

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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Table of Contents

Introduction	2
What’s an SDAC Coordinator to do?	3
What is Random Moment Sampling (RMS)?	5
Who should be on the roster?	6
What training must personnel have?	9
Personnel Roster Development & Submission- WebDAC	11
APPENDIX A: Personnel Roster Development & Submission- WebDAC	12
Questions/Contact Information	21

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 **RO**ster 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.

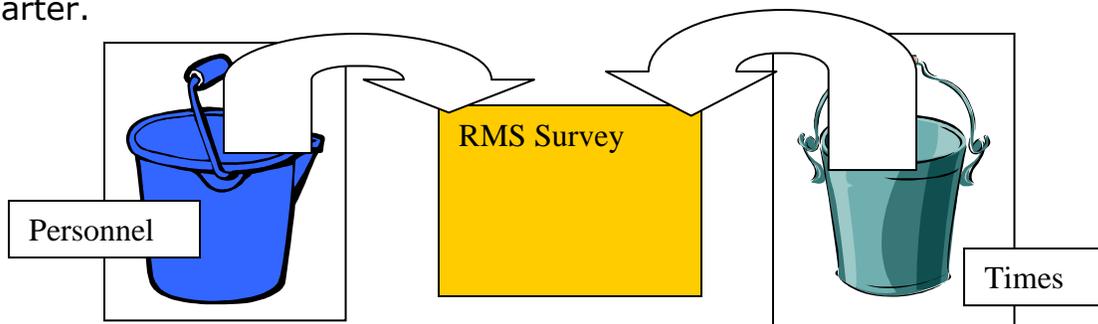
What is Random Moment Sampling (RMS)?

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 employees¹
- 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.

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."

<u>Job Code</u>	<u>Job Title</u>
1	Audiologist or Assistant
2	Augmentive Specialists
4	Behavior Therapist
5	Bilingual Specialist
6	Case Manager
7	Clerical support personnel
8	Counselor
9	Dieticians
10	Exceptional Children, administrator, liaison, director
11	Interpreter
12	Intervention Specialist
13	Learning Specialist
14	Medicaid Specialist
15	Mental Health Worker
16	Nurse Assistant
17	Nurse, LPN
18	Nurse, RN
19	Occupational Therapist or Assistant
20	Orientation Mobility Instructor, specialist or assistant
21	Parent Educator or Liaison
22	Physical Therapist or Assistant
23	Principal or Assistant Principal
24	Psychologist or Intern
25	QA Monitor
26	Resource Specialist
27	Respiratory Therapist or Assistant
28	School Health Aide
29	Social Worker
30	Special Education Aides
31	Special Education Teacher
32	Special Services Director
33	Speech-Language Pathology Therapist or Assistant
34	Student Services Personnel
35	OTHER: (SPECIFY)

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/> 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/> 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 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

[WebDAC Home Page](#) | [SDAC Activity Codes](#) | [SDAC Coordinators](#) | [Login](#) | [Logout](#) | [User Manual](#)

Welcome to WebDAC - Web-Based School District Administrative Claiming (SDAC)

Today's Date: **November 6, 2010**
Login Name: **Julie Stillinger** Your Login: **jes97**

Technical Assistance
Ophelia McClary (803) 734-6753 email: omclary@ed.sc.gov
Kris Reinecke (803) 734-8164 email: kreineck@ed.sc.gov

You have been assigned multiple roles. Please pick the desired role from the listing.

Select Role to Use

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

Select Role to Use

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Home Page (SDAC Coordinator)

[WebDAC Home Page](#) | [SDAC Activity Codes](#) | [SDAC Coordinators](#) | [Login](#) | [Logout](#) | [User Manual](#)

Welcome to WebDAC - Web-Based School District Administrative Claiming (SDAC)

Today's Date: **November 6, 2010**

Login Name: **Julie Stillinger** Your Login: **jes97**

You are logged in as an **SDAC Coordinator for ORANGEBURG 5**.

Technical Assistance

Ophelia McClary (803) 734-6753 email: omclary@ed.sc.gov

Kris Reinecke (803) 734-8164 email: kreineck@ed.sc.gov

Please choose an administrative claiming quarter from the listing.

SDAC Quarter

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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.

Please choose an administrative claiming quarter from the listing.

SDAC Quarter

OND 10
AMJ 10
JAS 10
OND 10

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Home Page (SDAC Coordinator)

[WebDAC Home Page](#) | [SDAC Activity Codes](#) | [SDAC Coordinators](#) | [Login](#) | [Logout](#) | [User Manual](#)

Welcome to WebDAC - Web-Based School District Administrative Claiming (SDAC)

Today's Date: **November 6, 20 10**
Login Name: **Julie Stillinger** Your Login: **jes97**
You are logged in as an **SDAC Coordinator for ORANGEBURG 5**.

You have selected **ONE 10**. If you wish to access records for a different quarter, please return to the Home Page.

Technical Assistance
Ophelia McClary (803) 734-6753 email: omclary@ed.sc.gov
Kris Reinecke (803) 734-8164 email: kreineck@ed.sc.gov

You have **1 record ready for signature**. You have **4 records ready for validation**.

[All RMS Samples](#) [Records ready for Signature](#) [Records ready for Validation](#) [Update Personnel Roster](#)

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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

[Update Personnel Roster](#)

will 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

[WebDAC Home Page](#) | [SDAC Activity Codes](#) | [SDAC Coordinators](#) | [Login](#) | [Logout](#) | [User Manual](#)

Login Name: **Janice Elliott**

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

Last Name, First Name	<input type="text" value="begins with"/>	<input type="text"/>
School District Administrative Claiming (SDAC) ID	<input type="text" value="is"/>	<input type="text"/>
School District	<input type="text" value="HORRY (2601)"/>	

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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 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

[WebDAC Home Page](#) | [SDAC Activity Codes](#) | [SDAC Coordinators](#) | [Login](#) | [Logout](#) | [User Manual](#)

Login Name: **Janice Elliott** District: **HORRY**

Select contact for edit by clicking on the SDAC ID.

Name	SDAC ID	WebSite ID	Use	Act Code Q	UDNU	Notes	Reason Not Used	School Code	School Name	Fund Code
██████████	11214	0	Yes	No	No			998		General
██████████	11271		No	No	No		No reason given, but removed from district roster	025	HOMEWOOD EL	General
██████████	11204		No	No	No		No reason given, but removed from district roster	000	ADMINISTRATION	General
██████████	6614	28902	Yes	No	No			996	ACADEMY FOR ARTS/SCIENCE/TECHN	General
██████████	6652	0	Yes	No	No			029	LAKEWOOD EL	General
██████████	12281	0	Yes	No	No			011	SOCASTEE HI	General
██████████	3102	35827	Yes	No	No			045	SOUTH CONWAY EL	General

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.

Edit Contact Information Screen

[WebDAC Home Page](#) | [SDAC Activity Codes](#) | [SDAC Coordinators](#) | [Login](#) | [Logout](#) | [User Manual](#)

Edit Contact Information

District: **HORRY** School: **ACADEMY FOR ARTS/SCIENCE/TECHN**

Name: [REDACTED]

SDAC Employee ID: **6614** SDE Web Site ID: **28902**

Job Code: **8 - Counselor** Title: **Guidance Counselor**

Email: [REDACTED]@aast.hcs.k12.sc.us Telephone: **(843) 448-3932**

Past Participation: OND0304: **No** JFM0304: **No** AMJ0304: **Yes** JAS0405: **No** OND0405: **Yes** JFM0405: **No** AMJ0405: **Yes** JAS0506: **Yes** OND0506: **Yes** JFM0506: **No** AMJ0506: **Yes** JAS0607: **No** OND0607: **No**

If you make any changes on this form, you must press the "Save Your Data" button at the bottom of the screen.

First Name	<input type="text" value="[REDACTED]"/>
Middle Name	<input type="text" value="[REDACTED]"/>
Last Name	<input type="text" value="[REDACTED]"/>
Use?	<input checked="" type="checkbox"/> You may change this to No by entering a No Use Reason!
100% Fed Funded?	<input type="checkbox"/> No
No Use Reason	<input type="text"/>
Fund Code	<input type="text" value="General"/>
SubFunc Code	<input type="text" value="212"/>
Email	<input type="text" value="[REDACTED]@aast.hcs.k12.sc.us"/>
Phone	<input type="text"/>
Employee Unique ID	<input type="text" value="[REDACTED]"/>
Part-time OK?	<input type="checkbox"/> No
Job Code	<input type="text" value="8 - Counselor"/>
Title	<input type="text" value="Guidance Counselor"/>
School Name	<input type="text" value="ADMINISTRATION"/>
Notes	<input type="text"/>
SDAC Coordinator	<input type="text" value="Horry County Schools - Elliott, Janice"/>
SDAC Return Coordinator	<input type="text" value="Horry County Schools - Elliott, Janice"/>

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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

Use?	<input type="text" value="Yes"/>	You may change this to No by entering a No Use Reason!
100% Fed Funded?	<input type="text" value="No"/>	
No Use Reason	<input type="text"/>	

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.

Use?	<input type="text" value="No"/>	You may change this to Yes by removing the No Use Reason!
100% Fed Funded?	<input type="text" value="No"/>	
No Use Reason	<input type="text" value="Retired"/>	If entered, "Use" will be set to "No"!

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.

Use?	<input type="text" value="No"/>	OSBHF has set this person to Do Not Use!
------	---------------------------------	---

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

button.

will return you to your sample.

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.

Virgie Chambers	Program Manager Medicaid Services
	803-734-2087
	Vchamber@ed.sc.gov
Quinton Harris	Fiscal Technician SDAC and SNT Programs
	803-734-3913
	Qharris@ed.sc.gov
Telephone	Main Office 803-734-2087 Fax 803-734-3247
WEB	http://ed.sc.gov/agency/OS/Medicaid/
JOIN OUR LIST SERV	http://listserv.sde.state.sc.us/archives/ARMS.html