

November 2025



<https://ed.sc.gov/districts-schools/medicaid/>

Medicaid Updates

Medicaid Annual Notification Form Updated

The [Medicaid Annual Notification Form template](#) has been updated. The template is now available on the Office of Medicaid Services' (OMS) [webpage](#). Previous fields to capture student information such as the student's Medicaid ID has been removed. The only student information that is now required to be captured on the document is the students' name. The updated template is also available in EdPlan. Requests for assistance with locating the document in EdPlan should be made to the Office of Special Education Services (OSSES).

As districts are aware, Part B of the Individuals with Disabilities Education Act (IDEA) requires public agencies to 1) obtain a one-time written consent from the parent before accessing the child's or the parent's public benefits or insurance for the first time and 2) provide written notification to the child's parents before accessing the child's or the parent's public benefits or insurance for the first time and prior to obtaining the one-time parental consent and annually thereafter. Please ensure that you adhere to these requirements. Should you have any questions or concerns regarding the document changes or IDEA requirements, please reach out to the Office of Special Education Services (OSSES).

Managed Care Organizations (MCO) Quality Assurance Reviews

South Carolina Department of Health and Human Services (SCDHHS) has given approval to their contracted managed care organizations (MCOs), Absolute Total Care, Blue Choice (Healthy Blue), Humana Healthy Horizons, Molina, Select Health (First Choice), to begin conducting quality assurance reviews of each MCOs' enrolled rehabilitative behavioral health service (RBHS) providers which includes Local Education Agencies (LEAs). The OMS is aware that Select Health (First Choice) has begun conducting reviews/audits of LEAs and has completed the review of at least four (4) LEAs. Please do not be alarmed if a MCO that you're enrolled with notifies you of an intended review/audit and requests documentation. Please review and respond to any communication and request made by a MCO and be sure to meet the deadline(s) given. If you have any questions, do not hesitate to reach out to the MCO with your questions and concerns. Not responding to the MCO's request will not benefit your district or your review.

Medicaid Payment Schedule and Provider Service Center (PSC) Holiday Hours

On Thursday, November 6, 2025, the SCDHHS published a [bulletin](#) announcing an updated schedule for claims submission and payments to accommodate the November 2025 holidays, as well as the provider service center hours. Details regarding the deadline to submit claims and the PSC holiday hours are included in the bulletin. Please refer any questions or concerns regarding this bulletin to the PSC at 1-888-289-0709.

Quality Assurance (QA)

QA Review Trends

The following are the most common findings in QA reviews so far for the 2025 – 2026 review year:

- Referrals: The referring provider's title must be included on all referrals.
- Signatures: All documentation (i.e., referrals, evaluations/reevaluations, Individualized Education Programs [IEP]/Individualized Family Service Plans [IFSP], Individualized Health Plan [IHP], Individualized Plan of Care [IPOC], clinical service notes, and progress summaries) must be signed, titled, and dated.
- Individualized Education Program (IEP) Signatures: If the therapist attended an IEP meeting virtually or in person, an excusal statement will not be accepted in place of an electronic or handwritten signature. The IEP must be signed, titled, and signature dated by the therapist.
- Individualized Health Plan (IHP): IHPs must be completed, signed, titled and dated by the Registered Nurse (RN) prior to the first day of service.
- Error Correction Procedures: The student's clinical record is a legal document. Appropriate procedures for the correction of errors in legal documents must be followed when correcting an error in a clinical record. Draw one line through the error, enter the correction and add signature/initials and date next to the correction.
- Progress Summaries: Progress summaries must be completed at least once every three months from the start date of treatment and must record the student's attendance for each therapy session.
- Personnel Records: Evidence of exclusion checks from Medicare or Medicaid programs must be completed prior to the start of employment and annually thereafter. The exclusion checks must be date stamped for the year in review.
- Nursing:
 - Rest periods and observation activities are not billable under Medicaid guidelines. Observation is included in the direct services payment as long as the nurse (RN or LPN) is attending to one individual during a face-to-face encounter.
 - The district should bill nursing procedure code T1502 when administering medication.

QA Application Clarification

The OMS' QA Application is utilized to track and complete the review of school districts throughout the state. When adding text from an external source to the QA application (i.e., copy and paste), the "Paste as plain text" (CTRL + SHIFT + V) option should be selected when pasting content into the application. Please refrain from using "Paste" (CTRL + V). Making this selection

will prevent error messages while working within the QA application. If you have any questions or concerns about the QA Application, please contact your district's assigned Education Associate (EA).

School District Administrative Claiming (SDAC)

SDAC Completion Rate

The statewide SDAC completion rate for Q1 (JAS '25) dropped to 89%. Per the [SDAC Guide](#) we must maintain at least 85% to be in compliance.

Twenty-one (21) of the 74 participating districts fell below the 85% threshold for their district which is approximately 28% of the state's districts. Q1 - Q4 of FY25 was 88%, 95%, 94%, and 95%, respectively. We encourage each district coordinator to pay close attention to the two (2) day email notifications of upcoming Random Moment Samples (RMS) and the RMS Quarterly Observation Report.

Annual Fee Letters

SDAC fees were due by October 31, 2025. There are still 9 districts with outstanding fees. If your district has not submitted their annual fee payment, please do so immediately. Emails were sent to the affected district on November 24, 2025. A common delay in the OMS receiving payments is district's usage of the agency's previous address. Please ensure that payments are being sent to 849 Learning Lane, West Columbia, SC 29172, Attn: Office of Medicaid Services, Marquita Taylor. If a copy of the SCDE's W9 is needed to update your district's payment system, please send an emailed request to Ms. Lori Dean at ldean@ed.sc.gov. For any other questions or concerns, please contact Marquita Taylor at mstaylor@ed.sc.gov or 803-734-9180, or Ophelia McClary at omccclary@ed.sc.gov.

SDAC Application Access

The OMS is pleased to announce a newly developed template for SDAC Coordinators to utilize when requesting SDAC application access for their participants. Prior to downloading the template, SDAC Coordinators are asked to verify with their district assigned Web Access Coordinator (WAC) that their participants have SCDE user accounts. SDAC Coordinators are then asked to download the [SDAC Application Access Request Template](#) from the OMS' webpage, fill out all pertinent information regarding each newly added participant, and email the template to Kareyah Harrison at kharrison@ed.sc.gov upon completion.

Thereafter, SDAC Coordinators will be able to verify participant application access and may add the new participants to their Participant Rosters. The OMS wants districts to keep in mind that adding participants to their Participant Rosters without verification of application access may result in participants being unable to access their RMSs and complete their samples within the 2-day allotted time, resulting in samples being marked as "Incomplete." In which, incomplete samples can negatively impact the completion rate for both the district and the state.

Lastly, the OMS asks that SDAC Coordinators ensure the participant's name and email address that are used by the district's Web Access Coordinator (WAC) to create the participant's SCDE

account, matches the email address entered in the participant's "Personal Information" section within the SDAC application. Should you have further questions about SDAC application access, please contact Kareyah Harrison at kharrison@ed.sc.gov.

SDAC Cost Reports – July, August, September (JAS) '25

Funding entries for first quarter (JAS '25) SDAC expenses are still being reviewed for invoice generation. Per the 2025-2026 SDAC calendar, the JAS '25 financial quarter will close on 11/28/2025. Finance Coordinators must ensure that funding information has been entered within the SDAC application for all applicable sections. Additionally, all four sections must be closed upon completion, even if no entries are made for a section. Closing the financial quarter is a requirement before costs can be reviewed and an invoice generated by the OMS. If changes need to be made to any section after closing it, please contact Marquita Taylor at mstaylor@ed.sc.gov and request that the section be reopened.

SDAC Invoices

Once the invoice has been generated, please submit an electronic signature as outlined in the application. The OMS asks that districts not submit a manually signed copy of the invoice as we are not able to upload that copy into the SDAC application. The electronically signed copy in the application allows all districts, as well as the OMS, a uniform location to access previous invoices. Should you have questions about your district's invoice, please reach out to Marquita Taylor at mstaylor@ed.sc.gov or Ophelia McClary at ommclary@ed.sc.gov.

SDAC Budgets

The OMS has received multiple inquiries regarding districts not receiving full payment for their 4th quarter (AMJ '25) invoices. Any districts that did not receive the full payment shown on the invoice were held to their maximum budget amount. Information pertaining to each district's budget was shared with the district SDAC coordinators prior to the November 18th quarterly meeting. If additional assistance is needed in understanding the budget, please contact to Marquita Taylor at mstaylor@ed.sc.gov or Ophelia McClary at ommclary@ed.sc.gov.

Special Needs Transportation (SNT)

SNT Student Table

The Office of Research and Data Analysis (ORDA) is continuously working on ensuring that there are no delays in transferring student data from PowerSchool into the SNT application to allow for student/bus assignments. Districts should continue to notify OMS staff, Kareyah Harrison at kharrison@ed.sc.gov, Marquita Taylor at mstaylor@ed.sc.gov, and Ophelia McClary at ommclary@ed.sc.gov, when students are not reflected in the application. Prior to contacting the OMS, please confirm that students are recorded in PowerSchool with the proper instructional setting of SE, SR, or SP.

SNT Payments & Ridership Logs

December SNT payments will be submitted to the SCDE Finance Department on December 1, 2025, for release to districts. Finance and SNT Coordinators will receive a memo showing the district's reimbursement amount. Some districts may see reduced amounts than previously received due to incomplete or missing ridership logs. An audit of each district's SNT ridership logs has been completed and district SNT Coordinators can expect to receive emailed notifications identifying the number of incomplete or unsigned logs. Please review the email when received and make the necessary corrections for the district to maximize reimbursement on the June 2026 payment. If any questions or concerns arise regarding the email, please contact Kareyah Harrison at kharrison@ed.sc.gov or (803) 734-4850.

Meetings & Trainings

2025 – 2026 Second Quarter (Q2) QA Meeting

The next QA meeting will be held virtually on Tuesday, December 2, 2025. There will be two sessions available for districts to attend. During the meeting, the QA team will provide training on nursing services (i.e., General Nursing and Individualized Health Plan (IHP)).

The quarterly meeting is open to all LEA service providers and staff (e.g., Speech Language Pathologists (SLP), Occupational Therapists (OT), Physical Therapists (PT), nurses, Medicaid Coordinators, and Medicaid Billing Clerks). Any district staff deemed appropriate by the district are welcome to attend. Please submit questions and topics that you would like to be discussed in subsequent quarterly meetings to your district's assigned EA or the OMS at medicaidservices@ed.sc.gov.

SCDHHS Provider Trainings

On Wednesday, October 29, 2025, the South Carolina Department of Health and Human Services (SCDHHS) published a [bulletin](#) announcing upcoming Healthy Connections Medicaid provider training opportunities that are available October 2025 – December 2025. Training topics include Medicaid Basics, Comprehensive Web Tool, Overview of Claim-level Adjustments and Third-Party Liability (TPL), and Maximus Managed Care Enrollment Trainings. To schedule a training, please email providertrainings@maximus.com. If you have questions, please contact Michelle LeMoine at (803) 834-9956 or MichelleWLeMoine@maximus.com. To register for a workshop, please visit the Medicaid eLearning site, www.medicaidelearning.com or call the Provider Service Center (PSC) at (888) 289-0709 and select option 1. Additional training resources for providers are also available online through the Medicaid eLearning site.

2025 – 2026 Second Quarter (OND '25) SDAC Training

The OMS held its second quarter (OND'25) SDAC Training on Tuesday, November 18, 2025. Two sessions were held with the first one starting at 10 AM and the second starting at 2 PM. The OMS was pleased to have 145 district representatives in attendance for the training. The meeting topics covered were processes and procedures for SDAC application access in which the new template was presented, accessing and coding participant samples, upcoming dates to remember, and district budgets to include maximizing reimbursements and completing budget amendments. Each district's SDAC Coordinator received a copy of the district's SDAC budget to aid understanding the budget as it pertains to money left on the table or budgets being met. If not

received, please contact Marquita Taylor at mstaylor@ed.sc.gov or Ophelia McClary at omcclary@ed.sc.gov. Presentations shown during the meetings were shared with district SDAC Coordinators on November 24, 2025. Please share with additional staff, as needed.

Information on the SDAC/SNT third quarter meeting will be forthcoming. If there are any topics that district Coordinators would like discussed at the third quarter meeting, please send those requests to Kareyah Harrison at kharrison@ed.sc.gov, Marquita Taylor at mstaylor@ed.sc.gov, or Ophelia McClary at omcclary@ed.sc.gov so that we may plan accordingly.

SNT Training

The OMS will not conduct a second quarter (OND '25) training for the SNT program. District SNT coordinators are encouraged to contact the OMS with any new or recurring issues. The OMS will provide updates and keep SNT coordinators abreast of any additional information needed as it becomes available. Notification of a third quarter meeting will be shared when scheduled.

TELL US

What topics would you like us to address in the monthly newsletter? It is our goal to support our districts and give them all the information that they need to be successful in billing and providing Medicaid Services. Send all topics to our office email address medicaidservices@ed.sc.gov.