

SCDE SDAC DEFINITIONS OF ACTIVITIES

Each activity code includes **related paperwork and travel time associated with performing each activity.**

A	Direct Medical Services	Providing direct MEDICAID, MEDICAL or MENTAL HEALTH care services as well as the administrative paperwork, follow-up, and billing activities related to that service. Developing care plan. Conducting screenings, evaluations and treatments. Administering medication as well as providing first-aid treatment. Transporting a student to medical service. Completing Medicaid billing documentation. Rendering any services that is billable to Medicaid. For MAPPS providers, administration related to MAPPS is included in direct service reimbursement.
B	School-Related, Educational and Social Activities (Non-Medicaid)	Providing classroom instruction, writing academic lesson plans, dealing with discipline issues, attendance issues and protocols as well as handling class schedules. Attending an IEP meeting. Developing or drafting the educational aspects of an IEP. Developing any portion of an initial IEP. Supervising students: lunch duty, bus duty, hall monitoring, etc. Parent conferences: academic, discipline, etc.
C	Outreach to the Medicaid Program	Informing families/children about the MEDICAID health care services that are available to families/children. Distributing brochures or making copies of information/brochures regarding the Medicaid program. With DHHS pre-approval, composing brochures. Explaining complex terminology regarding Medicaid healthcare programs and the benefits of participation.
D	Outreach to Non-Medicaid Programs	Informing families/students about colleges, basketball camps, summer programs, after-school social activities and any other social program.
E	Facilitating Medicaid Eligibility Determination or an Application to Medicaid	Assisting families/students in completing or gathering pertinent information for the completion of an application or paperwork for MEDICAID health care program. Assisting families with the annual re-determination form. Completing Supplemental Security Income (SSI) paperwork because Medicaid is desired. This would also include transporting the family/student to a particular destination to complete an application.
F	Facilitating an Application to Non-Medicaid Programs	Assisting families/students in completing or gathering information to complete a college application, job application, student loan, IDEA, Free and Reduced Lunch, etc. This would also include transporting the family/student to a particular destination to complete an application.
G	Monitoring & Coordination for Medicaid-Covered* Medical/Mental Health Services	Monitoring and coordinating the delivery of MEDICAL or MENTAL HEALTH care services that are Medicaid-Covered Services* for one child. Scheduling, coordinating, and monitoring IEP-required Medicaid-Covered Services (initial or renewal IEP). Providing information to other staff regarding a student's medical services and plans. Drafting Medicaid-Covered medical service portions of a renewal IEP. Analyzing medical information that will be used in determining the need of a referral or evaluation. Participating in a meeting/discussion to coordinate or review a student's needs for health-related services covered by Medicaid. NOTE: Integral parts of medical service are reported as CODE A, DIRECT SERVICE.
GR	Referral for Medicaid-Covered* Medical/Mental Health Services	Referring students for Medicaid-covered services* to providers participating in the Medicaid program . NOTE: In a manner that maintains the privacy of health information, provide referral documentation form to your SDAC Coordinator so that Medicaid can track referrals resulting in billed services.
H	Referral, Monitoring & Coordination of Non-Medicaid-Covered Services	Referrals for, coordinating, or monitoring delivery of services that are not Medicaid-Covered Services, such as educational services. Coordinating access to childcare or job training services. Referring for a vocational evaluation. Meeting to coordinate a child's educational needs. Coordinating or monitoring the non-medical components of an IEP. Medical referral to a provider who does not participate in Medicaid.
I	Assist Access: Translation or Arranging transportation related to Medicaid-Covered* Medical Services	Arranging transportation for a Medicaid-Covered* MEDICAL or MENTAL HEALTH service. Calling the ambulance for an ill student. Scheduling a taxi for a student to go the doctor or a specialist. As to translation, use this code only if the district; (1) does not include translation as part of a direct billable service; (2) translation is provided by a separate unit or separate employees performing solely translation functions for the district; and (3) the translation facilitates access to Medicaid-covered services.*
J	Assist Access: Translation or Arranging transportation related to Non-Medicaid Services	Arranging transportation for non-Medicaid services, such as after school care programs, athletics, etc. Providing translation for non-Medicaid services such as school testing.
K	Training: EPSDT/Medical/Medicaid Administrative	Attending, conducting, participating in or scheduling training events, conferences, seminars regarding the benefits of medical/Medicaid related services, how to assist families to access such services, how to more effectively refer students for services, and how to improve the delivery of medical/Medicaid related services. Training to enhance early identification, intervention, screening, and referral of students with special health needs to such services (e.g., Medicaid EPSDT (not IDEA child find programs)).
L	Training: Non-Medical/Non-Medicaid related	Non-Medicaid training, such as learning how to assist families in gaining access to scholarship programs.
M	Medical Service Program Planning, Policy Development and Interagency Coordination	Developing strategies to improve coordination and delivery of health services to children (i.e. groups of children) . Collaboration with other agencies or providers. Developing procedures to track requests for services (monitoring is Code G). Health/medical planning for a population of students. Analyzing Medicaid data related to a program/area. Working with agencies to expand and coordinate medical services. Working to develop EPSDT health services referral relationships. Working to assist DHHS to recruit and enroll potential Medicaid providers. Identifying gaps or duplication in medical service coverage and developing improvement strategies.
N	Non-Medical Service Program Planning, Policy Development and Interagency Coordination	Performing activities to develop strategies for a population of students to improve coordination and delivery of non-medical services. Finding gaps or duplication of vocational education services; developing an advisory group for athletics; developing non-Medicaid referral sources.
O	General Administration	District-employed staff on paid leave. Activities that are not directly assignable to program activities. This includes federal, state and local school holidays and closings; lunch breaks; reviewing district procedures; attending school unit meetings; administrative or clerical work related to general building or district operations; general staff supervision or employee evaluation; reviewing general literature; performing non-program activities necessary for the district to function.
P	Not Scheduled to Work and No Paid Leave	ONLY for staff who do not receive paid leave and who are not scheduled to work at their sample moment. E.g., part-time employees, independent contractors. Please indicate this employment status in the description. (Salaried employees with paid leave use Code O when not scheduled to work.)

*As used in this program, "**Medicaid-Covered Service**" means a medical or mental health service for which Medicaid would provide reimbursement regardless of whether the child is in fact eligible for Medicaid. To avoid your having to know whether a student is Medicaid-eligible, your district's SDAC claims related to Medicaid-Covered Services are later discounted by the percentage of district children eligible for Medicaid.
(The listed examples are to be used as an assessment tool when selecting the appropriate activity code.)

SCDE SDAC BILLABLE ACTIVITIES

(C, E, G, GR, I, K, M, O)

OR

