



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

PERM Application

**SOUTH CAROLINA DEPARTMENT
OF EDUCATION**

MEDICAID SERVICES

PERM Application Webinar

November 20th 2014

PERM Application

- ▶ PERM stands for Payment Error Rate Measurement
- ▶ PERM measures improper Medicaid payments and produces error rates
- ▶ Beginning with the next PERM cycle, the South Carolina Department of Education (SCDE) will utilize a new application for PERM requests and responses.
- ▶ This PowerPoint will outline the procedures districts will use for navigating the PERM application.

PERM Notification

- ▶ The Special Education Director and their designee(s) will receive an email when the SCDE requests a PERM from the district.
- ▶ The person responsible for handling PERM requests should log on and navigate to the Member Center Home Page.

PERM Login

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

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Search ed.sc.gov Go

f t You Tube

I'm Looking For? Agency Programs & Services Research Portal Contact Login Help

State's High School Dropout Numbers Decrease for Third Consecutive Year

Tuesday, July 17, 2012

COLUMBIA — In school year 2010-2011, 365 fewer students dropped out of state high schools than in the previous year, according to a new report from the South Carolina Department of Education

SUPERINTENDENT OF EDUCATION

SCHOOL DIRECTORY

ESEA Flexibility Waiver

PERM Login

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

**SOUTH CAROLINA
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OF EDUCATION**

Login to the SCDE Web Site Member Center

Log on using E-Mail Address

User Id / E-mail:

Password:

Teachers
[Click here to view Certification Status](#)

If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below.

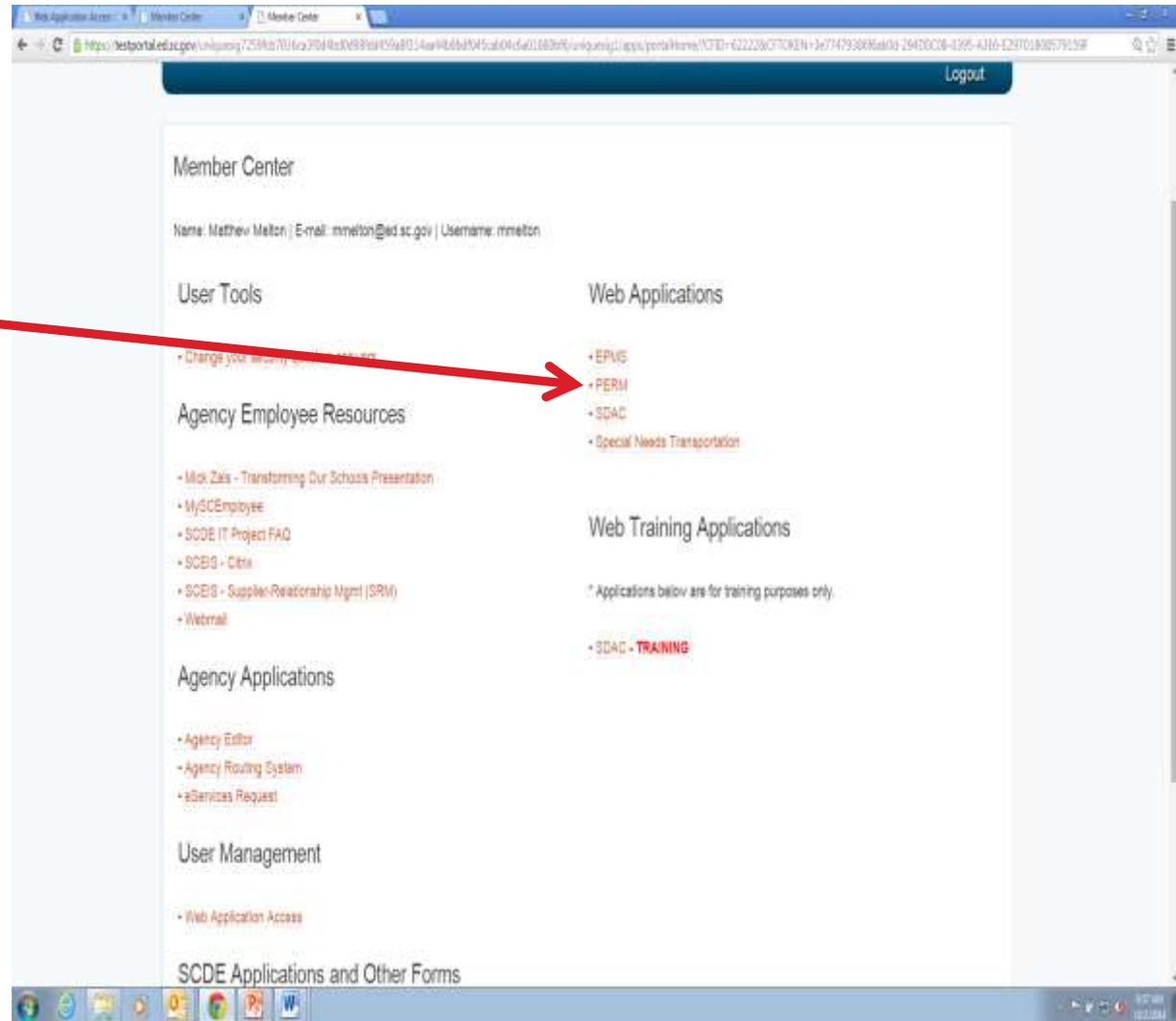
You are accessing this site from a device running Windows Server 2008 R2.

This site is intended for authorized users only.

© 2012 South Carolina Department of Education. All rights reserved. [Privacy & Legal Information](#).

Navigating the PERM Application

- ▶ After logging in and arriving at the Member Center, select PERM.



Navigating the PERM Application

- ▶ This is the home page.
- ▶ Select Search PERM Records to find any PERM records for your district.

The screenshot shows a web browser window displaying the PERM Application home page. The browser's address bar shows the URL <https://testportal.ed.sc.gov/unique>. The page header features the South Carolina State Department of Education logo and the text "Member Center | Logout". Below the header is a navigation bar with three buttons: "Home", "Search PERM Records", and "Contact". A red arrow points to the "Search PERM Records" button. The main content area displays a welcome message: "Welcome, webdacuser3@gmail.com". Below this is a paragraph of text explaining the PERM program: "This is the home page for the PERM Application. The Centers for Medicare and Medicaid Services (CMS), in partnership with the States, is measuring improper payments in the Medicaid/CHIP programs under the Payment Error Rate Measurement (PERM) program. When a claim submitted by or on behalf of your school district has been randomly selected for review under PERM, you will use this application to manage the process of completing your CMS PERM request. When you are notified by South Carolina Department of Education (SCDE) email, you will upload requested documentation via this secure application. This web application meets the standards for transmitting personally identifiable information (PII) in a secure manner. All requests for PERM information will be transmitted through this site using this method. PII should not be faxed or emailed." The footer of the page shows the copyright notice: "© 2014 South Carolina Department of Education".

Navigating the PERM Application

- ▶ You can search by the School District and Fiscal Year.

OR

- ▶ By the PERM ID.

The screenshot shows a web browser window with the URL <https://testportal.ed.sc.gov/unique>. The page title is "Search PERM Records - PER...". The header includes the South Carolina State Department of Education logo and navigation links for "Home", "Search PERM Records", and "Contact". The main content area is titled "Search PERM Records" and features two search methods. The first method uses a "School District" dropdown menu (set to "Abbeville 60") and a "Fiscal Year" dropdown menu (set to "14-15"), with a "Search" button below. The second method uses a "PERM ID:" text input field and a "Search" button. A large "OR" is positioned between the two search methods. Red arrows point from the text "You can search by the School District and Fiscal Year." to the dropdown menus, and from "By the PERM ID." to the PERM ID input field. The footer contains the copyright notice "© 2014 South Carolina Department of Education".

Navigating the PERM Application

- ▶ When searching by the District and Fiscal Year, this is what you will see.
- ▶ You can sort by the Date of the PERM letter or the Medicaid Due Date.
- ▶ To view an individual PERM, click 'Details'.

Member Center | Logout

SOUTH CAROLINA
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Home Search PERM Records Contact

PERM Record Listing

School District: Abbeville 6D
Fiscal Year: 14-15

PERM ID	Date Of Initial PERM Letter	Medicaid Due Date	View Details
sc7777777	7/1/2014	7/5/2014	Details
98765432	8/21/2014	10/1/2014	Details
SC123	8/21/2014	11/10/2014	Details
SC1042254	8/21/2014	9/29/2014	Details
asdfsadf24rt54yejthasdfsadf24rt54yejth	8/22/2014	12/8/2014	Details
SC1258546	8/22/2014	10/22/2014	Details

Navigating the PERM Application

- ▶ If you know the PERM ID, enter it in the PERM ID field to and select 'Search'.

The screenshot displays the 'Search PERM Records' page of the South Carolina Department of Education. The page features a navigation bar with 'Home', 'Search PERM Records', and 'Contact' links. Below the navigation bar, there are two search criteria: 'School District' (set to 'Abbeville 60') and 'Fiscal Year' (set to '14-15'). A red arrow points from the text 'the PERM ID field' to the 'PERM ID' input field, which contains the value 'SC1258546'. The 'Search' button is highlighted in blue.

Navigating the PERM Application

- ▶ After clicking 'Details', this is what you will see.
- ▶ You can view all the important information related to the PERM.
- ▶ You can also view any comments entered about the PERM. Comments will be covered later.

The screenshot shows a web browser window displaying the 'Details - PERM - South Car...' page. The page header includes the South Carolina State Department of Education logo and navigation links for 'Home', 'Search PERM Records', and 'Contact'. The main content area displays the PERM ID: SC1542254 and a 'Back To Listing' button. Below this, a table lists key information:

School District:	Abbeville 60	Fiscal Year:	14-15	Medicaid Due Date:	9/29/2014
Medicaid ID:	1354649878	Student Name:	Jim	Date of Birth:	4/7/2004
PERM Letter Date:	8/21/2014	Date of Service:	1/21/2014	Procedure Code:	Tester

Below the table, there is a section for 'Administrative Comments for PERM Record:' with the text 'None.' and an 'Add Comment' button. The 'Initial Request' section shows a table of documents:

Initial Request Documents	Date
Request: Initial Request Document	8/25/2014

There is an 'Upload Response Document' button and another 'Back To Listing' button at the bottom of the page. The footer contains the copyright notice: © 2014 South Carolina Department of Education.

Navigating the PERM Application

- ▶ To view the actual PERM document, click on the **blue** highlighted text under Initial Request Documents.

The screenshot displays the 'Details - PERM - South Car...' page on the South Carolina State Department of Education website. The page features a navigation bar with 'Home', 'Search PERM Records', and 'Contact' buttons. The main content area shows the PERM ID: SC1542254 and a 'Back To Listing' button. Below this is a table of administrative information:

School District:	Abbeville 60	Fiscal Year:	14-15	Medicaid Due Date:	9/29/2014
Medicaid ID:	1354649878	Student Name:	Jim	Date of Birth:	4/7/2004
PERM Letter Date:	8/21/2014	Date of Service:	1/21/2014	Procedure Code:	Testler

Below the table is a section for 'Administrative Comments for PERM Record:' with a value of 'None' and an 'Add Comment' button. The 'Initial Request' section contains a table of documents:

Initial Request Documents	Date
Request: Initial Request Document	8/25/2014

A red arrow points to the 'Initial Request Document' link. Below the table is an 'Upload Response Document' button and another 'Back To Listing' button. The footer of the page reads '© 2014 South Carolina Department of Education'.

Navigating the PERM Application

- ▶ This will open the document in PDF form.
- ▶ You will need to review the document and upload an appropriate response document.

Navigating the PERM Application

- ▶ To upload a response document, click 'Upload Response Document'.

Member Center | Logout

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Home Search PERM Records Contact

PERM ID: SC1542254 [Back To Listing](#)

School District:	Abbeville 60	Fiscal Year:	14-15	Medicaid Due Date:	9/29/2014
Medicaid ID:	1354649878	Student Name:	Jim	Date of Birth:	4/7/2004
PERM Letter Date:	8/21/2014	Date of Service:	1/21/2014	Procedure Code:	Tesler

Administrative Comments for PERM Record:
None [Add Comment](#)

Initial Request

Initial Request Documents	Date
Request: Initial Request Document	8/25/2014

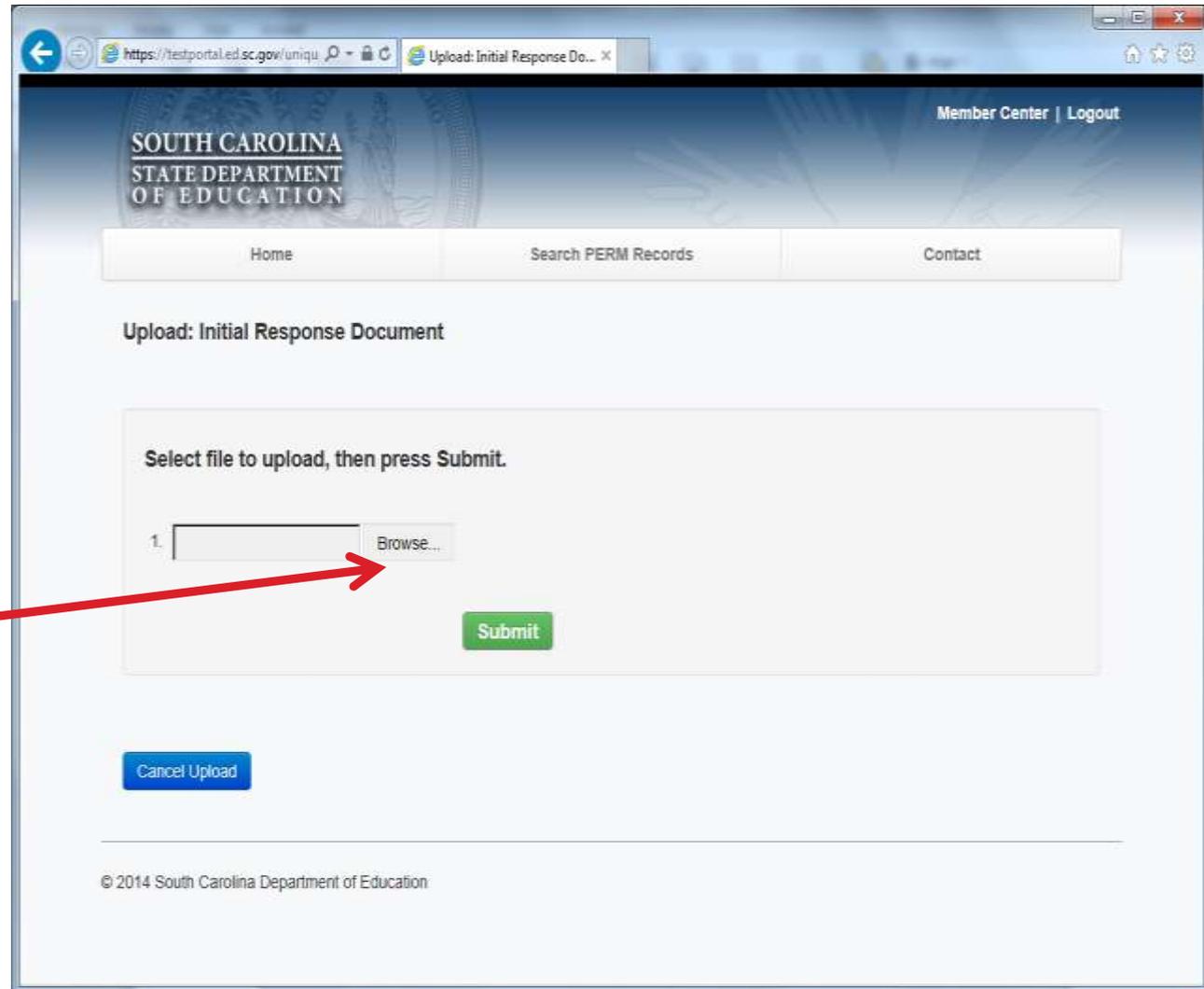
[Upload Response Document](#)

[Back To Listing](#)

© 2014 South Carolina Department of Education

Navigating the PERM Application

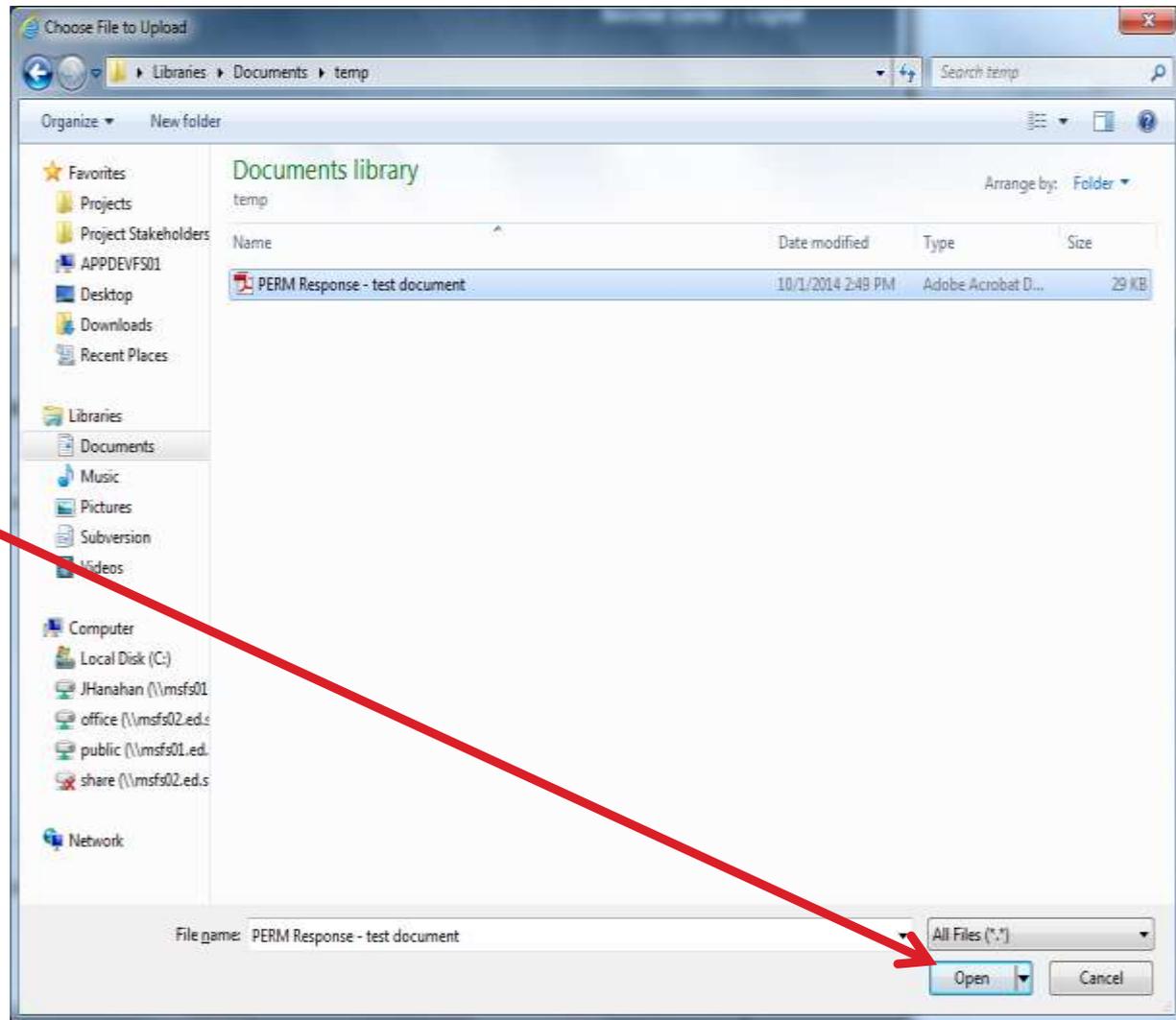
- ▶ This screen will display.
- ▶ Select 'Browse' to choose a file from your documents to upload.



The screenshot shows a web browser window with the URL <https://testportal.ed.sc.gov/unique>. The page header includes the South Carolina Department of Education logo and navigation links for 'Home', 'Search PERM Records', and 'Contact'. The main content area is titled 'Upload: Initial Response Document' and contains the instruction 'Select file to upload, then press Submit.' Below this, there is a file selection interface with a text input field labeled '1.' and a 'Browse...' button. A red arrow points from the text 'Select 'Browse'' in the list to the 'Browse...' button. A green 'Submit' button is located below the file selection area, and a blue 'Cancel Upload' button is at the bottom left. The footer of the page reads '© 2014 South Carolina Department of Education'.

Navigating the PERM Application

- ▶ Choose the document you wish to upload and click 'Open'.
- ▶ Only PDF documents can be uploaded (no Word, Excel, PowerPoint, or other files).



Navigating the PERM Application

- ▶ After selecting the document and clicking 'Open', click 'Submit' to upload the document.
- ▶ If the wrong document was selected, click 'Cancel Upload'.

Member Center | Logout

SOUTH CAROLINA
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Home Search PERM Records Contact

Upload: Initial Response Document

Select file to upload, then press Submit.

1 C:\Users\JHananahani\Docur Browse...

Submit

Cancel Upload

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Navigating the PERM Application

- ▶ The Response Document will be uploaded.
- ▶ The SCDE will receive an email notifying them a response has been uploaded.

Member Center | Logout

Home Search PERM Records Contact

Response has been uploaded successfully

Medicaid has been notified of the response

PERM ID: SC1258546 [Back To Listing](#)

School District:	Abbeville 60	Fiscal Year:	14-15	Medicaid Due Date:	10/22/2014
Medicaid ID:	1234456987	Student Name:	James Williams	Date of Birth:	4/6/2009
PERM Letter Date:	8/22/2014	Date of Service:	3/26/2014	Procedure Code:	ear123

Administrative Comments for PERM Record:
None [Add Comment](#)

Initial Request

Initial Request Documents	Date
Request: Initial Request Document	9/29/2014
Response: Response Document	10/1/2014

[Back To Listing](#)

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Navigating the PERM Application

- ▶ If all the information required to complete the PERM is not included in the response, the SCDE will initiate a Request For Additional Information.

The screenshot shows a web browser window with the URL <https://testportal.ed.sc.gov/unique> and the page title "Details - PERM - South Car...". The page content is divided into two main sections:

Initial Request Documents

	Initial Request Documents	Date
Request:	Initial Request Document	8/21/2014
Response:	Response Document	8/21/2014
Review Completed		8/22/2014
SCDE Reply:	Reply Document	8/22/2014

Medicaid Additional Requests

	1) Medicaid Additional Request Documents	Date
Request:	Medicaid Additional Request Document	8/25/2014

Below the Medicaid Additional Requests table, there is a green button labeled "Upload Response Document". A red arrow points from the text "Request For Additional Information" in the list to the "Medicaid Additional Request Document" link in the table.

Navigating the PERM Application

- ▶ The district will receive an email notifying them that a 'Request for Additional Information' has been uploaded.

Navigating the PERM Application

- ▶ To view the actual request, click on the **blue** highlighted text under Medicaid Additional Requests.
- ▶ To upload a response document, click 'Upload Response Document'.

The screenshot shows a web browser window with the URL <https://testportal.ed.sc.gov/unique> and a tab titled "Details - PERM - South Car...". The page content is divided into two main sections:

Initial Request Documents

	Date
Request: Initial Request Document	8/21/2014
Response: Response Document	8/21/2014
Review Completed	8/22/2014
SCDE Reply: Reply Document	8/22/2014

Medicaid Additional Requests

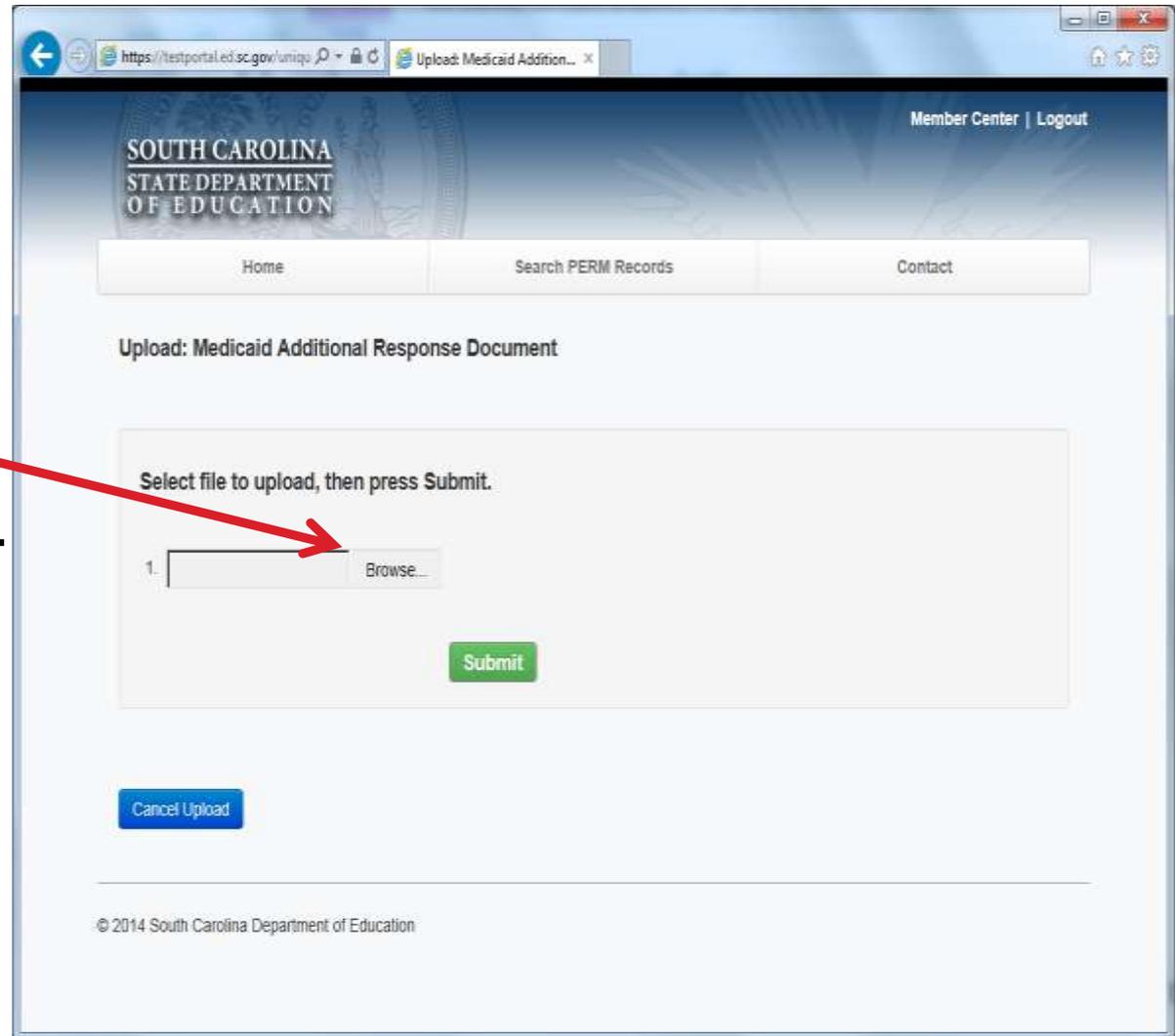
1) Medicaid Additional Request Documents	Date
Request: Medicaid Additional Request Document	8/25/2014

Below the second table is a green button labeled "Upload Response Document".

Two red arrows point from the text in the list on the left to the screenshot: one points to the blue link "Medicaid Additional Request Document" in the second table, and the other points to the "Upload Response Document" button.

Navigating the PERM Application

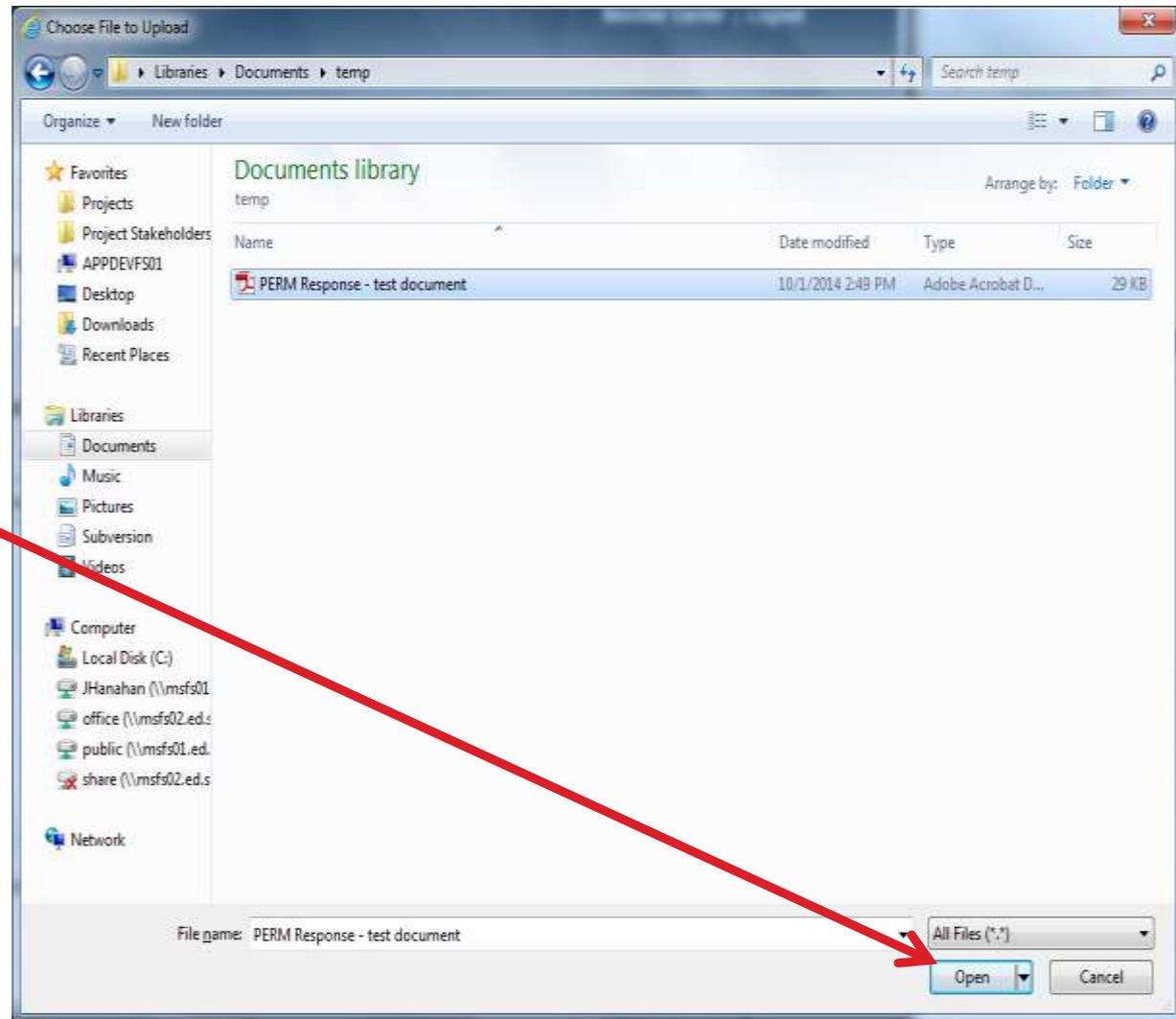
- ▶ Upload the Additional Response Document as you did the Initial Response Document.



The screenshot shows a web browser window with the URL <https://testportal.ed.sc.gov/unique>. The page header includes the South Carolina State Department of Education logo and navigation links for 'Home', 'Search PERM Records', and 'Contact'. The main content area is titled 'Upload: Medicaid Additional Response Document' and contains the instruction 'Select file to upload, then press Submit.' Below this instruction is a file upload interface with a text input field containing the number '1' and a 'Browse...' button. A red arrow points from the text 'Upload the Additional Response Document as you did the Initial Response Document.' to the 'Browse...' button. A green 'Submit' button is located below the file selection area, and a blue 'Cancel Upload' button is at the bottom left of the form area. The footer of the page reads '© 2014 South Carolina Department of Education'.

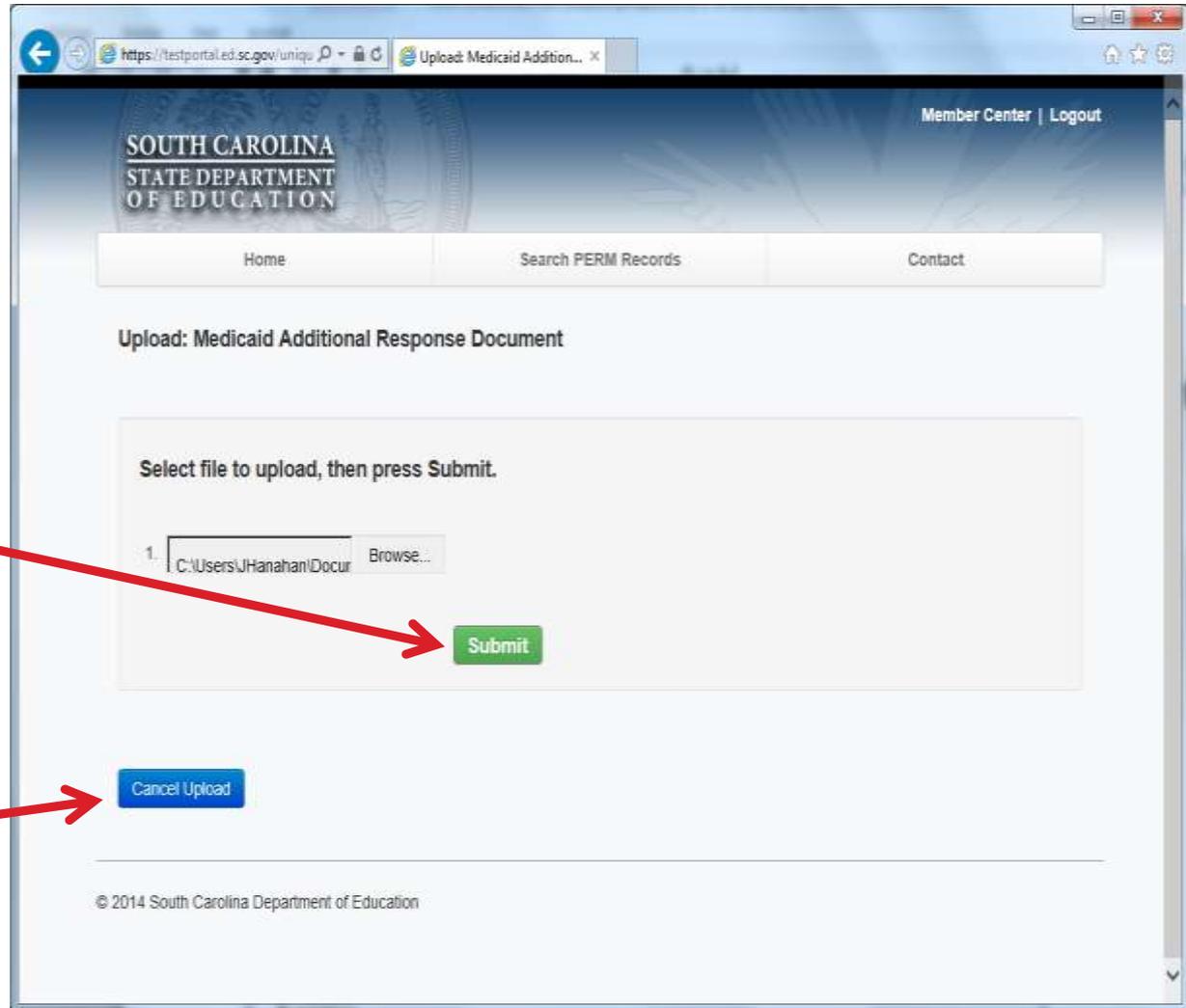
Navigating the PERM Application

- ▶ Choose the document you wish to upload and click 'Open'.
- ▶ Only PDF documents can be uploaded (no Word, Excel, PowerPoint, or other files).



Navigating the PERM Application

- ▶ After selecting the document and clicking 'Open', click 'Submit' to upload the document.
- ▶ If the wrong document was selected, click 'Cancel Upload'.



Navigating the PERM Application

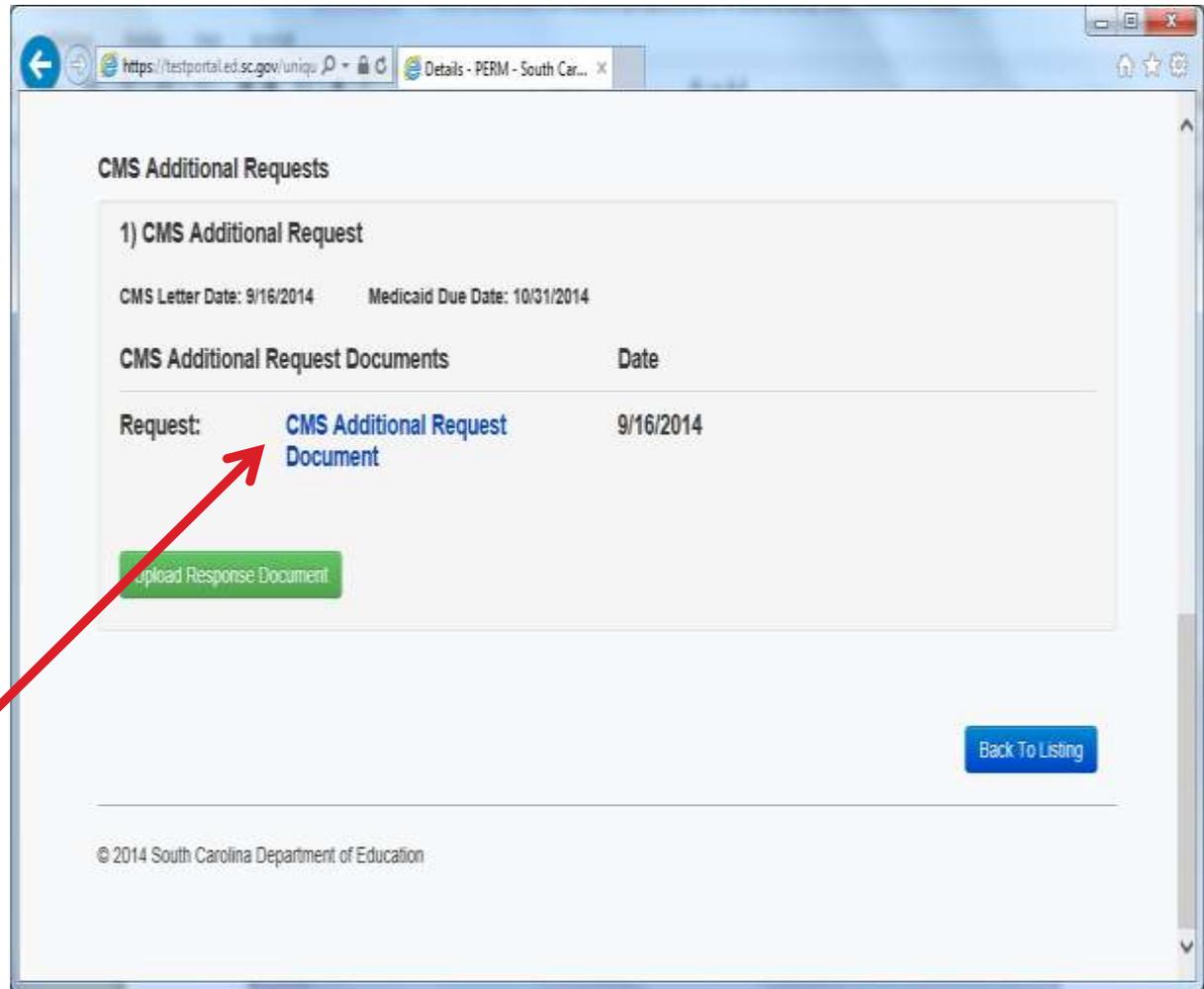
- ▶ The Response Document will be uploaded.
- ▶ The SCDE will receive an email notifying them a response has been uploaded.

Initial Request Documents			Date
Request:	Initial Request Document		8/21/2014
Response:	Response Document		8/21/2014
Review Completed			8/22/2014
SCDE Reply:	Reply Document		8/22/2014

1) Medicaid Additional Request Documents			Date
Request:	Medicaid Additional Request Document		8/25/2014
Response:	Response Document		10/1/2014

Navigating the PERM Application

- ▶ The Center for Medicare and Medicaid Services (CMS) may determine that additional information is required.
- ▶ The SCDE will initiate a CMS Additional Request.



The screenshot shows a web browser window with the URL <https://testportal.ed.sc.gov/unique>. The page title is "Details - PERM - South Car...". The main content area is titled "CMS Additional Requests" and contains the following information:

- 1) CMS Additional Request
- CMS Letter Date: 9/16/2014 Medicaid Due Date: 10/31/2014
- CMS Additional Request Documents

	Date
Request: CMS Additional Request Document	9/16/2014

- [Upload Response Document](#)
- [Back To Listing](#)

At the bottom of the page, there is a copyright notice: © 2014 South Carolina Department of Education.

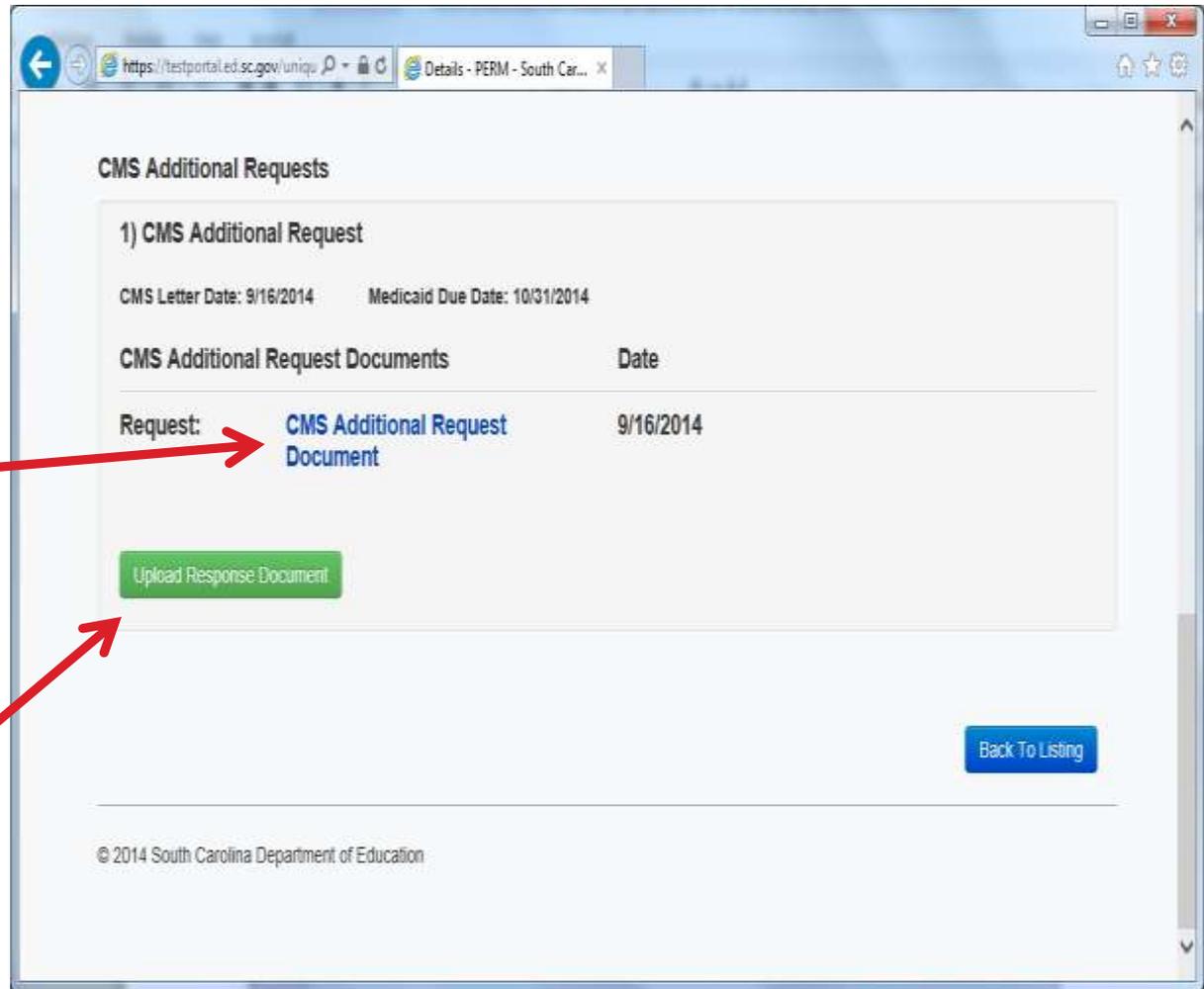
Navigating the PERM Application

- ▶ The district will receive an email notifying them that a 'CMS Request for Additional Information' has been uploaded.

Navigating the PERM Application

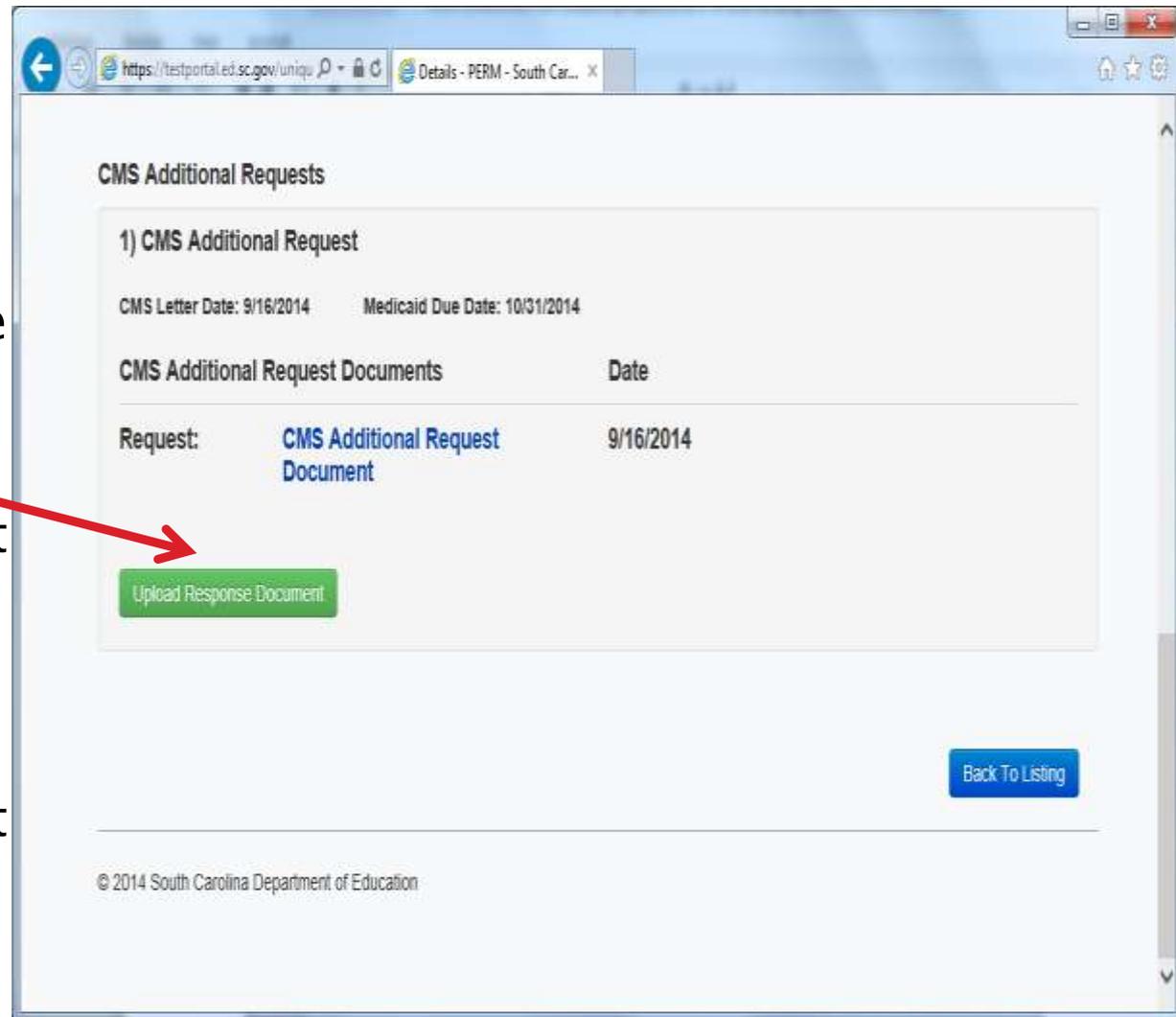
▶ To view the actual request, click on the **blue** highlighted text under CMS Additional Requests.

▶ To upload a response document, click 'Upload Response Document'.



Navigating the PERM Application

- ▶ Upload the CMS Additional Response Document as you did the Initial Response Document and the Request for Additional Information Response Document



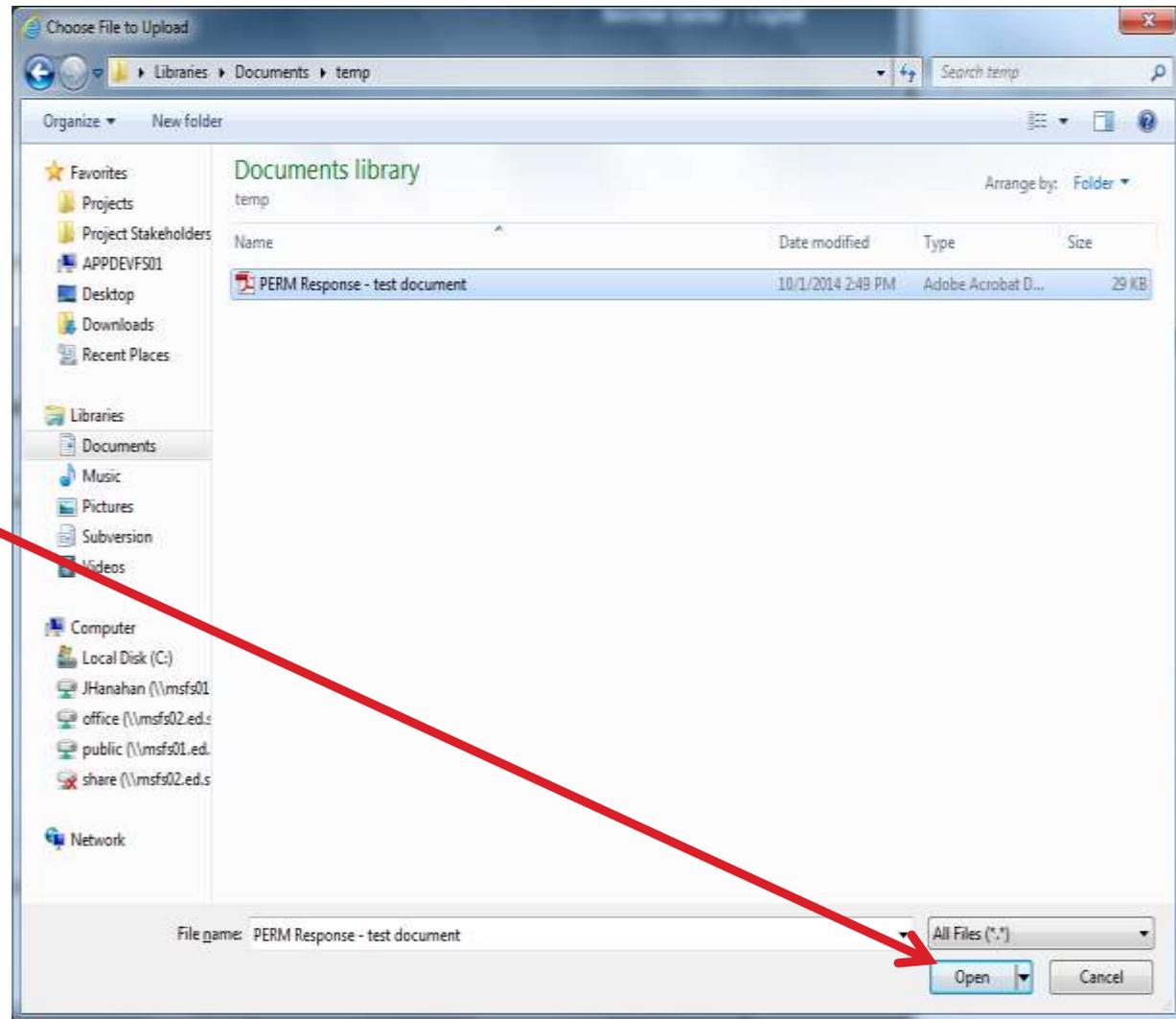
The screenshot shows a web browser window with the URL <https://testportal.ed.sc.gov/unique> and the page title "Details - PERM - South Car...". The main content area is titled "CMS Additional Requests" and contains a section for "1) CMS Additional Request". This section displays the "CMS Letter Date: 9/16/2014" and "Medicaid Due Date: 10/31/2014". Below this is a table of "CMS Additional Request Documents":

CMS Additional Request Documents	Date
Request: CMS Additional Request Document	9/16/2014

A red arrow points from the text in the list to the "Upload Response Document" button, which is a green button located below the table. A blue "Back To Listing" button is also visible at the bottom right of the content area. The footer of the page reads "© 2014 South Carolina Department of Education".

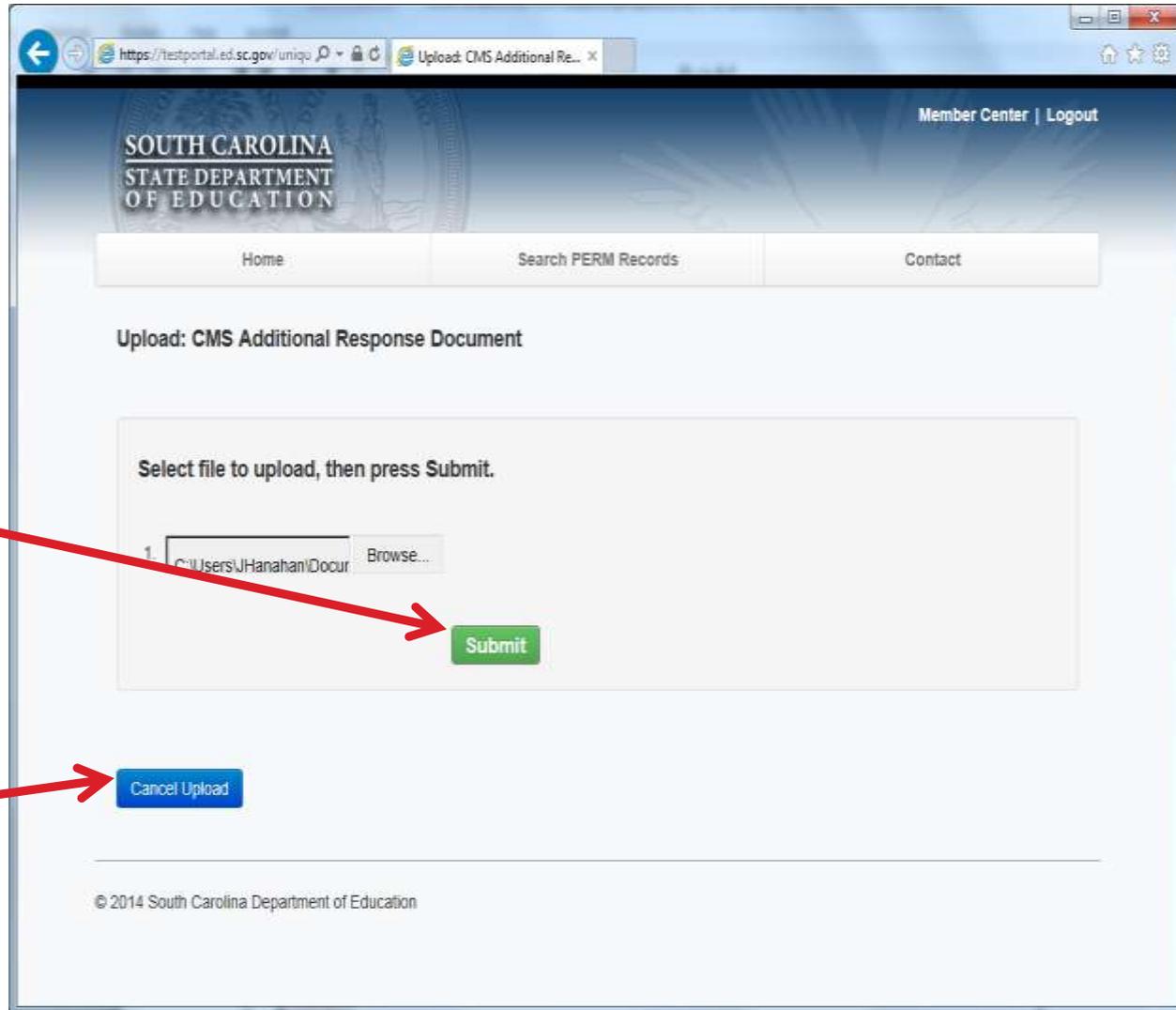
Navigating the PERM Application

- ▶ Choose the document you wish to upload and click 'Open'.
- ▶ Only PDF documents can be uploaded (no Word, Excel, PowerPoint, or other files).



Navigating the PERM Application

- ▶ After selecting the document and clicking 'Open', click 'Submit' to upload the document.
- ▶ If the wrong document was selected, click 'Cancel Upload'.



Navigating the PERM Application

- ▶ When the SCDE is satisfied that all the relevant information and documentation has been provided for the PERM, they will set the status of the PERM as 'Review Completed' and forward it to CMS.
- ▶ The district will receive an email when the PERM review is complete.

PERM Comments

- ▶ To add a comment to a PERM record, click 'Add Comment'.

Member Center | Logout

SOUTH CAROLINA
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Home Search PERM Records Contact

PERM ID: 98765432 [Back To Listing](#)

School District:	Abbeville 80	Fiscal Year:	14-15	Medicaid Due Date:	10/1/2014
Medicaid ID:	1232255444	Student Name:	Robert	Date of Birth:	9/10/2008
PERM Letter Date:	8/21/2014	Date of Service:	4/7/2014	Procedure Code:	David

Administrative Comments for PERM Record:
None: [Add Comment](#)

Initial Request

Initial Request Documents	Date
Request: Initial Request Document	8/22/2014

PERM Comments

- ▶ Type in your comment. Avoid entering any Personally Identifying Information (PII) in the comment.

- ▶ Click 'Save Comment' or 'Cancel and Go Back to PERM'.

Member Center | Logout

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Home Search PERM Records Contact

PERM Comments for SC1258546

Previous Comments

Add Comment

An administrative comment for this PERM record made by the district. No Personally Identifying Information (PII) should go in these comments.

3824 characters remaining.

Spell Check: [icon]

Save Comments

Cancel & Go Back To PERM

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PERM Comments

- ▶ The comment is added.
- ▶ The SCDE will receive an email notifying them that a comment has been added.
- ▶ If the SCDE adds a comment, the district will receive an Email notifying them a comment has been added.

Member Center | Logout

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PERM ID: SC1258546 [Back To Listing](#)

School District:	Abbeville 60	Fiscal Year:	14-15	Medicaid Due Date:	10/22/2014
Medicaid ID:	1234456987	Student Name:	James Williams	Date of Birth:	4/8/2009
PERM Letter Date:	8/22/2014	Date of Service:	3/26/2014	Procedure Code:	ear123

Administrative Comments for PERM Record: [Add Comment](#)

District (10/01/14 02:53 PM): An administrative comment for this PERM record made by the district. No Personally Identifying Information (PII) should go in these comments.

Initial Request

Initial Request Documents	Date
Request: Initial Request Document	9/29/2014
Response: Response Document	10/1/2014

[Back To Listing](#)

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The End

- ▶ Questions?
- ▶ Contact:

Matthew Melton (803)734-2108 mmelton@ed.sc.gov
Patricia Giancola (803)734-2087 pgiancola@ed.sc.gov

