

**Office of Medicaid Services (OMS) District Self-Assessment (DSA)
Completion Checklist**

Please review the following to ensure the DSA is completed appropriately before uploading the DSA Summary:

- ☐ Was a random sample that represents all services rendered by the district and subcontractors reviewed?
- ☐ Were at least 10 student files per service reviewed?
- ☐ Were all professional staff involved in the service delivery represented in the review?
- ☐ Was compliance with Medicaid standards, policies, and procedures assessed?
- ☐ Were credential checks of staff involved in the provision of Medicaid-related services completed?
- ☐ Was the South Carolina Department of Education (SCDE) approved tool (i.e., checklists) utilized to complete the internal self-assessment (i.e., District Self-Assessment)?
- ☐ Was the district's Medicaid billing operation's efficiency, effectiveness, and adherence to Medicaid policy assessed?
- ☐ Was an exit conference held with the staff to discuss findings?
- ☐ Was a corrective action plan (CAP) with all required components developed to address each discrepancy (if necessary)?
- ☐ Was the DSA Summary completed?
- ☐ Was technical support requested on the DSA Summary (if applicable)?
- ☐ Was the DSA Summary uploaded to the QA Application by the due date?

Reminders:

- The DSA notification email from the OMS includes the DSA due date.
- The DSA Summary must be uploaded to the QA Application on or before the due date.
- A DSA Summary template is available on the Office of Medicaid Services (OMS) [webpage](#).

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- Be sure to upload all student files that were reviewed for the DSA to the QA Application.
- Be sure to upload all checklists to the QA Application used to complete the DSA.
- The DSA Summary is sent to the South Carolina Department of Health and Human Services (SCDHHS) in lieu of the Follow-up Report and CAP.