School District Administrative Claiming (SDAC)

SCDE SDAC Coordinators’
Guidelines for SDAC
Random Moment Sampling
Personnel Roster Development

“PRO GUIDE”

SY 2011-2012

Medicaid Services
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Introduction

As the school district’s SDAC Coordinator, you are a very important person who helped South Carolina schools obtain $24 million in federal reimbursements since SY 2005.

One of the most important parts of your duties is the creation of the Personnel Roster for administrative claiming time studies, aka PRO in this guide.

This guide will:

1. review the duties of SDAC Coordinators;
2. discuss random moment sampling; and,
3. describe steps necessary to complete the PRO via or Web-based system for Administrative Claiming, known as WebDAC in this guide;

On the last page of this guide, you will find contact information for SCDE’s Medicaid Services SDAC Program. We are the SCDE unit that assisted 85 school districts and 1 educational institution during SY 2010–11 in handling school district administrative claiming (SDAC). If you have questions or problems, please contact us.

Additional guides and information related to the SDAC program are included in your SDAC Training Manual. These guides cover topics such as how to handle the survey forms, how to complete and submit cost data, what should be in your audit file, training topics, and best practices. If you have comments or suggestions about this program, please contact us at ARMS@ed.sc.gov so that we can better serve you.
What’s an SDAC Coordinator to do?

You are important! Since school year 2005, South Carolina school districts received over $24 million in federal reimbursements from Medicaid School District Administrative Claiming (SDAC). Your efforts ensure accurate and effective administration of this program for the district and for all the school districts participating in combined random moment sampling.

The South Carolina Department of Education (SCDE) developed the SDAC program for SY 2003–04 and entered into contracts with 68 school districts to coordinate SDAC processes, generate time study sheets, supervise training, and complete and submit Medicaid claims from information provided by the school districts.

So that the system works well for everyone, each district must designate an SDAC coordinator who is responsible for the following:

- Researching and identifying the district employees and contractors who should participate in Random Moment Sample (RMS) time study;
- Completing the Personnel Roster (PRO) via the Web-based School District Administrative Claiming program (WebDAC), updating demographic information on district employees identified to participate in the RMS process, completing “train the trainer” training on the RMS process, and coordinating or providing training to the RMS participants;
- Receiving RMS “gold” sheets or tracking electronic surveys from SCDE and distributing those forms to the listed employee or contractor the week before the sample time;
- Tracking electronic surveys forms back from the district’s staff;
- Tracking electronic surveys forms to ensure that the forms have been completed correctly, and if not, returning such forms to district staff for corrections;
- Validating employees’ understanding of how to complete RMS survey forms that were selected for validation review by phone or email;
- Returning correct and completed electronic surveys to SCDE as they are received, but no later than the dates set out in the schedule;
- Monitoring employees’ participation, contacting employees to pursue overdue forms, following up on questions from SCDE about the RMS forms;
☑ Coordinating delivery of cost data for the quarter by working with the district’s finance official to compile all appropriate expenditures on the claim finance template;

☑ Administering changes to rosters when staff leave and the position is filled with another employee;

☑ Advising SCDE concerning problems, questions, or suggestions for improving the process; and

☑ Maintaining audit files according to Medicaid guidelines.
What is Random Moment Sampling (RMS)?

Answers to Questions About Random Moment Sampling

The US Center for Medicare and Medicaid Services (CMS) has certain approved methods for computing a claim for SDAC, which include “random moment sampling (RMS), contemporaneous time sheets, or other quantifiable measures of employee effort.” No matter what time study method a district uses, the study must reflect all the activities of those employees (those billable to Medicaid and those not allowable under the program).

The alternatives to RMS methodology are either to have each employee keep a log of what is done each day, or to have district-wide studies done based upon position descriptions and actual duties. By participating in a statistically valid RMS study, districts minimize employee time spent completing claim paperwork.

Each quarter, all of the names of personnel who routinely perform SDAC related activities are combined into one pool or “bucket,” and available time segment or surveying placed in another. The computer system randomly selects a person and a time, and generates a sample form. Because each person’s name is returned to the “personnel” bucket after each selection, it is possible for an employee to be sampled more than once in a given quarter.

If a district uses SCDE’s web-based program (WebDAC) for SDAC, sample moments are electronically distributed, completed, reviewed and submitted to SCDE.
Who should be on the roster?

Who should be included on the PRO?

☑ Include on the PRO all staff members who **routinely** perform SDAC billable activities. Note that according to the thesaurus routinely means: regularly; habitually; normally; usually; characteristically; consistently. So, use your common sense and discretion in making a determination about who should be included on your PRO.

☑ Include on the PRO only personnel who have been trained (or who will be before the start of sampling) to ensure an adequate understanding of the activities and the process used for data collection.

Who should be excluded from the PRO?

☑ Exclude inappropriate staff members who never perform SDAC billable activities.

☑ Exclude any staff members who are **compensated 100%** from federal funds.

☑ Exclude people such as parents and volunteers who receive no district compensation for their work.

☑ Exclude for this quarter personnel who will not have been adequately trained in SDAC processes (but arrange training so they can be included next quarter).

Seven Helpful Suggestions and Points to Consider when developing your PRO:

1. **RMS rosters can include:**
   - ☑ Full-time employees
   - ☑ Contract employees
   - ☑ Part-time employees
   - ☑ Temporary employees
   - ☑ Others who are paid by the school district and **who are not 100% federally funded.**

2. **Job activities are more important than job titles.** People with other job titles may be included on the PRO for the time studies. If you have questions, please contact DHHS or SCDE.

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1 CMS May 2003 Guide states: “It may also be appropriate to exclude certain other workers from the [RMS] study. For example, medical staff hired by the schools as contractors and reimbursed on a fixed fee basis (e.g. audiologists paid a set amount for each hearing test performed) and who do not perform any other administrative activities, should not be included in the time study. Such workers should not be included in the sample universe and therefore their costs would be excluded from the base to be allocated.”
<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Audiologist or Assistant</td>
</tr>
<tr>
<td>2</td>
<td>Augmentive Specialists</td>
</tr>
<tr>
<td>4</td>
<td>Behavior Therapist</td>
</tr>
<tr>
<td>5</td>
<td>Bilingual Specialist</td>
</tr>
<tr>
<td>6</td>
<td>Case Manager</td>
</tr>
<tr>
<td>7</td>
<td>Clerical support personnel</td>
</tr>
<tr>
<td>8</td>
<td>Counselor</td>
</tr>
<tr>
<td>9</td>
<td>Dieticians</td>
</tr>
<tr>
<td>10</td>
<td>Exceptional Children, administrator, liaison, director</td>
</tr>
<tr>
<td>11</td>
<td>Interpreter</td>
</tr>
<tr>
<td>12</td>
<td>Intervention Specialist</td>
</tr>
<tr>
<td>13</td>
<td>Learning Specialist</td>
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<tr>
<td>14</td>
<td>Medicaid Specialist</td>
</tr>
<tr>
<td>15</td>
<td>Mental Health Worker</td>
</tr>
<tr>
<td>16</td>
<td>Nurse Assistant</td>
</tr>
<tr>
<td>17</td>
<td>Nurse, LPN</td>
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<tr>
<td>18</td>
<td>Nurse, RN</td>
</tr>
<tr>
<td>19</td>
<td>Occupational Therapist or Assistant</td>
</tr>
<tr>
<td>20</td>
<td>Orientation Mobility Instructor, specialist or assistant</td>
</tr>
<tr>
<td>21</td>
<td>Parent Educator or Liaison</td>
</tr>
<tr>
<td>22</td>
<td>Physical Therapist or Assistant</td>
</tr>
<tr>
<td>23</td>
<td>Principal or Assistant Principal</td>
</tr>
<tr>
<td>24</td>
<td>Psychologist or Intern</td>
</tr>
<tr>
<td>25</td>
<td>QA Monitor</td>
</tr>
<tr>
<td>26</td>
<td>Resource Specialist</td>
</tr>
<tr>
<td>27</td>
<td>Respiratory Therapist or Assistant</td>
</tr>
<tr>
<td>28</td>
<td>School Health Aide</td>
</tr>
<tr>
<td>29</td>
<td>Social Worker</td>
</tr>
<tr>
<td>30</td>
<td>Special Education Aides</td>
</tr>
<tr>
<td>31</td>
<td>Special Education Teacher</td>
</tr>
<tr>
<td>32</td>
<td>Special Services Director</td>
</tr>
<tr>
<td>33</td>
<td>Speech-Language Pathology Therapist or Assistant</td>
</tr>
<tr>
<td>34</td>
<td>Student Services Personnel</td>
</tr>
<tr>
<td>35</td>
<td>OTHER: (SPECIFY)</td>
</tr>
</tbody>
</table>

3. **Clerical staff, supervisory staff, and administrators who provide support to RMS participants, but who do not perform SDAC activities, should not be included on the PRO.** (It may be appropriate to include expenses related to these support or supervisory persons in the Claim Expense roster if they support RMS participants.) On the other hand, support staff that routinely performs SDAC activities should be on the PRO for time study survey.

4. **Only personnel who routinely perform the following activities should be included on the PRO:**
☑ Medicaid Outreach
☑ Facilitating Medicaid Eligibility Determinations
☑ Transportation-Related Activities in Support of Medicaid Covered Services
☑ Translation Related to Medicaid Services
☑ Program Planning, Policy Development, and Interagency Coordination Related to Medical Services
☑ EPSDT/Medicaid Related Training
☑ Referral, Coordination, and Monitoring of Medicaid Services

5. **In most districts, the medical professionals who provide direct services perform SDAC activities.** Have you included all appropriate medical professionals on your PRO?

6. **In some schools, it’s the coaches who are most familiar with Medicaid status and screenings.** What’s the situation in your district? Is it appropriate to include coaches on your roster? Likewise, food service workers are familiar with school free and reduced lunch student populations. Could it be that they perform outreach activities and thereby may need to be on your PRO, if they are not funded with 100% Federal funds?

7. **SDAC Activity Reports** have been created to assist coordinators in gauging the level and types of activities performed by their RMS participants from prior quarters. These reports are available quarterly to SDAC Coordinators prior to the beginning of each new sampling quarter. Use these reports to assist you in identifying staff that perform SDAC activities and the frequency of such activities. Should you have questions about these quarterly reports, please contact Quinton Harris at qharris@ed.sc.gov
What training must the personnel have to be on the PRO?

All staff included in the sample universe for random moment sampling must be adequately trained before sampling begins. Staff may be trained before or after they are selected for inclusion in the time study, but should be trained before the surveying/sampling begins.

Your district’s training schedule should be maintained in your SDAC audit files, and should show the training required for the staff being sampled and frequency of training. Include all training documentation and a sign-in sheet listing the participants and the course of study. The district and SCDE must have mechanisms in place to assess how often training is necessary and to revise the training schedule if appropriate. The frequency of training should take into account turnover of district staff.

The training should include:

- Information to ensure an understanding of the administrative claiming activities;
- Information on the coding system used for data collection;
- Coverage of all aspects of the sampling process;
- Instructions on how to complete the survey form;
- Direction on how to report activities under the appropriate time study code;
- Guidance on distinguishing between health-related and other activities;
- Instruction so that the district’s health care providers understand the distinction between the performance of administrative activities and direct medical services; and
- Where to obtain technical assistance if there are questions.

**Training Sources:**

**District Trainer:** SCDE has created a “Beyond The Basics” curriculum for SDAC Coordinators on SDAC processes. The slide presentation, videotaped SCETV broadcast, handouts, and sign in sheet from this session are available.

**SDAC Participant Training:** Slide show presentations, videotaped SCETV broadcasts, and handouts from prior SCDE SDAC training sessions are available.

**SCDE On-Site Coordinator Training:** SCDE will conduct training for new SDAC Coordinators. Coordinators who have already received training should refer to the SDAC Training Manual for guidance or visit our website at [http://ed.sc.gov/agency/OS/Medicaid/](http://ed.sc.gov/agency/OS/Medicaid/) for training materials. If you feel
additional training is still necessary, we ask that you provide our office with written documentation of your on-site training needs.

**SDE On-Line/Slideshow Training:** SCDE has downloadable PowerPoint presentations available for district staff that wish to learn at their own pace. SDAC Coordinators should maintain records of this training for audit purposes. A self-test is also available to Coordinators to assess district staff’s understanding of SDAC activities and the coding system.

**SDAC Finance Staff Training:** Slide show presentations, videotapes, hands-on exercises and examples specific to the SDAC cost template and expense data submission process are available.

**SCDE Web-Based SDAC (WebDAC) Training for Coordinators and Participants:** Districts interested in WebDAC training should contact Quinton Harris at qharris@ed.sc.gov

**What if we’re already trained?** Your PRO staff probably received training from you or SCDE in the past. Training materials are available to download off our website [http://ed.sc.gov/agency/OS/Medicaid/](http://ed.sc.gov/agency/OS/Medicaid/) or contact our office for video tapings when it is appropriate to have update and refresher training for all the staff on the PRO.

**To Schedule On-Site Training:**

Please contact our office as soon as possible with information on:

1. Your training needs
2. The number of people expected
3. The room size and whether other districts may attend
4. The dates and times when you’d like to schedule the training
5. The directions to the training location
6. Your name, telephone, fax, and e-mail address

Using this information, we will contact you to confirm what training will take place. Call 803-734-2087, fax 803-734-3427 or email us at arms@ed.sc.gov
Personnel Roster Development and Submission via WebDAC?

WebDAC is SCDE’s web-based SDAC application. It enables district coordinators to:

1. Create, update, submit and manage district personnel rosters for district staff that routinely perform SDAC activities electronically.

2. Notify SDAC participants of upcoming survey moments, review electronically completed surveys, and submit completed surveys to SDE.

All districts that use the SCDE as vendor for SDAC must create and update personnel rosters via WebDAC. To complete the districts personnel roster, refer to Appendix A, Personnel Roster Development and Submission – WebDAC.
APPENDIX A

Personnel Roster Development and Submission via WebDAC

STEP ONE:

Obtain SCDE Account:
In order to complete your district’s PRO, the SDAC coordinator must have an email address and a SDE account to access the SCDE’s web application called WebDAC. Instructions for creating an account are outlined below:

1. Secure an SCDE account.
2. Request access to SCDE’s Webapps and specify WebDAC as the application you need to access.

To accomplish these two tasks,
1. Go to the SCDE website at www.ed.sc.gov and click on the “Login” notation at the top of the page.
2. Select “create user account” located under the login box. Please do not use comma’s when setting up your user ID
   From there, follow the instructions and submit the information requested. You will be notified by e-mail once your SCDE account has been established and verified. If you already have an SCDE Account you do not need to request another one.
3. After receiving verification email of your SCDE account information
4. Follow instructions obtained in the email
5. Log onto your account using your user ID and password.
6. After logging on, look on the right under the heading WEB APPLICATIONS
7. Select request access.
8. Scroll down to you see Webapps, Web-based School District Administrative Claiming (SDAC). Click in the gray-colored box and hit submit.
9. After our office receives your request you will again be notified via email that your request has been granted.
Should you encounter any problems in securing an SCDE account or if you have other questions please refer to the WebDAC Quick Reference Guide.

STEP TWO:

Upon establishing as SCDE Account, log into WebDAC by following the instructions below.

- Go to the SCDE website at [www.ed.sc.gov](http://www.ed.sc.gov) and click on the “Login” notation at the top of the page
- Log in using your newly acquired password
- Click Web-based School Administrative Claiming (SDAC) listed under “Web Application”
- Select the role as an SDAC coordinator from the drop down menu
- Select the appropriate SDAC quarter from the drop down menu
- Click on the navigation button that reads “Update Personnel Roster”. This button will navigate to the search screen which will allow you to edit all district personnel who are considered for sampling.
- Update or add names and demographic information on each district SDAC participant.

For detailed, step-by-step instructions on updating the personnel roster after you have accessed WebDAC, see the following pages.
SDAC Coordinator Functions & Activities

Multiple Roles

If you have multiple roles (SDAC Coordinator and Participant, etc.) the screen above will appear when you log in.

Select Role to Use

- SDAC Coordinator
- Participant

Select Role from Listing and Click here

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Home Page (SDAC Coordinator)

The Home Page for the SDAC Coordinator is the same as for the Participant except that this page as well as others are coded in the color violet.

Select Quarter from Listing

Everyone must first choose the appropriate SDAC Quarter from the pull down listing.
The **Home Page** for SDAC Coordinators displays:

- SDAC Coordinator login information
- Notices if records are ready for signature or validation
- Navigation buttons for samples and personnel roster.

**Notices**

You will receive a notice if records are ready for signature or for validation. By using the navigation buttons, the SDAC Coordinator has several methods available to her/him for reviewing and signing RMS samples.

**Navigation Button**

You can use the **Update Personnel Roster** button to navigate to the **SDAC Person Search Screen**. Here you may edit all district personnel who are considered for sampling.
Update Personnel Roster
SDAC Person Search Screen

Login Name: Janice Elliott

**Enter search criteria for Contact Information and press the Search button.**

- **Last Name, First Name**: begins with [text input field]
- **School District Administrative Claiming (SDAC) ID**: is [text input field]
- **School District**: Horry (2601) [text input field]

[Search] [Return]

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As an SDAC Coordinator, you may access all participants in your district.

If you wish to see all samples, simply press the **Search** button. This will navigate to the **SDAC Person Search Results Screen**.

If you wish to limit your search, you may use the search criteria fields and fill in your search criteria before you press the search button. It is **not** necessary to add an asterisk (*) if you wish to enter partial names.
SDAC Person Search Results Screen

The SDAC Person Search Results Screen displays all personnel, in a table format, who may be edited whether or not they are current or past SDAC sample participants.

You access a record by clicking on the SDAC ID. This will navigate to the Edit Contact Information Screen.

Note: if a participant does not have a WebSite ID, then he/she has not established an SCDE log on account. Contact this participant so that he/she can use WebDAC for the SDAC program.
The Edit Contact Information Screen accessed from the Home Page permits access to all personnel who may or may not have been sampled as well as personnel who have been designated as “do not use.”

Use? Field
The Use? Field is very important because it determines if the participant will be a candidate for sampling. If you wish to change this field from “Yes” to “No”, include the reason in the No Use Reason Field using the pull-down list. The program will automatically set the Use? Field to “No” when you press the Save Your Data button.

To change the Use? Field from “No” to “Yes”, remove the reason from the No Use Reason Field. The program will automatically set the Use? Field to “Yes” when you press the Save Your Data button.

Note: If we have designated this person as someone who is believed to be 100% federally-funded, you will receive a notice “OSBHF has set this person to Do Not Use” when you try to change the person from “No” to “Yes”. In addition, the Use? Field will be changed back to “No.” Contact us if you believe this person’s funding source has been changed or updated.

Any changes you make on this screen will be saved if you press the button.

Questions? Problems? Comments? Suggestions?

If you have a problem or question, chances are you are not alone. Let us hear from you so that we can improve the process for everyone.
We believe any process should be continuously improved. If you have comments or suggestions on how we can improve the process, better serve all school districts, increase efficiency, or reduce costs, please drop us a line.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virgie Chambers</td>
<td>Program Manager Medicaid Services</td>
<td>803-734-2087 <a href="mailto:Vchamber@ed.sc.gov">Vchamber@ed.sc.gov</a></td>
</tr>
<tr>
<td>Quinton Harris</td>
<td>Fiscal Technician SDAC and SNT Programs</td>
<td>803-734-3913 <a href="mailto:Qharris@ed.sc.gov">Qharris@ed.sc.gov</a></td>
</tr>
<tr>
<td>Telephone</td>
<td>Main Office 803-734-2087 Fax 803-734-3247</td>
<td></td>
</tr>
<tr>
<td>WEB</td>
<td><a href="http://ed.sc.gov/agency/OS/Medicaid/">http://ed.sc.gov/agency/OS/Medicaid/</a></td>
<td></td>
</tr>
<tr>
<td>JOIN OUR LIST SERV</td>
<td><a href="http://listserv.sde.state.sc.us/archives/ARMS.html">http://listserv.sde.state.sc.us/archives/ARMS.html</a></td>
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