

School District Administrative Claiming (SDAC) SY 2015 – 2016

June 25, 2015

**SC Department of Education
Office of Medicaid Services**

SDAC Overview

PART I:

What is Administrative Claiming

SDAC Outreach – Why do it? How is it done?

Role of the SDAC Coordinator

SDAC Quality Assurance

PART II:

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Other Resources

PART I

- ▶ What is Medicaid School District Administrative Claiming?

What is Medicaid School District Administrative Claiming?

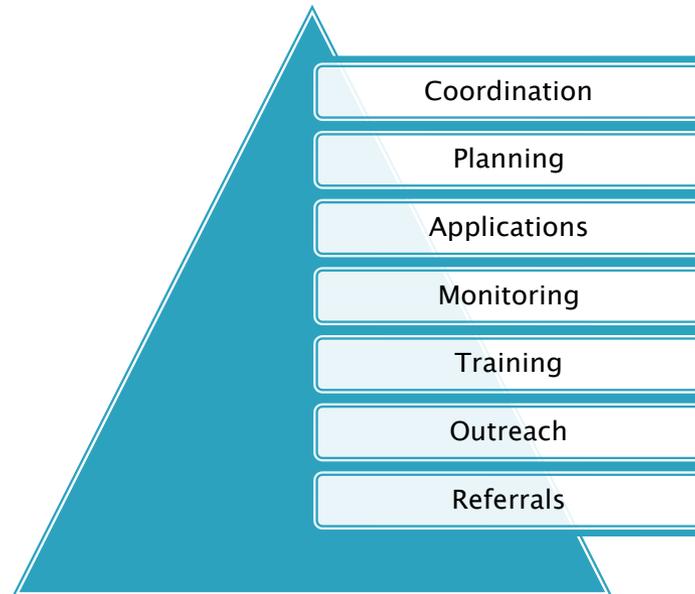
- ▶ Medicaid reimburses districts for direct therapies, administrative claiming, Title V nursing services (if applicable to district), Special Needs Transportation, and Speech Generating Devices.

Direct Medical Services

- ▶ Direct Services are the Medicaid–billable activities that diagnose and treat medical conditions, or that transport children to Medicaid health care services. These services are billed to Medicaid as “medical assistance.” The following services or assistance are considered as direct services:
 1. Treatments in IEP and Speech Devices
 2. Special Needs Transportation (SNT)
 3. Title V Nursing (if applicable to district)

Medicaid-Related Administrative Services

- ▶ SDAC is the administration of the Medicaid program that supports direct services and other Medicaid-related items.



Medicaid-Related Administrative Services

- ▶ Coordination, Planning, Applications, Monitoring, Training, Outreach, and Referrals all fall under the umbrella of Medicaid Administration.



Medicaid-Related Administrative Services

- ▶ Paperwork does not equate to ‘administration’ even if it’s related to Medicaid.
- ▶ Billing, clinical service notes, and activities related to a direct medical service are classified as part of that direct service *not* as Medicaid administration.

So, SDAC is . . .

- ▶ Federal reimbursement for what certain staff in your district are already doing.
- ▶ School or school district employees may perform administrative activities that directly support the Medicaid program including outreach, eligibility work, coordination and monitoring services, training, and planning.
- ▶ **Medicaid is willing to pay your district under contract for performing these activities as support for the Medicaid program.**

PART I

- ▶ SDAC Outreach

SDAC OUTREACH

- ▶ Medicaid is low cost or free health coverage for certain individuals who:
- ▶ Fall within certain eligibility categories (medical condition, disabled, etc.) or certain ages (65 or older, under the age of 19).
- ▶ Meet certain income and resource limits.
- ▶ Meet certain non-income rules (citizenship, residency, identity, etc.).

SDAC OUTREACH

- ▶ Healthy Connections is the name of South Carolina's Medicaid program.
- ▶ The South Carolina Department of Health and Human Services (SCDHHS) is the state agency that administers Medicaid in South Carolina.



SDAC OUTREACH – Why do outreach?

- ▶ **Healthy Children learn better.** Recent research suggests an increase in Medicaid-eligible children correlates to an increase in graduation rates and college attendance.
- ▶ **Health coverage improves health.** Children without health coverage tend to wait longer before seeking care and develop more serious illnesses.
- ▶ **Children without health coverage are less likely to receive care and more likely to miss school.**

SDAC OUTREACH – Why do outreach?

- ▶ LEAs can bill Medicaid for medical-related services listed in an **IEP**.
- ▶ LEAs can bill Medicaid for **Title V Nursing** services, services not listed in IEPs.
- ▶ LEAs can participate in Medicaid Administrative Claiming which **compensates districts for outreach** and eligibility efforts.

SDAC OUTREACH

- ▶ C: Outreach to the Medicaid program.
- ▶ E: Facilitate Medicaid eligibility determinations or applications.
- ▶ Receive Federal funds at 50% for these activities.

SDAC OUTREACH

- ▶ G/GR: Referral, monitoring, and coordination of Medicaid covered services.
- ▶ I: Assisting access to transportation/translation.
- ▶ K: Training: EPSDT/Medical/Medicaid related.
- ▶ M: Medical service program planning, policy development, and interagency coordination.
- ▶ Receive Federal funds at 50% of the Medicaid Eligibility Rate (MER) for these activities.

Medicaid Income Limits

Family Size	208% FPL (Monthly Income Limit)	208% FPL (Annual Income Limit)
1	\$2,089.18	\$25,070.10
2	\$2,827.58	\$33,930.90
3	\$3,565.98	\$42,791.70
4	\$4,304.38	\$51,652.50
5	\$5,042.78	\$60,513.30
6	\$5,781.18	\$69,374.10
7	\$6,519.58	\$78,234.90
8	\$7,257.98	\$87,095.70
Each additional person	\$738.40	\$8,860.80

- ▶ For children age 1 to 19
- ▶ Limits as of 3/1/2015

SDAC OUTREACH – How to do it?

- ▶ **Send information home. Put fliers in backpack mail.** Coordinate with free and reduced school lunch programs.
- ▶ **Send sick kids home with fliers.**
- ▶ **Include as many locations as possible in your area.** Think beyond just your school. Consider including preschools/daycare centers, vocational/trade schools and private schools, adult education classes (children can be eligible up to age 19).

SDAC OUTREACH – How to do it?

- ▶ **Use every opportunity to reach out to parents.** School registration and orientation, back-to-school night, parent-teacher association/organization meetings and parent-teacher conferences. Prominently display posters.
- ▶ **Make this a school-wide effort.** Include teachers, school nurses, counselors, social workers, school lunch program staff, sports coaches, bandleaders, aides, allied staff, bus drivers, food service workers.

SDAC OUTREACH – How to do it?

- ▶ **Determine if your school will add health insurance questions to mandatory health forms.** Follow up with families indicating that the child is uninsured or has no regular health care provider.
- ▶ **Post health care coverage information near children's artwork.** A child's artwork will capture parents' attention.
- ▶ **Publish an article or "ad" in the school newsletter.** Include a template article or print a flyer.

SDAC OUTREACH – How to do it?

- ▶ **Present enrollment information to everyone.** Make sure school professionals know about the importance of health coverage, SC's program, and how families can enroll.
- ▶ **Be sure everyone knows there is an online application for Medicaid.**
<https://apply.scdhhs.gov/CitizenPortal/application.do>

DHHS Community Outreach Team

- ▶ SCDHHS has a community outreach team.
- ▶ They provide outreach and engagement services to:
 - ▶ Advocacy Groups
 - ▶ Enrollment Providers
 - ▶ School Districts
 - ▶ Other Community-Based Organizations
- ▶ The team is available to help you!

DHHS Community Outreach Team

- ▶ Contact the Community Outreach Team for:
 - ▶ School Registration
 - ▶ Back-to-school Events
 - ▶ Parent-Teacher Association Meetings
 - ▶ Parent-Teacher Conferences
 - ▶ Athletic Registrations
 - ▶ and much, much more...
- ▶ Email them at outreach@scdhhs.gov

Other Outreach

- ▶ The Benefit Bank of South Carolina
(<https://www.scthrive.org/the-benefit-bank/>)
- ▶ Non-profit that offers onsite and online applications for SNAP (food stamps), TANF, FAFSA, Voter Registration, Low Income Subsidy (Rx Assistance), Federal taxes, and Medicaid.
- ▶ Call toll free at 1-800-726-8774.

PART II

- ▶ Survey Completion Rates / Activity Code Definitions

School Districts Survey Completion Rate

- ▶ School districts completed 84.04% of surveys for SY 11–12.
- ▶ School districts completed 86.87% of surveys for SY 12–13.
- ▶ School districts completed 82.90% of surveys for SY 13–14.

Failure to Complete Surveys and/or Comply with Contract with SCDE

- ▶ SCDE reserves the right to terminate contract with LEA.
- ▶ LEA will not receive Medicaid reimbursement for SDAC.

G. TERMINATION OF THIS AGREEMENT

1. Either party may terminate this agreement by providing written notice thereof at least ninety (90) days in advance of the effective date of the termination provided, however, if the **District** terminates this agreement, the **SCDE**'s fees are fully assessed on the first day of the contract year and are not refundable. If the **SCDE** terminates the agreement, the fee will be recalculated on a prorated basis.
2. The **SCDE** reserves the right to terminate the agreement, without ninety (90) days' notice, if the **District** has not submitted accurate, complete, and valid quarterly claims as required by this contract within a reasonable period after the end of each quarter. The **SCDE** will give notice of this noncompliance to the **District** after which they will have 10 days to come into compliance. If it does not, the **District** forfeits its right to any money from SDAC claims for the contract term, and the **SCDE**'s fees are fully assessed on the first day of the contract year and are not refundable.
3. The **SCDE** reserves the right to terminate the agreement, without ninety (90) days' notice, if the **SCDE** finds substantial reason to believe that a **District** has jeopardized the validity of the SDAC claim for all districts participating in its random moment sampling pool. If this occurs, the **District** forfeits the right to any money from the SDAC claims for the contract term, and the **SCDE**'s fees are fully assessed on the first day of the contract year and are not refundable.
4. The **SCDE** reserves the right to terminate this agreement, upon reasonable notice, should federal guidance, rules, or regulations eliminate funding for this program.

H. AMENDMENT

The parties agree that any amendments to this agreement shall be by mutual agreement and shall be in writing.

IN WITNESS WHEREOF, the parties hereto affix their signatures to this agreement.

Superintendent Name
Superintendent
School District

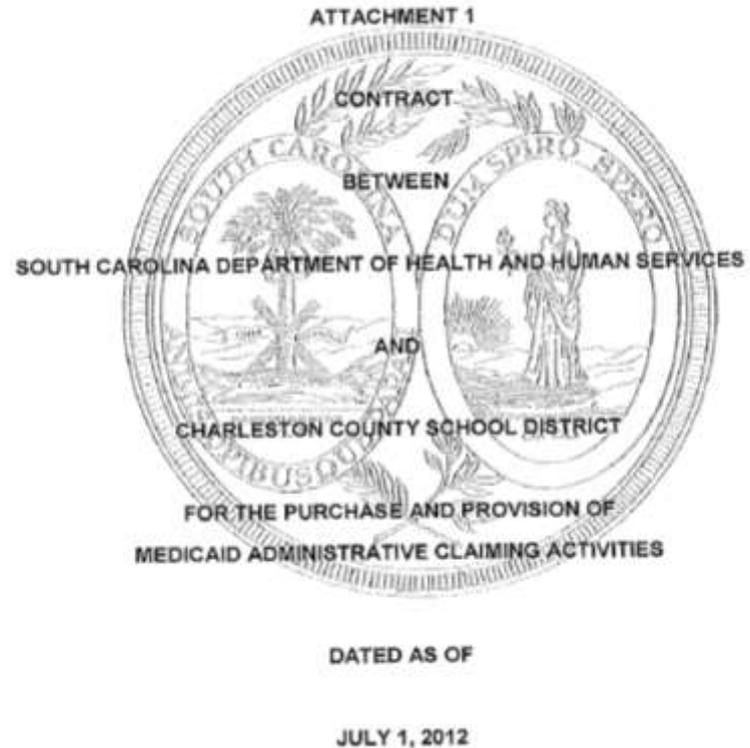
Mick Zais, PhD
State Superintendent of Education

PART II

- ▶ SDE SDAC Activity Codes: Definitions and Examples

SDAC Definitions

- ▶ Found in your district's SDAC contract with DHHS.



The Coding System: How Medicaid Views Your Daily Work

A	Medical Treatments	G	Coordinate Monitor Medicaid	L	Other Training
B	Education	GR	Refer to a Medicaid Provider	M	Planning, Policies, Collaboration
C	Medicaid Outreach	H	Refer Coordinate Monitor Other	N	Other PPC
D	Other Outreach	I	Assist Access	O	General Administration
E	Medicaid Applications	J	Other Access Help	P	Unpaid not Scheduled to Work (temp/contract)
F	Other Applications	K	Medical Training		

What Are SDAC Billable Activities?

- ▶ The documentation for administrative activities must clearly demonstrate that the activities/services directly support the administration of the Medicaid program.

What Are SDAC Billable Activities?

- ▶ **G–GRO K MICE**
- ▶ G: Monitor Coordinate
- ▶ GR: Referral
- ▶ O: Reallocated
- ▶ K: Training
- ▶ M: Program Plans Policy
- ▶ I: Assist Access
- ▶ C: Outreach
- ▶ E: Eligibility

Activity Code A: Direct Medical Services

- ▶ Providing care, treatment, or counseling services to an individual.
- ▶ Includes the related administrative activities that are integral to the service (patient follow up, assessment, counseling, education, billing).
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code B: School Related and Educational Activities

- ▶ School-Related Activities including social services, educational services, teaching services, employment and job training, that are not Medicaid related. Includes development, coordination, and monitoring of the *educational* aspects of an IEP.
- Medicaid does not pay for the IEP team meetings or for costs related to attendance at those meetings by medical professionals.
- Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code C: Medicaid Outreach

- ▶ Informing eligible or potentially eligible individuals served by the school district (students and parents/guardians) about Medicaid and how to access the program, describing the range of Medicaid covered services and how to obtain Medicaid preventive services. Activity C includes bringing these people into the Medicaid system's eligibility process.
- ▶ Both written and oral methods of Medicaid Outreach may be used.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code D: Non-Medicaid Outreach

- ▶ Informing families/students about colleges, basketball camps, summer programs, after-school social activities and any other social program.

Activity Code E: Facilitating Medicaid Eligibility Determination

- ▶ Staff members are facilitating the eligibility determination for Medicaid when assisting children and families in the Medicaid eligibility process. This activity does not include the actual determination of Medicaid eligibility.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code F: Facilitating Application for Non-Medicaid Programs

- ▶ Informing children or families about Non-Medicaid programs such as Temporary Assistance for Needy Families (TANF), Food Stamps, WIC, day care, legal aid, and other social and educational programs, and referring them to the appropriate agency to make application.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code G: Coordination and Monitoring of Medicaid Services

- ▶ Coordinating or monitoring the delivery of Medicaid-covered medical services. This includes coordination and monitoring health activities related to services in an IEP. **(one child)**
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code GR: Referral for Medicaid Services

- ▶ Referring students for Medicaid covered services to **providers participating in the Medicaid program.**
- ▶ To access a list of providers enrolled in the SC Medicaid program, go to the SC Medicaid website at:
<http://www1.scdhhs.gov/search4provider/Default.aspx> and search for a provider by county and provider type.

Activity Code H: Referral, Coordination, and Monitoring of Non-Medicaid Services

- ▶ Referrals for, coordinating, or monitoring delivery of non-medical services such as educational services.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code I: Arranging Transportation in Support of Medicaid Covered Services

- ▶ Assist an individual in obtaining transportation to services covered by Medicaid.
- ▶ This activity does not include: (a) the actual transportation service; or (b) the direct cost of the transportation.
- ▶ The activity does include the administrative services involved in providing transportation.

Activity Code I: Arranging Transportation in Support of Medicaid Covered Services

- ▶ Costs related to special needs transportation buses are included in the Medicaid per diem rate and indirect cost categories, and should not be included in this category.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code I: Translation related to Medicaid Services

- ▶ Translation is billable as an SDAC activity if it isn't included and paid for as part of a direct medical service; however, (1) translation must be provided by a separate unit or separate employees performing solely translation functions for the district; and (2) the translation must facilitate access to Medicaid covered services.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code J: Non-Medicaid Translation

- ▶ Providing translation services for non-Medicaid activities, e.g., translation for access to educational services such as after-care programs.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code J: Arranging Transportation for Non-Medicaid Services

- ▶ Assisting an individual to obtain transportation to services not covered by Medicaid or accompanying the student, e.g., scheduling or arranging transportation to social programs and activities.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code K: EPSDT/Medicaid Related Training

- ▶ Coordinating, conducting, or participating in training events and seminars for outreach staff on the benefits of medical/Medicaid related services, how to assist families to access those services, and how to more effectively refer students for services.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code L: Non-Medical/Non-Medicaid Related Training

- ▶ Coordinating, conducting, or participating in training for benefit programs other than Medicaid, e.g., training to assist families to access education programs.
- ▶ Participating in training that enhances IDEA Child Find programs.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code M: Medical Service Program Planning, Policy Development, and Interagency Coordination

- ▶ Performing activities to develop strategies to improve the coordination and delivery of medical, dental, or mental health services to school age children, and performing collaborative activities with other agencies or health care providers.
- ▶ The activities include planning and developing procedures to track requests for services and the effectiveness of these services and programs.
(group of children)
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code N: Non-Medical Service Program Planning, Policy Development, and Interagency Coordination

- ▶ Performing activities to develop strategies to improve coordination and delivery of non-medical services.
- ▶ This includes social services, education services, vocational services, and state mandated health services.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Code O: General Administration

- ▶ This code should be used by time study participants when performing activities that are not directly assignable to program activities.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.
- ▶ This code should also be used for snow days and other unexpected absences.
- ▶ Includes other similar general administration that cannot be specifically identified under other activity codes.

Activity Code P: Part-Time Employee Not Scheduled to Work

- ▶ Your RMS time is when you are not scheduled to work and are not receiving paid time off
- *Part-time employee* not scheduled to work at sampling time
- An unpaid snow day (All Employees)
- Furlough Days (All Employees)

NOTE: Use Activity O (General Admin) if it is a legal holiday or you are taking a scheduled sick, annual, or compensatory time off. ***Most permanent employees should never use Activity Code P!***

PART III

- ▶ Navigating the SDAC Web Application

SDAC Web App Requirements

- ▶ Establish SDE Log-on Account.
- ▶ Ensure that a valid district e-mail address exists.
- ▶ Receive adequate training.

PART III

- ▶ Participant Logon/Completing the Random Moment Survey

SDAC Participants Login

- ▶ Log in to www.ed.sc.gov
- ▶ Click Login Link

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Celebrating Our Success

Florence Chamber announce 2015 Junior Leadership Class

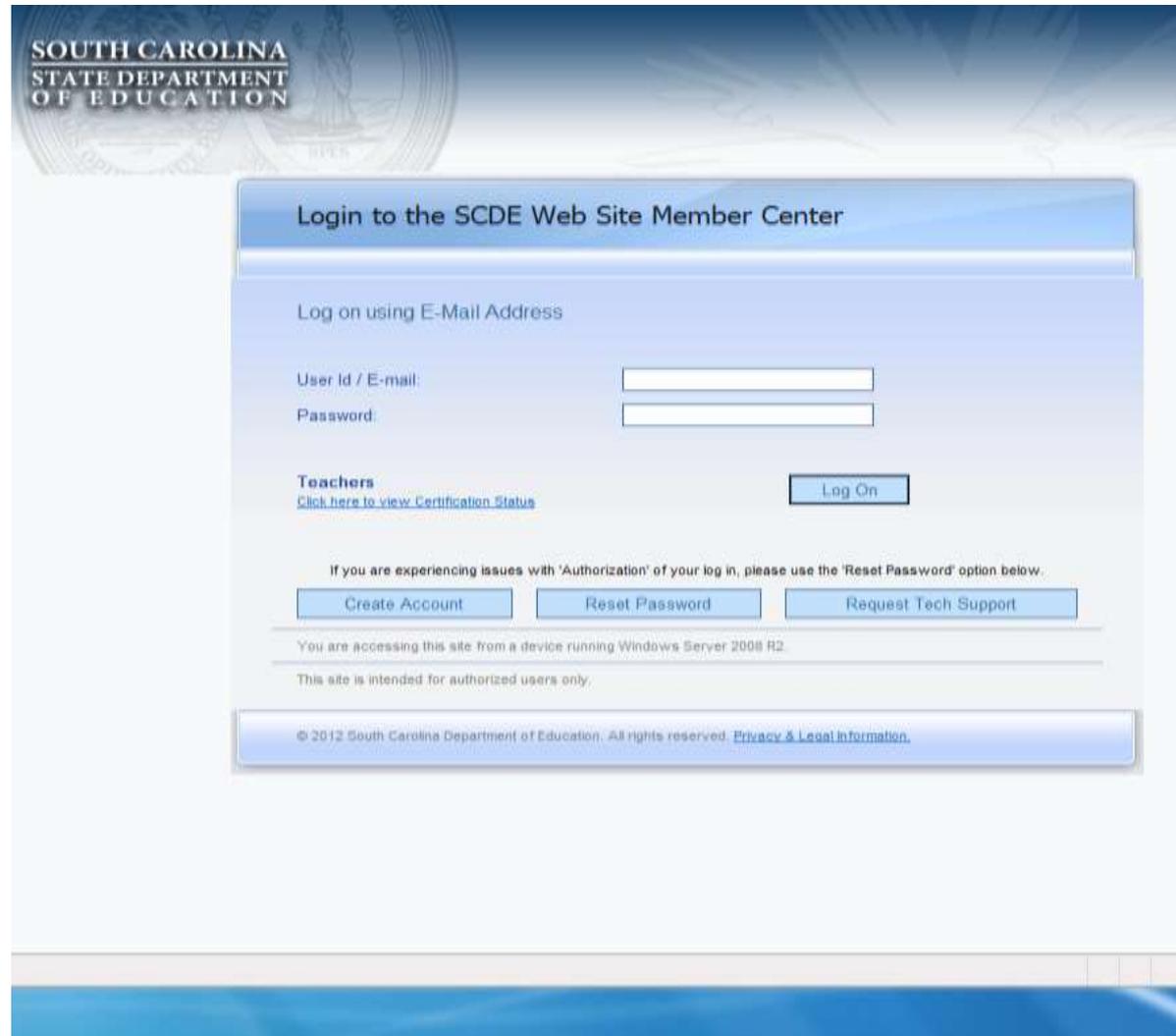
State Superintendent of Education

Click Here to Watch Molly's Video Blogs

School Directory

SDAC Participants Login

- ▶ Enter User ID in User ID/Email field.
- ▶ Enter password in password field.



The screenshot shows the login interface for the SCDE Web Site Member Center. At the top left, the South Carolina State Department of Education logo is visible. The main heading is "Login to the SCDE Web Site Member Center". Below this, there is a section for logging in with an E-Mail Address. It includes two input fields: "User Id / E-mail" and "Password". To the right of the "User Id / E-mail" field is a "Log On" button. Below the input fields, there is a link for "Teachers" and a link to "Click here to view Certification Status". At the bottom of the login section, there are three buttons: "Create Account", "Reset Password", and "Request Tech Support". A message states: "If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below." Below this, there is a note: "You are accessing this site from a device running Windows Server 2008 R2." and another note: "This site is intended for authorized users only." At the very bottom, there is a footer with the copyright notice: "© 2012 South Carolina Department of Education. All rights reserved. [Privacy & Legal Information.](#)"

Participants: 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.

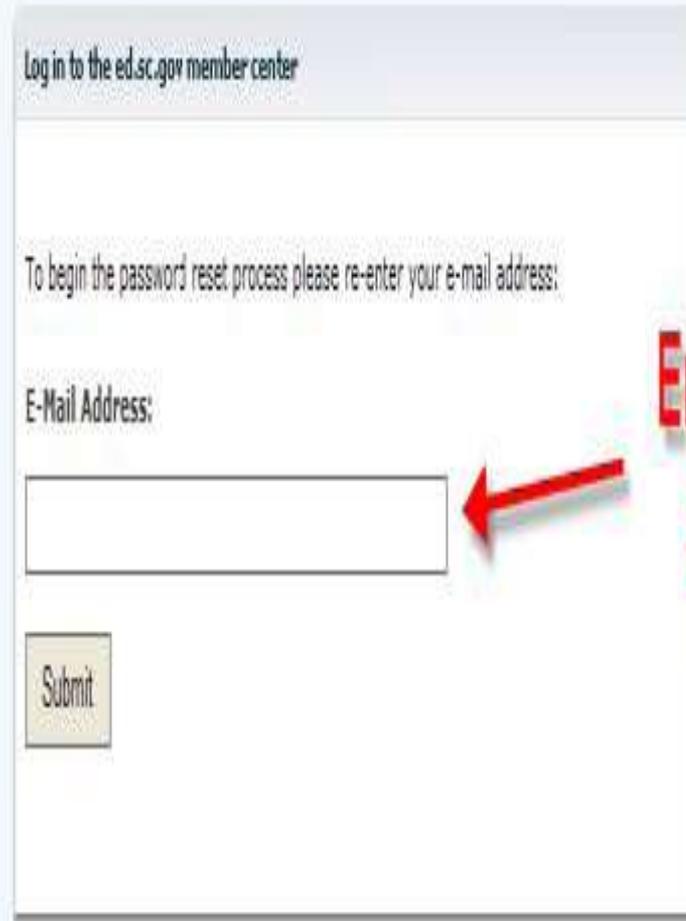
Participants: Forgot Your Password?

- ▶ Select Reset Password

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Participants: Forgot Your 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.



Log in to the ed.sc.gov member center

To begin the password reset process please re-enter your e-mail address:

E-Mail Address:

Submit

Enter email address



Participants: Forgot Your Password?

- ▶ Return to the login page.
- ▶ Enter your email address.
- ▶ Enter the temporary password by keying in the temporary password as given.
- ▶ If you 'cut and paste' be sure you do not get any white space before or after the 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.

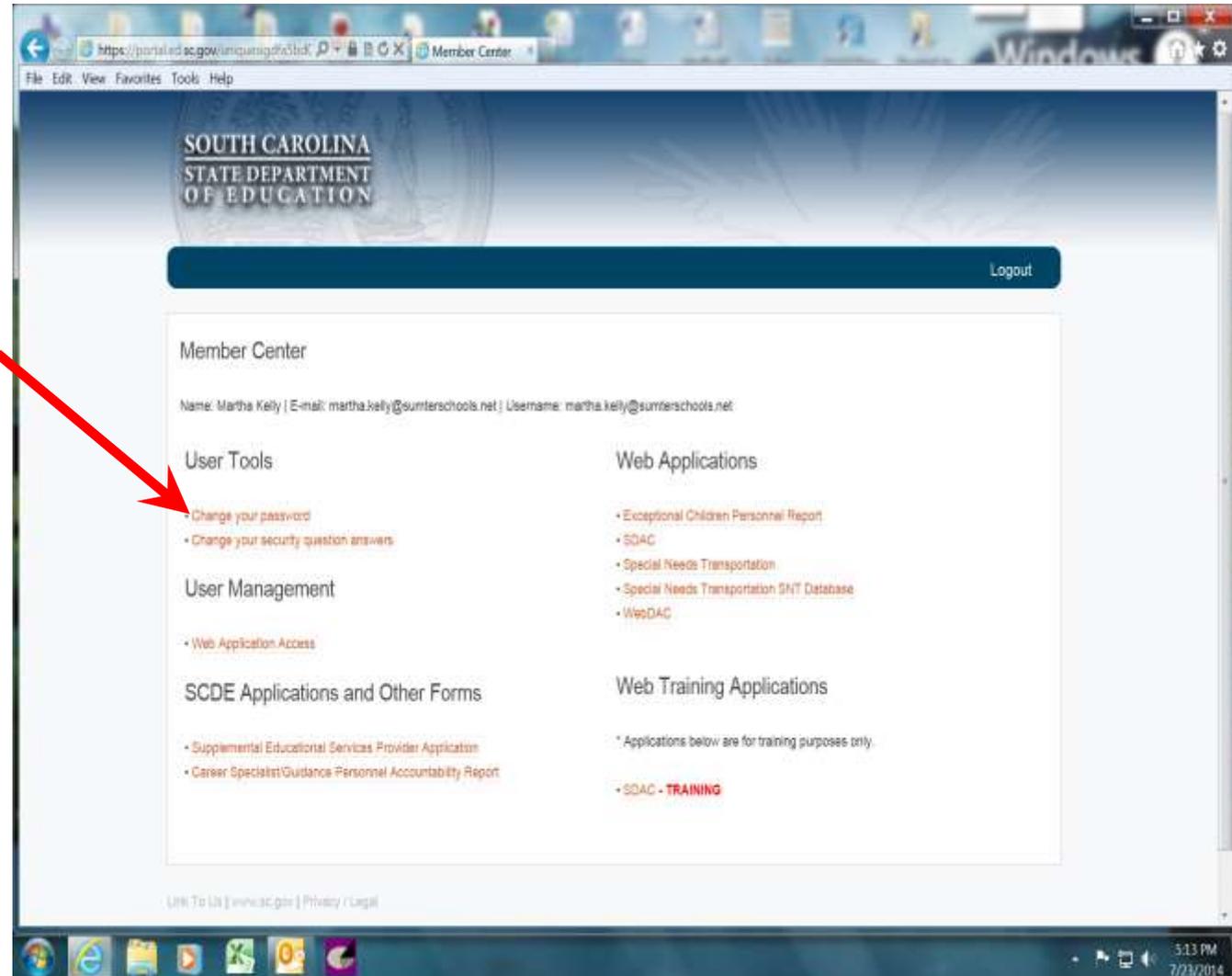
If you cannot click the link above please copy and paste the address below into your browser:

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



Participants: Forgot Your Password?

- ▶ You are now logged into the member center.
- ▶ Please create a permanent password by selecting “Change Your Password” under User Tools.



The screenshot displays the Member Center interface for the South Carolina State Department of Education. The user is logged in as Martha Kelly. The page is organized into several sections:

- Member Center:** Displays the user's name, email (martha.kelly@sumterschools.net), and username (martha.kelly@sumterschools.net).
- User Tools:** Contains links for:
 - Change your password (highlighted with a red arrow)
 - Change your security question answers
- User Management:** Contains a link for Web Application Access.
- SCDE Applications and Other Forms:** Contains links for Supplemental Educational Services Provider Application and Career Specialist/Guidance Personnel Accountability Report.
- Web Applications:** Contains links for Exceptional Children Personnel Report, SOAC, Special Needs Transportation, Special Needs Transportation SNT Database, and WebDAC.
- Web Training Applications:** Contains a note that applications below are for training purposes only, and a link for SOAC - TRAINING.

At the bottom of the page, there are links for User Tools, www.sc.gov, Privacy, and Legal. The Windows taskbar at the bottom shows the time as 5:13 PM on 7/23/2014.

Participants: Forgot Your Password?

- ▶ 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.

SDAC Participants Login

- ▶ Select SDAC under Web Applications.
- ▶ **DO NOT** select WebDAC or SDAC – Training. You will not find surveys here.

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Logout

Member Center

Name: Quinton Harris | E-mail: QHarris@ed.sc.gov | Username: qharris

User Tools

- [Change your security question answers](#)

Agency Employee Resources

- [Mick Zais - Transforming Our Schools Presentation](#)
- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier-Relationship Mgmt \(SRM\)](#)
- [Webmail](#)

Agency Applications

- [Agency Editor](#)
- [Agency Routing System](#)
- [eServices Request](#)

Web Applications

- [Clemson Combo](#)
- [SDAC](#)
- [School Nursing Surveys](#)
- [Special Needs Transportation SNT Database](#)
- [WebDAC](#)

Web Training Applications

* Applications below are for training purposes only.

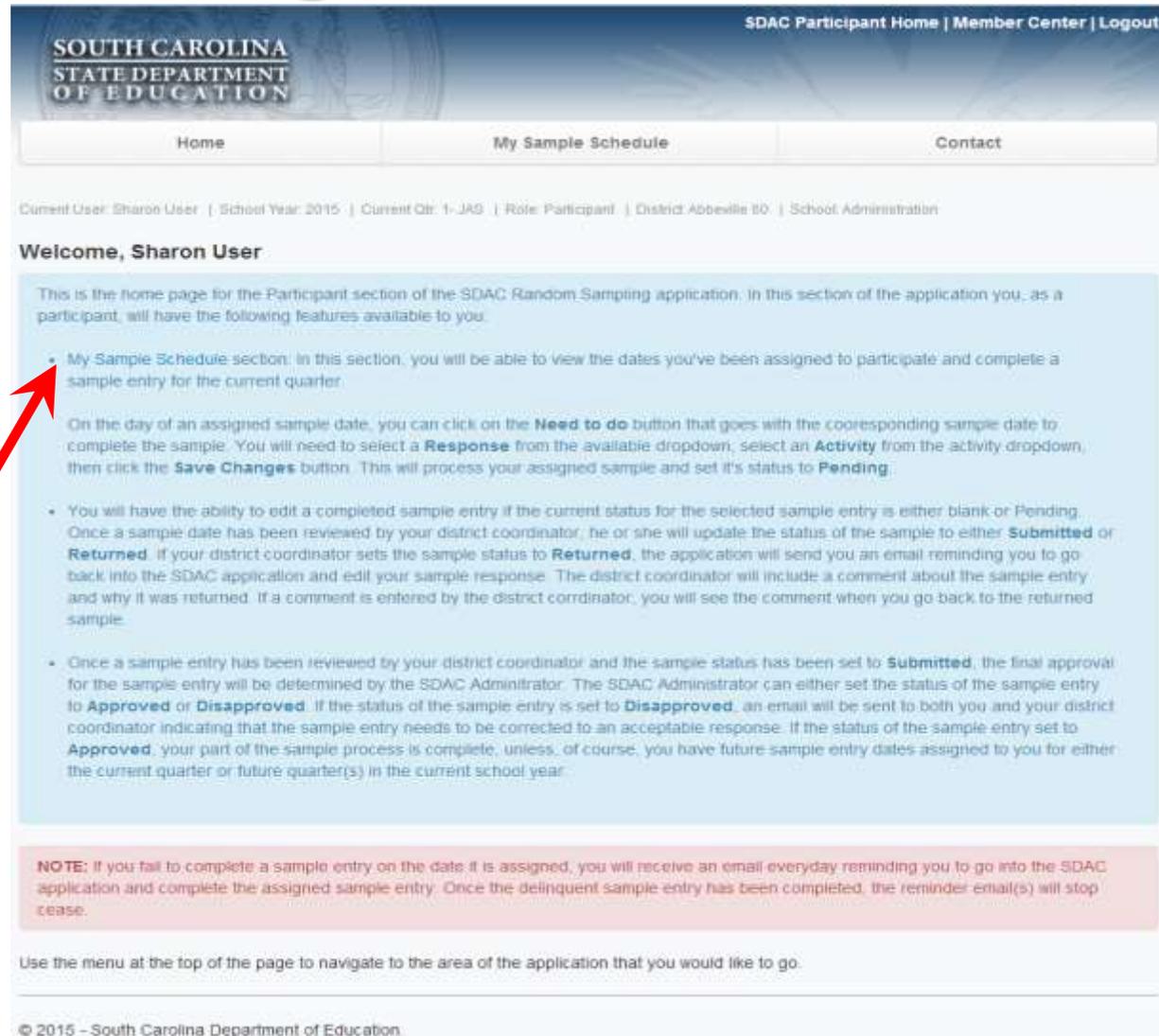
- [SDAC - TRAINING](#)

SDAC Participants Login

- ▶ If the SDAC link does not work try one of these troubleshooting methods.
 1. Make sure you are using Google Chrome or Mozilla Firefox. Internet Explorer does not work well with the SDAC application.
 2. Make sure your password does not have a special character in it. This can prevent the SDAC link from opening.

SDAC Participants Login

- ▶ After a successful login, this is your landing page.
- ▶ Page displays instructions on completing surveys.
- ▶ To access your random moment surveys, click My Sample Schedule.



SOUTH CAROLINA
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SDAC Participant Home | Member Center | Logout

Home My Sample Schedule Contact

Current User: Sharon User | School Year: 2015 | Current Qtr: 1-JAS | Role: Participant | District: Abbeville 80 | School: Administration

Welcome, Sharon User

This is the home page for the Participant section of the SDAC Random Sampling application. In this section of the application you, as a participant, will have the following features available to you:

- **My Sample Schedule** section: In this section, you will be able to view the dates you've been assigned to participate and complete a sample entry for the current quarter.

On the day of an assigned sample date, you can click on the **Need to do** button that goes with the corresponding sample date to complete the sample. You will need to select a **Response** from the available dropdown, select an **Activity** from the activity dropdown, then click the **Save Changes** button. This will process your assigned sample and set it's status to **Pending**.

- You will have the ability to edit a completed sample entry if the current status for the selected sample entry is either blank or **Pending**. Once a sample date has been reviewed by your district coordinator, he or she will update the status of the sample to either **Submitted** or **Returned**. If your district coordinator sets the sample status to **Returned**, the application will send you an email reminding you to go back into the SDAC application and edit your sample response. The district coordinator will include a comment about the sample entry and why it was returned. If a comment is entered by the district coordinator, you will see the comment when you go back to the returned sample.
- Once a sample entry has been reviewed by your district coordinator and the sample status has been set to **Submitted**, the final approval for the sample entry will be determined by the SDAC Administrator. The SDAC Administrator can either set the status of the sample entry to **Approved** or **Disapproved**. If the status of the sample entry is set to **Disapproved**, an email will be sent to both you and your district coordinator indicating that the sample entry needs to be corrected to an acceptable response. If the status of the sample entry set to **Approved**, your part of the sample process is complete, unless, of course, you have future sample entry dates assigned to you for either the current quarter or future quarter(s) in the current school year.

NOTE: If you fail to complete a sample entry on the date it is assigned, you will receive an email everyday reminding you to go into the SDAC application and complete the assigned sample entry. Once the delinquent sample entry has been completed, the reminder email(s) will stop cease.

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

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Participant Sample List for Current Quarter Page

- ▶ Status
 - **Pending:** Awaiting SDAC Coordinator approval.
 - **Approved:** SCDE Coordinator has signed off on the survey.
 - **Returned:** SDAC Coordinator has returned survey for correction.
- ▶ Action
 - **Need to Do:** Please select this option to open your random moment survey for completion

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

My Random Sampling Schedule for the 2015 school year

Listed below are the dates you've been assigned to participate in the SDAC Random Sampling for the current quarter (**1-JAS**). If you were assigned to complete the sample today or if you have not completed a sample from a previous day during the current sampling quarter, click on the **Need to do** button.

If an Action button is a **Pending**, **Returned**, or **Disapproved** button you will be able to edit or correct the sample entry.

The following is a list of reasons an Action button could be disabled and not available to click:

- **Too early** button: The sample date assigned is greater than today's date.
- **Need to do** button: The sample quarter for the assigned sample date is closed.
- **Submitted** button: Your district coordinator has set the sample status to Submitted.
- **Successful** button: The SDAC Administrator has set the sample status entry to Approved.

Quarter	Sample Date	Sample Time	Status	Action
1 - JAS	07/05/2014	09:52 AM	Pending	Pending
1 - JAS	07/05/2014	03:41 PM	Approved	Successful
1 - JAS	09/16/2014	02:00 PM		Too early
1 - JAS	09/26/2014	11:14 AM		Too early

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Participant Sample Entry Page

- ▶ Page displayed after selecting 'Need to Do'.
- ▶ Simply select the response that you were doing during your random moment and the activity code.

Assigned Sample to Complete | Member Center | Help | Logout

**SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION**

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a **Sample Error** section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: **2014**

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 - Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

Response

2 - Absent - full-time/part-time employee with paid leave

Activity

0 - General Administration

Save Changes Back to My Sample List

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Participant Sample Entry Page

- ▶ Most activity codes are driven by response. For example, if participant selects Absent–full–time/part–time employee with paid leave, the only SDAC activity code for selection is O–General Administration.
- ▶ Click Save Changes button to submit survey for SDAC coordinator approval.

Assigned Sample to Complete | Member Center | Help | Logout

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If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a Submitted status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to Pending for your SDAC coordinator to review.

School Year: 2014

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 : Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

Response

2 - Absent - full-time/part-time employee with paid leave

Activity

O - General Administration

Save Changes Back to My Sample List

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Response: Travel and Other

- ▶ If you select the response 'Travel-What purpose?' or 'Other' you will have to give more information regarding your Response in the box before you can submit your survey.

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If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: 2014

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R.	Abbeville 60 : Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

Response

7 - Travel - What purpose?

Travel Description

this is a test. 123

Activity

0 - General Administration

Save Changes Back to My Sample List

Response: Travel and Other

- ▶ When listing your description please be specific.
- ▶ **DO NOT** list something general such as ‘general office duties’, ‘paperwork’, or ‘meeting’. Give specifics as to the activity you were performing.
- ▶ The person who will be reviewing your RMS (Matthew Melton) does not know what activities you routinely perform and is unable to read your mind.

Response: Mental/Medical Health Referrals

- ▶ If you select the response “Mental/Medical health referrals,” you will have to download the required SDAC referral form.
- ▶ Complete the referral form and send to your district’s SDAC coordinator.

The screenshot displays the South Carolina State Department of Education's sample management interface. At the top, there is a navigation bar with links for Home, My Sample Schedule, and Contact. Below this, a message explains that selecting an activity and response, followed by clicking 'Save Changes', will set the sample status to 'Pending'. A section for 'Personal Information' contains a table with columns for Name, District/School, Quarter, and Current Status. The table lists 'Cooper, Mike R' from 'Abbeville 60 - Westwood Elem' in 'Quarter 1 - JAS' with a 'Pending' status. Below the table, it shows the assigned sample date and time: 'Assigned Sample for: 07/12/2013 at 03:50:00 PM'. There are two dropdown menus: 'Response' set to '11 - Mental/Medical health referrals' and 'Activity' set to 'GR - Referral for Medicaid-Covered Medical/Mental Services to Medicaid-participating provider'. A blue button prompts the user to download the required SDAC Referral form. At the bottom, there are 'Save Changes' and 'Back to My Sample List' buttons, and a copyright notice for 2013.

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Assigned Sample to Complete | Member Center | Help | Logout

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

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School Year: **2014**

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 - Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

Response
11 - Mental/Medical health referrals

Activity
GR - Referral for Medicaid-Covered Medical/Mental Services to Medicaid-participating provider

Required SDAC Referral Form

Please download the **required** [SDAC Referral form](#).

Save Changes Back to My Sample List

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Returned Survey for Correction

- ▶ Your SDAC coordinator will return a survey for correction if the activity code does not match the response given.
- ▶ An email will be sent to you letting you know you have a returned survey for correction.

[Home](#) [My Sample Schedule](#) [Contact](#)

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: **2014**

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R.	Abbeville 60 : Westwood Elem	1 - JAS	Returned

Sample Error

Returned/Disapproved Message

Please enter a new Response and Activity. The current entry you selected is invalid. Thanks.

Assigned Sample for: 07/12/2013 at 03:50:00 PM

Response

Z - Absent - full-time/part-time employee with paid leave

Activity

A - Direct Medical Services

[Save Changes](#) [Back to My Sample List](#)

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Returned Survey for Correction

- ▶ You will see the survey status as Returned in “My Sample Schedule”.
- ▶ Please correct the survey and resubmit by selecting “Save Changes”.

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: 2014

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R.	Abbeville 60 : Westwood Elem	1 - JAS	Returned

Sample Error

Returned/Disapproved Message

Please enter a new Response and Activity. The current entry you selected is invalid. Thanks

Assigned Sample for: 07/12/2013 at 03:50:00 PM

Response

2 - Absent - full-time/part-time employee with paid leave

Activity

A - Direct Medical Services

Save Changes Back to My Sample List

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Returned Survey for Correction

- ▶ To change the Activity Code, you will first need to change the Response Code (to any value) and then change it back. This will 'unlock' the Activity Code for you to enter the correct value.

Surveys Requiring Validation

- ▶ Validation means that the SDAC Coordinator will follow up with participant to ensure the random moment sample process and SDAC is understood.

Surveys Requiring Validation

- ▶ If your survey has been selected for validation, click the “Validate Sample Entry” button before submitting the survey.

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Assigned Sample to Complete | Member Center | Help | Logout

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: 2014

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Michael R.	Abbeville 60 : Cherokee Trail Elem	1 - JAS	Pending

Assigned Sample for: 08/02/2013 at 11:47:02 AM

Response
17 - Travel - What purpose?

Travel Description
travel

Activity
0 - General Administration

This sample entry has been flagged for validation: **Validate Sample Entry**

Save Changes Back to My Sample List

Surveys Requiring Validation

- ▶ Please answer all questions by selecting Yes or No from the dropdown listing.
- ▶ Click “Save Changes” to save your responses.
- ▶ Click “Back to Sample Entry” to navigate back to the sample entry page to submit the survey to your SDAC coordinator for approval.

The screenshot shows a web interface for the South Carolina State Department of Education. At the top, there is a navigation bar with links for 'Validate Sample Entry', 'Member Center', 'Help', and 'Logout'. Below this is a header with the department's name and a logo. A secondary navigation bar contains 'Home', 'My Sample Schedule', and 'Contact'. The main content area is titled 'Sample Entry validation (AUDIT)' and contains several questions with dropdown menus and text input fields. The questions are: 'Did you understand how to complete the sample?', 'Did you feel you were adequately trained before you completed the sample?', 'Did you avail yourself of online training and/or contact your coordinator before completing the sample?', 'If No, please give specifics.', 'If No, please give particulars.', 'What additional training, if any, do you believe would be helpful?', and 'If No, why not?'. At the bottom of the form are two buttons: 'Save Changes' and 'Back to Sample Entry'. A footer at the very bottom reads '© 2013 - South Carolina Department of Education.'

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Validate Sample Entry | Member Center | Help | Logout

Home My Sample Schedule Contact

This sample entry has been marked for audit and validation is required. Please complete the form below and click the **Save Changes** button to submit the form.

Sample Entry validation (AUDIT)

Did you understand how to complete the sample?

Did you feel you were adequately trained before you completed the sample?

Did you avail yourself of online training and/or contact your coordinator before completing the sample?

If No, please give specifics.

If No, please give particulars.

What additional training, if any, do you believe would be helpful?

If No, why not?

Save Changes Back to Sample Entry

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PART IV

- ▶ Other Resources

Reminder

- ▶ If you perform any finance functions in the SDAC application or if you would like to learn more about the financial aspect of the SDAC application, please come to the afternoon training that begins at 2:00.

Other Training Resources

- ▶ <http://ed.sc.gov/agency/programs-services/109/>



The screenshot shows the South Carolina State Department of Education website. The header includes the state seal and the text "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION". A search bar is located in the top right corner. Below the header is a navigation menu with options: "I'm Looking For?", "Agency", "Programs & Services", "Research Portal", "Contact", "Login", and "Help".

The main content area displays the breadcrumb trail: "Home > Agency > Programs services > 109 > Medicaid School District Administrative Claiming". The title is "Medicaid School District Administrative Claiming (SDAC)". The text states: "The School District Administrative Claiming (SDAC) program provides Medicaid reimbursement to school districts for various medical-related administrative activities performed by certain district staff."

Under the heading "Additional Resources & Information", there are two columns of links:

- [SDAC Coordinators Materials and Information](#)
- [SDAC Cost Reporting Guide \(PDF 1,177 Kb\)](#)
- [SDAC Cost Reports School Year 2011-2012 \(PDF 1,667 Kb\)](#)

At the bottom left of the content area, it says "Last Updated: 10/11/2011".

On the right side, there is a "Contact Information" box for the Office of Medicaid, listing Virgie Chambers as Office Director, with the address 1429 Rutledge Suite 706-D, Columbia, SC 29201, telephone 803-734-2087, and email VChamber@ed.sc.gov.

At the bottom of the page, there is a footer with "Link To Us | www.sc.gov | Privacy / Legal" and copyright information: "© 2012 South Carolina Department of Education. All other trademarks are the property of their respective holders."

Resources for SDAC Coordinators and Participants

- ▶ SCDE will have pre-recorded presentations on its website to facilitate training for both coordinators and participants.

CMS Requires Proof of Training

- ▶ All SDAC Coordinators and SDAC participants must have documentation of training in SDAC and understanding of SDAC coding activities.
 1. I understand the administrative claiming activities.
 2. I understand and have information on the coding system used for data collection.
 3. I understand the sampling process.
 4. I understand and have instructions on how to complete the survey form.

Other Questions/Technical Assistance

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

The End

- ▶ Questions?

