

School District Administrative Claiming (SDAC) Coordinator Training

District SDAC Coordinators

Office of Medicaid Services

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) coordinators on navigating the SDAC application for personnel roster development and Random Moment Sample (RMS) approval process. 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 students or parents.



Applying for Medicaid

Direct parents to [SC DHHS](#) to apply online via the Apply for South Carolina Medicaid button.



The screenshot shows the homepage of the Healthy Connections Medicaid website. At the top, the logo for the South Carolina Department of Health and Human Services (SC DHHS) is displayed, featuring the text "Healthy Connections MEDICAID" and a stylized "X" icon. To the right of the logo are navigation links for "MEMBERS", "PROVIDERS", and "APPLY FOR MEDICAID". A search bar with the placeholder text "Enter Search Terms" and a "SEARCH" button is also present. The main content area features a large, vibrant photograph of a woman and a young girl laughing joyfully. Overlaid on the bottom left of this image is the text "Healthy Connections is SC's Medicaid Program." in a large, bold, white font. Below this headline, in a smaller white font, is the text "Healthy Connections Medicaid provides health coverage for eligible residents of South Carolina." A green button with the text "Get Started »" is positioned at the bottom left of the image. On the bottom right, there is a dark teal box containing the text "Not looking for Medicaid?" followed by a paragraph: "In South Carolina, vital and immunization records, healthcare regulations and permitting, and programs like SNAP and TANF are overseen by different agencies." Below this paragraph is a link labeled "Agency Guide".

Healthy Connections is SC's Medicaid Program.

Healthy Connections Medicaid provides health coverage for eligible residents of South Carolina.

[Get Started »](#)

Not looking for Medicaid?
In South Carolina, vital and immunization records, healthcare regulations and permitting, and programs like SNAP and TANF are overseen by different agencies.
[Agency Guide](#)



SDAC Reminders

Sample notification and completion timeframes are in accordance with guidance from the Centers for Medicare and Medicaid Services ([CMS](#)) [manual](#) dated May 18, 2023. The CMS policy states districts not be notified of RMS specific information, specifically the samples participant name and sample date/time, until two-business days prior to the samples date/time. Additionally, the CMS policy requires the sample to be completed within two-business days after the sample date/time. The two-business day rule only applies to the participants completion. There is no specific timeframe for the coordinators review, however, it is recommended the sample review is within five (5) business days to ensure the sample was completed accurately.

Participant training is required one time. Active participants training dates carry forward year to year in the application. Participants are required to receive training when:

- The participant is new to the program in the specific school district.
- The participant is returning to the program after a school year or more gap in participation.
- The program has significant changes (e.g., CMS guidance changes, SDAC Application changes)
- The district coordinator determines the participant needs additional training to complete samples.



SDAC What's New?

We've successfully navigated our way through the new application for a full year, and no additional changes have been made at this time. Here's a review of the changes that were implemented with the new application's implementation:

- Districts will have a unique start and end date for the year. The start date for the year will be the first day of school and the end date for the year will be the last date of school.
- District specific closed dates will be added to the application and will not count as a business day.
- Notification emails will contain a direct link to the SCDE website to facilitate the log on process.
- Participant set up no longer requires the participant email to be entered twice.
- Participant roster emails can not be duplicated.
- New Response/Activity codes and verbiage updates to assist participants and comply with CMS policy.
- Approval process is now visible when the Quarterly sample tab is clicked. The Response/Activity codes and any comments made by the participant will display here.
- Coordinator responses will automatically save as the applicable drop-down response is selected.
- Marking the sample absent for a participant no longer requires double approval. When the coordinator selects the correct absence from the drop-down, it will automatically submit.
- Returned samples are no longer locked.



What you can expect from the OMS...

The OMS has made the following process improvements:

- OMS will review the participant rosters and ensure all participants in the roster have access to the SDAC Application before each quarter. The district is responsible for ensuring participants have an Application Portal logon and the participants logon is active.
- OMS will email the Web Access Coordinators (WAC) explaining the importance of the access and resets to meet the CMS timelines.
- OMS will conduct regularly scheduled quarterly meetings.



Participant Responsibilities

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

- Keeping the SCDE logon/password active by signing on once a week. If the participant receives an error at sign on, the Web Access Coordinator 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.



SDAC Coordinator Responsibilities

The district SDAC coordinator is responsible for:

- Creating and maintaining the participant roster quarterly in the SDAC application.
- Ensuring the participants email Application Portal logon matches the participants email on the roster. If the emails don't match, the sample won't display for the participant.
- Ensuring the participants complete the sample within two business days.
- Utilizing the application to determine the sample status. System generated emails are there to add an extra layer, however, firewalls or other issues may cause an email to be undeliverable.
- Reviewing pending samples timely.
- Districts should strive for a 92% completion rate, however, should never be under 85%.
- Ensure participants are trained, the participants attestation form is in the districts file, and the training date is updated in the application.



Roster Development

The determination of which employees should be included on the participant roster and which costs of such employees should be included in the cost pool, must be considered in determining the universe of participants for the time study. The personnel roster should be a robust listing of employees who perform administrative activities related to the Medicaid program and whose position is not 100% federally funded. The roster should be reviewed and updated no less than quarterly, to ensure the correct participants are included. The cut off date for updates, by quarter, for the school year 2025-2026 are:

- July, August, September (JAS) 2025 – 07.10.2025
- October, November, December (OND) 2025 – 09.25.2025
- January, February, March (JFM) 2026 – 12.25.2026
- April, May, June (AMJ) 2026 – 03.26.2026

Any updates made after the cut off date will not be applied until the following quarter.

This information is also included in the [SDAC Calendar](#) located on the OMS webpage.



Roster Development: Inclusions

Personnel that should be included on the roster are those that would have the opportunity to perform an administrative activity related to the Medicaid program. Some 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.



Roster Development: Exclusions

There are some exclusions to be considered when determining the correct personnel for the participant roster. Personnel that should be excluded are:

- Employees that are paid 100% with federal funds.
- Employees paid for services at a fixed rate (i.e., audiologist paid a set amount for each hearing test).
- General Education Teachers
- Employee would not have the opportunity to perform any potential Medicaid administrative activity.



Roster: Direct Service Participants

The following direct service providers may be included in the participant roster:

- Physician ■ Psychiatrist ■ Nurse Practitioner ■ Registered Nurse
- Licensed Practical Nurse ■ Nurse Aide ■ Health Technician
- Psychologist ■ School Psychologist ■ Counselor ■ Social Worker
- Clinical Social Worker ■ Marriage and Family Therapist
- Applied Behavior Analyst ■ Audiologist ■ Audiology Candidate
- Speech Language Pathologist ■ Physical Therapist
- Physical Therapy Assistant ■ Speech Language Pathologist Candidate
- Speech Language Pathology Assistant ■ Occupational Therapist
- Occupational Therapist ■ Certified Occupational Therapy Assistant
- Speech/Language Impairment Teacher

Other jobs eligible to bill direct medical services.



Roster: Administrative Outreach Participants

The following administrative outreach personnel may be included in the participant roster:

■ Administrators ■ School Counselors ■ Bus Aide ■ Teacher's Aide ■ Interpreters & Interpreter Assistants ■ Special Education Teachers ■ Pupil Support Services Administrators ■ Psychologist Interns ■ Program Specialist ■ Special Education Administrators ■ Resource Specialist/ Family Liaisons ■ Personal Care Aides ■ School Bilingual Assistants

Other groups/individuals identified as performing Medicaid outreach.



Participant Receives Sample: Inactive or Extended Leave

If a change to the roster is made after the quarters sample generation date, the participant could still receive a sample. If this occurs, the coordinator should mark the participant as:

- Participant Inactive (No longer employed/No longer qualifies for SDAC/Paid 100% with Federal funds): If a sample is received, please send the participant's name, sample date/time, and request the sample be marked Do Not Use to Ronette Weeks at rmweeks@ed.sc.gov or Kareyah Harrison at kharrison@ed.sc.gov. The two-day completion timeframe still applies. The participants roster information should reflect inactive, and the appropriate reason updated in the quarterly availability for any remaining quarters.
- Participant on Extended Leave (Medical reasons, Military deployment, Other): If a sample is received, please send the participant's name, sample date/time, and request the sample be marked Do Not Use to Ronette Weeks at rmweeks@ed.sc.gov or Kareyah Harrison at kharrison@ed.sc.gov. The two-day completion timeframe still applies. The participants roster information should remain active, and the appropriate reason updated in the quarterly availability for any quarters impacted by the leave.



What Happens after Sample Generation?

- The day quarterly samples are generated, the sample information (dates and times) will be available on the Quarterly Observation Report. No additional samples are run or removed after the quarterly generation date.
- The sample will be visible (unveiling date) in the application two (2) business days prior to the samples date and time.
- The coordinator and participant should begin receiving emails two (2) business days prior to the sample date and time.
- The coordinator and participant should continue to receive emails for two (2) business days after the sample date and time or until the participant completes the sample.
- Samples not completed by the deadline will be marked as incomplete automatically.

Reminder: The coordinator should not rely on system generated emails to alert the participant of a sample. Firewalls or other system issues may cause the email to be undeliverable.



Quarterly Observation Report

To access, click Reports then Quarterly Observations. Select the Quarter from the drop down and click View Report.

This report also shows samples pulled for validation and the responses of the participants after completion.

QUARTERLY DISTRICT OBSERVATIONS							
Sample Quarter : 4 - AMJ							
School Year : 2024							
School District : Abbeville							
Coordinator : Cann, Adam							
Date	Time	Val?	Val	Activity	Response	Comments	Submit Date
3/29/2024	3:04PM	0.00	False				4/23/2024 10:41:06 AM
4/24/2024	8:49AM	0.00	False				4/23/2024 10:41:06 AM
4/24/2024	12:36PM	1.00	True				4/23/2024 10:41:06 AM
4/26/2024	10:10AM	0.00	False	L	28		4/25/2024 10:17:14 AM
4/26/2024	3:58PM	0.00	False	B	18		4/25/2024 10:17:14 AM



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 Coordinator Login

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



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

districttestuser@gmail.com

Home

Contact

Select School Year and Click Continue:

-- Select School Year --

Continue

Welcome, District TestUser

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

Manage Participants: Used to view/edit Participant information.

Quarterly Sample: Used by the SDAC district Coordinator to set the status of sample entries to Submitted, Returned, Absent – District Employee with Leave Accrual, or Absent – Contract or District Employee with No Leave Accrual.

Section I: Purchased Services and Supplies Costs: Used to enter and view Section I entries and totals entered by the district for a selected sample quarter.

Section II: Support, Supervisory, and Administrative Personnel Costs: Used to enter and view Section II entries and totals entered by the district for a selected sample quarter.

Manage Supervisors: Used to enter and view supervisors utilized in Section II.

Section III: District-wide Non-Federal costs: Used to enter and view Section III entries and totals entered by the district for a selected sample quarter.

Copy Costs to Current Quarter: Used to enter sections to copy from one quarter to the next.

Close Financial Quarter: Used to close out each financial cost/funding section for the district after completion of financial entries.

View/Submit Quarterly Invoice: Used to generate and view quarterly district invoices.

Reports: Used for cost and sample information

- Quarterly Cost Totals:** Used to view in a report layout the data input in the financial sections.
- Quarterly Observations:** Used to view the dates and times of samples, samples pulled for validation, and the sample activity/response.



Managing Participants

The Manage Participants tab is utilized to add/edit/change participants. Click the Manage Participants button from the menu on the left-hand side.

School District Administrative Claiming

Application PortalLogout

SDAC District Coordinator Home

districttestuser@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District TestUser

School Year: 2023-2024

Current Qtr: 4 - AMJ

District: Aiken

Welcome, District TestUser

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

Manage Participants: Used to view/edit Participant information.

Quarterly Sample: Used by the SDAC district Coordinator to set the status of sample entries to Submitted, Returned, Absent – District Employee with Leave Accrual, or Absent – Contract or District Employee with No Leave Accrual.

Section I: Purchased Services and Supplies Costs: Used to enter and view Section I entries and totals entered by the district for a selected sample quarter.

Section II: Support, Supervisory, and Administrative Personnel Costs: Used to enter and view Section II entries and totals entered by the district for a selected sample quarter.

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Adding Participants: Home Screen

This page allows you to add/edit/change participants. To add a new participant, click the Create New Participant button.

School District Administrative Claiming

Application PortalLogout

Participant Management

districttestuser@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District TestUser

School Year: 2023-2024

Current Qtr: 4 - AMJ

District: Aiken

Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table.

Create New Participant

Participants

Show10entries

Search:

Name	District	School	Email	Trained	Status	Actions
No data available in table						

Showing 0 to 0 of 0 entries

PreviousNext



Adding Participants: Entry Screen

Complete all fields and click
Submit.

School District Administrative Claiming

Application PortalLogout

Participant - Create

districttestuser@gmail.com

Home

Manage Participants

Quarterly Sample

▼ Finance

▼ Reports

Contact

User: District TestUser

School Year: 2023-2024

Current Qtr: 4 - AMJ

District: Beaufort

Personal Information

Last Name

First Name

Middle Name

Work Information

Email Address

School

Trained Date

SDAC Job Code

PCS Job Code

Use 1st Quarter (JAS)

Use 2nd Quarter (OND)

Use 3rd Quarter (JFM)

Use 4th Quarter (AMJ)

Status

☒ Uncheck this box to deactivate

Submit

Back to List



Participants Roster Display

The districts participant roster can be viewed by clicking the Manage Participants button from the menu on the left-hand side.

School District Administrative Claiming

Application PortalLogout

Participant Management

districttestuser@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District TestUser

School Year: 2023-2024

Current Qtr: 4 - AMJ

District: Aiken

Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table.

Create New Participant

Participants

Show 10 entriesSearch:

Name	District	School	Email	Trained	Status	Actions
John Myers	Aiken	Aiken Scholars Academy	jmyers@thisemail.com	04/01/2024	Active	EditFunding

Showing 1 to 1 of 1 entries

Previous1Next



Editing Participant Roster Record

To edit information in the participant record, click Edit beside the participant's name.

School District Administrative Claiming

Application PortalLogout

Participant Management

districttestuser@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District TestUser

School Year: 2023-2024

Current Qtr: 4 - AMJ

District: Aiken

Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table.

Create New Participant

Participants

Show10entries

Search:

Name	District	School	Email	Trained	Status	Actions
John Myers	Aiken	Aiken Scholars Academy	jmyers@thisemail.com	04/01/2024	Active	EditFunding

Showing 1 to 1 of 1 entries

Previous

1

Next

The logo of the South Carolina Department of Education, featuring a circular seal with a palm tree in the center, the text "SOUTH CAROLINA" at the top, "DEPARTMENT OF EDUCATION" at the bottom, and the year "1868" at the base of the palm tree.

Editing Participant Roster Record: Screen Fields

Edit the applicable fields and click Submit.

School District Administrative Claiming

Application PortalLogout

Participant - Edit

districttestuser@gmail.com

Home

Manage Participants

Quarterly Sample

▼ Finance

▼ Reports

Contact

User: District TestUser

School Year: 2023-2024

Current Qtr: 4 - AMJ

District: Aiken

Personal Information

Last Name

Myers

First Name

John

Middle Name

Work Information

Email Address

jmyers@thisemail.com

School

Aiken Scholars Academy

Trained Date

04/01/2024

SDAC Job Code

Nurse, RN

PCS Job Code

School Nurse

Use 1st Quarter (JAS)

Available to Use

Use 2nd Quarter (OND)

Available to Use

Use 3rd Quarter (JFM)

Available to Use

Use 4th Quarter (AMJ)

Available to Use

Status

☒ Uncheck this box to deactivate

Submit

Back to List

Delete

The logo of the South Carolina Department of Education, featuring a circular seal with a palm tree in the center, the text "SOUTH CAROLINA" at the top, "DEPARTMENT OF EDUCATION" at the bottom, and the year "1868" at the bottom.

Quarterly Sample: Home Screen

The Quarterly Sample tab is used to view sample status and access samples for review. Select the appropriate Sample Status from the dropdown and click Search.

School District Administrative Claiming

Application Portal Logout

Random Sample Entries Review

districttestuser@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District TestUser

School Year: 2024-2025

Current Qtr: 1 - JAS

District: Barnwell

Random Sample Entries Review

Sample Status

-- Select Sample Status --

Search

Show 10 entries

Search:

District	Name	Quarter	Sample Date/Time	Status	Response	Activity	Actions
No data available in table							

Showing 0 to 0 of 0 entries

Previous

Next



Quarterly Sample: Reviewing Samples

All information for review of the samples will be listed on the Quarterly Sample tab. The coordinator will review the sample line and select the appropriate action from the sample status dropdown. The application automatically saves and updates the status. The user can move on to the next sample immediately. The actions are:

- Returned: Return to participant for correction.
- Submitted: Approve sample for next level approval (state).
- Absent – With FT/PT with Paid Leave: Completing on behalf of an absent FT/PT participant who accrues leave time.
- Absent – Without PT/Contract without Paid Leave: Completing on behalf of an absent FT/PT participant who accrues leave time.

District	Name	Quarter	Sample Date/Time	Status	Response	Activity	Actions
Abbeville	District RobertTestUser	4-AMJ	4/26/2024 3:58 PM	Pending	18	B	Sample Status: --Sample Sta ▾



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



Training Opportunities

- Attend SDAC quarterly meetings with the OMS.
- Schedule OMS for virtual training. Districts are welcome to invite all staff that they deem appropriate to participate.

To schedule a training, contact Ronette Weeks by email or phone at rmweeks@ed.sc.gov, 803-734-3913 or Kareyah Harrison at kharrison@ed.sc.gov.



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](#)



OMS Contacts

Ronette Weeks – Program and Application Questions/Issues

SDAC Program Coordinator, Office of Medicaid Services

rmweeks@ed.sc.gov

803-734-3913

Marquita Taylor – Invoicing and Payments

Fiscal Manager, Office of Medicaid Services

mstaylor@ed.sc.gov

803-734-9180





ed.sc.gov