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.