the Fund Code*
- Select the Function Code*
- Enter the Salary and Fringes
- Select the Funding Source
- Enter the Funding Percentage
- Click the “Save Changes” button.

NEW

If there is fund code and/or function code not available in the dropdown selection, you may contact the SDAC Administrator to request a fund and/or function to be added.

Participant Funding Information

- After clicking the “Save Changes” button, the participant’s funding information will be summarized and displayed like the image of the page to the right.
- If you need to make subsequent changes to a participant’s funding information, click on the “edit” button.
- If you need to create a new entry for a participant, click on the “Create New” button.
- If a participant is paid by multiple sources, then there will be more than one entry for the participant. Click on the “Create New” button to add new entry for a participant. See the entries on the page displayed at the right.



Current User: Sharon User | School Year: 2015 | Current Qtr: 1- JAS | Role: Coordinator | District: Abbeville 60

Participant Funding Information

Name: **Elaine Rosenbaum**

In the grid below are funding entries entered for the current school year for the selected participant. If the grid is empty then no entries have been added for the selected participant for the current school year.

To enter a new funding entry for the selected participant, click the **Create New** button. To edit an existing funding entry for the selected participant, click the **Edit** button next to the entry you wish to change.

Please enter only quarterly information in this section.

Quarter: All Quarters | Search by Quarter

Quarter	Fund	Function	Amount	Fringe	Source		
1 - JAS	207	212	$5,880.83	$1,865.06	Federal	Edit	Active
1 - JAS	338	212	$690.25	$218.43	State/Local	Edit	Active
1 - JAS	392	115	$2,401.85	$756.04	State/Local	Edit	Active
1 - JAS	928	212	$2,070.68	$655.28	State/Local	Edit	Active

Create New | Back to Participant List

© 2015 - South Carolina Department of Education.

Participant Funding Information

- When you need to make subsequent changes to a participant's record, click the "edit" button as shown on the previous slide. After clicking the "edit" button, this page will display like the image to the right with prefilled data that will allow you to make changes by the following:
- Dropdown Selection for Fund Quarter, Fund Code, Function Code, Fund Source and Status.
- Enter Salary, Fringe and Funding Percentage.
- Once editing is completed, click the "Save Changes" button.
- If no changes are necessary, just click the "Back to Funding List" button. This will return you to previous page.

How to enter Other Costs?

Step 2:

The next portion of the SDAC quarterly claim is “Other Costs” which is divided into three sections on the SDAC District Coordinator Home Page:

Section I: Purchased Services and Supplies.

Section II : Support, Supervisory and Administrative Personnel Costs.

Section III: Non-Federal Salaries/Fringe Benefits.

Other Costs – Section I: Purchased Services and Supplies (PSS)

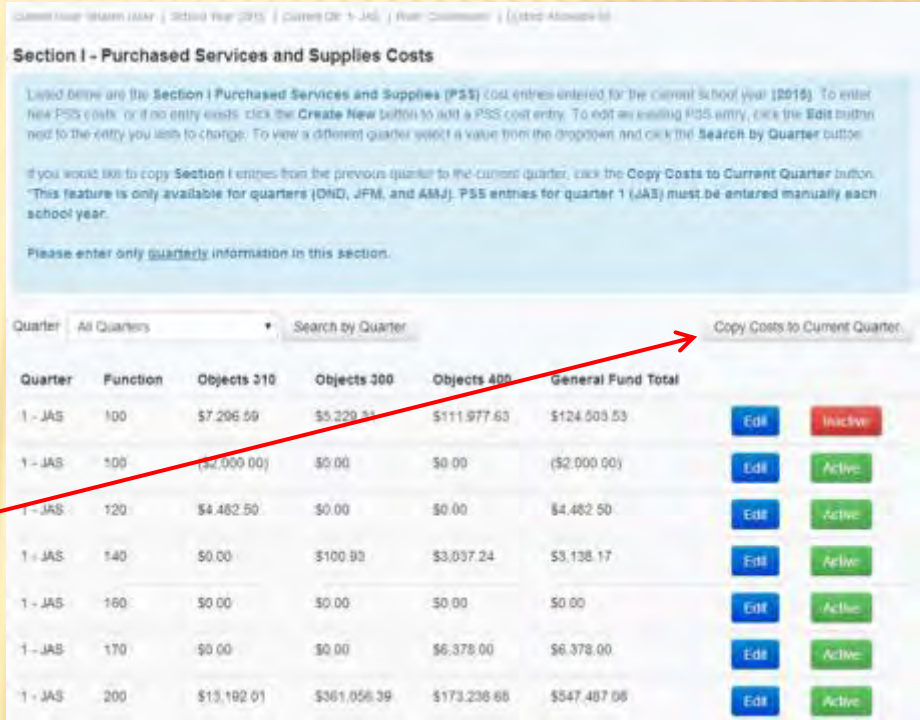
- On the SDAC District Coordinator Home Page, click directly on the "Section I: Purchased Services and Supplies" link (highlighted in blue) on the Home Page or click the "Quarterly Sample" menu and select the "Section I: Purchased Services and Supplies" sub-menu item.

- The purpose of this section is to report purchased services and supplies related to the personnel on the district's roster, i.e., contractual services, equipment and supplies.

Other Costs – Section I: Purchased Services and Supplies (PSS)

- After clicking the "Section I: Purchased Services and Supplies" sub-menu item (if records exist for the current school year, they will display on the page like the image to the right).

- You have two options to complete this section. The first option is the feature "Copy Costs to Current Quarter," (see slides #20 - 23 for detail), but the first quarter must be entered manually.



Other Costs – Section I: Purchased Services and Supplies (PSS)

Option#2:
Manually enter the cost information.

- If there are no entries, click the "Create New" button.
- To edit an existing cost entry, click the "edit" button.
- If you decide not to enter anything just click the "Back to Home" button.

Other Costs – Section I: Purchased Services and Supplies (PSS)

If you are creating a new entry of Purchased Services and Supplies Costs, click the "Create New" button. After clicking the "Create New" button, the image of the page to the right will allow you to enter the costs of Purchased Services and Supplies:

- Use the dropdown Selection for Sample Quarter and Function Code to click the appropriate selection.

- Enter Object Code 310 – Purchased Services*

  Enter amount in the object code 310 for personal services rendered by personnel who are not on the payroll of the school districts.

- Enter Object Code 300 – Professional and Technical Services*

  Enter amount in the object code 300 for services which are performed only by persons or firms with specialized skills and knowledge for example: doctors, lawyers, and consultant.

  *Do not include amounts listed in Participant Section for example: nurses, teachers or counselors.

NEW

Note: If you need to enter a negative number, the system can now accept them.

Other Costs – Section I: Purchased Services and Supplies (PSS)

- Enter Object Code 400 – Supplies and Materials

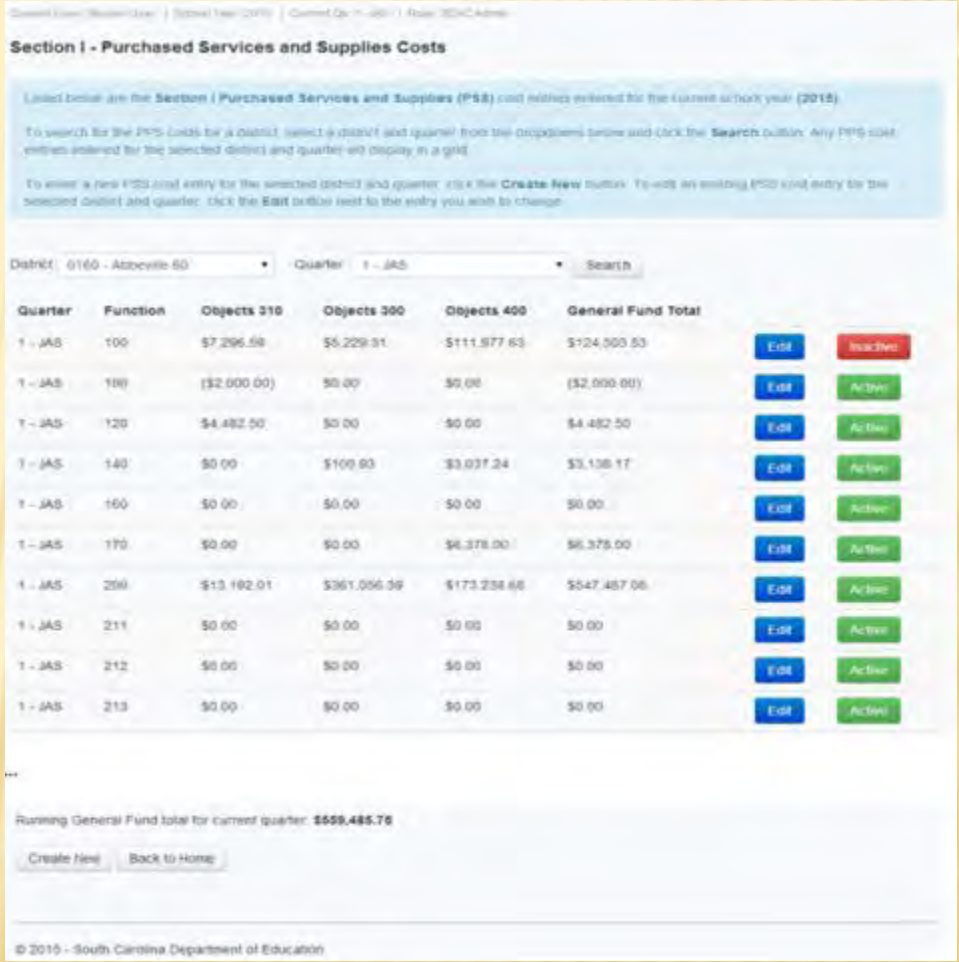
  Enter amount in object code 400 for supply and material expenditures that are related to the employees listed in the participants' section.

- Once all information is entered, click the "Save Changes" button.

- If you decide not to enter anything, just click the "Cancel" button.

Other Costs – Section I: Purchased Services and Supplies (PSS)

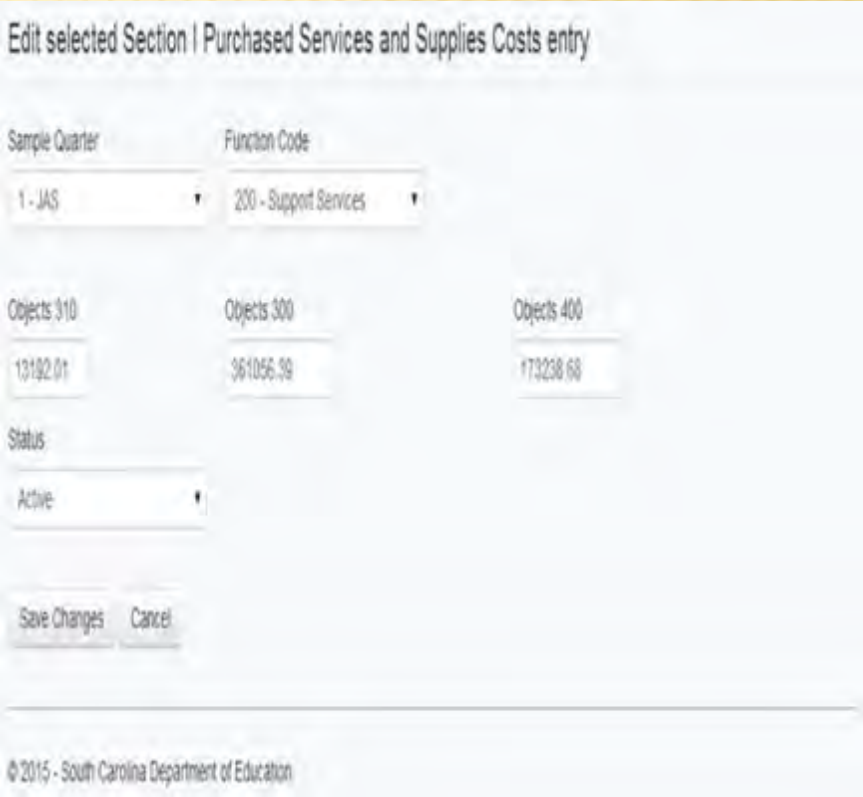
- After you have either created a new entry or edited an entry, a page like the image at the right will display.
- This page provides a "General Fund Total" for each function code at the far right and a "Running General Fund total for current quarter" at the bottom of the page.



Other Costs – Section I: Purchased Services and Supplies (PSS)

When you need to make subsequent changes to an existing PSS entry, click the "edit " button next to the entry you wish to change as shown on the previous slide. After clicking the "edit" button, this page will display like the image to the right with prefilled data that will allow you to make changes by the following:

- Dropdown Selection for Sample Quarter, Function Code, and Status.
- Enter amount for Object Codes 310 – Purchased Services*
- Enter amount for Object Codes 300 – Professional and Technical Services*
- Enter amount for Object Codes 400 – Supplies and Materials
- Once editing is completed, click the "Save Changes" button.
- If no changes are necessary, just click the "Cancel" button. This will return you to previous page.



*Do not include amounts listed in Participant Section for example: nurses, teachers or counselors.

Other Costs-Section II : Support, Supervisory and Administrative Personnel

On the SDAC District Coordinator Home Page, click directly on the “Section II : Support, Supervisory and Administrative Personnel Costs” link (highlighted in blue) on the Home page or click the “Quarterly Sample” menu and select the “Section II : Support, Supervisory and Administrative Personnel Costs” sub-menu item.

This section provides quarterly salaries and fringe benefits of district and school support staff who provide direct support to the sample population.

*Some districts will not have supervisory personnel salaries and fringes to enter, therefore this will not apply to them.

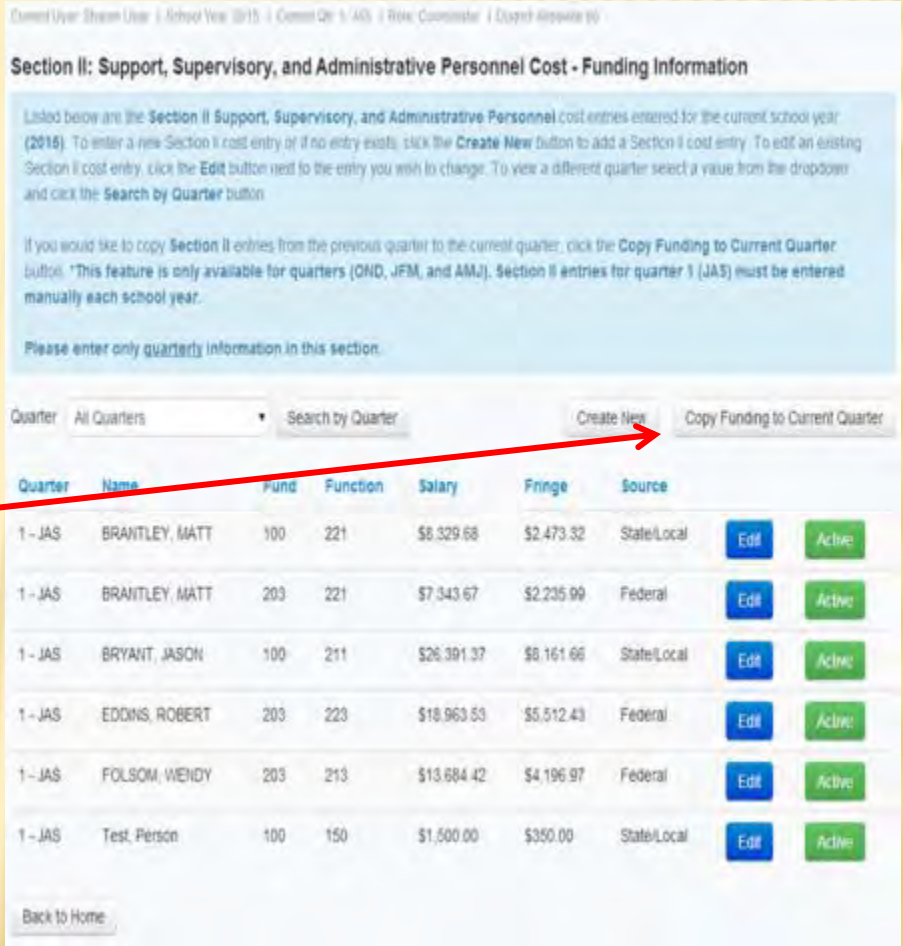
Other Costs-Section II : Support, Supervisory and Administrative Personnel

After clicking the "Section II : Support, Supervisory and Administrative Personnel Costs", a page will display like the image to the right.

You have two options to complete this section. The first option is the feature "Copy Costs to Current Quarter," (see slides #20 - 23 for detail), but the first quarter must be entered manually.

Option#2:

Manually enter the supervisor funding information.



Section II: Support, Supervisory, and Administrative Personnel Cost - Funding Information

Listed below are the **Section II Support, Supervisory, and Administrative Personnel** cost entries entered for the current school year **(2015)**. To enter a new Section II cost entry or if no entry exists, click the **Create New** button to add a Section II cost entry. To edit an existing Section II cost entry, click the **Edit** button next to the entry you wish to change. To view a different quarter select a value from the dropdown and click the **Search by Quarter** button.

If you would like to copy **Section II** entries from the previous quarter to the current quarter, click the **Copy Funding to Current Quarter** button. ***This feature is only available for quarters (OND, JFM, and AMJ). Section II entries for quarter 1 (JAS) must be entered manually each school year.**

Please enter only quarterly information in this section.

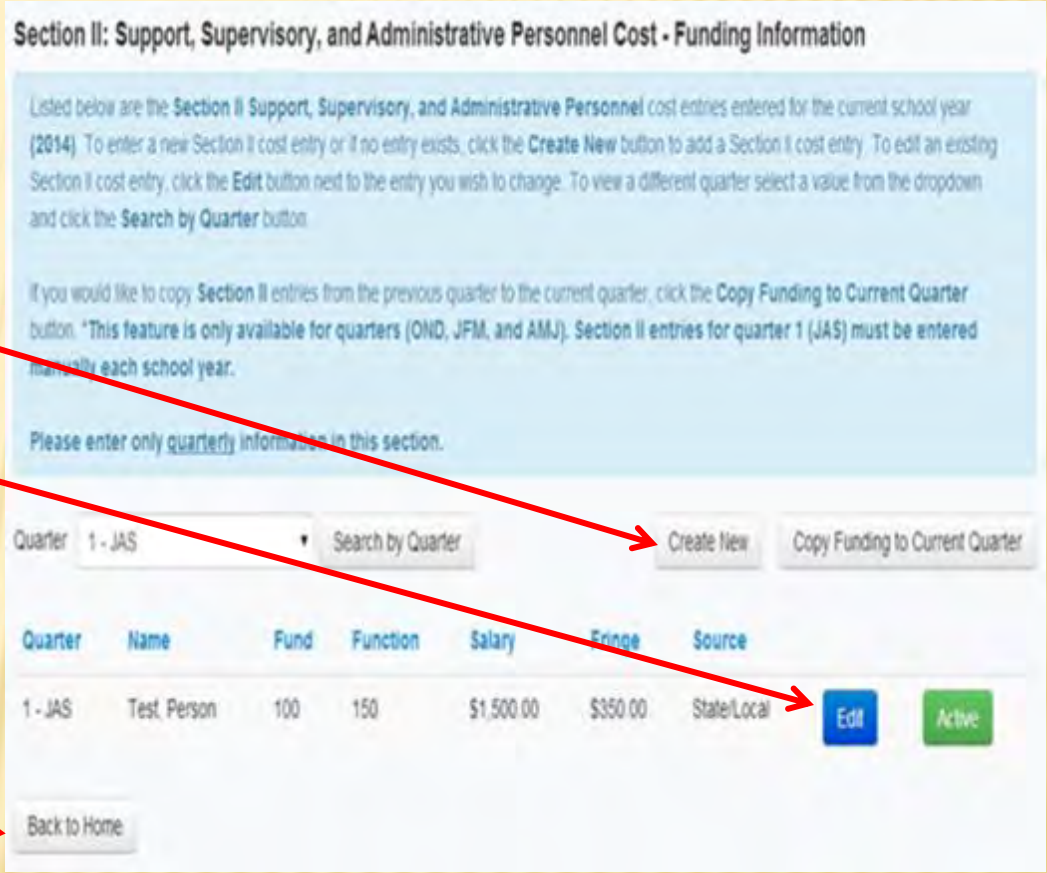
Quarter | All Quarters | Search by Quarter | Create New | Copy Funding to Current Quarter

Quarter	Name	Fund	Function	Salary	Fringe	Source		
1 - JAS	BRANTLEY, MATT	100	221	$8,329.68	$2,473.32	State/Local	Edit	Active
1 - JAS	BRANTLEY, MATT	203	221	$7,343.67	$2,235.99	Federal	Edit	Active
1 - JAS	BRYANT, JASON	100	211	$26,391.37	$8,161.66	State/Local	Edit	Active
1 - JAS	EDDINS, ROBERT	203	223	$18,963.53	$5,512.43	Federal	Edit	Active
1 - JAS	FOLSOM, WENDY	203	213	$13,684.42	$4,196.97	Federal	Edit	Active
1 - JAS	Test, Person	100	150	$1,500.00	$350.00	State/Local	Edit	Active

Back to Home

Other Costs-Section II : Support, Supervisory and Administrative Personnel

- To add a supervisor, or additional entry, click the "Create New" button.
- To edit an existing cost entry, click the "edit" button.
- If you decide not to enter anything just click the "Back to Home" button.



Other Costs-Section II: Support, Supervisory and Administrative Personnel

After clicking the “Create New” button, you will enter the following:

Personal information:

- Select Supervisor ID
- Enter Last Name
- Enter First Name
- Enter Job Title

Funding Information:

- Select Funding Quarter
- Select Funding Code
- Select Function Code
- Enter Salary
- Enter Fringe
- Select Funding Source
- Enter Funding Percentage

Other Costs-Section II: Support, Supervisory and Administrative Personnel

After entering all information, click the “Save Changes” button. The next time you need to enter a funding record for that supervisor, the supervisor’s name will be available in the dropdown list.

Helpful Tip: When entering the Supervisor Personal Information for this section, first check to see if the supervisor is in the dropdown list. If so, simply select the supervisor from the dropdown list. The Last Name, First Name, and Job Title fields will automatically populate for them. If the supervisor is not in the dropdown list, you must enter the Last Name, First Name, and the Job Title (if known), then enter the Funding Information. This will avoid duplicated entry.

Other Costs-Section II: Support, Supervisory and Administrative Personnel

- After clicking the “Save Changes” button, the supervisor funding information will be summarized and displayed on a page like the image to the right.
- If you need to make changes to a supervisor’s funding information, click on the “edit” button.
- If there is a funding change in the quarter, inactivate the incorrect row by clicking on the “Active” button. Then enter the correct funding as a new entry by clicking on the “Create New" button, if needed.
- If you need to return to main menu, click the “Back to Home” button.

Section II: Support, Supervisory, and Administrative Personnel Cost - Funding Information

Listed below are the **Section II Support, Supervisory, and Administrative Personnel** cost entries entered for the current school year **(2015)**. To enter a new Section II cost entry or if no entry exists, click the **Create New** button to add a Section II cost entry. To edit an existing Section II cost entry, click the **Edit** button next to the entry you wish to change. To view a different quarter select a value from the dropdown and click the **Search by Quarter** button.

If you would like to copy **Section II** entries from the previous quarter to the current quarter, click the **Copy Funding to Current Quarter** button. ***This feature is only available for quarters (OND, JFM, and AMJ). Section II entries for quarter 1 (JAS) must be entered manually each school year.**

Please enter only quarterly information in this section.

Quarter: All Quarters | Search by Quarter | Create New | Copy Funding to Current Quarter

Quarter	Name	Fund	Function	Salary	Fringe	Source		
1 - JAS	BRANTLEY, MATT	100	221	$8,329.68	$2,473.32	State/Local	Edit	Active
1 - JAS	BRANTLEY, MATT	203	221	$7,343.67	$2,235.99	Federal	Edit	Active
1 - JAS	BRYANT, JASON	100	211	$26,891.37	$8,161.66	State/Local	Edit	Active
1 - JAS	EDDINS, ROBERT	203	223	$18,963.53	$5,512.43	Federal	Edit	Active
1 - JAS	FOLSOM, WENDY	203	213	$13,684.42	$4,196.97	Federal	Edit	Active
1 - JAS	Test, Person	100	150	$1,500.00	$350.00	State/Local	Edit	Active

Back to Home

Other Costs-Section II: Support, Supervisory and Administrative Personnel

When you need to make subsequent changes to a support staff's record, click the "edit" button as shown on the previous slide. After clicking the "edit" button, a page will display like the image to the right with prefilled data that will allow you to make changes by the following:

- Use the Dropdown Selection for Fund Quarter, Fund Code, Function Code, Funding Source and Status.
- Enter Salary, Fringe and Funding Percentage.
- Once editing is completed, click the "Save Changes" button.
- If no changes are necessary, just click the "Back to Funding List" button. This will return you to previous page.

Other Costs-Section III: Non-Federal Salaries/Fringe Benefits

On the SDAC District Coordinator Home Page, click directly on the "Section III: Non-Federal Salaries/Fringe Benefits" link (highlighted in blue) on the Home Page or click the "Quarterly Sample" menu and select the "Section III: Non-Federal Salaries/Fringe Benefits" sub-menu item.

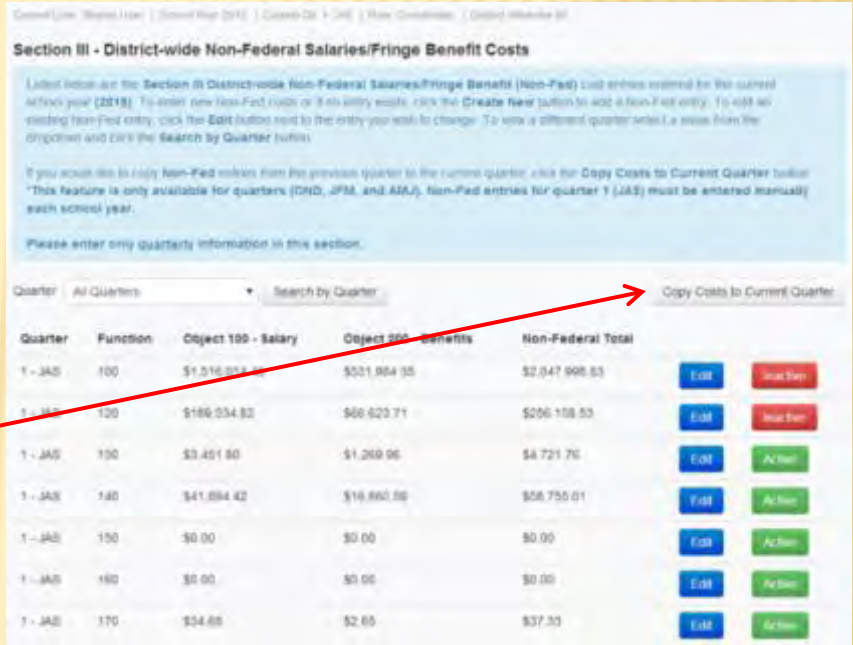
Other Costs-Section III: Non-Federal Salaries/Fringe Benefits

The purpose of this section is to capture non-federal salaries and benefits for the entire school district, including the people in the quarterly sample. Section III is used as a quality assurance control to calculate the percentage of the district's expenditures. This section is also used to calculate the percentage of Section I costs that can be claimed.

Other Costs-Section III: Non-Federal Salaries/Fringe Benefits

- After clicking the Section III: "Non-Federal Salaries/Fringe Benefits" sub-menu item a page will display like the image to the right.

- You have two options to complete this section. The first option is the feature "Copy Costs to Current Quarter," (see slides #20 - 23 for detail), but the first quarter must be entered manually.



Option#2:

Manually enter the cost information .

Other Costs-Section III: Non-Federal Salaries/Fringe Benefits

- Clicking the "Create New" button, you will create a new cost entry.
- If you decide not to enter anything just click the "Back to Home" button.

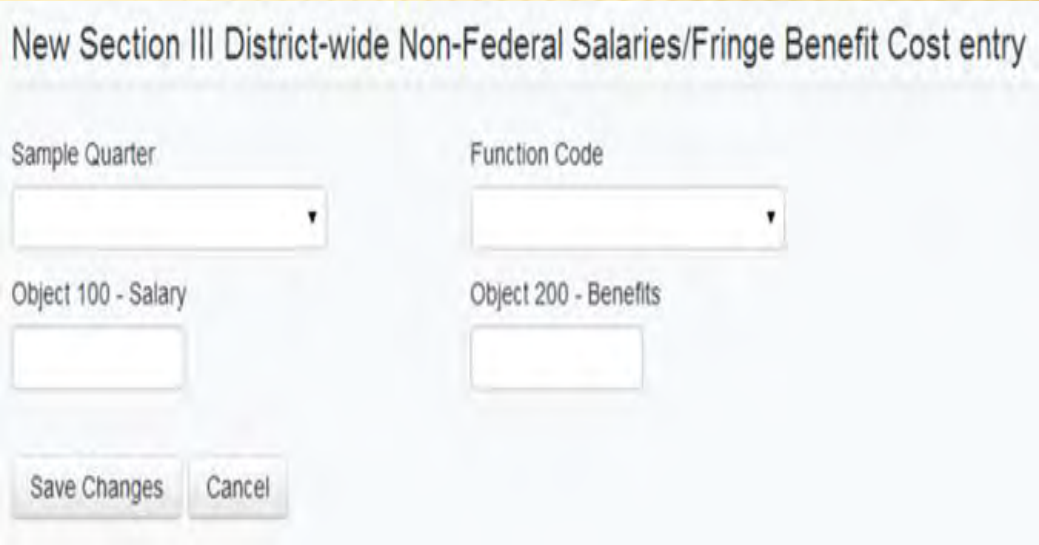
Other Costs-Section III: Non-Federal Salaries/Fringe Benefits

After clicking the “Create New” button as shown on the previous slide, you will do the following:

- Select Sample Quarter
- Select Function Code
- Enter Object 100-Salary
- Enter Object 200-Benefits

After all information is entered, click the “Save Changes” button.

If you decide not make any changes, just click the “Cancel” button.



Other Costs-Section III: Non-Federal Salaries/Fringe Benefits

- After you have created a new entry and click the "Save Changes" button as shown on the previous page, a summary page like the image at the right will display.
- You can edit this record by clicking the "edit" button.
- If you decide not to enter anything, just click the "Back to Home" button.

Other Costs-Section III: Non-Federal Salaries/Fringe Benefits

When you need to make subsequent changes to a cost's record, click the "edit" button as shown on the previous slide. After clicking the "edit" button, this page will display like the image to the right with prefilled data that will allow you to make changes by the following:

- Use the Dropdown Selection for Sample Quarter, Function Code, and Status.
- Enter Salary, and Fringe.
- Once editing is completed, click the "Save Changes" button.
- If no changes are necessary, just click the "Cancel" button. This will return you to previous page.

Close Financial Quarter

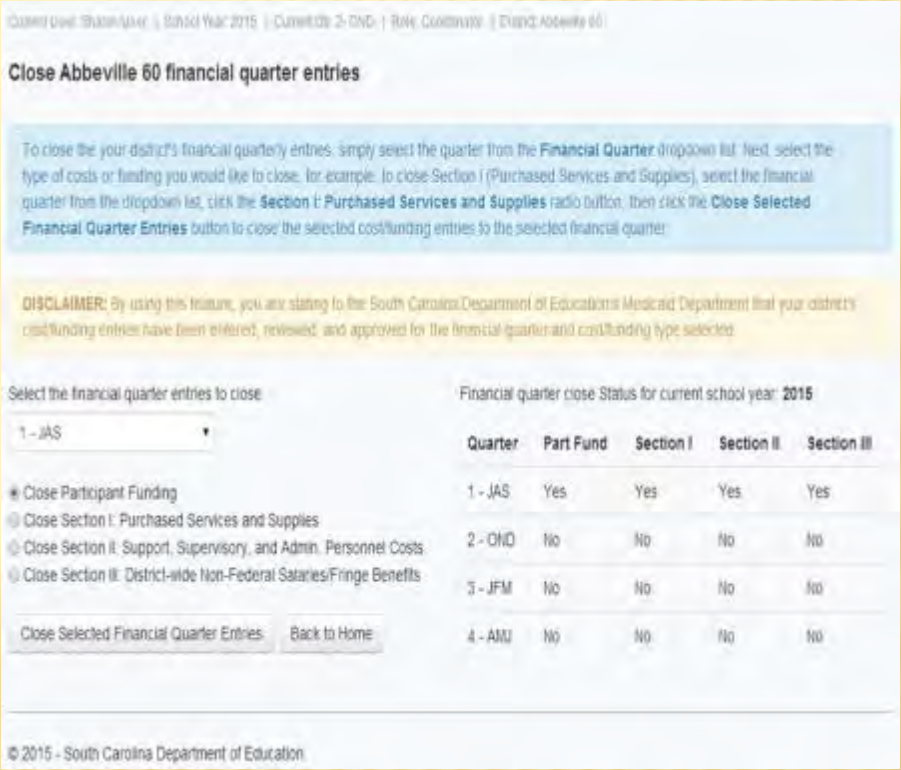
Finance Coordinator will need to sign-off on each section of the claim they have completed for a given quarter. This feature will notify the SDAC Administrator that the district has completed the claim.

To close a section in the claim:

- Select the current quarter from the “financial quarter entries to close” dropdown list.
- Next, select the funding or type of costs you would like to close.
- Then, click on the “Close Selected Financial Quarter Entries”.

If you decide not to close anything just click the “Back to Home” button.

The link to this page is located on the SDAC Coordinator Home Page.



View and Sign Quarterly Invoice

In addition to closing the financial quarter, each district finance coordinator or designated staff will be required to sign-off on the district's invoices electronically for submission.

This feature will notify the SDAC Administrator that all data were submitted. Your district will still need to print, sign and send invoices to our office.

To view your invoice, select a quarter from the dropdown list. Next, select the "View Quarterly Invoice". Then, Click on the "Quarterly Invoice button".

To sign-off on a quarterly invoice, select the quarter from the dropdown list. Next, select the "Submit(Approve) Quarterly Invoice" which means that you have reviewed and accept the information entered into the system. Then, click on the "Quarterly Invoice" Button.

- The link to this page is located on the SDAC Coordinator Home Page.

View and Sign Quarterly Invoice

NEW

Note: On the previous slide, the wording has changed to reflect that the user has completed all sections, but the information has not been submitted for invoice payment. The final invoice submit requires you to download, sign and submit invoice for payment.

View and Sign Quarterly Invoice

The image of the page displayed to the right is a SDAC quarterly invoice. After entering data for all sections for the SDAC quarterly claim and closing out each section, the data is pulled into the invoice. Your invoice will be available once the SDAC Administrator release and notify you via email. It will be available in PDF format. Then, you will have 10 days upon the receipt date of the email to view, edit, print, sign and return your quarterly invoice to the SDAC Administrator.

*The link to this page is located on the SDAC Coordinator Home Page.

SOUTH CAROLINA SCHOOL DISTRICT ADMINISTRATIVE CLAIMING INVOICE

School District: **0160 - Abbeville 60**
Quarter: **4 - AMJ (2014)**

Medicaid Eligible: 78.82%

	Salaries	Other Costs	Total
Total Costs - Less Indirect	**$608,434.27**	**$216,586.57**	**$825,020.84**

Non-Discounted Activities
C. Outreach to Medicaid Program
E. Facilitating an Application to Medicaid

	Sal (Gross Claim.)	Other(Gross Claim.)	Total
Full %: **0.820%**	**$4,989.16**	**$1,776.01**	**$6,765.17**

Discounted Activities
G. Referral, Monitoring, Coordination
I. Assisting Access to Translation/Transportation
K. Medicaid/Medical Training
M. Medical Service Program Planning Policy Coord.

Discount %: **1.770%**			
Med. Elig. %: 78.82%			
Claimable %: **1.39511140%**	**$8,488.35**	**$3,021.63**	**$11,509.98**
Totals	**$13,477.51**	**$4,797.64**	**$18,275.15**

GROSS CLAIMABLE	$18,275.15			
INDIRECT	$3,529.76	GROSS CLAIM SALARIES	Unrestricted RATE	GROSS INDIRECT
TOTAL	$21,804.91	**$13,477.51**	**26.19%**	**$3,529.76**
NET CLAIMABLE	$10,902.46 **[50%]**			
TOTAL CLAIMED	**$10,902.46**			

As financial officer of the above named district, I am charged with supervising the administration of the provision and billing for the School District Administration Claiming services provided under Title XIX (Medicaid) and Title XXI of the Social Security Act, as amended. I hereby certify that the school district has expended the state share of public, non-federal funds needed to match the federal share of medical claims billed to the state Medicaid agency for School District Administrative Claiming services provided to eligible Medicaid students during the quarter reported here. I also certify that the school or school district's certified expenditures were incurred in accordance with provisions of South Carolina's policies for the services. These certified expenditures are separately identified and supported in our accounting system.

Signature of Fiscal Officer: _____

Date: _____

View and Sign Quarterly Invoice

In addition to the district finance officer closing out the financial quarter, the SDAC Administrator will close-out the financial quarter after all invoices are submitted by SCDE for payment for each quarter to SCDHHS.

Please ensure that all invoices are free of error. If you find an error, after closing out a quarter and can provide sufficient documentation for re-submission, you may contact SDAC Administrator to request a revision of invoice, if possible.

When you are verifying your totals on the invoice you may notice that the numbers are not exact due to the system rounding rule. The system rounding rule calculates percentages at the 7th decimal point and dollar amounts at the 2nd decimal point.

- You now have the capability to view the prior year information.

Calculation for Other Cost on the Invoice

After entering your data into the SDAC Application, the data is processed behind the scene of the application to compute totals on the invoice. One of the total, "Other Cost " includes multiple calculations that is not directly found on the invoice. The screenshot below is the calculation for "Other Cost".

SOUTH CAROLINA SCHOOL DISTRICT ADMINISTRATIVE CLAIMING INVOICE

School District: **0160 - Abbeville 60**
Quarter: **4 - AMJ (2014)**

Medicaid Eligible: 78.82%

	Salaries	Other Costs	Total
Total Costs - Less Indirect	$608,434.27	$216,586.57	$825,020.84

Non Discounted Activities
C. Outreach to Medicaid Program
E. Facilitating an Application to Medicaid

	Sal (Gross Claim.)	Other(Gross Claim.)	Total
Fed % 0.820%	$4,989.16	$1,776.01	$6,765.17

Discounted Activities
G. Referral, Monitoring, Coordination
I. Assuring Access to Translation/Transportation
K. Medicaid/Medical Training
M. Medical Service Program Planning Policy Coord.

Discount %: 1.770%			
Med. Elig. %: 78.82%			
Claimable %: 1.3953140%	$8,488.35	$3,021.63	$11,509.98
Totals	$13,477.51	$4,797.64	$18,275.15

GROSS CLAIMABLE	$18,275.15			
INDIRECT	$3,529.76	GROSS CLAIM SALARIES $13,477.51	Unrestricted RATE 26.19%	GROSS INDIRECT $3,529.76
TOTAL	$21,804.91			
NET CLAIMABLE	$10,902.46 [50%]			
TOTAL CLAIMED	$10,902.46			

As financial officer of the above named district, I am charged with supervising the administration of the provision and billing for the School District Administration Claiming services provided under Title XIX (Medicaid) and Title XXI of the Social Security Act, as amended. I hereby certify that the school district has expended the state share of public, non-federal funds needed to match the federal share of medical claims billed to the state Medicaid agency for School District Administrative Claiming services provided to eligible Medicaid students during the quarter reported here. I also certify that the school or school district's certified expenditures were incurred in accordance with provisions of South Carolina's policies for the services. These certified expenditures are separately identified and supported in our accounting system.

Signature of Fiscal Officer: _____
Date: _____

Calculation for Other Cost on the Invoice

Step 1		Calculate the "Proportionate Share Rate"	
	$608,434.27 / $6,684,110.00	(Salary Net Total from the Per Cost) / (Grand Total of Non-Federal Fund of Salaries/Benefits from the Section III)	= 9.103%
Step 2		Calculate the "Proportionate Share of Other Cost"	
	9.103% X $67,245.86	(Proportionate Share Rate X Purchase, Service and Supplies Grand Total from Section I)	$ 6,121.19
Step 3		Add the following to derive the "Total of Other Cost":	
		Proportionate Share of other cost	$ 6,121.19
		Net Fringes for Per Cost	$ 210,465.38
		Net Fringes for Section II	$ 0.00
			$ 216,586.57

Quarterly Costs and Funding Reports

As the Finance Coordinator, once the current quarter has been closed out, you will be able to print Pers-Cost, Section I, Section II and Section III reports. See the following pages for illustration of printed reports.

SDAC Report – PersCosts

SDAC - QUARTERLY DISTRICT PER COSTS REPORT - 1 - JAS (2013)

School Year: **2014**
School District: **0160 - Abbeville 60**

Coordinator: **Davis, Ann**

Name	Fund	Function	Salaries	Fed Offset	Salary Net	Fringe	Fed Offset	Fringe Net
Alewine, Robbie	203	223	$6,237.99	$6,237.99	$0.00	$0.00	$0.00	$0.00
Bannister, Cheryl	100	122	$7,969.50	$0.00	$0.00	$0.00	$0.00	$0.00
Bannister, Cheryl	100	127	$0.00	$0.00	$7,969.50	$0.00	$0.00	$0.00
Bourgeois, Blaine	100	212	$11,164.50	$0.00	$0.00	$0.00	$0.00	$0.00
Brown, Donna	100	212	$13,692.00	$0.00	$11,164.50	$4,867.82	$0.00	$0.00
Brown, Patricia	936	213	$6,660.75	$0.00	$13,692.00	$2,845.54	$0.00	$4,867.82
Brown, Robin	100	213	$7,267.50	$0.00	$6,660.75	$1,803.71	$0.00	$2,845.54
Cade, Alvon	100	212	$13,741.25	$0.00	$7,267.50	$3,341.87	$0.00	$1,803.71
Campbell, Patti	936	213	$10,393.25	$0.00	$13,741.25	$4,054.89	$0.00	$3,341.87
Carter, Shannon	385	127	$12,840.25	$0.00	$10,393.25	$5,578.74	$0.00	$4,054.89
Clamp, Betty	100	221	$1,472.13	$0.00	$12,840.25	$291.27	$0.00	$5,578.74
Clamp, Betty	256	223	$4,416.38	$0.00	$1,472.13	$1,840.56	$0.00	$291.27
Costner, Susan	100	212	$14,814.50	$0.00	$4,416.38	$4,624.88	$0.00	$1,840.56
Crawford, Darrell	100	122	$10,810.25	$0.00	$14,814.50	$3,651.04	$0.00	$4,624.88
Davis, Hannah	100	122	$5,202.25	$0.00	$10,810.25	$2,493.18	$0.00	$3,651.04
Overall Totals			**Salary Total**	**Fed Offset**	**Salary NET Total**	**Fringe Total**	**Fed Offset**	**Fringe NET Total**
			$469,628.12	$32,381.07	$437,247.05	$158,098.02	$8,809.94	$149,288.08

SDAC Report- Purchased Services Supplies (PSS)

SDAC - QUARTERLY DISTRICT SECTION I (PSS) COSTS REPORT - 1 - JAS (2013)

School Year: **2014**
School District: **0160 - Abbeville 60**

Coordinator: **Davis, Ann**

Function	Obj 310	Obj 300	Obj 400	PSS Fund Total
100	$0.00	($2,000.00)	$0.00	($2,000.00)
120	$0.00	$4,482.50	$0.00	$4,482.50
140	$100.93	$0.00	$3,037.24	$3,138.17
160	$0.00	$0.00	$0.00	$0.00
170	$0.00	$0.00	$6,378.00	$6,378.00
200	$361,056.39	$13,192.01	$173,238.68	$547,487.08
211	$0.00	$0.00	$0.00	$0.00
212	$0.00	$0.00	$0.00	$0.00
213	$0.00	$0.00	$0.00	$0.00
214	$0.00	$0.00	$0.00	$0.00
221	$0.00	$0.00	$0.00	$0.00
222	$0.00	$0.00	$0.00	$0.00
223	$0.00	$0.00	$0.00	$0.00
224	$0.00	$0.00	$0.00	$0.00
Overall Totals	Obj 310 Totals	Obj 300 Totals	Obj 400 Totals	PSS Grand Total
	$361,157.32	$15,674.51	$182,653.92	$559,485.75

SDAC Report-Support, Supervisory and Administrative Personnel Cost

SDAC - QUARTERLY DISTRICT SECTION II COSTS REPORT - 1 - JAS (2013)

School Year: **2014**
School District: **0160 - Abbeville 60**

Coordinator: **Davis, Ann**

Name	Fund	Function	Salaries	Fed Offset	Salary Net	Fringe	Fed Offset	Fringe Net
BRANTLEY, MATT	100	233	$20,704.74	$0.00	$0.00	$6,847.80	$0.00	$0.00
BRYANT, JASON	100	233	$22,579.74	$0.00	$20,704.74	$6,881.23	$0.00	$6,847.80
EDDINS, ROBERT	100	233	$21,329.76	$0.00	$22,579.74	$6,581.99	$0.00	$6,881.23
FOLSOM, WENDY	100	233	$20,704.74	$0.00	$21,329.76	$7,312.92	$0.00	$6,581.99
GASKINS, KIM	100	233	$20,704.74	$0.00	$20,704.74	$5,934.12	$0.00	$7,312.92
HAMPTON, ANDREA	100	233	$22,579.74	$0.00	$20,704.74	$6,881.23	$0.00	$5,934.12
KISER, JANICE	100	233	$19,454.76	$0.00	$22,579.74	$6,133.11	$0.00	$6,881.23
LITTLE, MELISA	100	233	$21,329.76	$0.00	$19,454.76	$5,141.51	$0.00	$6,133.11
MCDANIEL, DENNIS	100	233	$21,954.72	$0.00	$21,329.76	$7,612.16	$0.00	$5,141.51
MELTON, BETH	100	233	$19,454.76	$0.00	$21,954.72	$6,133.11	$0.00	$7,612.16
NUTT, DAVID	100	233	$42,659.52	$0.00	$19,454.76	$14,925.10	$0.00	$6,133.11

Overall Totals	Salary Total	Fed Offset	Salary NET Total	Fringe Total	Fed Offset	Fringe NET Total
	$253,456.98	$0.00	$253,456.98	$80,384.28	$0.00	$80,384.28

SDAC Report- Non-Federal Salaries/Fringe Benefits

SDAC - QUARTERLY DISTRICT SECTION III (NON-FED) COSTS REPORT - 1 - JAS (2013)

School Year: **2014**
School District: **0160 - Abbeville 60**

Coordinator: **Davis, Ann**

Function	Salaries	Benefits	Non-Fed Fund Total
130	$3,451.80	$1,269.96	$4,721.76
140	$41,894.42	$16,860.59	$58,755.01
150	$0.00	$0.00	$0.00
160	$0.00	$0.00	$0.00
170	$34.68	$2.65	$37.33
180	$2,821.40	$738.40	$3,559.80
190	$0.00	$0.00	$0.00
200	$135,761.32	$43,302.55	$179,063.87
220	$102,058.77	$32,952.66	$135,011.43
230	$287,888.78	$94,492.82	$382,381.60
250	$251,416.70	$149,423.87	$400,840.57
260	$62,931.45	$18,852.54	$81,783.99
270	$19,200.00	$4,372.98	$23,572.98
300	$2,334.59	$523.30	$2,857.89
Overall Totals	Salary Totals	Benefit Totals	Non-Fed Grand Total
	$909,793.91	$362,792.32	$1,272,586.23

SDAC Tentative Calendar

School Year 2015 - 2016

South Carolina Department of Education

SDAC Tentative Calendar by Quarter

Phase of Application	JAS15	OND15	JFM16	AMJ16
Deadline for Changes/Updates to Personnel Roster via SDAC Application	August 24, 2015	September 14, 2015	December 7, 2015	March 21, 2016
First Notice to District's Financial Officers & SDAC Coordinators for Submission of Quarterly Claim	September 29, 2015	December 8, 2015	March 21, 2016	May 25, 2016
Last Date for Submission of Quarterly Claim and Electronically sign-off on invoice	October 27, 2015	January 30, 2016	April 30, 2016	June 16, 2016
Invoice Available with a grace period of 10 days to review, edit and submit electronically and via email for payment	October 28, 2015	February 1, 2016	May 2, 2016	June 17, 2016
Last Day to Submit Invoice for Payment	November 10, 2015	February 11, 2016	May 12, 2016	June 27, 2016
Close-out of Financial Quarter*	November 11, 2015	February 12, 2016	May 13, 2016	June 28, 2016

*If there is a validated reason to re-open a close quarter for a district, we will do so.

Other Questions/Technical Assistance?

SDAC – Contact Information

Loretta Dykes, Fiscal Technician
803 734-6030
ldykes@ed.sc.gov

SDAC Program Coordinator, Matthew Melton
803-734-2108
mmelton@ed.sc.gov

SNT Program Coordinator, Quinton Harris,
803-734-3913
qharris@ed.sc.gov

Questions or Comments

Thank you for your attendance

This webinar will be recorded and posted to the agency website. Questions and answers will be written and distributed.

End of Session