

SCHOOL BASED ADMINISTRATIVE CLAIMING PROGRAM

June 27 – 29, 2018



Louis King

Office Director II
Office of Healthy Schools

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

1. All Students Proficient and Showing Growth in All Assessed Areas
2. Every Student Graduates from High School and is Ready for College and Career
3. Every Child Has Access to a High-Quality Early Childhood Program
4. Every School Has Effective Teachers and Leaders
5. Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. Every School and District is Rated “C” or Higher

SBAC Program Overview

The SBAC program provides an opportunity for schools districts to receive reimbursement for certain staff doing their regular routine job duties for Medicaid related services toward Medicaid-eligible and potentially eligible students.

Services included, but are not limited to:

- Medicaid EPSDT outreach activities;
- Apply for Medicaid benefits;
- Refer students to community medical and mental health providers;
- Collaborate with other school staff or community agencies to better address the health care needs of students; and,
- Scheduling or arranging transportation.

SBAC Program Overview

- ❑ A federally funded program that is administered under the guidelines of the Centers of Medicaid and Medicare (CMS). CMS provides federal oversight of the administration of SBAC in accordance with applicable federal Medicaid law and regulations.
- ❑ The SBAC program is operated by the Mississippi Department of Education (MDE) and the Division of Medicaid (DOM).
- ❑ The program allows school districts to be reimbursed for administrative duties performed by staff with approved job titles and some of the costs associated with school-based health and outreach activities focused toward Medicaid-eligible and potentially eligible students.

SBAC Program Overview

School – Based

- ☐ Happens within the school district environment
- ☐ Involves certain staff in school districts who, as part of their regular routine job duties, help students and their families learn about Medicaid, apply for Medicaid benefits, refer students to community medical and mental health providers or collaborate with other school staff or community agencies to better address the health care needs of students.

SBAC Program Overview

Administrative Claiming

- ❑ Activities that are spent on delivering Medicaid or non-Medicaid covered services
- ❑ Activities that directly support efforts to identify and enroll potential eligible individuals into Medicaid and that directly support the provision of medical services covered under the state Medicaid plan.

Normal School Business Hours

Types of Environments

- In the Classroom
- In the Lunchroom
- On the Playground
- On a Field Trip
- During a meeting
- During School Conference

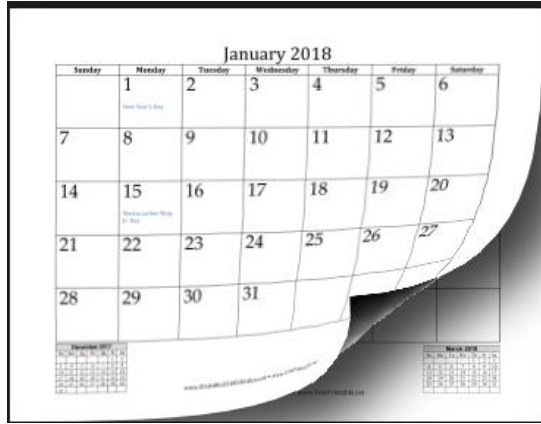


SBAC Application

- ❑ Web-based System
- ❑ Calculates all the random moments
- ❑ Calculate the amount of time staff spent performing various activities, administrative claiming activities, and calculate the administrative claiming reimbursement amount.

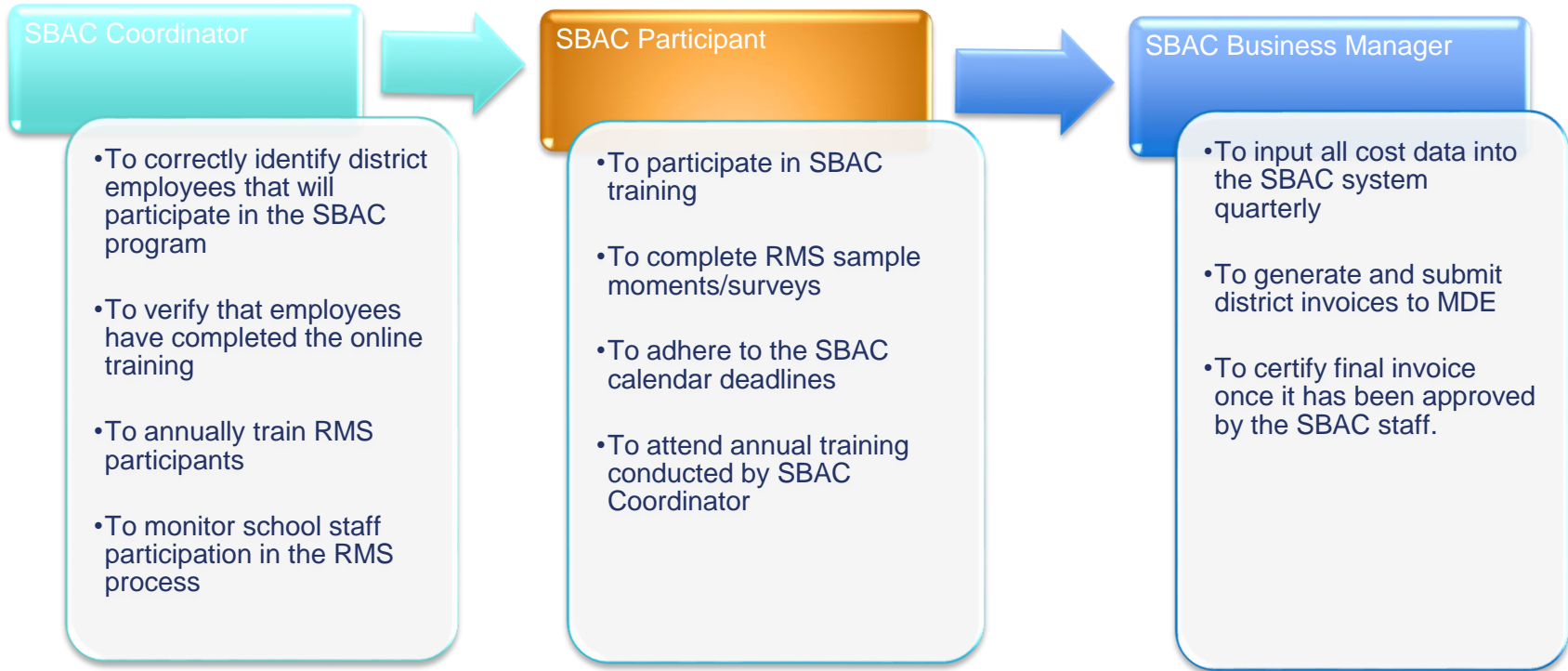


SBAC Application



- ❑ There are 4 SBAC quarters in a school year:
 - ❑ Quarter 1 – January, February, March
 - ❑ Quarter 2 – April, May, June
 - ❑ Quarter 3 – July, August, September
 - ❑ Quarter 4 – October, November, December
- ❑ When random moment surveys are created for a three month period (quarter).
- ❑ Surveys are based on individual school district calendars. (Holidays, Weekends, and Professional Days are Excluded)
- ❑ The SBAC system has to be programmed to know what is considered a normal holiday or non-holiday.

SBAC Roles



SBAC Roles

DOM has approved over **70 job titles** that can be used in the SBAC program. Some of those job titles include, but are not limited to:

School District Administrator
Principals
Classroom Regular Ed Teachers
Special Ed Teacher

Language Speech Pathologist
School Nurses
Interventionist
School Counselors

Staff that are **100% federally funded are not** eligible to participate in the SBAC program.



Random Moment Sampling (RMS)?

- ❑ RMS is a time study method
- ❑ It identifies what percentage of time school district employees spent on eligible and non-eligible activities
- ❑ A time study is not designed to show how much a certain activity an employee performs; rather, it reflects how time is allocated among different activities.
- ❑ When completing the RMS, it does not matter whether the student is Medicaid eligible or ineligible.

Random Moment Sampling (RMS)?

- ❑ From a statewide pool, employee names are **randomly selected** and **paired with random moments in time** to create “**surveys**” which are used to “describe how staff time is spent”.
- ❑ Employees can be randomly selected **multiple times or not at all** during a quarter.
- ❑ The SBAC system will create **2860 surveys per quarter**.
- ❑ **School Districts must strive for 100% compliance and complete all moments that have been assigned to their employees. CMS requires a school district to reach a minimum 85% compliance rate and cost data must be added to the system in order to receive the Medicaid reimbursement for the quarter.**
- ❑ The RMS only takes about **1 minute to complete**.
- ❑ Time study results are applied to all schools districts in the Mississippi State-Wide methodology. **The overall percentage of time spent on reimbursable activities, affects the reimbursement of all participating school districts.**

SBAC Coordinator: Best Practices

The SBAC Coordinator plays a very important part in the accuracy and effective administration of the RMS process.

Adding New Participants

Email addresses must be correct in order for online training email notifications and random moment survey notifications to be received.

Email Messages

Please inform employees that they must click on the link in the body of the email to correctly access the online training modules or random moment surveys.

SBAC Coordinator: Best Practices

Types of Training

New employees must complete an online training and score at least 80% or better.

Employees listed on the school district employee roster must be trained annually.

Quarterly Maintenance

When new employees are added to the system, make sure that you **track** whether or not they are **completing the online training**.

When random moment surveys are available at the beginning of a new quarter, make sure that you **track** whether or not the employees are **completing the surveys**.

SBAC Coordinator: Best Practices

Quarterly Maintenance

Keep in mind that 85% of the surveys must be completed in order for your district to receive the Medicaid reimbursement for the quarter.

Maintain Audit Records, Files and Documentation for a minimum of 5 years

SBAC Coordinator: Best Practices

❑ Receiving Random Moment Surveys

All employees picked to receive a survey will receive a notice 3 days prior to the surveys being sent out.

It is suggested that you complete the survey on the assigned day, but to accommodate for the times when employees may not be able to complete the survey on the assigned day, it is open for 5 days (**The survey day, and the next four work days.**)

Example:

If the survey day is Wednesday, March 1st you would have until Friday, March 5th to fill out the survey for the activities that were done on March 1st.

SBAC Coordinator: Best Practices

Receiving Random Moment Surveys

Employees should **NOT** declare specific names when they are answering random moment surveys.

Employees do **NOT** need to know if a student is Medicaid eligible.

RMS that are not answered in time will result in the decrease of the school district's Medicaid reimbursement amount.

SBAC Coordinator: Best Practices

Possible Problems

If the emails are not received, please check with your school district IT person and have the spam filter settings checked.

The school district technical person should be contacted regarding individual settings when emails are not able to be opened.

Monitoring employees' participation during the quarter and conduct follow-up as needed.

SBAC Coordinator: Best Practices

❑ Possible Problems

Communicating with SBAC Business Manager throughout quarter.

Check to make sure that the school district email filter allows emails into your district from the email address: sbac@sbaconline.org.

SBAC Business Manager: Best Practices

Adding Cost Data for Employees

Cost data can be manually added or imported into the SBAC system.

Cost data should not be entered for employees that are 100% federally funded

SBAC Business Manager: Best Practices

Adding Cost Data for Employees

Allowable – National Board certification, Master Teacher, etc.

Non-Allowable – Athletic Coach, After-school (**see full unallowable fund/function list**)

SBAC Monitoring Process

- Ensure that school districts are in compliance with SBAC requirement:

At a minimum, that:

the time study is performed correctly

the time study results are valid

the financial data submitted is true and correct

training requirements are met

appropriate documentation is maintained to support the time study and claim

Participating SBAC school districts will be monitored on a 3-year rotation cycle

The top five revenue producing school districts will be monitored on a annual basis.

SBAC Monitoring Process

Payroll Audits

Payroll Verification Short Form
Full Quarterly Payroll Audit

Desk Audits

On-site Monitoring Visits


Payroll Audit

□ Payroll Verification Short Form:

Districts will be asked to fill in the salary, benefits, contractual, and federal dollar amount on the short form from their account vendor system.

OHS staff will compare the short form to the actual SBAC total amounts.

OHS staff will notify school districts for any discrepancies



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Office of Healthy Schools
Scott Clements
Director

School Based Administrative Claiming (SBAC)

Payroll Verification Short Form

District Name Quarter

LEA Vendor Payroll Amounts	
Total Salaries	
Total Benefits	
Total Contractual	
subtotal	\$0.00
Total Federal	
subtotal	\$0.00
Net Total Allowable	\$0.00

CLEAR FORM

** By signing this form, the School District SBAC Business Manager has verified that all SBAC employee payroll information that has been keyed into the SBAC application has been reviewed and verified based on documentation used from school district expenditure reports.

SBAC Business Manager: Date:

Office of Healthy Schools Staff: Date:

Central High School Building
350 North West Street
P.O. Box 773
Jackson, MS 39205-0773

Phone (601) 350-1737
Fax (601) 354-7595
www.mde.k12.ms.us

Payroll Audit

□ Full Quarterly Payroll Audit:

24 districts are randomly chosen each quarter.

Additional SBAC reports have been created to help school districts reconcile cost data information that has been added to the SBAC system.

School Districts will be notified by a separate email.

CLEAR FORM

School Based Administrative Claiming Program Payroll Verification Form

Quarter: Q1 18

District Name: _____

	Payroll Entry/SBAC	Payroll Documentation	Payroll Documentation Adjustments	Correction (+/-)	Difference
Total Salaries					\$ 0.00
Total Benefits					\$ 0.00
Total Contractual					\$ 0.00
SUBTOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Federal					\$ 0.00
SUBTOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Sum Less Federal	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00

**** By signing this form, the School District SBAC Business Manager has verified that all SBAC employee payroll information that has been keyed into the SBAC application has been reviewed and verified based on documentation used from school district expenditure reports. ****

SBAC Business Manager: _____ Date: _____

Office of Healthy Schools Director: _____ Date: _____

Payroll Audit

Audit Requirements:

Will audit 100% of the overall payroll per quarter

Random Desk reviews of the submitted cost reports

Will not pay the MS Medicaid Reimbursement until audit findings are reconciled

Will request original documentation from the school district vendor accounting system

If the RMS completion rate is less than 85% the school district will not receive the Medicaid reimbursement.

All notices will be sent via listserv. Please verify that MDE has your most current email address.

All deadlines will be enforced

Desk Audit

□ Requirements:

Entrance letter will be sent to the district's superintendent, SBAC Coordinator, and SBAC Business Manager via email

Quarters will be identified

Interviews requested/scheduled

Audit files will be uploaded to MDE review. Usernames and passwords will be provided.



SBAC Monitoring Process

Onsite Monitoring Visit

Entrance letter will be sent to the district's superintendent, SBAC coordinator, and SBAC Business Manager via email

Quarters will be identified

Interviews requested/scheduled

Location will be identified.



Interviews will be requested/scheduled

Audit files will be uploaded to MDE for pre-audit review. Usernames and passwords will be provided.

SBAC Monitoring Process

- ❑ The entrance letter will contain the items needed for the monitoring visit:

Employee sign-sheets

Attendance records or absenteeism reports

Licenses and/or certifications

Job title verification

Payroll documentation

The information should also be maintained within the district

SBAC Monitoring Process

Employees that are 100% federally funded participating in the SBAC program;

The SBAC Coordinators are not providing the annual mandatory training; and,

Not all participants are attending the annual mandatory trainings.

Errors found can result in funds **being paid back to the Division of Medicare and Medicaid.**



Payment Update

- MDE anticipates payments for Q1 18 by the end of June 2018.
- The SBAC system is open for SBAC Business Managers to enter cost data for Q2 18.

Upcoming Events

Schedule (TBA)

Mississippi Association of School Business Officials (MASBO) September 2018

SBAC Interactive Training (2 will be scheduled in North, MS)

SBAC Interactive Training sessions (2 will be scheduled in South, MS)

SBAC Interactive Training sessions (2 will be scheduled in Central, MS)

Webinars (will be listed on MDE website)







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601359-1737

lking@mdek12.org