

School District Administrative Claiming (SDAC) Participant Training

District SDAC Participants

Office of Medicaid Services (OMS)

School Year 2025-2026



**SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

Purpose of Training

This training is provided as instruction for the School District Administrative Claiming (SDAC) participant to navigate the SDAC application for Random Moment Sample (RMS) completion. The application is the source for completing the RMS that will be utilized in the calculation of invoices.



What is Medicaid?

Medicaid is a healthcare insurance program for individuals with limited income and assets. Medicaid is jointly run by the federal and state government. In addition to reimbursing for direct medical services, Medicaid reimburses for:

- Special Needs Transportation (SNT)
- School District Administrative Claiming (SDAC)

Participants in the SDAC program are selected based on the possibility a Medicaid administrative activity with a current or potential Medicaid student or family may occur. This is referred to as Medicaid outreach.



What is SDAC?

SDAC is a Medicaid program which allows additional reimbursement to school districts for administrative activities supporting the Medicaid program.

Administrative activities which are considered reimbursable are:

- Coordination, Planning, Applying for Medicaid
- Monitoring
- Training
- Outreach
- Referrals



What is an Administrative Activity?

Administering the SDAC program is an important task for districts to actively participate in. Being eligible for Medicaid and utilizing its benefits improves the health of students. Healthy students create a better learning environment.

Examples of administrative activities are:

- Attending meetings or trainings specific to Medicaid programs.
- Putting fliers in backpacks about Medicaid programs.
- Obtaining referrals to a Medicaid provider.
- Coordinating free and reduced school lunches.
- Helping families enroll students in Medicaid.
- Discussing Medicaid with student or parents.



Participant Responsibilities

The participant can assist in the sample process and meet the CMS timelines by:

- Keeping their SCDE logon/password active by signing on once weekly. If the participant receives an error at sign on, the Web Access Coordinator (WAC) should be contacted for a password reset. All issues with a logon, no exceptions, are related to a password issue and require the password to be reset.
- Complete the mandatory sample within the two-day response time frame.
- Complete the sample with the correct response/activity code.
- Read emails daily to ensure receipt of the notifications related to the Random Moment Sample (RMS) process.



Sample Email Notification

Participants should receive an email two (2) business days prior to the sample date and time and daily until the sample is completed or until the time frame for completion has lapsed.

The district SDAC coordinator is responsible for notification in the event the emails are not delivered.



SDAC Participant Login

The participant should go to the SCDE website at www.ed.sc.gov and click login in the upper right-hand corner.

Home | About | Data & Reports | State Board of Education | Newsroom | Contact



Select Language ▼ ENHANCED BY Google  Login

Districts & Schools ▼ Educators ▼ Family & Community ▼



Application Web Portal Logon

Enter Username (district email address) and password. Click Logon. If for any reason the username and/or password does not work or you are unable to successfully log on, please contact the district Web Access Coordinator for a SCDE Application Portal password reset immediately. All issues, require a password reset.

Examples of issues:

- Unable to establish session
- Session not available
- Session reference number displays
- Username or password invalid
- Forgot password

Application Web Portal

Username

Password

Logon

Survey Section – Not SDAC

The section marked Surveys under the Application section is not associated with the SDAC program. The surveys section is utilized by SCDE for statewide surveys. The user should ignore this section and Click the SDAC button in the Application section.

Applications

New SUNS Test

New SUNS Test 2

SDAC (New)

SDAC (Old)

Special Needs Transportation

Surveys

You currently have no surveys. If you believe this is in error please contact your District Web Access Coordinator.



SDAC Home Screen Display

The user will be taken to the Home screen which includes a Feature Box explaining tabs. Select the School Year from the dropdown and click Continue.

School District Administrative Claiming

Application PortalLogout

Home

districttestuser67@gmail.com

Home

Contact

Select School Year and Click Continue:

-- Select School Year --

Continue

Welcome, District TestUser67

This is the home page for the Participant section of the SDAC - Random Sampling application. In this section of the application the Participant will have the following features available for use:

Thank you for participating in the SDAC program. The following information is provided for the participant to assist in understanding the features and functions of the SDAC application.

My Sample Schedule: In this section, samples assigned to participant will display two (2) business days prior to the sample date and time. The sample must be completed no later than two (2) business days after the sample date and time. Emails will be sent to the participant and the district SDAC Coordinator starting two (2) business days prior to the sample date/time and will continue for two (2) business days after the sample date/time.

All Samples must be completed within two (2) business days from the sample date and time. If the sample is not completed, it will be marked as Incomplete.

After the sample date/time has passed, the participant should click on the **Need to Do** button that goes with the corresponding sample date/time to complete the sample. The participant will need to select a **Response** from the available dropdown, select an **Activity** from the activity dropdown, then click the **Save Changes** button. the sample is considered complete when the status is **Pending**. If the sample can't be saved, check for a **Validation**. Any **Validation** must be completed before a sample can be saved.

Returned Samples: If the district SDAC coordinator sets the sample status to **Returned**, the application will alert the participant by email reminding that a correction is needed. A comment will be provided in the sample.

Disapproved Samples: If the state SDAC coordinator sets the sample status to **Disapproved**, the application will alert the participant by email reminding that a correction is needed. A comment will be provided in the sample.



SDAC My Sample Schedule

The My Sample Schedule tab is utilized to complete the sample. Click the My Sample Schedule button from the menu on the left- hand side.

Home

My Sample Schedule

Contact

User: District TestUser67

School Year: 2023-2024

Current Qtr: 4 - AMJ

Role: Participant

District: Horry

School:

Welcome, District TestUser67

This is the home page for the Participant section of the SDAC - Random Sampling application. In this section of the application the Participant will have the following features available for use:

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My Sample Schedule: Actions/Status

The My Sample Schedule tab is utilized by the participant to complete the sample. The participant cannot complete the sample until the date/time of the sample has passed and should not be signed on awaiting a sample. The sample should reflect the activity the participant was doing at the date/time.

There are two response codes that require additional comments.

Response 27 (Travel): Activity is the reason for travel. Some examples are:

- Travel to another school to complete a direct medical service: Activity is A – Direct Medical Service.
- Travel to home to provide instruction/home school related service: Activity is B – School-Related Educational and Social Activities (Non-Medicaid).
- Travel to district office for Medicaid related training: Activity is K – EPSDT/Medical/Medicaid Related Training

Response 28 (Other): No other applicable Response/Activity code. Use of this response when there is an appropriate response/activity will result in the sample being returned to the participant for correction.



Random Sample Entries Screen

The sample will be displayed under the Random Sample Entries Review. The sample available for completion will be in Needs to Do status and the Edit button will be a darker blue. If the sample does not show, please contact the district SDAC Coordinator for assistance.

From the Random Sample Entries Review click Edit beside the applicable sample.

Any samples with the shaded blue Edit button can no longer be modified by the participant.

School District Administrative Claiming

Application PortalLogout

Random Sample Entries Review

districttestuser67@gmail.com

Home

My Sample Schedule

Contact

User: District TestUser67

School Year: 2023-2024

Current Qtr: 4 - AMJ

Role: Participant

District: Horry

School:

Random Sample Entries Review

Showing 10 entries

Search:

District	Name	Quarter	Sample Date/Time	Status	Response	Activity	Actions
Horry	Jenny Allen	4-AMJ	4/23/2024 12:14 PM	Incomplete			Edit
Horry	Jenny Allen	4-AMJ	4/25/2024 8:25 AM	Need To Do			Edit
Horry	Jenny Allen	4-AMJ	4/26/2024 10:12 AM	Submitted	4	C	Edit

Showing 1 to 3 of 3 entries

Previous1Next



Sample Entry to Review

Input the appropriate Response and Activity from the dropdowns. If the sample response is a 27 or 28, a Comment box will appear. Enter comments and click Save.

School District Administrative Claiming

Application PortalLogout

Sample Entry To Review

districttestuser67@gmail.com

Home

My Sample Schedule

Contact

User: District TestUser67

School Year: 2023-2024

Current Qtr: 4 - AMJ

Role: Participant

District: Horry

School:

Participant Information

Name	School Year	District	School
Jenny Allen	2024	Horry	Green Sea Floyds Elementary

Sample Response Information

Quarter	Sample Date and Time	Current Status
4 - AMJ	04/25/2024 08:25:00	Outstanding

Response

-- Select Response --

Activity

-- Select Activity --

Save

Back to List



Response GR – Medicaid Referrals

Response code GR requires a SDAC Referral Form to be completed. When GR is selected, a green box will populate. The participant will click the SDAC Referral Form button, complete the form, and send to the district SDAC Coordinator.

*Completion of this form is required for the annual QA audit.

Participant Information

Name	School Year	District	School
Jenny Allen	2024	Horry	Green Sea Floyds Elementary

Sample Response Information

Quarter	Sample Date and Time	Current Status
4 - AMJ	04/25/202408:25:00	Outstanding

Response

9. Referral, Coordination, and Moni

Activity

Referrals for IEP Medical Health/Me

Required SDAC Referral Form

Please download the following form:

SDAC Referral Form

Save

Back to List



Reminder

Samples are complete when the Status is Pending, and the Edit button is shaded!

School District Administrative Claiming

Application PortalLogout

Random Sample Entries Review

districttestuser67@gmail.com

Home

My Sample Schedule

Contact

User: District TestUser67

School Year: 2023-2024

Current Qtr: 4 - AMJ

Role: Participant

District: Horry

School:

Random Sample Entries Review

Show10entries

Search:

District	Name	Quarter	Sample Date/Time	Status	Response	Activity	Actions
Horry	Jenny Allen	4-AMJ	4/23/2024 12:14 PM	Incomplete			Edit
Horry	Jenny Allen	4-AMJ	4/25/2024 8:25 AM	Need To Do			Edit
Horry	Jenny Allen	4-AMJ	4/26/2024 10:12 AM	Submitted	4	C	Edit

Showing 1 to 3 of 3 entries

Previous1Next



Response and Activity Code Matrix 1-10

Responses 1-10

Response Code	Activity Code
1. Absent – Full Time/Part Time Employee: With Leave Accrual	O – General Administration
2. Absent – Part Time/Contractual Employee: Without Leave Accrual	P – Part Time/Contractual Employee: Without Leave Accrual
3. Before/After School Hours	O – General Administration P – Part Time/Contractual Employee: Without Leave Accrual
4. Informing Families or Students about Available Services	C – Medicaid Services Information and Outreach D – Non-Medicaid Services Information and Outreach
5. Assisting Families/Students in Gathering Eligibility Information for Services or Programs	E – Facilitating Medicaid Eligibility Determination/Applications F – Facilitating Non-Medicaid Eligibility Determinations/Applications
6. Arranging/Scheduling Transportation to or Translation for Services	I - Arranging Transportation to or Translation for Medicaid Covered Services J - Arranging Transportation to or Translation for Non-Medicaid Services
7. Training: Coordinating, Conducting, or Participating in Training or Meeting Related to Services or Program	K – EPSDT/Medical/Medicaid Related Training L – Non-Medical/Non-Medicaid Related Training
8. Program Planning, Policy Development, and Interagency Coordination	M – Medical Service Program Planning, Policy Development, and Interagency Coordination N – Non-Medical Program Planning, Policy Development, and Interagency Coordination
9. Referral, Coordination, and Monitoring of Medicaid Services	G – Monitoring/Evaluating all IEP Medical Health/Mental Health Services GR –Referrals for IEP Medical Health/Mental Health Services to Participating Medicaid Providers
10. Referral, Coordination, and Monitoring of Non-Medicaid Services	B – School-Related, Educational and Social Activities (Non-Medicaid)



Response and Activity Code Matrix 11-20

Responses 11-20

Response Code	Activity Code
11. Individualized Education Planning (IEP) and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)
12. Individualized Health Planning (IHP) or 504 and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)
13. Direct Medical Services: Not Covered as IDEA/IEP Services, Not Covered by Medicaid	A – Direct Medical Service and Related Activities
14. Direct Medical Services: Covered on a Medical Plan of Care, Not Covered as IDEA/ IEP Service	A – Direct Medical Service and Related Activities
15. Direct Medical Services: Covered as IDEA/IEP Services	A – Direct Medical Service and Related Activities
16. Classroom/Virtual/Home Instruction, Testing, Lesson Planning, and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)
17. Student Planning/Counseling (non-medical) With or Without Parent	B – School-Related, Educational and Social Activities (Non-Medicaid)
18. Supervising Students – Bus/Car Line, Arrival/Dismissal, Lunch/Recess, or Other	B – School-Related, Educational and Social Activities (Non-Medicaid)
19. Attendance and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)
20. Discipline and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)



Response and Activity Code Matrix 21-28

Responses 21-28

Response Code	Activity Code
21. Student Enrollment and Verification	B – School-Related, Educational and Social Activities (Non-Medicaid)
22. Curriculum and Instructional Process/Review	B – School-Related, Educational and Social Activities (Non-Medicaid)
23. Lunch/Breaks – Without Students	O – General Administration P – Part Time/Contractual Employee: Without Leave Accrual
24. Coordinating, Conducting, or Participating in School or Unit Trainings/Meetings/Staff Development	O – General Administration
25. Administrative/Clerical Duties Related to District Functions or Operations	O – General Administration
26. Providing Supervision of Staff, Student Teachers, and Volunteers	O – General Administration
27. Travel Associated with Response Codes 1 through 26	Use Activity Associated with Appropriate Response 1-26
28. Other	Use Only when Activity Doesn't Meet Other Category



Additional Resources

South Carolina Department of Health and Human Services
(SCDHHS) Medicaid Policy for SNT

[Local Education Agencies \(LEA\) Services Provider Manual |
SCDHHS](#)

South Carolina Department of Education (SCDE) SDAC
Trainings and Forms

[School District Administrative Claiming - South Carolina
Department of Education](#)





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