

PROVIDER BULLETIN

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SDAC Bulletin

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REVISED SDAC MANUAL

Effective April 1, 2011, school districts who have signed a cooperative agreement with the Department of Social Services, MO HealthNet Division (DSS/MHD) for the provision of the School District Administrative Claiming (SDAC) program, must comply with all provisions of the revised SDAC manual. The revised SDAC manual is available on-line at <http://manuals.momed.com/manuals/>, under School District Administrative Claiming.

The MHD has been working cooperatively with the Centers for Medicare and Medicaid Services (CMS) to assure the SDAC program is compliant with CMS guidance. The on-line SDAC manual was approved by CMS March 23, 2011. The major changes to the revised manual are stated below; however districts are encouraged to review the revised SDAC manual in its entirety.

- The Administrative Case Management program was terminated December 31, 2010.
- Addition of a chart explaining the random moment sample activity codes which are allowable and unallowable.
- Addition of language to provide districts the option to join consortiums.
- Addition of language regarding the random moment sample criteria.
- Clarification of how the provider participation rate is applied through the invoice process.
- Change from annual certification of state funds to a quarterly certification of total expenditures and revised certification form.
- Updated DSS monitoring activities.

ADDENDUM TO COOPERATIVE AGREEMENT

Due to the changes in the SDAC manual as stated in the previous section, cooperative agreements with the school districts require updates. These updates will be submitted to each school district as an addendum to the signed agreement. Upon receipt of the addendum, the superintendent for each district must sign the addendum and return to the MO HealthNet Division no later than June 30, 2011. Any addendums not received by this deadline will be ended effective June 30, 2011.

RMS-Statistically Valid Sample

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.

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.

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.mo.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 573-751-2896 and using Option One for the red or white card.

Provider Communications Hotline

573-751-2896