

PROVIDER BULLETIN

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SCHOOL DISTRICT ADMINISTRATIVE CLAIMING BULLETIN

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ALTERATION OF RANDOM MOMENT SAMPLE FORMS

Effective immediately, any Random Moment Sample (RMS) forms that are found to have been altered after the fact by any individual other than the respondent will be determined "invalid".

This policy is in compliance with Section 5.4.A (8) of the Missouri School District Administrative Claiming (SDAC) manual which may be found online at: <http://manuals.momed.com/manuals>.

The section, which addresses "Observation Form Validation" states, "Any forms that are marked inconsistently are required to be returned to the person originally completing the form for the necessary corrections."

Forms may only be altered by the individual respondent and must also be initialed and dated by the respondent indicating the change that took place.

OVERSAMPLING LIMIT OF RANDOM MOMENT SAMPLE FORMS

Effective immediately, all oversampling of RMS forms by school districts or their representatives shall not exceed fifteen percent (15%). All school districts or their representatives should use the Raosoft sample size calculator, which can be found online at <http://www.raosoft.com/samplesize.html>, to determine the appropriate sample size for their cost pool population. The actual sample size shall not exceed fifteen percent (15%) above the appropriate sample size. The base population size for the sample will be the number of participants in the cost pool. For example: If a school district has included 140 staff in their cost pool, then 140 is entered into the Raosoft tool as a sample population. Results provided by Raosoft indicated that 103 moments are required. Since the district is to

sample at fifteen percent (15%) above the sample size, the actual number of moments selected would be 118. If a consortium consists of 18 school districts with 16,000 staff in the cost pool, then 16,000 is entered into the Raosoft tool as the sample population. Results provided by Raosoft indicate that the number of required moments plus fifteen percent (15%) for oversampling would be 432 moments.

Under this methodology, oversampled responses are sometimes substituted for responses not received. The MO HealthNet Division requires a response rate for the time study survey of at least eighty-five percent (85%). In the event that an eighty-five percent (85%) compliance rate is not met, all non-returned moments will be coded as non-Medicaid. If the quarterly eighty-five percent (85%) compliance rate is reached through the fifteen percent (15%) oversampling method, no action will be taken with those non-response moments.

Failure to limit oversampling to only fifteen percent (15%) will result in the district's claimed invoice being rejected for processing.

MEDICAID ELIGIBILITY RATE

As stated in section 5.5.A (3) of the MO HealthNet manual for the SDAC program, "Each year, a school district will electronically submit a student data file in a prescribed format to the Information Technology Services Division (ITSD) by the quarter ending September 30."

Districts are allowed to submit the eligibility file at other times of the year for the following reason: 1) if they are entering the program for the first time or 2) if they sustain a significant change in the district's student population. An example would be an influx of students into a district due to the relocation of individuals following a natural disaster. These are the only times when a district is allowed to deviate from the deadline of the quarter ending September 30.

Provider Bulletins are available on the MO HealthNet Division (MHD) (Formerly the Division of Medical Services) Web site at <http://dss.mo.gov/mhd/providers/pages/bulletins.htm>. Bulletins will remain on the Provider Bulletins page only until incorporated into the [provider manuals](#) as appropriate, then moved to the Archived Bulletin page.

MO HealthNet News: Providers and other interested parties are urged to go to the MHD Web site at <http://dss.missouri.gov/mhd/global/pages/mednewssubscribe.htm> to subscribe to the electronic mailing list to receive automatic notifications of provider bulletins, provider manual updates, and other official MO HealthNet communications via E-mail.

MO HealthNet Managed Care: The information contained in this bulletin applies to coverage for:

- MO HealthNet Fee-for-Service
- Services not included in MO HealthNet Managed Care

Questions regarding MO HealthNet Managed Care benefits should be directed to the patient's MO HealthNet Managed Care health plan. Before delivering a service, please check the patient's eligibility status by swiping the red MO HealthNet card or by calling the Interactive Voice Response (IVR) System at 573-635-8908 and using Option One for the red or white card.

**Provider Communications Hotline
573-751-2896**