

PROVIDER BULLETIN

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School District Administrative Claiming

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PROGRAM CHANGES

Effective July 1, 2019, the Department of Social Services/MO HealthNet Division has contracted with Fairbanks LLC (Fairbanks) to continue to assist in the administration of the School District Administrative Claiming (SDAC) program.

The revised SDAC Manual containing program policy for dates on or after July 1, 2019 is located at <http://manuals.momed.com/manuals/>. It is important that school district staff review the manual effective July 1, 2019 to ensure continuing compliance with the program changes. Key changes include the removal of the Provider Participation Rate (PPR) component, removal of the one-hour annual RMS staff training requirement, reduced response time for the Random Moment Sample (RMS) survey, updates to the SDAC invoice, and the reporting of direct services.

UPCOMING TRAINING

The MO HealthNet Division (MHD) along with Fairbanks will be offering onsite training in Kansas City, Jefferson City, Springfield, and St. Louis. This training will provide a comprehensive overview of the SDAC program along with the changes. In addition, a high-level overview of the IEP Direct Services Cost Settlement program will be provided. As a result of the program changes, SDAC Coordinators are required to attend at least one of the following trainings:

Kansas City Region:

Monday, May 20, 2019

10:00 AM – 12:00 PM

Stoney Creek Hotel and Conference Center

18011 Bass Pro Drive, Independence, MO 64055

Jefferson City Region:

Tuesday, May 21, 2019

10:00 AM – 12:00 PM

Capitol Plaza Hotel and Convention Center

415 W McCarty Street, Jefferson City, MO 65101

Springfield Region:

Wednesday, May 22, 2019

10:00 AM – 12:00 PM

University Plaza Hotel

333 S John Q Hammonds Parkway, Springfield, MO 65806

St. Louis Region:

Thursday, May 23, 2019

9:30 AM – 11:30 AM

Marriott St. Louis West

660 Maryville Centre Drive, St. Louis, MO 63141

Fairbanks sent a registration link for the above live training dates via email on May 2, 2019. Additionally, webinar training will be available during the following two weeks between the dates of May 28th and June 7th. Registration for this training is available at the following link:

<https://attendee.gotowebinar.com/rt/7985399308312572162>

ENROLLMENT IN SDAC

If your school district currently has a cooperative agreement for SDAC, it will be necessary to sign an addendum and return to MHD by June 30, 2019. The MHD will email the addendum to the school district.

If your school district is interested in participating in the SDAC program, a school district representative may request the cooperative agreement by calling (573) 751-9290 or sending an email to MHDSchoolPrograms@dss.mo.gov. The school district will also be required to submit a methodology. The cooperative agreement and methodology must be returned to the MHD by June 30, 2019.

The addendum or cooperative agreement must be signed and returned along with the methodology to the MHD at:

MO HealthNet Division
Program Operations Unit
P.O. Box 6500
Jefferson City, MO 65102-6500
Email: MHDSchoolPrograms@dss.mo.gov

If the above documents are not received by June 30, 2019, the school district will not be able to participate in the quarter beginning July 1, 2019.

SCHOOL DISTRICT SDAC ACTIVITIES

School districts are responsible for SDAC activities that include, but are not limited to:

- Maintain and provide to Fairbanks a personnel roster for your school district that is updated prior to the start of each calendar quarter and no later than the Random Moment Sample (RMS) close date set by Fairbanks.
- Maintain a student data file for your school district that is updated annually.
- Maintain a cost pool data file for your school district of all eligible employees' salaries and benefits that is updated on a quarterly basis.
- Completion of the description portion of the RMS observation form.
- Download the quarterly RMS results to be utilized in the calculation of the quarterly SDAC invoice. RMS results by quarter will be posted on the MHD's website.
- Provide a quarterly invoice, including quarterly certification of total expenditures and Medicaid Eligibility Rate (MER) verification for your school district to Fairbanks in the manner outlined in the SDAC Manual effective July 1, 2019 located at <http://manuals.momed.com/manuals/>.

ADMINISTRATIVE FEE

Funding to reimburse Fairbanks will be obtained through an administrative fee assessed to each participating school district. The MHD will deduct the administrative fee from each quarterly invoice.

SDAC FREQUENTLY ASKED QUESTIONS

A list of frequently asked questions has been compiled and posted to the MHD website at <https://dss.mo.gov/mhd/faq/>.

SDAC REVISED INVOICES FOR ADDITIONAL PAYMENT

Due to the administrative burden, the MHD will not process revised invoices for less than \$50 effective with the quarter beginning July 1, 2019.

Provider Bulletins are available on the MO HealthNet Division (MHD) 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/> 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.

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 MO HealthNet card or by calling the Provider Communications Interactive Voice Response (IVR) System at 573-751-2896 and using Option One for the MO HealthNet ID card.

Provider Communications Hotline
573-751-2896