

SCHOOL DISTRICT ADMINISTRATIVE CLAIMING (SDAC) TRAINING

What is the Purpose of SDAC?

- The purpose of SDAC is to form a partnership between the Department of Social Services, MO HealthNet Division (DSS/MHD) and individual school districts.
- DSS/MHD and the school districts share the responsibility for promoting access to health care for students in the system, preventing costly or long term health care problems for at risk students, and coordinating students' health care needs with other providers.

Early Periodic Screening, Diagnosis and Treatment (EPSDT) Program Functions

- To ensure a comprehensive, preventative health care program for MO HealthNet eligible children under age 21.
- To link the child and family to an ongoing health care delivery system.
- Provides early and periodic medical/dental screenings, along with diagnosis and treatment to correct and ameliorate defects and chronic conditions.

EPSDT Covered Services

- An EPSDT screen consists of a health and developmental history including:
 - Unclothed physical examination
 - Developmental assessment
 - Immunization status including any needed immunizations
 - Nutritional status
 - Vision testing
 - Hearing testing
 - Laboratory procedures
 - Dental status
 - Lead screening
 - Referrals for follow-up care or evaluation of abnormality

Participation in SDAC

- An ~~interagency~~ cooperative agreement (~~IAA~~) is necessary to participate in the SDAC program. This agreement binds the DSS/MHD and a school district's board of education in a relationship whereby the department is obligated to reimburse the school districts when it performs certain claimable activities. A sample ~~IAA~~ cooperative agreement may be found in Attachment A of the MO HealthNet SDAC manual.
- Once the school district signs the cooperative agreement~~IAA~~, a written methodology must be submitted to explain how the school district will meet program requirements.

Reimbursable Activities to Assist in the Selection of Staff in the Cost Pool

- Outreach to children and families to access MO HealthNet
- Facilitating an application for MO HealthNet programs
- Program planning, policy development and interagency coordination related to medical services
- Referral, coordination and monitoring of MO HealthNet services
- Transportation related activities in support of MO HealthNet services
- Translation related to MO HealthNet services

Examples of Allowable Activities

- Explaining the MO HealthNet eligibility process to prospective applicants
- Scheduling or arranging transportation to MO HealthNet covered services
- Referring students for necessary medical health, mental health, or substance ~~abuse~~use services covered by MO HealthNet
- Participating in or coordinating training that improves the delivery of medical/MO HealthNet services

Time Study Participants

- Appropriate staff will be chosen by the school district based upon functions and duties, not job title.
- All staff identified by the school district who, as part of their routine work functions is engaged in outreach, referral, linkage and coordination activities, may be included in the sample pool.
- Examples of staff to include can be referenced in the MO HealthNet SDAC manual [in Section 5.4.A](#).
- Any staff members, regardless of job description, may be included in the cost pool. The school district must be prepared to document and justify each staff member included.
- The school district must evaluate the appropriateness of [the staff members included in the](#) sample pool ~~staff~~ before the beginning of each calendar quarter.
- If a staff person is identified for the sample pool, but their salary is 100% federally funded, that staff person must not be included in the sample pool.
- A staff person performing activities associated with SDAC, such as training or compiling salary and information for an invoice, does not justify inclusion in the cost pool.

Time Study Participants (continued)

- Examples of staff to include in the school district sample pool:
 - Employees who refer, coordinate and monitor the delivery of health care services
 - Any employee involved in linking the child and family to an ongoing health care delivery system; and
 - Any employee involved in the building and sustaining of state and local partnerships for the delivery of medical and dental services
- ~~SDAC Participants may include~~ The following direct services providers are examples of staff that are typically included in cost pool 1. A larger list of eligible staff can be referenced in Section 5.4.A of the SDAC Claiming Manual.
 - Speech-language pathologists
 - Audiologists
 - Social workers
 - Psychologists
 - ~~Physicians~~
 - ~~Dietitians~~
- The following non-direct services providers are examples of staff that are typically included in Cost Pool 2. A larger list of eligible staff can be referenced in Section 5.4.A of the SDAC Claiming Manual.
 - Administrator for special education

➤ [School Counselor](#)

➤ [Interpreter](#)

Time Study Participants (continued)

- Positions not Typically Included in the Cost Pool:
 - Accountant
 - Bookkeeper
 - Bus Driver
 - Chief Financial Officer
 - Curriculum Coordinator
 - General Education Teachers
 - Grant Writer
 - Superintendent

SDAC Training

- ~~Staff training must be provided at several key times:~~

- ~~Initially when the program begins in the district;~~
- ~~At least yearly thereafter for all staff;~~
- ~~Prior to the time a new staff member is to be sampled; and~~
- ~~When the results of the time study indicate that one or more people in the sample pool may not be responding correctly.~~
- ~~At least one hour of training will be provided each year to each staff member included in the sample pool.~~

- RMS Staff Training:

- RMS Staff Training is required for staff included on the quarterly personnel Roster
- Should occur prior to a participant taking their RMS survey
- The RMS survey can only be accessed after the online training module is completed
- RMS Staff Training provides detailed information and instruction for completing the RMS survey
- RMS Staff Training does not include information regarding activity codes

- SDAC Coordinator Training

- Offered quarterly
- SDAC Coordinators are required to attend at least once annually or when policy or program changes dictate

- Financial Training

- Intended for district staff who are responsible for completing the quarterly SDAC invoice

Training covers the salary & fringe calculation, Medicaid Eligibility Rate (MER) process, indirect cost rate, total expenditure certification, invoice process, and audit documentation

Items Necessary to Prepare a SDAC Claim for Payment

- Random Moment Sampling (RMS) Results
- Direct cost pool expenses
- Indirect cost pool expense
- ~~MO HealthNet percentage~~ Medicaid Eligibility ~~Rate~~ (MER) for school districts ~~(MER)~~
- ~~Provider participation rate~~
- Certification of total expenditures

What is RMS?

- [Random Moment Sampling](#) (RMS) is a federally accepted method to accurately allocate school district staff time across various activities using a statistically valid sampling of moments and school district staff.
- Each quarter, participants are randomly selected to provide details of what they were doing at a specific moment.

Random Moment Sampling Observation Form

- Staff members that who are deemed appropriate for inclusion in the cost pool and randomly selected to participate in a RMS survey, will be required to complete specific components of the RMS observation form.
- All components of the RMS observation form must be completed as outlined in the MO HealthNet SDAC manual.
- The RMS observation form can be referenced in Attachment E of the MO HealthNet SDAC manual.

RMS Results

- Each RMS generated per quarter will be utilized to compile the statewide results.
- Once finalized, the RMS will be housed on the internet for use in invoicing.
- ~~The RMS results must be reported in Section 2 of the invoice each quarter.~~

Random Moment Sampling Observation Form
Missouri School District Administrative Claiming
Quarter: _____

Position Title: _____

Description:

Who? (Not individual name)

What?

Why?

Sample Moment:
Sample Sequence #:

Name:
Title:
School District:
Building:

(Signature)

(Date)

TO BE FILLED OUT BY CENTRAL CODER ONLY

SDAC Activity Code:
Central Coder Name:
Date Completed:

Direct Cost Pool Expenses

- Direct cost pool expenses include salary and fringe benefits associated with cost pool staff.
- Direct cost pool expenses **MUST** be actual expenditures for the quarter.
- Direct cost pool expenses **MUST NOT** include costs associated with:
 - Indirect cost rate
 - Any federal funding sources

Indirect Cost Pool Expenses

- The indirect cost rates are determined by the Department of Elementary and Secondary Education (DESE).
- The rates are obtained from the most current Indirect Cost Allocation and Certification summary on DESE's website under School Finance Data and Reports

at: <http://mcads.dese.mo.gov/quickfacts/Pages/District-and-School-Information.aspx>

~~MO HealthNet~~ ~~Percentage~~Medicaid Eligibility Rate for School Districts

- ~~• This is also referred to as Medicaid Eligibility Rate (MER).~~
- School districts will electronically submit, by September 30th, a student data file that will be matched to the state MO HealthNet eligibility file for the July-September quarter for that year.
- The process for submitting the file may be referenced in Section 5.5.C and Attachment C of the MO HealthNet SDAC manual.
- The MER will be communicated via email to the school district and will contain the number of students submitted, the number of students eligible for MO HealthNet, and the percentage of MO HealthNet eligible students in the school district.

Training (Attachment F)

- The eligible percentage will be used in the calculation of the invoice and the documentation showing the MER must accompany the invoice.

~~Provider Participation Rate~~ ~~(PPR)~~

- ~~• PPR represents the percentage of referrals to MO HealthNet participating providers.~~
- ~~• School districts must maintain a list of medical providers in which students are referred during each quarter.~~
- ~~• The list is then matched to MO HealthNet actively enrolled providers to derive the percentage.~~

Certification of Total Expenditures

- The school district will include a quarterly certification with each invoice.
- This certification states that expenditures are supported in the [school](#) district's accounting system.
- These must be total computable expenditures that comply with MO HealthNet federal matching requirements.
- This form may be referenced in the MO HealthNet SDAC manual and Attachment D.

Audit File Requirements

- Each participating school district must maintain a separate audit file for each quarter invoiced.
- Audit files must be retained for a period of five years after each quarterly [invoiceclaim](#) is filed with MHD, unless an ongoing audit or resolution of an audit exception is in process.
- Required documentation may be referenced in the MO HealthNet SDAC manual [in Section 5.5H](#).
- Audit files are necessary for the [school](#) district to support all federal funds claimed.
- Inability to support invoices may result in federal disallowances and recoupment of funds.

Desk Reviews

- Upon receipt of each quarterly invoice from the school district, selected school districts will receive a letter or email requesting necessary information related to ~~for~~ the review component the school district was selected for.
- The Cost Pool Review Template ~~and Training Log~~ must be used to submit data to MO HealthNet.
- Failure to provide the requested documentation could result in recoupment of the dollars paid for the quarter being reviewed or delayed payments of future invoices.
- ~~Failure to provide the requested documentation may also result in a delay of payments for future invoices.~~
- If findings are identified in the review, invoice revisions will be necessary.

Examples of Findings in a Cost Pool Review

- Inclusion of staff that are 100% federally funded.
- Inclusion of staff that have a portion of the salary or benefitfringe that is federally funded but that portion is not backed out of the total.
- Reported salary and/or fringe for staff that do not qualify for inclusion in the cost pool.
- Inclusion of staff that are included in the indirect cost rate.