

Attachment B

MISSISSIPPI SCHOOL BASED ADMINISTRATIVE CLAIMING GUIDE

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Introduction

The Division of Medicaid (DOM), the Mississippi Department of Education (MDE) and individual schools share in the responsibility for promoting access to health care for students in the public school system, preventing costly or long term health care problems for at risk students, and coordinating students' health care needs with other providers. The School Based Administrative Claiming (SBAC) program is a federally funded program administered by DOM in coordination with MDE. Centers for Medicare & Medicaid (CMS) will provide federal oversight of the administration of SBAC in accordance with applicable federal Medicaid law and regulations.

As the administrator, DOM is responsible for ensuring that the applicable policies are applied uniformly throughout the state, and that claims submitted to CMS are in conformance with federal statute and regulations. The MDE will provide oversight and guidance to any interested or current school districts that participate in the SBAC program. Federal matching funds under Medicaid are available for the cost of administrative activities that directly support efforts to identify and enroll potential eligibles into Medicaid and that directly support the provision of medical services covered under the state Medicaid plan. However, Medicaid third party liability rules and CMS's free care policy limit the ability of schools to bill Medicaid for some of the health services and associated administrative costs.

These policies preclude Medicaid reimbursement for disability related or general health care services because schools are legally liable and responsible for providing and paying for these services and activities. The free care policy also precludes Medicaid reimbursement because these services and activities are provided free of charge to all students. Therefore, it is important that the policies and responsibilities of all entities involved in the administration of SBAC are clearly defined and detailed.

The documentation for administrative activities must clearly demonstrate that the activities/services directly support the administration of the SBAC program. Any school or school district that receives payments for Medicaid administrative activities being performed in the school setting is acting as an agent for Medicaid. The program allows schools or school districts to be reimbursed for some of their costs associated with school-based health and outreach activities which are not claimable under any other federal "fee for service" program or under other Medicaid "fee for service" programs. In general, the types of school-based health and outreach activities funded under SBAC are the referral of students/families for Medicaid eligibility determinations, the provision of health care information and referral, coordination and monitoring of health services and interagency coordination.

Although documentation is required under the SBAC program, these requirements are unlike the "fee for service" program. The "fee for service" program requires individual documentation of claims for each service rendered to or on behalf of a student and service. However, under the SBAC program, it is necessary to determine the amount of time school staff actually spends performing Medicaid administrative activities that directly support the Medicaid program.

Time spent by the school staff on Medicaid administrative activities is captured through the use of time samples. The time study should represent the actual duties and responsibilities of participating school or school district employees, consistent with the operational principles contained in this document. The results of time samples are then used in a series of calculations to determine the percentage of the SBAC school districts' cost that can be claimed under SBAC. SBAC reimbursement to the SBAC school districts is made from federal matching funds through the Medicaid program.

According to the Medicaid statute at section 1903(a) (7) of the Act and the implementing regulations at 42 CFR 430.1 and 42 CFR 431.15, for the cost of any activities to be allowable and reimbursable under Medicaid, the activities must be "found necessary by the Secretary for the proper and efficient administration of the plan" (referring to the Medicaid state plan). In addition, OMB Circular A-87, which contains the cost principles for state, local and Indian tribal governments for the administration of federal

awards, states that, "Government units are responsible for the efficient and effective administration of federal awards." Under these provisions, costs must be reasonable and necessary for the operation of the governmental unit or the performance of the federal award.

DOM is the only entity that can submit claims to CMS for allowable Medicaid costs as a result of SBAC. This requirement necessitates that every participating agency and school districts must be covered, through an interagency agreement with DOM, in accordance with state law. The agreements should address the Medicaid administrative claiming process, identify the services that the DOM will provide including any related reimbursement and funding mechanisms, and define oversight activities and responsibilities. Therefore, a Memo of Understanding (MOU) between DOM and MDE will be signed. (Reference "Attachment L" for an example of the MOU.) Also, there will also be an interagency agreement between each participating school district and MDE. (Reference "Attachment K" for an example of the interagency agreement.)

This document contains the policies and procedures which must be followed in order to submit an administrative claim to DOM for reimbursement, as well as audit requirements. In the event that this document is revised, the effective date of the revision will be indicated at the bottom of each updated page.

Overview

Some of the activities routinely performed by SBAC School District Employees are activities that are eligible for Medicaid reimbursement under the Mississippi SBAC program. The program considers 100 percent of SBAC School District Employees' time during the Random Moment Samples (RMS), but only certain SBAC School District Employees' activities are actually eligible for Medicaid reimbursement. There are 11 major categories of SBAC activities. These activities are not intended to address detailed, educational, classroom type activities. They are designed to capture reimbursable and non-reimbursable SBAC activities. Each SBAC activity is assigned a numeric code. These codes are used on time study forms for the purpose of determining the percentage of SBAC School District Employees' time spent on each activity.

Reimbursement

Reimbursement under the SBAC program may be paid from those invoices filed during the quarter directly following the quarter of billing, for reported allowable reimbursable activities, in accordance with the instructions in this guide, following applicable federal and state rules and regulations. However, it is imperative that claims for all allowable reimbursable activities be documented. The school district will be responsible for any refund due to an audit exception, or denial, considered appropriate by CMS or DOM. In the event of a determination by federal authorities of non-compliance with federal regulations and standards, the school district will be liable to DOM in full for all penalties, sanctions and disallowances assessed against DOM.

Time Study

The documentation for administrative activities must clearly demonstrate that the activities/services directly support the administration of the Medicaid program. The documentation must verify the appropriateness of the claims in terms of allowability and cost of the expense or service. Position descriptions, to include further explanation or documentation of Medicaid related activities performed, can be helpful as supporting documentation for staff participating in time studies.

DOM requires Random Moment Sampling (RMS) methodology for collection of data for the SBAC program. RMS covers the entire sampled period, such as a quarter, but does not include periods when schools are in not session, such as holidays.

This sampling methodology involves the use of a statistically appropriate random selection of approved staff to collect data that is statistically representative of the time all staff of specific disciplines spend performing approved Medicaid administrative activities during a specified quarter. One hundred percent of staff time during the time study is captured through the sampling processes; however, Medicaid only reimburses SBAC school districts for the percentage of time spent on reimbursable activities.

RMS Process and Notification

The RMS process is described here as four steps:

1. Identify total pool of time study participants
2. Identify total pool of time study moments
3. Randomly select moments; randomly match each moment to a participant.
4. Notify selected participants about their selection.

This section will briefly describe the above listed steps. A random moment is a randomly chosen one minute interval. The total pool of "moments" within the time study is represented by calculating the number of working days in the sample period, times the number of work hours of each day, times the number of minutes per hour, and times the number of participants within the time study. The total pool of moments for the quarter is reduced by the exclusion of weekends, holidays and hours during which employees are not scheduled to work.

Once compiled, the administrative claiming staff cost pool is sampled to identify participants in the time study. The RMS forms will be generated from the administrative claiming staff cost pool to indicate the specific date and time that the SBAC School District Employees are to be surveyed or sampled. SBAC School District Employees are randomly selected and matched to a random moment, creating the RMS form. These samples are generated once each quarter by the SBAC web-based system based on application tasks and deadline dates. Notifications are electronically generated and e-mailed to the employees 3 days prior to the random moment and have to be completed within 5 days.

The e-mail gives specific instructions regarding the date and time of the RMS. The e-mail notification contains a link that is uniquely identified for the SBAC School District Employee and once they select the link, this allows the SBAC School District Employee to click and immediately be connected to the system to begin the RMS process. SBAC School District Employees only complete the RMS after the moment has passed. SBAC School District Employees will verify that the RMS contains their name, their job title, and what they were doing at that moment. The SBAC School District Employee will complete and electronically sign the RMS form. The information is then posted back to a database and the system will assign the appropriate activity code. If the SBAC School District Employee chooses to key in a response, then the MDE Specialist will code all non-coded RMS forms.

School District Participation Requirements

The RMS time study is being conducted statewide for school districts that participate in the SBAC program. There are 152 school districts in the state of Mississippi. Among the 152 school districts, only 113 schools districts have chosen to participate in the SBAC program. It is not mandatory for school districts to participate in the SBAC program. If non-participating school districts desire to participate in the SBAC program they should contact the MDE. Contact Information can be found in Attachment J.

State School districts wishing to participate in the School-Based Administrative Claiming (SBAC) program must meet a specific set of requirements. These requirements are as follows:

- An agreement with the MDE must be signed; (Attachment K)

- Staff training must be conducted by MDE;
- Time studies will be required via computer generated electronic documentation;
- Statistically valid time sample results must be determined;
- Cost determinations and allocations must be performed;
- A quarterly Medicaid administrative claim must be prepared and submitted to MDE; and,
- The yearly calendar published by MDE must be followed.

Further, monitoring of administrative claiming records is required by DOM, MDE and the Federal Centers for Medicare & Medicaid Services (CMS). SBAC payments are from federal matching funds, and SBAC school districts should make such SBAC records available for periodic DOM, MDE and CMS audits.

Sampling Requirements

The SBAC program is a statewide program with statewide sampling. By sampling and analyzing the work efforts of the SBAC School District Employees' population, the RMS method measures the work effort of the entire group of approved SBAC School District Employees involved in the SBAC web-based system. The RMS method employs a technique of polling SBAC School District Employees at random moments over a given time period and tallying the results of the polling over that period. The method provides a statistically valid means of determining the work effort being accomplished in each program of service.

In order to achieve statistical validity, maintain program efficiencies and reduce unnecessary district administrative burden a consistent sampling methodology, the RMS sampling methodology will be changed to adhere to a level of precision from of +/- 5% (five percent) with a 95% (ninety-five percent) to +/- 2% (two percent) with a 95% (ninety-five percent) confidence level for activities.

Statistical calculations show that a minimum sample of 2401 completed moments each quarter is adequate to obtain this precision when the total pool of moments is greater than 3,839,197. Additional moments are selected each quarter to account for any invalid moments. Invalid moments are moments not returned or inaccurately coded. There is only one cost pool for administrative claiming staff. The cost pool is inclusive of medical and school staff.

The sampling frame is constructed to provide each SBAC School District Employee in the pool with an equal opportunity, or chance, to receive a sampled moment. Sampling occurs with replacement; therefore, after a SBAC School District Employee and a moment are selected, SBAC School District employee is returned to the potential sampling universe. Therefore, each SBAC School District Employee has the same chance as any other SBAC School District Employee to be selected for each observation, which ensures true independence of sample moments.

Each sampled moment is identified on its respective control list in chronological order by the name of the SBAC School District Employee to be sampled and the date and time at which the observation should take place. Once the RMS forms have been generated, the survey samples are made available for administration purposes. The SBAC District Coordinator monitors the RMS forms for completion.

The following table shows the sample sizes necessary to assure statistical validity at a 95% confidence level and tolerable error level of 2%. Additional moments will be selected to account for unusable moments. An oversample of 15% will be used to account for unusable moments.

N =	Sample Size Required	Sample Size plus 15% Oversample
100,000	2345	2697
200,000	2373	2729
300,000	2382	2739
400,000	2387	2845
500,000	2390	2849
750,000	2393	2852
1,000,000	2395	2854
3,000,000	2399	2859
>3,839,197	2401	2860

Sample Size

$$SS = \frac{Z^2 * (p) * (1-p)}{C^2}$$

Where:

Z = Z value (e.g. 1.96 for 95% confidence level)

P = percentage picking a choice, expressed as decimal
(.5 used for sample size needed)

C = confidence interval, expressed as decimal
(e.g., .02 = ± 2)

Correction for Finite Population

$$\text{New ss} = \frac{SS}{1 + \frac{SS-1}{\text{pop}}} \quad \text{where: pop = population}$$

Activity Codes

The Mississippi SBAC web-based system captures 100 percent of the activities performed by selected SBAC School District Employees. The activities are allocated into eleven (11) activity codes. Both reimbursable and non-reimbursable codes are included as provided below. Codes 1a, 2a, 3, 4, 5a, 6a, 7a, 8a, 9a, 10 and 11 represent non-Medicaid time. Code 10 General Administration time is re-allocated

back to the other eleven activities on the basis of the sample. (Reference "Attachment I" for an example of the "Code 10 General Administration" reallocation.)

Indicator	Code	Description
Application of FFP rate	50 percent	Refers to an activity that is allowable as administration under the Medicaid program and claimable at the 50 percent non-enhanced FFP rate.
Application of Medicaid Share	U	Unallowable – refers to an activity that is unallowable as administration under the Medicaid program. This is regardless of whether or not the population served includes Medicaid eligible individuals.
	TM	Total Medicaid – refers to an activity that is 100 percent allowable as administration under the Medicaid program.
	PM	Proportional Medicaid – refers to an activity, which is allowable as Medicaid administration under the Medicaid program, but for which the allocable share of costs must be determined by the application of the proportional Medicaid share (the Medicaid eligibility rate). The Medicaid share is determined as the ratio of Medicaid eligible students to total students.
	R	Reallocated – refers to those general administrative activities which must be reallocated across the other activity codes on a pro rata basis. These reallocated activities are reported under Code 10, General Administration.

Number	Activity	Reimbursable	Reimbursable Code	Medicaid Discount	FFP Rate
1a	Non-Medicaid Outreach	No	U	No	No

Number	Activity	Reimbursable	Reimbursable Code	Medicaid Discount	FFP Rate
1.b	Medicaid Outreach	Yes	TM	No	50%
2.a	Facilitating Application for Non-Medicaid Programs	No	U	No	No
2.b	Facilitating Medicaid Eligibility Determination	Yes	TM	No	50%
3	School Related and Educational Activities	No	U	No	No
4	Direct Medical Services	No	U	No	No
5.a	Transportation for Non-Medicaid Services	No	U	No	No
5.b	Transportation-Related Activities in Support of Medicaid Covered Services	Yes	PM	Yes	50%
6.a	Non-Medicaid Translation	No	U	No	No
6.b	Translation Related to Medicaid Services	Yes	PM	Yes	75%
7.a	Program Planning, Policy Development and Interagency Coordination Related to Non-Medical Services	No	U	No	No
7.b	Program Planning, Policy Development and Interagency Coordination Related to Medical Services	Yes	PM	Yes	50%
8.a	Non-Medicaid Training	No	U	No	No
8.b	Medicaid Specific Training	Yes	PM	Yes	50%
9.a	Referral, Coordination and Monitoring of Non-Medicaid Services	No	U	No	No
9.b	Referral, Coordination and Monitoring of Medicaid Services	Yes	PM	Yes	50%
10	General Administration	<i>Activity is reallocated across other activities</i>			
11	Not Scheduled to Work	No	U	No	No

Coding of Activities

When the SBAC School District Employee chooses a reimbursable or non-reimbursable option, the SBAC web-based system assigns the appropriate code to the response.

RMS Questions: Harris, Amanda

Complete the Random Moment Study. For the date and time shown below, select the activity that most accurately describes what you were doing.

YOUR RANDOM MOMENT TIME: Friday, September 25, 2009 at 2:22:00 PM


Step 2 - Choose Best Answer

- ☐ Referring a student or parent to the local Medicaid office.
- ☐ At lunch or other break.
- ☐ Performing lunch, bus or hallway monitoring.
- ☐ Arranging transportation for a student to or from medical services.
- ☐ Helping a student or parent complete an application for educational or social services.
- ☐ Scheduling SPED or other medical services for a student.
- ☐ Discussing a student's SPED or other medical needs.
- ☐ Helping a student or parent complete a Medicaid application.
- ☐ Performing clerical or administrative functions.
- ☐ Discussing a student's educational needs.
- ☐ The moment occurred before or after my working hours.
- ☐ Referring a student or parent to educational or social services.
- ☐ Writing Lesson plans.
- ☐ Out on paid leave.
- ☐ Referring a student for SPED or other medical services.
- ☐ Teaching a class.
- ☒ NONE OF THE ABOVE

Step 3 - Sign


By clicking the Submit button, you are stating that the selection above most accurately describes the function that you were performing during the sample moment above.

Signed: Amanda Harris
Dated: 4/12/2010



If "None of the Above" is selected on the RMS form it is reviewed and appropriately coded by a Mississippi Department of Education (MDE) Specialist from the list of activity codes listed in Attachment C.

An MDE Specialist will be able to review all non-coded RMS forms by reviewing the page shown below.

Selected RMS Employee Roster : Q3 08							
Name	Job Title	School	RMS Date	RMS Complete	Verification Req'd	Verification Complete	Actions
 Clark, Rebecca	Case Manager	Sumrall Middle & High School	9/8/2008 7:49:00 AM	Yes	Yes	Yes	 
 Jones, Cicely	Special Education Teacher	Beaumont Elementary School	8/15/2008 9:07:00 AM	Yes	Yes	Yes	 
 Wigginton, Lisa	Assistant Principal	Alcorn Central Middle School	9/26/2008 7:57:00 AM	Yes	Yes	Yes	 

If the column listed as "Verification Req'd" is flagged "Yes," a MDE Specialist will review and code the RMS form. Coding involves examining the task that is performed by the employee and assigning an activity code. Once coded, the "Verification Complete" option changes to "Yes." Further details are listed in the "Task #9: RMS Coding" section of this document.

Time Study Start and End Dates

The sampling period is defined as the same three-month period comprising each quarter of the federal calendar.

The SBAC program follows the following “calendar quarters”:

Quarter	Included Months	Claims submission to DOM
1	January – March	May
2	April – June	August
3	July – September	November
4	October – December	February

The RMS software produces a random selection of observation moments concurrent with the entire reporting period, excluding weekends, which are paired with randomly selected SBAC School District Employees of the sample universe.

The sampling periods are designed to be in accordance with the May 2003 Medicaid School-Based Administrative Claiming Guide, on page 42, Example 4, specifically:

“If the school year ends in the middle of a calendar quarter (for example, sometime in June), the last time study for the school year should include all days through the end of the school year. Therefore, if the school year ends June 25th, then all days through and including June 25th must be included among the potential days to be chosen for the time study.”

The state yearly calendar published by the MDE, identifies the dates that the school districts will be in session and for which their district staff members are compensated.

The identified dates are imported into the SBAC web-based system. These identified dates are also segmented into four quarters and thus becomes the SBAC calendar quarters (sampling period).

Sampled participants are paid to work during those dates that schools are in session; as an example, school districts can end the school year sometime in May each year. All days including and through the end of the school year would be included in the potential days to be chosen for the RMS. For example, if the SBAC calendar quarters show that participating SBAC school districts are in sessions through June 30, those dates will be included in the potential days to be chosen for the time study. Hence, for quarter 2, the potential days to be chosen for the time study will begin April 1 – June 30th. And if there are no July 1 – 30th potential days that were previously identified before the time study is done, then there would be no RMSs created for those dates.

It is important to understand that although districts may end the school year prior to the close of the fiscal quarter (April to June) sampled participants are paid for services provided through the end of the fiscal year. School districts typically spread salaries reported for months paid, not months worked. Districts can spread staff compensation over the entire calendar year even when sampled participants are not working. The district considers this compensation reimbursement for time when staff members actually work rather than compensation for the staff members time off during the summer months.

SBAC time frames

- 1) All SBAC rosters must be entered into the system one month prior to the sample quarter.
- 2) Two days after the sample quarter begins the SBAC School District Coordinator can view a complete list of all generated sample moments.

- 3) Each day for 5 days an e-mail notification is sent to the SBAC School District employee and the SBAC District Coordinator reminding them of their RMS completion. After the 5th business day, sampled participants can no longer log into the system to complete the RMS.
- 4) All cost data information required to complete the district's invoice must be entered into the SBAC web-based system by the districts' SBAC District Business Officer no later than 30 days after the sample quarter.
- 5) MDE Specialist will review the information received and approve or disapprove the invoice for final review by the SBAC District Business Officer. The MDE Specialist will indicate in the SBAC web-based system that the invoice was accepted or denied.
- 6) The final invoice and certification of funds forms should be completed by the school districts and returned to MDE within 10 business days. All certification of invoices must be approved and accepted by the SBAC District Business Officer with an electronic signature.
- 7) MDE Specialist submits invoices electronically to the DOM for approval.
- 8) Reimbursement shall be made to MDE as approved by the DOM within 45 days of receipt of a completed invoice.

Methodology for Establishing Sample Universe

Eligibility Employee Roster

It is the responsibility of each participating SBAC school district to assign a SBAC District Coordinator and a SBAC School District Business Officer. Further description of each role can be found in the SBAC Role section of the plan. The SBAC District Coordinator is responsible for creating the initial roster (Employee Roster). If the SBAC District Coordinator requests additional job titles, the MDE will submit the job titles to DOM for approval.

Training

Participation in training is essential for gaining an understanding of the SBAC program and the SBAC web-based system. Training is intended to inform all parties involved in the SBAC process of their roles, functions and responsibilities. There are four levels of training: one designed for the SBAC District Coordinator, one for the SBAC District Business Officer, and one for the RMS School District Employee. The fourth level, MDE Specialist, roles and responsibilities are explained throughout the other training modules. The training program consists of the following content areas:

- An overview of Medicaid;
- Information on how to use the SBAC web-based system;
- Review of roles and functions assigned to each; and
- Explanation of RMS moments and the SBAC process.

All new and reassigned SBAC District Coordinators and SBAC District Business Officers must participate in training prior to committing to the role. The MDE conducts mandatory annual trainings for SBAC District Coordinators and SBAC District Business Officers. (Reference "Attachment F" for the training modules for the "SBAC District Coordinators and the SBAC District Business Officer".) Participation in training is essential for gaining an understanding of the administrative claiming program and the SBAC web-based system. Training is routinely provided on any changes and updates made to the SBAC process.

Training Materials

Training materials consist of the actual training module for the SBAC School District Coordinator and SBAC School District Business Officer that is covered during the training session. The SBAC School District employees are training electronically. The actual training can be referenced in Attachment B. All new and reassigned SBAC School District Employees must participate in training prior to being included in the

sampling pool. Twenty-four (24) hours after the SBAC School District Employee has been added to the eligible roster, the training is administered via e-mail with a link that goes to a training module that consists of a ten True or False questionnaire. A copy of the questions can be found on page 45 listed as the SBAC School District Employee Training Module Training Questionnaire.

As training is an integral part of the SBAC process, SBAC School District Employees completing training must meet an 80 percent performance standard on the quiz issued by the SBAC web-based system. However, should a SBAC School District Employee fail the quiz, they will be required to retest.

Training materials will be reviewed by MDE Specialists and DOM staff. Final approval of all training material will be made by DOM. Training material and RMS forms does not disclose which activity codes are Medicaid reimbursable or non-reimbursable to the employees.

SBAC Roles

The Role and Responsibilities of the MDE Specialist:

- Mississippi Department of Education state-level employees
- Provide annual SBAC training to SBAC Coordinators and Business Managers
- Internal state-level experts on administrative claiming codes
- Configures each School Year Quarter configuration within the system
- Responsible for generating the RMS Roster each quarter. The RMS "Employee" Rosters are online screens within the SBAC web-based system that the School District Coordinators use to create the sample universe of SBAC School District Employees that could be required to complete an RMS Form within a given quarter.
- Responsible for making sure that the SBAC web-based system generates the random moments and it creates the actual RMS
- MDE Centralized Coders
- Ensures that the 113 school districts and any new participating school districts adhere to the deadlines because tasks and deadlines drive the SBAC web-based system
- Review cost data for the SBAC school districts on a quarterly basis
- Review all participating school district's submitted invoice that resulted from the RMS Form survey data and the cost data that was entered by the SBAC School District Business officer
- Approves invoices and submits them as a whole to the Division of Medicaid staff person
- Provide technical support and programmatic support to 113 SBAC participating school districts and any new participating school districts.
- MDE serves as payment distribution agent for the Local Education Agencies (LEA) participating in SBAC
- Trains newly hired MDE SBAC Specialists

SBAC District Coordinator responsibilities:

- Quarterly generate initial roster
- Document SBAC School District Employee training by deadline
- Remove untrained SBAC School District Employee by deadline
- Submit trained roster by deadline
- Quarterly monitor School Districts Employee receipt, completion, and return of RMS
- Ensure that 85 percent of the RMS surveys are completed by deadline
- Note: There is only one SBAC District Coordinator assigned per school district

SBAC District Business Officer responsibilities:

- Inputs all cost information into the SBAC web-based system by deadline
- Maintains communication with the SBAC District Coordinator
- Submits completed district invoices to MDE

- Verifies the final invoice and completing the Quarterly Certification of State Expenditure document

SBAC School District Employee responsibilities:

- Participates in SBAC training
- Completes RMS sample moments
- Adhering to the SBAC calendar

SBAC Trained Employee Roster

One month prior to the start of the quarter, the roster should be entered into the SBAC web-based system. It is the SBAC District Coordinator's responsibility to maintain an accurate roster. SBAC School District Employees with approved job titles are not automatically included in the time study. A School District Coordinator must determine whether they meet all requirements and if they are less than 100 percent federally funded. SBAC School District Employees that are 100 percent federally funded will be excluded from the roster. All criteria must be met in order to be included in the time study. All SBAC School District Employees selected to participate become a part of the state "Employee Roster" each quarter.

The SBAC employee roster should contain SBAC School District Employees who perform any Medicaid outreach activities. Once a SBAC School District Employee is trained, they are moved to a "Trained Roster" and become the sample universe used to participate in the random moment study. The SBAC web-based system runs a quarterly procedure that will generate the RMS forms for the sample universe. The job title of each employee is a key element to the completion of the RMS forms. Each SBAC School District Employee's job title allows the system to randomly select from a list of possible pre-defined responses. However, if a pre-defined response is not chosen, the response is manually coded by a MDE Specialist.

The SBAC web-based system allows the MDE Specialist to maintain the list of available job titles that are approved by DOM. Job titles are divided into categories for reporting purposes at the end of the quarter.

SBAC School District Employees that may be included in the time study generally fall in the following categories; however, this is not an all inclusive list:

Speech-language Pathologist and Assistants	Interpreters
Audiologists and Assistants	Orientation and Mobility Specialist
Physical Therapists and Assistants	Bilingual Specialists
Social Workers	Program and Staffing Specialists
Counselors	Special Education Administrators
Physicians	Student Services Personnel
Nurses and School Health Aides	Augmentative Communication Specialist
Respiratory Therapists	Dieticians
Special Education Liaisons/Coordinators	Diagnosticians

(Reference "Attachment G" for "SBAC School District Employee Job Titles".)

Creating the Cost Pool

The SBAC web-based program is supported by a system that has the ability to isolate the costs directly related to the support of the Medicaid program from all other costs incurred by the school district. Invoices for each school district's indirect costs are only allowable when the entity has an approved indirect cost rate issued by the United States Department of Education (USDOE). Costs are claimed in accordance with the rate.

Quality Assurance Measures

Mississippi will require a statewide response rate for the time study survey of at least 85%, and all non-returned moments will be included and coded as non-Medicaid time. If the 85% statewide compliance rate is reached without having to code to non-Medicaid time, then non-returned moments will be ignored since they are compensated by the 15% over sampling of the sample size.

To assist in reaching the statewide goal of 85% compliance, Mississippi will monitor the districts to ensure they are properly returning sample moments and that the district's return percentage for each quarter is reached. Sampled participants must complete their RMS within 5 working days (7 calendar days) after the sampled moment has passed. The sampled participant will receive a notification message three days prior to the sampled moment. If the sample is not completed within 5 days, the sampled participant will no longer be able to access the RMS.

Sampled moments not returned by the school districts will not be included in the database if the return rate for valid moments is less than 85%. If the statewide rate of valid moments is less than 85% then, all non-returned moments will be included and coded as a non-Medicaid. To ensure that enough moments are received to have a statistically valid sample, the MDE will oversample at a minimum of 15 percent (15%) more moments than needed for a valid sample size.

To assure that districts are properly returning sampled moments, districts' return percentages for each quarter will be analyzed. If an individual district has non-returns greater than 15% and greater than five (5) moments for a quarter, the district will receive a warning letter from the MDE. If the same district is in non-compliance in a subsequent quarter after receiving a first warning letter, MDE may take appropriate action using sanctions, which may include but not be limited to conducting more frequent monitoring reviews, eliminating the school districts claimed portion of federal funds, or ultimately termination of the school districts interagency agreement.

Confidentiality of Time Study Data

All information is posted to a Microsoft SQL database with security encryption and user permissions applied. Each RMS SBAC School District Employee is assigned a unique study number for tracking and reference purposes. The activities of SBAC School District Employees are kept confidential and not released in a public manner. Only aggregate data is used and released in the invoice calculation documents. The individual time study data is readily accessible and available to DOM and Centers for Medicare and Medicaid Services (CMS).

Electronic Signatures

Each SBAC School District Coordinator and Business Officer user will be assigned a unique user name and password. This information should be kept confidential as it also serves as an electronic signature. The SBAC web-based system has been designed to keep all data confidential. It is important that each user protect their password to prevent unauthorized use.

Audit File

The SBAC web-based system maintains all audit files electronically. The information pertaining to the SBAC web-based system is embedded and processed in the system in order to gain documentation in case of an internal/external audit. All items will be made available upon request by DOM or MDE.

The SBAC web-based reporting system has been designed to provide all of the listed information to MDE and DOM:

1. The name, unique number (employee or SSN), location (office address), phone number, and the cost paid for each group member.
2. A copy of the summary of the RMS sample moments.
3. Calculations of the proportion of the total student population that is Medicaid eligible.
4. Financial work papers that list total costs (direct and indirect) by object code and sub-totaled by participant category.
5. A copy of all financial allocations with written explanations.
6. A signed and dated quarterly certification of state expenditures.

Each participating SBAC school district will maintain a separate audit file for each quarter billed. The following documentation will be required:

1. Any computations or allocations used in reimbursement calculation;
2. A detailed listing of all revenues offset from the claim, by source;
3. A completed quarterly claim;
4. A copy of the warrant and remittance;
5. Records such as degrees, licenses, certificates or other proof of Skilled Professional Medical Personnel (SPMP) status
6. Organization charts, job descriptions or other documents.

These documents can be maintained in an electronic or paper file; however, these items must be made available upon request by DOM or MDE. All other information required for audit purposes will be maintained in the web-based system and are available upon request from the districts.

Certification Form

All invoices submitted must include the certification of funds form. A copy of this form is included in this plan in section Task#13: District Certification. The certification of funds form will be completed on the SBAC web-based system and submitted electronically.

Tasks

The SBAC application is a workflow system that manages the process for satisfying the requirements for gaining reimbursement from Medicaid for certain reimbursable expenses associated with School-based Health and Outreach Activities. Tasks and deadlines must be established in order to ensure the timeliness of invoices. Tasks within the system must be accomplished by the deadline.

Each of the tasks is listed in the following table along with the individual responsible and a description for completing the task by the deadline.

Sequence No.	Task Title	Deadline	Role Responsible	Description
1	Initial Roster		SBAC District Coordinator	Responsible for creating an employee roster of employees with approved job titles quarterly.
2	Training		SBAC School District Employee	Responsible for completing their training.
3	Training		SBAC District Coordinator	Responsible for submitting a trained roster.
4	RMS Generation / RMS Forms		MDE Specialist	Responsible for generating the RMS Roster each quarter. The RMS employee roster is the sample universe of SBAC School District Employees that could be required to complete an RMS within a given quarter. Responsible for creating RMS forms for participants to document their job activities each quarter
5	RMS Completion		SBAC School District Employee	Responsible for completing their RMS form.
6	RMS Completion		SBAC District Coordinator	Responsible for making sure that selected SBAC School District Employee on the RMS roster complete their RMS forms. Responsible for verifying 85% of those RMS forms are completed.
7	Cost Data Entry		SBAC District Business Officer	Responsible for entering salary and other cost data into the system. Ensuring the accuracy of the data.
8	RMS Submission		MDE Specialist	Ensuring that RMS forms are completed and coded by the deadline. When this task is

Sequence No.	Task Title	Deadline	Role Responsible	Description
				completed, the dataset of completed RMS forms will be established and any incomplete RMS submissions will not be in the dataset.
9	RMS Coding		MDE Specialist	Responsible for coding any un-coded RMS forms.
10	Invoice Generation/submission to MDE		SBAC District Business Officer	Responsible for generating and submitting district invoice to MDE by deadline.
11	Invoice Review		MDE Specialist	Responsible for reviewing the invoice that resulted from the RMS data and the cost data that was entered into SBAC web-based system by District Business Officer.
12	MDE Invoice Approval		MDE Specialist	MDE will review the invoice submitted by the SBAC District Business Officer and mark approved/disapproved.
13	District Certifies		SBAC District Business Officer	MDE Specialist has reviewed the invoice submitted by the school district the SBAC District Business Officer must electronically sign the invoice, certifying its accuracy.
14	Invoice Acceptance		DOM Staff	Responsible for approving/disapproving invoice electronically from MDE and coding the SBAC web-based system that the invoice has been paid.

Legend

Note: all Deadline descriptions are found in the "Task Explanation Deadline" section

Deadline 1	Deadline 2	Deadline 5
Deadline 3	Deadline 4	

Task Deadline Explanation

Deadline 1

Initial Roster

- Due one (1) month prior to sample quarter.
i.e., Jan – March, 2010, the SBAC District Coordinator has to submit the roster before the end of Dec, 2009. **Note: Employee Rosters are created quarterly.**

Employee Training

- Must be complete before the RMS Generation task
i.e., Jan – March 2010, the School District employee has the opportunity to complete the training prior to the RMS Generation task and once the training is completed the employee is considered a Trained SBAC District Employee.

Trained Roster

- Has to be completed one week before the RMS are generated and created
i.e., Jan – March 2010, the SBAC District Coordinator has to submit the Trained roster no later than the end of first week of Jan 2010.

Deadline 2

RMS Generation and RMS Forms

- SBAC web-based system creates/generates RMS forms the first week of the new quarter.
i.e., Jan – March 2010, the MDE Specialist will generate the RMS roster and from the batch job the RMS forms will be created. Using a statistically valid random sampling technique, the desired number of random moments is selected from the total pool of moments. Next, each randomly selected moment is matched up, using a statistically valid random sampling technique, with an individual from the total pool of Trained SBAC District employee (sample universe).

Deadline 3

RMS Completion

- Notifications are electronically generated and e-mailed to the employees 3 days prior to the RMS. The sampled participant has 5 days to complete the sample.
i.e., the following defines the standard notification and follow up process:

1st & 2nd Business Day – If the RMS is not completed, a reminder email is sent

3rd Business Day – If the RMS is not completed, a reminder email is sent (on this message, the SBAC School District Coordinator is also copied)

4th and 5th Business Day – If the RMS is not completed, a reminder email is sent (on this message, the SBAC School District Coordinator is also copied)

After the 5th business day, sampled participants can no longer log into the system to complete the survey."

Deadline 4

Cost Entry

- All cost information required to complete the district's invoice must be entered into the SBAC web-based system no later than 30 days after the sample quarter.
i.e., Jan – March 2010, the SBAC School District Business Officer is responsible for entering the salary and other cost information into the SBAC web-based system no later than April 30, 2010.

RMS Submission

- All cost information required to complete the district's invoice must be entered into the SBAC web-based system no later than 30 days after the sample quarter.
i.e., January – March 2010, the MDE Specialist is responsible for ensuring that all un-coded RMS forms are coded no later than April 30, 2010.

RMS Coding

- All coding is required to be complete no later than 30 days after the sample quarter.
There are two methods of RMS Coding:
 1. When the SBAC School District Employee chooses a reimbursable or non-reimbursable option, the SBAC web-based system assigns the appropriate code to the response. Once the RMS is electronically signed, the system will assign the appropriate activity code.
 2. If the SBAC School District Employee decides that none of the pre-defined responses accurately describe the activities they were, they will enter one or two sentences describing their activity for that moment. If the SBAC School District employee chooses this option, the MDE Specialist will then manually code the response.

Deadline 5

Invoice Generation/Submission to MDE

- District invoices are due 7 days after cost data submission for sample quarter.
i.e., January – March 2010, the SBAC School District Business Officer must generate and submit the district invoice no later than first week of May 2010.

MDE Invoice Review / Approval

- MDE approves/rejects district invoices 7 days after invoices submission for sample quarter.
i.e., January – March 2010, the MDE Specialist will review the RMS data and the cost data entered into the SBAC web-based system by the SBAC District Business Officer.

District Certifies

- SBAC School District Business officer certifies district invoices 3 days after MDE has approved invoices for sample quarter.
i.e., January – March 2010, the certification of funds must be completed by the SBAC School District Officer and the invoice should be electronically certified.

Invoice Acceptance

- Payment will be made by DOM 45 days from the time of receipt.
i.e., if MDE submits an approved invoice on May 27, 2010, the DOM will have exactly 45 days to submit a payment to MDE.

Task #1 Initial Roster

It is the responsibility of the SBAC District Coordinator to create an initial employee roster that have DOM approved job titles for each quarter. Each respective quarter is created by migrating or copying the previous quarter employee roster. At this time, necessary edits or modifications can be completed before deadline.

Creating/Modifying Employee Roster

The following characteristics are supported by "RMS Eligible Employee Roster Page" for each school district. It allows SBAC School District Coordinators to create/modify the employee roster.

1. The SBAC School District Coordinator can select "Add new Employee" and the following will be displayed:

The screenshot shows a web form titled "Employee Detail: Creating new Employee" with a sub-header "Complete the required information and press the Update button when finished." The form is divided into sections: "Employee Information" and "RMS Study Participant".

Employee Information Section:

- Employee Login: Text input field.
- Employee Name: Two text input fields.
- Employee Number: Text input field.
- School District: Drop-down menu with "Select School District" as the placeholder.
- School: Drop-down menu with "Select School" as the placeholder.
- Process Quarter: Drop-down menu with "Select Process Quarters" as the placeholder.
- Begin Date: Text input field.
- End Date: Text input field.
- Job Category: Drop-down menu with "Select Job Category" as the placeholder.
- Job Title: Drop-down menu with "Select Job Title" as the placeholder.
- Certification Level: Drop-down menu.
- Email: Text input field.
- Years Experience: Text input field.

RMS Study Participant Section:

- ☐ RMS Study Participant
- ☐ Return to list after updating

Buttons:

- Create and Add Another
- Create Employee
- Return

Annotations:

- Employee Login, Name, and Number are all required entries (points to Employee Login, Employee Name, and Employee Number).
- Drop-down list information is specific to school district, associated schools, and respective process quarter (points to School District, School, and Process Quarter).
- Certification Level is populated based on Job Category and Job Title (points to Job Category and Job Title).
- Assigned at the beginning of the quarter so, it defaults to first date in the school year (points to Begin Date).
- Pre-populated list of DOM approved Job Categories and Job Titles information. The list can be found on page 66-74 Attachment H. (points to Job Category and Job Title).
- Email Address and Years Experience are required (points to Email and Years Experience).
- By enabling the RMS Study Participant option, the system will send notifications to employee as necessary in the SBAC program. (points to the RMS Study Participant checkbox).

2. The SBAC School District Coordinator is able to key in the information on a single page.
3. The SBAC School District Coordinator is required to enter the Employee Login, Employee Name, Employee Number, School District, School and Process Quarter.
4. The Begin Date and End Date will default for the first and last date in the current school year.

5. The pre-populated drop-down list of DOM approved Job Categories, will filter the appropriate Job Titles and Certification Levels for that selection.
6. The SBAC School District Coordinator is able to key in the "E-mail address" of SBAC School District employee and "Years of Experience" information.
7. The "RMS Study Participant" notifies the system that the SBAC School District Employee is eligible to participate as a RMS participant, once they have completed and passed the training quiz.
8. Once the SBAC School District Coordinator selects the "Create Employees" button at the bottom of the page, the SBAC web-based system generates a confirmation page displaying the employee records that are created. The SBAC School District Coordinator will confirm the creation of the employee.
9. The SBAC web-based system allows additional modifications and edits, by providing a "Create and Add Another" employee prompt.

Task #2 Employee Training

The employees listed on the employee roster must complete the training questionnaire in the SBAC web-based system to qualify for the RMS Process. This is found under the "Manage Employee Roster" function. The "Manage Employee Roster" screen displays the employees from a specific school or those employees that have been trained.

Task #3 SBAC District Coordinator Responsibility

It is the responsibility of the SBAC District Coordinator to ensure that the SBAC School District employee listed on the roster completes training before the designated deadline.

RMS Eligible Employee Roster : Q3 09									
Select an employee from the list by clicking on the row. To add a new employee to the employee roster, click the "Add New Employee" button below.									
<input type="button" value="Add New Employee"/> <input type="button" value="Show ALL Employees"/> <input type="button" value="Import Employees"/>									
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Filter"/>									
↑ Name	Job Title	School	Email	Training Started	Training Complete	Begin Date	End Date	Ac	
A. O'Quinn, Rebecca	Special Education Teacher	Franklin Upper Elementary	randerson@fcsd.k12.ms.us	Yes	Yes	07/01/2009	09/30/2009		
Aaron, Evelyn	Administrative Assistant	Columbia Elementary School	eaaron@columbiaschools.org	Yes	Yes	07/01/2009	09/30/2009		
Abbott, Diana	Special Education Teacher	Marshall Elementary School	dabbott@ccs.k12.ms.us	Yes	Yes	07/01/2009	09/30/2009		
Abel, Edwin	School Therapist	Otken Elementary School	edabel@mccomb.k12.ms.us	Yes	Yes	07/01/2009	09/30/2009		
Abel, Megan	Occupational Therapist	Northeast Lauderdale Elementary	meg_abel@yahoo.com	Yes	Yes	07/01/2009	09/30/2009		
Abruzzese, Catherine	Counselor	Biloxi High School	catherine.abruzzo@biloxischools.net	Yes	Yes	07/01/2009	09/30/2009		
Acey, Randi	Special Education Teacher	Marshall Elementary School	racey@ccs.k12.ms.us	Yes	Yes	07/01/2009	09/30/2009		
Acker, Marian	Licensed Practical Nurse	School for the Blind	mbacker@mde.k12.ms.us	Yes	Yes	07/01/2009	09/30/2009		

Task #4 RMS Generation/RMS Forms

At the beginning of each school year, school calendar dates are imported into the SBAC web-based system. The import contains dates of when individual school district schools will be in session. SBAC School District Employees are paid to work during those dates that school districts are in session. Days

listed through the end of the school year will be included in the potential days to be chosen for the RMS time study.

During the RMS generation process, the system will generate deadline records for each employee that is required to complete a RMS during that quarter. Those deadline records are used by the system to generate e-mails to RMS sampled participants, notifying them of their selection to complete an RMS form. The e-mail will remind the employee that the date of their RMS is approaching and to only complete the RMS form once that date and time has passed.

The email format is as follows:

Dear Sampled Participant,

This is an email to inform you that you have been chosen to complete a Random Moment Study (RMS). Please use the link below AFTER your RMS time has passed.
Your RMS TIME is: 5/14/2010 3:07:00 PM.

PLEASE NOTE:

1. THE RMS SHOULD BE COMPLETED AT THE APPOINTED TIME.
2. THE RMS CANNOT BE COMPLETED BEFORE THE APPOINTED DATE.
3. 5 DAYS AFTER THE APPOINTED TIME, THE RMS CANNOT BE COMPLETED.















Link: <http://www.onlinesurveyexample/d4d00daa807>

With Regards,
SBAC Administrator

Note: The RMS generation process will generate the information needed to display the RMS entry form. (Reference the "Attachment D", "RMS Entry Form".) It also determines the proper responses to display for their job title and the order in which they will appear. This is to facilitate the consistent appearance of the RMS form each time it is displayed.

Once the MDE Specialist generates the RMS via the SBAC web-based system for a specific quarter, the SBAC District Coordinator will be able to view a list of the RMS.

The Sample Roster Status page is shown below:

Selected RMS Employee Roster : Q3 09 Alcorn								
↑ Name	Job Title	School	RMS Date	RMS Complete	Verification Req'd	Verification Complete	Actions	
 Coleman, Andrea	Special Education Teacher	Biggersville Elementary School	8/27/2009 2:23:00 PM	Yes	No			
 Eaton, Charles	Special Education Teacher	Biggersville Elementary School	8/6/2009 9:10:00 AM	Yes	No			
 Gillentine, Ricky	Special Education Teacher	Biggersville High School	9/9/2009 1:52:00 PM	Yes	No			
 Palmer, Rae	Special Education Teacher	Alcorn Central Middle School	8/5/2009 8:51:00 AM	Yes	No			
 Whitaker, Jimmy	Regular Education Teacher	Alternative School	8/12/2009 2:11:00 PM	Yes	No			

Task #5: RMS Completion for SBAC School District Employee

Once the RMS has been generated and the RMS forms have been created, the next task to complete is the actual RMS form. This is the responsibility of the SBAC School District Employee. The random moment studies are spread out over the course of an entire quarter. During the RMS generation process, the system will generate deadline records for each employee who is required to complete a RMS form during that quarter. The deadline records are used by the system to generate e-mail notifications to each of the school districts. Employees are notified 3 days in advance of the date and moment of their RMS approaching.

RMS Entry

Once the SBAC School District Employee receives an e-mail to complete the RMS form, they select a link in the e-mail which connects them to the RMS form page on the web site. The link contains a unique identifier for each SBAC School District Employee selected in order to track their records within the SBAC web-based system.

All responses to the survey are recorded into the SBAC web-based system once the SBAC School District Employee is sampled. In order to come up with the final results, the SBAC web-based system applies programming techniques that includes the redistribution of sample observations. These observations represent general and administrative job activities and the elimination of job activities that are deemed "unallowable" for federal claiming purposes. The end result of this effort will show the "net" percentage statistics associated with all SBAC School District Employee job activities chosen and it produces suitable documentation of how sampled employees spent their time during the sampling period. The example of RMS form is located in "Attachment D".

The SBAC School District Employee will be able to perform the following actions from the RMS Form page:

1. The employee will be able to view the job title drop down box. Should the job title be incorrect for the employee, they will be able to change the job title in the drop down box. Should the employee change the job title of the drop down box before clicking on the submit button, the page will be re-loaded with responses to the RMS that are appropriate to the selected job title.
2. The employee will be able to choose only one activity to the question. If the user selects "NONE OF THE ABOVE" they will be required to enter a description of what they were doing at that moment.










- Once the employee has completed their form, the deadline record will be time-stamped complete.

Note: The SBAC District School Employee will not be able to complete the RMS form until the actual date and time of the RMS. Normally, any edits or modifications are done prior to the RMS being created; however, if the job title changes for a SBAC District Employee during the quarter, the system will allow them to change his/her job title on the RMS form. The SBAC web-based system will randomly select from a group of pre-defined responses per job title. This is to facilitate the consistent appearance of the RMS form each time it is displayed.
















In order to ensure that the job title and the cost data are correct, the MDE review process is to insure that all SBAC school district employees be included in the sample universe. The SBAC Coordinator submits an employee roster each quarter. At the end of the quarter, once cost data is entered for those employees, the MDE Specialist will compare the list of submitted SBAC district employees against the list used in the sample universe. This list should be a match since all school district employees submitted by the SBAC Coordinator were included in the sample universe.

Task #6 RMS Completion for SBAC District Coordinator

The SBAC District Coordinator's responsibility is to check on the progress of the RMS forms that should be completed. This will be accomplished from the 'Manage RMS Roster' page.

Selected RMS Employee Roster : Q4 08 Drew							
↑ Name	Job Title	School	RMS Date	RMS Complete	Verification Req'd	Verification Complete	Actions
 Barber, Delores	Special Education Paraprofessional	A W James Elementary School	10/17/2008 2:45:00 PM	Yes	No		 
 Causey, Mary	Administrative Assistant	Central Office	10/10/2008 3:57:00 PM	Yes	Yes	Yes	 
 Morris, Devoyce	Principal	A W James Elementary School	10/21/2008 8:26:00 AM	Yes	No		 

Also, an MDE Specialist will be responsible for reviewing the RMS forms as indicated below that will show all school districts.

Selected Chosen RMS Roster : Q3 09							
<input type="button" value="Submit RMS Roster"/>		Status: NOT SUBMITTED					
↑ School District	SBAC Coordinator	E-Mail	Phone Number	RMS Complete	RMS %	Coding Complete	Actions
 Alcorn	Clausel, Stephanie	sclausel@alcorn.k12.ms.us	662-286-7762	5/ 5	100.00 %	0/ 0	 
 Alcorn	Wilhite, Angi	awilhite@alcorn.k12.ms.us	662-286-7762	5/ 5	100.00 %	0/ 0	 
 Amite County	wilson, brenda	bwilson@amite.k12.ms.us	601-657-4959	2/ 2	100.00 %	1/ 1	 
 Amory	Wood, Millie	mwood@amory.k12.ms.us	662-256-5991	7/ 7	100.00 %	2/ 2	 
 Baldwin	Cole, Gail	gcole@mde.k12.ms.us	662-365-1005	4/ 4	100.00 %	2/ 2	 

If a SBAC School District Employee chooses "None of the above" the system will not automatically code the RMS form. The un-coded RMS forms must be coded manually by the MDE Specialist. An explanation of coding non-coded RMS forms can be found in "Task #9: RMS Coding" section of this plan.

Task #7: Cost Data Entry

Once all of the RMS forms have been completed and all RMS forms have been coded, the next step is cost data entry. The SBAC District Business Officer is responsible for entering the cost data for the quarter into the web based-system.

The SBAC District Business Officer will receive an e-mail notifying them to enter the cost data for the quarter. The cost data entry task is unique in which it does not necessarily require that the previous task be completed before it can begin. However, it must be complete before the invoices are submitted, which will be discussed further in this document. The cost data is compiled when each respective school district business officer enters the cost data for each SBAC School District Employee on their Trained Roster which will be entered into the SBAC web-based system. The MDE Specialists will review each cost data entry made by each school district.

The layout of the Payroll Entry screen is shown on the next page;

Employee Roster (Payroll) : Q3 09									
Select an employee from the list by clicking on the row. To add a new employee to the employee roster, click the "Add New Employee" button below.									
<div> <div>Export Employees for Payroll</div> <div>Import Payroll Data</div> </div>									
<div> <input type="text"/> <input type="text"/> <input type="text"/> <div>Filter</div> <div>Clear Filter</div> </div>									
↑ Name	Job Title	School District	Salary	Benefits	Contract \$	Federal \$	Training Started	Training Complete	Actions
A. O'Quinn, Rebecca	Special Education Teacher	Franklin County	\$5,546.00	\$1,828.00	\$0.00	\$0.00	Yes	Yes	
Aaron, Evelyn	Administrative Assistant	Columbia	\$4,490.00	\$2,001.00			Yes	Yes	
Abbott, Diana	Special Education Teacher	Carroll County	\$6,709.00	\$1,416.89	\$0.00	\$0.00	Yes	Yes	
Abel, Edwin	School Therapist	McComb	\$10,000.00	\$3,124.00	\$0.00	\$0.00	Yes	Yes	
Abel, Megan	Occupational Therapist	Lauderdale County	\$7,641.00	\$1,502.00		\$9,143.00	Yes	Yes	
Abruzzese, Catherine	Counselor	Biloxi Public					Yes	Yes	
Acey, Randi	Special Education Teacher	Carroll County	\$6,197.00	\$1,308.75	\$0.00	\$0.00	Yes	Yes	
Acker, Marian	Licensed Practical Nurse	MS School for the Blind	\$6,875.00	\$1,788.00	\$0.00	\$0.00	Yes	Yes	
Adam, Sarah	Special Education Teacher	Hancock County	\$7,805.00	\$745.00			Yes	Yes	
Adam, Sarah	Special Education Teacher	Hancock County	\$0.00	\$0.00			Yes	Yes	

Task #8 RMS Submission

The MDE Specialist must enforce the deadline for school districts to complete and code their RMS forms. This deadline must be enforced because all RMS forms from each school district are used to calculate reimbursable amounts on each school district invoice.













The layout of the RMS completion Status page is shown below:

Selected Chosen RMS Roster : Q2 09								
<div> <div>Submit RMS Roster</div> <div>Status: NOT SUBMITTED</div> </div>								
↑ School District	SBAC Coordinator	E-Mail	Phone Number	RMS Complete	RMS %	Coding Complete	Actions	
Hattiesburg Public	Nelms, Kimberly	kimberly.nelms@hpsd.k12.ms.us	601-582-5078	9/ 9	100.00 %	3/ 3		
Hazlehurst City	Parrish, Stephanie	hazlehurstnurse@yahoo.com	601-894-1152	2/ 2	100.00 %	2/ 2		
Hinds County	Applewhite, Cindy	capplewhite@hinds.k12.ms.us	601-857-0213	27/ 27	100.00 %	3/ 3		
Hollandale	Warren, Mamie	nursemwarren@hotmail.com	662-827-2276	3/ 3	100.00 %	1/ 1		
Holly Springs	Kenerson, Mary	mkenerson@hssd.k12.ms.us	662-252-2183	6/ 6	100.00 %	1/ 1		

Task #9: RMS Coding

There are two methods of RMS Coding. First, if the SBAC School District Employee chooses a reimbursable or non-reimbursable response option, the SBAC web-based system will associate the appropriate code with the RMS and mark the RMS as coded. Once the RMS is electronically signed, the system will assign the appropriate activity code. The list is located in Attachment H and can be reviewed in its entirety.

Secondly, if the SBAC School District Employee decides that neither of the pre-defined responses accurately described what activities they were performing during a specific date and time during their workday, they are allowed to enter one or two sentences describing their activity. The system will tag these set of RMS forms as un-coded.

Selected RMS Employee Roster : Q3 09 Brookhaven							
↑ Name	Job Title	School	RMS Date	RMS Complete	Verification Req'd	Verification Complete	Actions
 Calcote, Claire	Special Education Teacher	Mamie Martin Elementary School	9/8/2009 10:09:00 AM	Yes	Yes	Yes	 
 McCreary, Rob	Principal	Lipsey School	9/15/2009 8:48:00 AM	Yes	No		 
 Pope, Constance	Social Worker	Mullins School	8/5/2009 9:17:00 AM	Yes	No		 
 Swalm, Vicky	Language-Speech Pathologist	Mamie Martin Elementary School	9/14/2009 3:18:00 PM		No		 

Clipboard

"Yes", indicates that the form has been coded

"Yes", indicates that the RMS is form is un-coded

The above screenshot will display a list of un-coded RMS forms that need to be coded for the quarter. The MDE Specialist will be able to perform the following actions from the RMS Employee Roster page:

1. If the School District Employee does not choose any of the listed responses and selects "None of the above", the system will indicate that verification is required.
2. The MDE Specialist must then select the "clipboard" icon located beside each entry and manually code the RMS task entered by the SBAC School District Employee. The MDE Specialist utilizes the activity codes outlined in the CMS Guide dated "May 2003", as the key for determining the appropriate coding for un-coded RMS forms. (Reference "Attachment C", for the "Activity Codes: Descriptions and Examples".).
3. Each entry in the table listed as "Yes" underneath the "Verification Req'd" column will be evaluated by the MDE Specialist. By selecting the "clipboard" icon, it will display the RMS coding page for that specific RMS form. After the MDE Specialist has coded the RMS form, the RMS coding task under the "Verification Complete" column will read "Yes."

RMS Completion Status

This screenshot allows the MDE Specialist to monitor school districts that have not completed their RMS forms. This allows the MDE Specialist to notify the SBAC District Coordinator concerning the status of the incomplete RMS forms.

Task #10: Invoice Generation/Submission





















After all of the RMS forms have been completed and cost data has been verified, the next task is for the SBAC District Business Officer to generate and submit a school district invoice to MDE for review.

Task #11: Invoice Review

The MDE Specialist is responsible for reviewing the invoice that resulted from the RMS data and the cost data that was entered by the SBAC District Business Officer. Next, the school district's business officer reviews the completed invoice before it is sent to MDE for review. Both the RMS coding and cost data entry tasks must be complete before the Invoice Review process can begin.

The RMS coding for ALL school districts must be complete before any invoice can be reviewed. This is because each school district's invoice is based on the RMS data from ALL of the school districts. Once RMS forms have been completed and the cost data is available for all school districts, each school district is ready to create its own invoice.

Each SBAC District Business Officer at the respective school districts will be able to review and approve the invoice before submitting it to MDE for review and approval. The school district invoice is a compilation of the RMS responses, the salary information, and the 'Other Cost' data provided by the school district. The invoice will be displayed on the "School Invoice Review" page. The layout of the school invoice review page is shown below:

Invoices : Q4 08				
District	Invoice Amount	 RMS Participation %	Invoice Status	Actions
 South Delta	5963	None Chosen	DOE - Approved (Certified, Invoiced)	 
 Coffeeville	6717	None Chosen	DOE - Approved (Certified, Invoiced)	 
 Starkville	7847	None Chosen	DOE - Approved (Certified, Invoiced)	 
 Amite County	9749	None Chosen	DOE - Approved (Certified, Invoiced)	 
 Calhoun County	4695	None Chosen	DOE - Approved (Certified, Invoiced)	 
 Webster County	2272	None Chosen	DOE - Approved (Certified, Invoiced)	 
 MS School for the Blind	1563	None Chosen	DOE - Approved (Certified, Invoiced)	 
 West Bolivar	1294	None Chosen	DOE - Approved (Certified, Invoiced)	 

Indirect Costs

Each school district will use its restricted indirect cost rate provided by the MDE. The MDE has been delegated authority by the United States Department of Education (USDOE) to review indirect cost proposals and to approve indirect cost rates for local education agencies (LEA). The indirect cost rates are calculated for the LEAs each year.

Calculation of Medicaid Eligibility

The costs associated with several Medicaid administrative activities performed by school districts must be adjusted by the individual school district Medicaid Eligibility Rate (MER). The MER reduces these counts to the amount for services specific to Medicaid eligible individuals. The MER for SBAC is calculated on a quarterly basis.

There are 152 school districts excluding the School for the Blind, the School for the Deaf and the Mississippi School of the Arts located within 82 counties. There are 113 school districts that are participating in the SBAC program. To determine the MER for each participating school district, Mississippi will use the following method for calculations. These quarterly calculations utilize the following reports:

- The DOM will provide to MDE quarterly a data file of all Medicaid eligible's between the ages of 3-21. This report will provide the name, date of birth, social security number and address of eligible.
- The MDE will perform a data match where the district generated student list is compared to the DOM's list. The report will identify the student's school district based upon the county listed by the DOM.
- The school district report is of all enrolled students between the ages of 3-21. This report is generated by the statewide enrollment reporting database. The report lists the student name, date of birth, address and social security number.
- The fractional value is identified by dividing the total number of Medicaid eligible school age children (the numerator) for each county by the total Average Daily Membership (the denominator) for each county.

The Medicaid Administrative Claiming eligibility rate calculation is:

$$\frac{[\text{Number of Medicaid Students}]}{[\text{Total Number of Students}]}$$

Once the rate is calculated DOM will receive quarterly a data match file from MDE identifying all beneficiaries that were captured in the number of Medicaid students. This file will be used to validate claims submission.

The Medicaid Eligibility Rate is applied to all activity codes that must be allocated between Medicaid and non-Medicaid.


To calculate the MER for participating school districts where there is only one school district located in the county. The MER is determined by dividing the DOM report by the school district's quarterly total enrollment.

To calculate the MER for participating school districts where there are multiple school districts located in the same county. The MDE performs a computerized match where the district generated student list is compared to the DOM master list. The MER is determined by dividing the DOM report by the school district's quarterly total enrollment.

Invoice/Claim Calculation Explanation

Each claim submitted will incorporate the elements that were approved by DOM and MDE, including the allocated time study results, MER, discount rate, direct costs, indirect cost rate, and the Federal Financial Participation (FFP) rate. For those activity codes that require a Medicaid discount, the MER will be applied in accordance with instructions in the CMS MAC Guide.

Example of Invoice:

 Mississippi Department of Education									
DATE: Wednesday, April 07, 2010 @ 8:58:14 AM USER: masteradmin									
DISTRICT INVOICE: Chickasaw County									
CMS CODE	CODE DESC	RMS RESPONSE %	CODE 10 ALLOC	TOTAL %	ELIGIBILITY %	RESULTING FACTOR %	SALARIES (\$108798)	OTHER COSTS (\$70815)	LINE TOTAL
2b	Facilitating Medicaid Eligibility Determination	0.462982963	0.108465808	0.571428571	100	0.571428571	622	405	1026
5b	Transportation-Related Activities in Support of Me	0.231481481	0.054232804	0.285714286	44.51	0.127171429	138	90	228
8b	Medical Training	0.925925926	0.216931217	1.142857143	44.51	0.508685714	553	360	913
9b	Referral, Coordination, and Monitoring of Medical	9.490740741	2.223544974	11.714285714	44.51	5.214028571	5673	3692	9365
TOTALS:							6986	4547	11532
Indirect Rate Costs: (2.87%)							200		11732
Federal Reimbursement Rate:							0.5		5886

Data Elements of the Claim

- Allocation of Time Study Results
 - Once the RMS forms have been coded, the percentages of reimbursable activities are extracted for the claim (activity codes 1b, 2b, 5b, 6b, 7b, 8b, and 9b) listed under the CMS Code column and Code Description.
- RMS Response % – this is the percentage of all of the RMS forms that were coded with the chosen activity codes. (i.e. number of times a specific code was selected) / Total Responses
- Code 10 Allocation – this code indicates that the time study participants were not performing activities that are directly assignable to program activities. However, Code 10 is reallocated across the other activity codes.

- Total % column – used to further break down the elements (i.e. RMS Response percent Column + Code 10 Allocation Column)
- Medicaid Eligibility Rate
 - Eligibility % Column – The field can have one of two values.
 1. If the CMS code is discounted, then this value is based on the eligibility percent that is associated with the specific county. Even though a school district may span multiple counties, the county where the school district office is located is used to determine the county associated with the district.
 2. If the CMS code is not discounted, then the value is 1 or 100 percent.
- Resulting Factor % - The multiplication of the previous two columns
- Salaries – This value shows the total of all reported salaries that were entered into the web-based system by the SBAC District Coordinator. This is the total for the quarter. This salary calculation is performed by multiplying the total amount of salaries by the resulting factor to determine how much of the salary figure is reimbursable.
- Other Cost column – The first row of the table, value shows the total of other cost calculation from previous steps in the workflow. In subsequent rows, the value in this column is the product of the value in the first row and the resulting factor column. Again, multiplying the total costs by a factor to determine the portion that is reimbursable.
- Indirect Rate Costs – this section retrieves the indirect rate from an indirect rates table that is information keyed in quarterly by MDE Specialist.
- Line total – this section totals the line items Salaries and Other Costs and multiplies that number by the current FFP rate, which is 50 percent to calculate the total amount of the invoice.

Task #12: MDE Invoice Approval

The MDE Specialist is responsible for reviewing and approving the invoice that was submitted by the participating school district. The screens that are available to the MDE Specialist are identical to those available to SBAC District Business Officer. The MDE Specialist will either approve or deny the invoice. If the invoice is denied by the MDE Specialist, the SBAC District Business Officer will make necessary revisions.

Task #13: District Certification

The District Certification is performed by SBAC District Business Officer. The SBAC District Business Officer electronically signs the invoice certifying that all of the information is correct. The screens for displaying the invoice would be identical to those described in the previous two sections, with the exception of a link titled "Certify Invoice". This link would bring up the invoice certification page. The layout of the invoice certification page is shown below.

MISSISSIPPI	Invoice Certification
School Based Administrative Claiming	Warren County School District
	Fall 2009
Quarterly Certification of State Expenditures by Schools	
<p>I, as financial officer of (school district), am charged with the duties of supervising the administration of the provision and billing for the School-Based Administrative Claiming services provided under Title XIX (Medicaid) of the Social Security Act, as amended. I hereby certify that the school has expended (total amount) of state and federal share of medical claims to be billed to the eligible Medicaid students during the (Quarter) quarter.</p> <p>I also certify that the schools' certified expenditure were incurred in accordance with provisions of Mississippi's policies for the services. These certified expenditures are separately identified and supported in our accounting system.</p> <p>John Brown Warren County School District Business Manager Date: 11/15/2009</p> <p>SUBMIT</p>	

Task #14: Invoice Acceptance

Once the MDE Specialist has indicated on the SBAC web-based system that the school district invoices have been marked "Approved Invoice", each individual SBAC District Business Officer will certify their district invoice. A MDE Specialist will submit an e-mail notification to DOM staff that the given quarter's invoice is available for DOM approval and payment.

Monitoring and Quality Assurance

DOM will establish and maintain a quality assurance process which ensures the quality management of the program. It is necessary to monitor the SBAC program in order to assure that Medicaid dollars are utilized in the manner for which they are allocated; that is to make Administrative Claiming available to eligible Medicaid school providers enrolled in the Medicaid program.

Ongoing evaluation of the School-Based Administrative Claiming (SBAC) program is a federal requirement. DOM staff will have the lead in monitoring and quality control functions. DOM staff will provide direct supervision and assistance for these functions.

A. MDE Oversight and Monitoring

- MDE will implement, and provide oversight and monitoring actions ensuring that school districts are in compliance with SBAC requirements.

Actions must be taken to ensure, 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

B. DOM Oversight and Monitoring

Validation of the program will include DOM performing the following actions quarterly:

1. Randomly select 10% of the sampled responses.
2. Review the sampled responses and Independently Code the activity of the 10% selected.
3. Validate the accuracy of the original coder.

Documentation must be readily accessible and available to DOM or CMS. The MDE agrees to share data as a part of the quality assurance program timely upon request by DOM. The MDE will make available to DOM the documentation /records/reports maintained for the SBAC program.

DOM will perform appropriate oversight and monitoring of the SBAC program to ensure compliance with state and federal guidelines. Documentation must be readily accessible and available to DOM or CMS; and can be requested as a result of DOM desk audit (requested through the mail) or through an on-site audit.

State areas of review include:

- the time study – sampling methodology, the sample, and time study results
- compliance with training requirements
- financial reviews
- documentation compliance

The Medicaid school-based provider agrees to share data timely as part of the quality assurance program upon request by DOM. The Medicaid school-based provider will make available to DOM the documentation/records/reports maintained for the SBAC program.

These documentation/records/reports include, but are not limited to:

- Random Moment Sampling (RMS) documents;
- Methodology that support the construction of the Administrative Claiming billing process;
- Standardized time study/observation forms and/or time logs;
- Revenue projection reports; and,
- School district quarterly reports.

The Medicaid school-based provider must submit copies of the time logs for each participating school in the area to MDE.

DOM will initially verify a small percentage of time logs quarterly to ensure accuracy. Verification will be through direct face-to-face contact with the sampled participants.

Each quarter DOM will perform the following:

- A percentage of the time logs of the sampled school staff to ascertain if the sampled participants understood the instructions on sampling time forms (the percentage may be reduced, as a time study history is compiled over time).
- Verify that the time study form turned in was completed by the individual who signed the form and that he/she accurately reported his/her activity at the time he/she was sampled (to the best of his/her knowledge).

Monitoring Objectives

Monitors from various organizations will review the Administrative Claiming program document and provide performance measures to validate whether or not the providers and/or the Administrative Claiming program have:

- complied with federal and state laws, regulations and policies;
- complied with the terms of the Administrative Claiming guide agreement;
- billed DOM for authorized services and for only the services that were actually delivered in compliance with the Administrative Claiming guide; and,
- provide a service which produced an effective and cost effective outcome for beneficiaries and the Medicaid program

Desk Reviews

Periodically, DOM staff may conduct desk reviews of Administrative Claiming services. These desk reviews include, but are not limited to, the analysis of required documentation and various reports.

On-site Visits

The on-site visits will be scheduled periodically and conducted by DOM Medicaid Administrative Claiming staff. During on-site visits, required records and documents will be reviewed for consistency with claims submitted and with applicable program requirements. However, there may be instances where it is necessary to further verify claims with face-to-face interviews with the sampled time study staff.

Cooperation Required of the Provider During Monitoring Activities

The Medicaid school-based providers must cooperate fully with monitoring activities, evaluations or other reporting requirements authorized by DOM. Records and supporting information must be made available as required for any authorized monitoring activities.

The provider's Administrative Claiming Coordinator or authorized representative must be available to answer questions during the monitoring review and to receive the results of the review.

Findings from Monitoring Reviews

DOM staff that conducts the monitoring review will prepare a report of monitoring activity. A copy of the report will be forwarded to the provider with a request, when appropriate, for a response to be submitted to DOM 30 days after the receipt of the report. The response should include a plan of correction, as necessary, which addresses any deficiencies noted in the monitoring report.

The staff of DOM will review the response and contact the provider within 30 days of the receipt of the response regarding the acceptance of the response and approval of the plan of correction.

The provider will be notified in writing by DOM of any administrative noncompliance with provider agreement terms or applicable regulations.

If items of noncompliance are not corrected, DOM may take appropriate actions to ensure correction by the provider of noted problem(s), or DOM may terminate the provider's participation in the Medicaid Administrative Claiming program.

Erroneous overpayments to providers are subject to restitution. The provider is entitled to notification by DOM of the erroneous payment(s). If the provider has been overpaid, he/she will be contacted regarding the repayment schedule.

Records Retention

Medicaid school-based providers must keep all records pertaining to the Administrative Claiming program for a period of five years after each quarterly claim is filed with DOM.

Attachment A

SBAC ACTIVITIES CODE LIST

A detailed description of the eligibility categories, to include code and examples available under Mississippi's SBAC program is found in Appendix C of this guide.

The major categories of SBAC activities are:

Code 1a.	Non-Medicaid Outreach (Non-Reimbursable)
Code 1b.	Medicaid Outreach (Reimbursable)
Code 2a.	Facilitating an Application for Non-Medicaid Program (Non-Reimbursable)
Code 2b.	Facilitating Medicaid Eligibility Determination (Reimbursable)
Code 3.	School Related and Educational Activities (Non-Reimbursable)
Code 4.	Direct Medical Services (Non-Reimbursable)
Code 5a.	Transportation for Non-Medicaid Services (Non-Reimbursable)
Code 5b.	Transportation-Related Activities in Support of Medicaid Services (Reimbursable)
Code 6a.	Non-Medicaid Translation (Non-Reimbursable)
Code 6b.	Translation Related to Medicaid Services (Reimbursable)
Code 7a.	Program Planning, Policy Development and Interagency Coordination Related to Non-Medical Services (Non-Reimbursable)
Code 7b.	Program Planning, Policy Development and Interagency Coordination Related to Medical Services (Reimbursable)
Code 8a.	Non-Medical/Non-Medicaid Related Training (Non-Reimbursable)
Code 8b.	Medical/Medicaid Related Training (Reimbursable)
Code 9a.	Referral, Coordination and Monitoring of Non-Medicaid Services (Non-Reimbursable)
Code 9b.	Referral, Coordination and Monitoring of Medicaid Services (Reimbursable)
Code 10.	General Administrative (<i>Allocated across other activities</i>)
Code 11.	Not Scheduled to Work (Non-Reimbursable)

Attachment B

SBAC School District Employee Training Module Verification Screen

Employee Training: DAWSON, ROSA

Review the information below and press the Update button when finished.

Step 1 - Verify your Information

Name:DAWSON, ROSA

School District:Lawrence County

School:

New Hebron Attendance Cente

Please review your Job Title to make sure that it is correct.

Job Title:

Special Education Teacher

Please review your e-mail address to make sure that it is correct.

Email Address:rdawson@lawrence.k12.ms.us

Training Status for DAWSON, ROSA

Training Started:NO

Training Complete:NO


Training Completed On:

BEFORE CONTINUING, PLEASE MAKE SURE THAT ALL INFORMATION IS CORRECT. IF THERE IS AN ERROR, DO NOT CONTINUE! CALL YOUR SBAC COORDINATOR!

Step 2 - View the Training Material


Click below to view the training material. A new window will open and the training document will be displayed. Please read thoroughly. When you are done with reading the training material, please close that window to continue your training.

NOTE: TO NAVIGATE THROUGHT THE TRAINING MATERIAL, PLEASE LEFT-CLICK YOUR MOUSE ANYWHERE ON THE PAGE TO ADVANCE THE SLIDES.

 View Training Material

Step 3 - Complete the training questionnaire

Click below to fill out the training questionnaire. This step is **required** in order to complete training.

 Fill Out Questionnaire


SBAC School District Employee Training Module



A PROGRAM ADMINISTERED BY THE OFFICE OF HEALTHY SCHOOLS WITH THE NEW JERSEY DEPARTMENT OF EDUCATION


RMS Participant Training


[Continue](#)



Training objectives


- The first objective of this training is to provide basic information about Medicaid.
- The second objective is to explain the School-Based Administrative Claiming (SBAC) program.
- The final objective is to explain why you were selected to participate in the Random Moment Sampling (RMS) process and what that entails.


Health is Academic [Continue](#) 



What is Medicaid?


- Medicaid is a Federal and State funded health insurance program for low income and medically needy families and individuals.
- Special considerations exist for children, pregnant women, disabled, and elderly persons.

Health is Academic [Continue](#) 





Medicaid in Schools

- Medicaid is authorized by Congress to reimburse for IDEA-related medically necessary services on a Fee-for-Service (FFS) basis.
- Fee-for-Service is a cost-sharing matching program in which the Education Agency (EA) as an enrolled public entity is responsible for paying the non-federal matching share of the amount of the claims.

Health is Academic [Continue](#) 



● ● ● Medicaid Fee-For-Service

- Services rendered under the Medicaid FFS program are not reimbursable under the School Based Administrative Claiming program.
- Fee-For-Service Participants may include
 - Speech/Language Pathologist
 - Occupational Therapist
 - Physical Therapists
 - Nurses
 - Licensed Clinical Social Workers

Health is Academic  



● ● ● What is School-Based Administrative Claiming?

- The School-Based Administrative Claiming (SBAC) program is federally funded, and administered by Mississippi's Division of Medicaid and Department of Education.
- Federal matching funds under Medicaid are available for the cost of administrative activities that directly support efforts to identify and enroll potential eligibles into Medicaid and that directly support the provision of medical services covered under the state Medicaid plan.

Health is Academic  



● ● ● The SBAC program reimburses for:

- Outreach to Medicaid;
- Assisting with the Medicaid application process;
- Discussing or planning mental or other health care services for students;
- Coordinating services with other providers;
- Planning or developing the school district's health program;
- Arranging for special transportation; and
- Conducting or attending medical/Medicaid training.

Health is Academic  



● ● ● School Based Administrative Claiming (SBAC)

- School employees that perform activities that are in support of the State Medicaid plan, federal reimbursement may be claimable through the "SBAC" program.
- SBAC Participants may include:
 - Administrators
 - Principals
 - Teachers
 - School Counselors

Health is Academic  



What is Random Moment Sampling (RMS)?

- RMS is a time study method that is approved by Medicaid for use by school districts.
- It enables districts to determine what percentage of time their employees spend on Medicaid reimbursable activities through a random questionnaire.

Health is Academic  



What is Random Moment Sampling (RMS)?

- Each quarter, participants are randomly selected to provide details of what they were doing at a specific moment. It is important that the participant complete the needed documentation in a timely fashion.
- When completing the RMS form, it does not matter whether the student is Medicaid eligible or not.

Health is Academic  



Who can be sampled?

- Only certain school district staff can be involved in random moment sampling. These staff members are involved in activities that lead a child or family toward receiving health services, behavioral services, and/or Medicaid benefits.
- Staff members who are not involved in outreach/health care access activities should not be included in the sampling process.

Health is Academic  

What do I have to do?

- Complete the Training Module and the True/False Quiz

Health is Academic  

Training Verification Page

Please verify the following information

Employee Training:

Review the information below and press the Update button when finished.

Step 1 - Verify your information

Name:

School District:

School:

Please review your job title to make sure that it is correct.

Job Title:

Please review your e-mail address to make sure that it is correct.

E-mail Address:

Training Status for District:

Training Started:

Training Complete:

Training Completion:

Training Started and Training Complete status will change as the SBAC District employee complete the training

WARNING: CONTINUING TO LEAVE THIS PAGE WHILE ANY INFORMATION IS CURRENTLY IN DRAFT AS AN ERROR, DO NOT CONTINUE! (CALL YOUR SBAC COORDINATOR!)

Step 2 - View the Training Material

Continue

Training Verification Page cont'd

Step 2 - View the Training Material

Click below to view the training material. A new window will open and the training document will be displayed. Please read thoroughly. When you are done with reading the training material, please close that window to continue your training.

NOTE: TO NAVIGATE THROUGH THE TRAINING MATERIAL, PLEASE LEFT-CLICK YOUR MOUSE ANYWHERE ON THE PAGE TO ADVANCE THE SLIDES.

Step 3 - Complete the training questionnaire

Click below to fill out the training questionnaire. This step is **required** in order to complete training.

Select the "View Training Material" button and it will take school district employee to "RMS Participant Training Module"

Select the "Fill Out Questionnaire" button and this will take you to 10 question True or False quiz.

Continue

What do I have to do?

Fill out an RMS at the assigned date and time each quarter that you randomly selected.

You may or may not be selected during a quarter since computer matching is by chance.

Continue

How do I fill out the form?

- You will receive a computer-generated RMS form
 - Select the activity that best describes the activity you were performing during your RMS moment. If "none of the above" applies, please type or write in a description of what you were doing in no more than one or two sentences.
 - Click the "submit" button or sign and date the form to verify that the activity you selected correctly identifies what you were doing during your sample moment.

Continue

RMS Notification

- SBAC School District Employees will receive the following email

The email format is as follows:

Dear Sampled Participant,

This is an email to inform you that you have been chosen to complete a Random Moment Study (RMS). Please use the link below AFTER your RMS time has passed.

Your RMS TIME is: 5/14/2010 3:07:00 PM.


PLEASE NOTE:

1. The RMS should be completed at the appointed time.
2. The RMS cannot be completed before the appointed date.
3. 5 Days after the appointed time, the RMS cannot be completed.

Link: <http://www.education.com/sbac/US100/verify>

With Regards,
SBAC Administrator

This link will take the SBAC District Employee to a "Employee Training Verification" screen

Health is Academic Continue 

What do I have to do? Cont'd

Fill out an RMS form at the assigned date and time each quarter that you are randomly

RMS Verification

Review the information below and press the Submit button when finished.

Step 1: Verify your Information

Name: Will display your name


School District: School District

Please review your Job Title to make sure that it is correct.

Job Title: Job Title


BEFORE CONTINUING, PLEASE VERIFY THAT ALL INFORMATION IS CORRECT. IF THERE IS AN ERROR, DO NOT CONTINUE UNTIL YOU HAVE MADE CHANGES.

Once the RMS Participant correctly submits the information, this form will lead them to the actual survey.

Health is Academic Continue 

Thank you!

- Thank you for your cooperation with the SBAC program. Your efforts will make the program a success!
- This concludes this portion of the training. Upon closing this window, you will be directed to take a brief true/false quiz to test your comprehension of the information you have just read. Your overall training is not complete until you have completed the questions.

Health is Academic Finished 

SBAC School District Employee Training Module Training Questionnaire

Test

Please click in the bubble or circle True (T) or False (F) after the following 10 statements to indicate your understanding of this training.

1. Medicaid provides health insurance to low income and needy families. T F
2. SBAC stands for School Based Administrative Claiming. T F
3. RMS is a time study method that is approved by Medicaid. T F
4. I need to know whether or not a student receives Medicaid before completing my RMS form. T F
5. I was selected to participate in the RMS program because I only work with Medicaid eligible students. T F
6. I will be selected each quarter to fill out an RMS form. T F
7. Only a brief description of my RMS activity is required. T F
8. Medicaid reimbursement is important to the school district. T F
9. I must verify that the pre-printed information on my RMS form is correct. T F
10. Both the federal and state government fund the Medicaid program. T F

Thank you for participating in this worthwhile endeavor. Your efforts will greatly benefit the students in your school district. We appreciate your help.

Answer Key

1. T
2. T
3. T
4. F
5. F
6. F
7. T
8. T
9. T
10. T

Attachment C

SCHOOL-BASED ADMINISTRATIVE CLAIMING PROGRAM TIME STUDY ACTIVITIES

Activity Codes Descriptions and Examples

The following time study codes include examples that are allowable and reimbursable under the Medicaid program, as well as activities that are non-reimbursable. Even though some of these activities are non-reimbursable they must be included on your time study in order to determine and document the amount of actual time that is associated with the reimbursable activity.

Code 1a. Non-Medicaid Outreach (These activities are NON-REIMBURSABLE) - U

This code should be used by all school staff when performing activities that inform eligible or potentially eligible individuals about non-Medicaid, social, vocational, and educational programs (including special education) and how to access them; describing the range of benefits covered under these non-Medicaid, social, vocational, and educational programs and how to obtain them. Both written and oral methods may be used. This includes related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

1. Informing an individual or family about wellness programs and how to access them;
2. Scheduling and promoting activities which educate individuals about the benefits of healthy life-styles and practices;
3. Conducting general health education programs or campaigns that address life-style changes in the general population;
4. Conducting outreach campaigns directed toward encouraging persons to access social, educational, legal or other services not covered by Medicaid;
5. Assisting in early identification of children with special medical/mental health needs through various child find activities; and
6. Outreach activities in support of programs which are 100 percent funded by state general revenue.

Code 1b. Medicaid Outreach (These activities are REIMBURSABLE) – TM/50 Percent FFP

This code should be used by school staff when performing activities that inform eligible or potentially eligible individuals about Medicaid and how to access it. Activities would include bringing potential eligibles into the Medicaid system for the purpose of determining eligibility and arranging for the provision of Medicaid services. School districts may only conduct outreach for the populations served by their school districts, i.e., students and their parents or guardians.

Examples:

1. Informing Medicaid eligible and potential Medicaid eligible children and families about the benefits and availability of services provided by Medicaid (including preventive treatment and screening) including services provided through the MISSISSIPPI COOL KIDS (EPSDT) program;
2. Distributing literature about the benefits, eligibility requirements, and availability of the Medicaid program, including EPSDT;
3. Providing information about Medicaid EPSDT screening (e.g., dental, vision) in schools that will help identify medical conditions that can be corrected or improved by services offered through

- the Medicaid program;
- 4. Informing children and their families on how to effectively access, use and maintain participation in all health resources under the Medicaid Program;
- 5. Assisting DOM in early identification of children who could benefit from the health services provided by Medicaid as part of a Medicaid outreach campaign. This activity is distinguished from "child find" activities that are required under IDEA. Child find activities should be reported under Code 1.a. (Non-Medicaid Outreach).
- 6. Contacting pregnant and parenting teenagers about the availability of Medicaid prenatal and well baby care programs and services;
- 7. Conducting a family planning health education outreach program or campaign if it is targeted specifically to family planning Medicaid services that are covered and offered to Medicaid eligible individuals; and
- 8. Notifying families of MISSISSIPPI COOL KIDS (EPSDT) program initiatives, such as screenings conducted at a school site and Medicaid eligibility outstations.

Activities which are not considered Medicaid outreach under any circumstances are: (1) general preventive health education programs or campaigns addressed to life-style changes in the general population (e.g., dental prevention, anti-smoking, alcohol reduction, etc.) and (2) outreach campaigns directed toward encouraging persons to access social, educational, legal or other services not covered by Medicaid.

**Code 2a. Facilitating Application for Non-Medicaid Programs
(These activities are NON-REIMBURSABLE) - U**

This code would be used when SBAC School District Employees are performing activities that inform an individual or family about programs such as, Temporary Assistance for Needy Families (TANF), Food Stamps, Women, Infants, and Children (WIC), day care, legal aid and other social or education programs and referring them to the appropriate agency to make application.

Examples:

- 1. Explaining the eligibility process for non-Medicaid programs;
- 2. Assisting an individual or family collect/gather information and documents for the non-Medicaid program application;
- 3. Assisting an individual or family in completing an application, including necessary translation activities;
- 4. Developing and verifying initial and continuing eligibility for the Free and Reduced Lunch Program. When a SBAC School District Employee is verifying a student's eligibility or continuing eligibility for Medicaid for the purpose of developing, ascertaining or continuing eligibility under the Free and Reduced Lunch program, report that activity under this code;
- 5. Developing and verifying initial and continuing eligibility for non-Medicaid programs; and
- 6. Providing necessary forms and packaging all forms in preparation for the non-Medicaid eligibility determination.

**Code 2b. Facilitating Medicaid Eligibility Determination
(These activities are REIMBURSABLE) – TM/50 Percent FFP**

School staff should use this code when assisting an individual to apply for Medicaid. This includes related paperwork, clerical activities or staff travel required to perform these activities. This activity does not include the actual determination of Medicaid eligibility.

Examples:

Verifying a student's current Medicaid eligibility status;

1. Explaining the Medicaid eligibility rules and the Medicaid eligibility process to prospective applicants;
2. Assisting the individual or family in completing the application, including necessary translation activities;
3. Gathering information related to the application and eligibility determination for an individual, including resource information and third party liability (TPL) information, as a prelude to submitting a formal Medicaid application; and,
4. Providing necessary forms and packaging all forms in preparation for the Medicaid eligibility determinations and/or referring an individual or family to the local assistance office to make application for Medicaid benefits; and
5. Participating as a Medicaid eligibility outreach outstation, but does not include determining eligibility.

**Code3. School Related and Educational Activities
(These activities are NON-REIMBURSABLE) - U**

This code should be used for any other school-related activities that are not health, such as social services, educational services and teaching services; employment and job training, and other activities that are not Medicaid-related. These activities include the development, coordination and monitoring of a student's education plan. Include related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

1. Providing classroom instruction, including lesson planning;
2. Testing and correcting papers;
3. Developing, coordinating and monitoring the Individualized Education Plan (IEP) for a student, which includes ensuring annual reviews of the IEP are conducted, parental sign-offs are obtained and the actual IEP meetings with parents;
4. Performing activities that are specific to instructional, curriculum and student focused areas;
5. Reviewing the education record for students who are new to the school district;
6. Providing general supervision of students (e.g., lunchroom, playground, bus);
7. Monitoring student academic achievement;
8. Providing individualized instruction (e.g., math concepts) to a special education student;
9. Conducting external relations related to school educational issues/matters;
10. Compiling report cards;
11. Applying discipline activities;
12. Performing clerical activities specific to instructional or curriculum areas;
13. Activities related to the immunization requirements for school attendance;
14. Compiling, preparing and reviewing reports on textbooks or attendance;
15. Enrolling new students or obtaining registration information;
16. Conferring with students or parents about discipline, academic matters or other school related issues;
17. Evaluating curriculum and instructional services, policies and procedures;
18. Participating in or presenting training related to curriculum or instruction (e.g., language arts workshop and computer instruction); and
19. Translating an academic test for a student.

Code 4. Direct Medical Services (These activities are NON-REIMBURSABLE) - U

School staff should use this code when providing care, treatment and/or counseling to an individual in order to correct or ameliorate a specific condition. If medical evaluations or assessments are conducted to determine a child's health-related needs for purposes of the IEP development, payment for some or all of the costs may be available under Medicaid as a direct medical service. This code also includes all related paperwork, clerical activities or staff travel required to perform these activities. Some of the following activities may be subject to the free care principle.

Examples:

1. Providing health/mental health services contained in an IEP;
2. Medical/health assessment and evaluation as part of the development of an IEP;
3. Providing direct clinical treatment and therapeutic services;
4. Providing personal aide services;
5. Performing developmental assessments;
6. Conducting medical/health assessments/evaluations and diagnostic testing and assessments/evaluations, and preparing related reports;
7. Providing speech, occupational, physical and other therapies;
8. Providing counseling about a health, mental health, or substance abuse issue;
9. Performing child health screens such as vision, hearing, dental and other MISSISSIPPI COOL KIDS (EPSDT) screens;
10. Providing immunizations, family planning, or pre-natal care services, including all counseling, education and referral activities; and
11. Administering first aid, emergency care, or prescribed medications or injections.

Code 5a. Transportation for Non-Medicaid Services (These activities are NON-REIMBURSABLE) - U

School district employees should use this code when assisting an individual to obtain transportation to services not covered by Medicaid, or accompanying the individual to services not covered by Medicaid. Includes related paperwork, clerical activities or staff travel required to perform these activities.

Example:

1. Scheduling or arranging transportation to social, vocational, and/or educational programs and activities.

Code 5b. Transportation-Related Activities in Support of Medicaid Services (These activities are REIMBURSABLE) – PM/50 Percent FFP

School district employees should use this code when assisting an individual to obtain transportation services covered by Medicaid. This does not include the provision of the actual transportation service, but rather the administrative activities involved providing transportation. This activity also does not include activities which contribute to the actual billing of transportation as a medical service. Nor does it include accompanying the Medicaid-eligible individual to Medicaid services as an administrative activity. This includes related paperwork, clerical activities or staff travel required to perform these activities.

Example:

1. Scheduling or arranging transportation to Medicaid covered services.

Code 6a. Non-Medicaid Translation (These activities are NON-REIMBURSABLE) - U

This code should be used by school employees who provide translation services for non-Medicaid activities related to social, vocational, or educational programs and activities as an activity separate from the activities referenced in other codes. This includes related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

1. Arranging for or providing translation services that assist the individual to access and understand non-medical services;
2. Arranging for or providing translation services that assist the individual to access and understand non-medical programs, services, and activities; and
3. Arranging for or providing signing services that assist the individual or family to access and understand non-medical programs, services and activities.

Code 6b. Translation Related to Medicaid Services (These activities are REIMBURSABLE) - PM/75 Percent FFP

Translation may be allowable as an administrative activity, if it is not included and paid for as part of a medical assistance service. However, translation it must be provided by separate units or by separate employees performing solely translation functions for the school and it must facilitate access to Medicaid covered services.

This code should be used by school employees who provide translation services related to Medicaid covered service as an activity separate from the activities referenced in other codes. This includes related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

1. Arranging for or providing translation or interpreter services that assist the individual to access and understand necessary care or treatment covered by Medicaid; and
2. Arranging for or providing signing services that assist the individual or family to access and understand necessary care or treatment covered by Medicaid.

Code 7a. Program Planning, Policy Development and Interagency Coordination Related to Non-Medical Services (These activities are NON-REIMBURSABLE) - U

This code should be used by school staff when performing activities associated with the developing strategies to improve the coordination and delivery of non-medical/non-mental health services to school age children and when performing collaborative activities with other agencies. Non-medical services may include social, educational and vocational services. Only employees whose position descriptions include program planning, policy development and interagency coordination should use this code. This includes related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

1. Identifying gaps or duplication of non-medical services to school age children and developing strategies to improve the delivery and coordination of these services;
2. Developing strategies to assess or increase the capacity of non-medical school non-medical/mental health programs;
3. Monitoring the delivery of non-medical/mental health services in schools;
4. Developing procedures for tracking the request of families for assistance with non-Medicaid services and providers;
5. Evaluating the need for non-medical services in relation to specific populations or geographic areas;
6. Analyzing non-medical data related to a specific program, population, or geographic area;
7. Working with other agencies providing non-medical services to improve the coordination and delivery of services and to improve collaboration around the early identification of non-medical problems;
8. Defining the scope of each agency's non-medical service in relation to the other;
9. Developing advisory or work groups of professionals to provide consultation and advice regarding the delivery of non-medical services to the school populations;
10. Developing non-medical referral sources; and
11. Coordinating with interagency committees to identify, promote and develop non-medical services in the school system.

Code 7b. Program Planning, Policy Development and Interagency Coordination Related to Medical Services (These activities are REIMBURSABLE) - PM/50 Percent FFP

This code should be used by school staff when performing activities associated with the development of strategies to improve the coordination and delivery of Medicaid coverable medical/dental/mental health services to school age children and when performing collaborative activities with other agencies. Only employees whose position descriptions include program planning, policy development and interagency coordination should use this code. This includes related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

1. Identifying gaps or duplication of medical/dental/mental health services to school age children and developing strategies to improve the delivery and coordination of these services;
2. Developing strategies to assess or increase the capacity of school medical/ dental/mental health programs;
3. Monitoring the delivery of medical/ dental/mental health services in schools;
4. Developing procedures for tracking the request of families for assistance with Medicaid services and providers;
5. Evaluating the need for Medicaid services in relation to specific populations or geographic areas;
6. Analyzing Medicaid data related to a specific program, population or geographic area;
7. Working with other agencies providing Medicaid services to improve the coordination and delivery of services, to expand access to specific populations of Medicaid eligibles and to improve collaboration around the early identification of medical problems;
8. Defining the scope of each agency's Medicaid service in relation to the other;
9. Working with Medicaid resources, such as the local Medicaid offices, to make good faith efforts to locate and develop MISSISSIPPI COOL KIDS (EPSDT) health services referral relationships;
10. Developing advisory or work groups of health professionals to provide consultation and advice regarding the delivery of health care services to the school populations;
11. Developing medical referral sources such as directories of Medicaid providers, who will provide services to targeted population groups, e.g., MISSISSIPPI COOL KIDS (EPSDT) children; and
12. Coordinating with interagency committees to identify, promote and develop MISSISSIPPI COOL KIDS (EPSDT) services in the school system.

**Code 8a. Non-Medical/Non-Medicaid Related Training
(These activities are NON-REIMBURSABLE) - U**

This code should be used by school staff when coordinating, conducting or participating in training events and seminars for outreach staff regarding the benefits of programs other than Medicaid such as educational programs; for example, how to assist families to access the services of the relevant programs, and how to more effectively refer students for those services. This includes related paperwork, clerical activities, or staff travel required to perform these activities.

Training can be coded in three ways: As a separate code (Code 8a.); or as General Administration (Code 10); or as part of a specific activity code

Examples:

1. Participating in or coordinating training which improves the delivery of services for programs other than Medicaid; and
2. Participating in or coordinating training which enhances IDEA child find programs.
3. In-service or staff meetings related to educational issues, such as curriculum, textbooks, standardized testing, or discipline.
4. Attend training regarding the provision of health education to students.

Code 8b. Medical/Medicaid Related Training (These activities are REIMBURSABLE) - PM/50 Percent FFP

This code should be used by school staff when coordinating, conducting or participating in training events and seminars for outreach staff regarding the benefits of the Medicaid program, how to assist families to access Medicaid services and how to more effectively refer students for services. This includes related paperwork, clerical activities, or staff travel required to perform these activities.

Training can be coded in three ways: As a separate code (Code 8b.); as General Administration (Code 10); or as part of a specific activity code.

Examples:

1. Participating in or coordinating training which improves the delivery of Medicaid services, especially if specifically sponsored by DOM and MDE in regards to Medicaid administrative activities such as outreach;
2. Participating in or coordinating training which enhances early identification, intervention, screening and referral of students with special health needs to MISSISSIPPI COOL KIDS (EPSDT) services. (This is distinguished from IDEA child find programs.); and
3. Participating in training on administrative requirements related to medical/Medicaid services.

Code 9a. Referral, Coordination and Monitoring of Non- Medicaid Services (These activities are NON-REIMBURSABLE) - U

School staff should use this code when making referrals for, coordinating and/or monitoring the delivery of non-medical services, such as educational services.

Examples:

1. Making referrals for and coordinating access to social and educational services such as child care,

- employment, job training and housing;
2. Making referrals for, coordinating and/or monitoring the delivery of state education agency mandated child health screens (vision, hearing, scoliosis);
3. Making referrals for, coordinating and monitoring the delivery of scholastic, vocational and other non-health related examinations;
4. Gathering any information that may be required in advance of these non-Medicaid related referrals;
5. Participating in a meeting/discussion to coordinate or review a student's need for scholastic, vocational and non-health related services not covered by Medicaid; and
6. Monitoring and evaluating the non-medical components of the individualized plan, as appropriate.

Code 9b. Referral, Coordination and Monitoring of Medicaid Services (These activities are REIMBURSABLE) - PM/50 Percent FFP

School staff should use this code when making referrals for, coordinating and/or monitoring the delivery of medical (Medicaid covered) services. Activities that are part of a direct service are not claimable as administrative services. This includes related paperwork, clerical activities or staff travel required to perform these activities.

The activities of inter-disciplinary team meetings to discuss a child's IEP without the student present are not claimable as Medicaid administration.

Examples:

1. Identifying and referring adolescents who may be in need of Medicaid services;
2. Providing referral assistance to families where Medicaid services can be provided;
3. Making referrals for and/or coordinating medical or physical examinations and necessary medical/mental health evaluations;
4. Making referrals for and/or scheduling, MISSISSIPPI COOL KIDS (EPSDT) screens, inter-periodic screens and appropriate immunization, but not to include the state-mandated health services;
5. Referring students for necessary medical health, mental health or substance abuse services covered by Medicaid;
6. Arranging for any Medicaid covered medical/dental/mental health diagnostic or treatment services which may be required as the result of a specifically identified medical/dental/mental health condition based on the findings other than when provided as a direct service;
7. Gathering any information that may be required in advance of these referrals or evaluations;
8. Participating in a meeting/discussion to coordinate or review a student's need for health-related services covered by Medicaid;
9. Providing follow-up contact or ensuring that a child has received the prescribed medical/dental/mental health services covered by Medicaid;
10. Coordinating the completion of the prescribed services, termination of services and the referral of the child to other Medicaid service providers as may be required to provide continuity of care;
11. Providing information to other staff on the child's related medical/mental health services and plans;
12. Coordinating the delivery of medical/mental health services for a child with special/severe health care needs;
13. Providing information about Medicaid's MISSISSIPPI COOL KIDS (EPSDT) screening (e.g., dental, vision) in the schools that will help identify medical conditions that can be corrected or improved by services through Medicaid;
14. Monitoring and evaluating the Medicaid service components of the IEP as appropriate; and
15. Coordinating medical/dental/mental health service provision with other agencies and resources

plans as appropriate.

Code 10. General Administrative (These activities are NON-REIMBURSABLE; Activity reallocated across other activities.) – R

This code should be used by time study participants when performing activities that are not directly assignable to program activities. This includes related paperwork, clerical activities or staff travel required to perform these activities. Note that certain functions, such as payroll, maintaining inventories, developing budgets, executive direction, etc., are considered overhead and therefore, are only allowable through the application of an approved indirect cost rate.

Examples:

1. Taking lunch, breaks, leave or time not at work;
2. Establishing goals and objectives of health-related programs as part of the school's annual or multi-year plan;
3. Reviewing school procedures and rules;
4. Attending or facilitating general school or unit staff meetings or board meetings;
5. Performing other administrative or clerical activities related to general building or school functions or operations;
6. Providing general supervision of staff (including supervision of student teachers of classroom volunteers and evaluation of employee performance);
7. Reviewing technical literature and research articles; and
8. Other administrative activities of a similar nature as listed above which cannot be specifically identified under other activity codes.

Code 11. (Not Scheduled to Work (These activities are NON-REIMBURSABLE) - U

Attachment D

RMS Form

RMS Verification: Harris, Amanda

Review the information below and press the Submit button when finished.

Step 1 - Verify your Information

Name:

Harris, Amanda

School District:

DeSoto County

Please review your Job Title to make sure that it is correct.

Job Title:

Special Education Teacher

BEFORE CONTINUING, PLEASE MAKE SURE THAT ALL INFORMATION IS CORRECT. IF THERE IS AN ERROR, DO NOT CONTINUE! CALL YOUR SBAC COORDINATOR!

Submit

RMS Questions: Harris, Amanda

Complete the Random Moment Study. For the date and time shown below, select the activity that most accurately describes what you were doing.

YOUR RANDOM MOMENT TIME: Friday, September 25, 2009 at 2:22:00 PM

Step 2 - Choose Best Answer

☐ Referring a student or parent to the local Medicaid office.

☐ At lunch or other break.

☐ Performing lunch, bus or hallway monitoring.

☐ Arranging transportation for a student to or from medical services.

☐ Helping a student or parent complete an application for educational or social services.

☐ Scheduling SPED or other medical services for a student.

☐ Discussing a student's SPED or other medical needs.

☐ Helping a student or parent complete a Medicaid application.

☐ Performing clerical or administrative functions.

☐ Discussing a student's educational needs.

☐ The moment occurred before or after my working hours.

☐ Referring a student or parent to educational or social services.

☐ Writing Lesson plans.

☐ Out on paid leave.

☐ Referring a student for SPED or other medical services.

☐ Teaching a class.

☐ NONE OF THE ABOVE

☒ NONE OF THE ABOVE

Step 3 - Sign

By clicking the Submit button, you are stating that the selection above most accurately describes the function that you were performing during the sample moment above.

Signed: Amanda Harris

Dated: 4/12/2010

Submit

Attachment E

Cross-Walk of Non-Reimbursable and Reimbursable Possible RMS Form Responses	
Code 1a. Non-Medicaid Outreach (Non-Reimbursable)	
	<ul style="list-style-type: none"> Conducting general health education programs or campaigns that address lifestyle changes in the general population. Conducting medical/health assessments/evaluations and diagnostic testing and preparing related reports. Informing families about wellness programs and how to access these programs.
Code 1b. Medicaid Outreach (Reimbursable)	
	<ul style="list-style-type: none"> Contacting pregnant and parenting teenagers about the availability of Medicaid prenatal and well baby care programs and services Informing a student or parent about the benefits and services Medicaid provides. Informing Medicaid eligible and potential Medicaid eligible children and families about the benefits and availability of service Informing students or parents about the benefits of the EPSDT program. Providing information about Medicaid EPSDT screening.
Code 2a. Facilitating Application for Non-Medicaid Programs (Non-Reimbursable)	
	<ul style="list-style-type: none"> Helping a student or parent complete an application for educational or social services.
Code 2b. Facilitating Medicaid Eligibility Determination (Reimbursable)	
	<ul style="list-style-type: none"> Helping a student or parent complete a Medicaid application. Referring a student or parent to the local Medicaid office.
Code 3. School Related and Educational Activities (Non-Reimbursable)	
	<ul style="list-style-type: none"> Compiling, preparing and reviewing reports on textbooks or attendance. Conducting external relations related to school educational issues/matters. Developing, coordinating and monitoring an IEP. Discussing a student's educational needs. Monitoring or assessing a student's educational needs. Performing lunch, bus or hallway monitoring Renewing education records of students. Teaching a class. Writing Lesson plans.
Code 4. Direct Medical Services (Non-Reimbursable)	
	<ul style="list-style-type: none"> Administering first aid or prescribed injection or medication to a student. Conducting medical/health assessments/evaluations and diagnostic testing and preparing related reports. Developing a treatment plan for a student. Medical/health assessment and evaluation as part of the development of an IEP. Preparing a student's plan of care. Providing audio logical services to a student or students. Providing behavioral services to a student or students. Providing health services to a student. Providing health/mental health services as covered in the student's IEP. Providing nursing services or medication to a student or students.

<ul style="list-style-type: none"> • Providing occupational therapy services to a student or students.
<ul style="list-style-type: none"> • Providing physical therapy services to a student or students.
<ul style="list-style-type: none"> • Providing speech/language therapy services to a student or students.
<ul style="list-style-type: none"> • Psychological services, including evaluations and assessment outlined in the child's IEP.
<ul style="list-style-type: none"> • Travel to the direct service/therapy.
Code 5a. Transportation for Non-Medicaid Services (Non-Reimbursable)
<ul style="list-style-type: none"> • Arranging transportation for a student to or from a social educational program.
<ul style="list-style-type: none"> • Arranging transportation for a student to or from a vocational program.
Code 5b. Transportation-Related Activities in Support of Medicaid Services (Reimbursable)
<ul style="list-style-type: none"> • Arranging transportation for a student for medical services.
<ul style="list-style-type: none"> • Arranging transportation for a student to or from a medical service.
<ul style="list-style-type: none"> • Arranging transportation for a student to or from a speech/language or other medical service.
<ul style="list-style-type: none"> • Arranging transportation for a student to or from an audio-logical or other medical services.
<ul style="list-style-type: none"> • Arranging transportation for a student to or from behavioral or other medical services.
<ul style="list-style-type: none"> • Arranging transportation for a student to or from medical services.
<ul style="list-style-type: none"> • Arranging transportation for a student to or from occupational therapy or other medical services.
<ul style="list-style-type: none"> • Arranging transportation for a student to or from physical therapy or other medical services.
Code 6a. Non-Medicaid Translation (Non-Reimbursable)
<ul style="list-style-type: none"> • Translating a document.
<ul style="list-style-type: none"> • Translating during a discussion of a student's educational needs.
<ul style="list-style-type: none"> • Translating during a referral for a student to obtain medical services.
<ul style="list-style-type: none"> • Translating during classroom instruction.
<ul style="list-style-type: none"> • Translating to inform a student or parent about educational or social services.
Code 6b. Translation Related to Medicaid Services (Reimbursable)
<ul style="list-style-type: none"> • Translating about scheduling medical services for a student.
<ul style="list-style-type: none"> • Translating during discussion of a student's medical needs.
Code 7a. Program Planning, Policy Development and Interagency Coordination Related to Non-Medical Services (Non-Reimbursable)
<ul style="list-style-type: none"> • Coordinating with interagency committees to identify, promote and develop non-medical services in the school system.
<ul style="list-style-type: none"> • Developing strategies to assess or increase the capacity of non-medical services and the providers of such services.
Code 8a. Non-Medical/Non-Medicaid Related Training (Non-Reimbursable)
<ul style="list-style-type: none"> • Attend training regarding the provision of health education to students.
<ul style="list-style-type: none"> • Participating in or coordinating training that improves the delivery of services for programs other than Medicaid.
Code 8b. Medical/Medicaid Related Training (Reimbursable)
<ul style="list-style-type: none"> • Attending training specifically related to the provision of direct care client services such regarding administration of inhalation.
<ul style="list-style-type: none"> • Participating in a meeting for occupational therapy professionals.
<ul style="list-style-type: none"> • Participating in a meeting for physical therapy professionals.
<ul style="list-style-type: none"> • Participating in a meeting for speech/language professionals.
<ul style="list-style-type: none"> • Participating in or coordinating training that enhances early identification, intervention, screening and referral of students with special health needs.
<ul style="list-style-type: none"> • Participating in or coordinating training that improves the delivery of medical/Medicaid related services.

• Participating in school health advisor training.
• Participating in school health aide training.
• Participating in training for audiologists.
• Participating in training for behavioral services professionals.
• Participating in training for nursing professionals.
Code 9a. Referral, Coordination and Monitoring of Non-Medicaid Services (Non-Reimbursable)
• Discussing a student's educational needs.
• Performing a home visit to establish Migrant eligibility.
• Referring a student or parent to educational or social services.
Code 9b. Referral, Coordination and Monitoring of Medicaid Services (Reimbursable)
• Arranging for any Medicaid covered medical/dental/mental health diagnostic or treatment services that may be required as a result of a specifically identified issue.
• Coordinating the delivery of community based medical/dental/mental health services for a child with special/severe health care needs.
• Making referrals to and/or coordinating medical or physical examinations and necessary medical/dental/mental health evaluations.
• Monitoring and evaluating the Medicaid service components of the educational services as appropriate with a student.
• Monitoring and evaluating the Medicaid service components of the IEP as appropriate.
• Monitoring or assessing a student's occupational therapy needs and discussing it with the student and parent/guardian.
• Monitoring or assessing a student's audio-logical therapy needs and discussing it with the student and parent/guardian.
• Monitoring or assessing a student's behavioral therapy needs and discussing it with the student and parent/guardian.
• Monitoring or assessing a student's health therapy needs and discussing it with the student and parent/guardian.
• Monitoring or assessing a student's nursing services needs and discussing it with the student and parent/guardian.
• Monitoring or assessing a student's physical therapy needs and discussing it with the student and parent/guardian.
• Monitoring or assessing a student's speech/language needs and discussing it with the student and parent/guardian.
• Participating in a meeting/discussion to coordinate or review a student's needs for health-related services covered by Medicaid.
• Providing follow-up contact to ensure that a child has received the prescribed medical/dental/mental health services covered by
• Providing information to other staff on the child's related medical/dental/mental health services and plans.
• Referring a student for behavioral or other medical services.
• Referring a student for medical services.
• Referring a student for occupational therapy or other medical needs.
• Referring a student for physical therapy or other medical needs.
• Referring a student for speech/language or other medical services.
• Scheduling audio-logical or other medical services for a student
• Scheduling behavioral or other medical services for a student.
• Scheduling medical services for a student.
• Scheduling nursing or other medical services for a student.
Code 10. General Administrative (Non-Reimbursable; Activity reallocated across other activities.)
• At lunch or on other break.
• Out on paid leave.
• Performing clerical or administrative functions.
Code 11. Not Scheduled to Work (Non-Reimbursable)
• The moment occurred before or after my working hours.

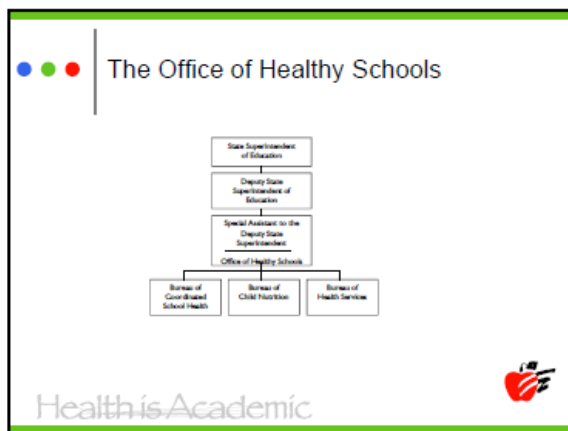
Attachment F

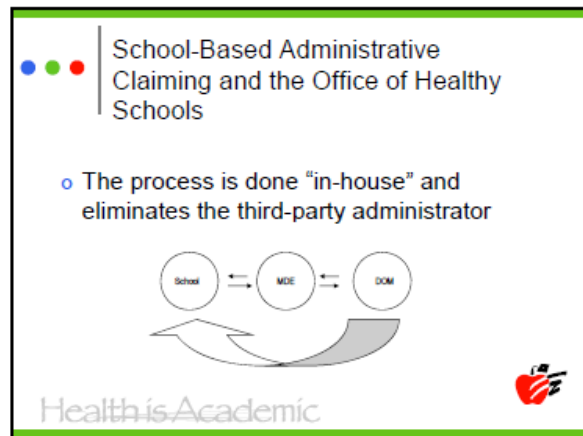
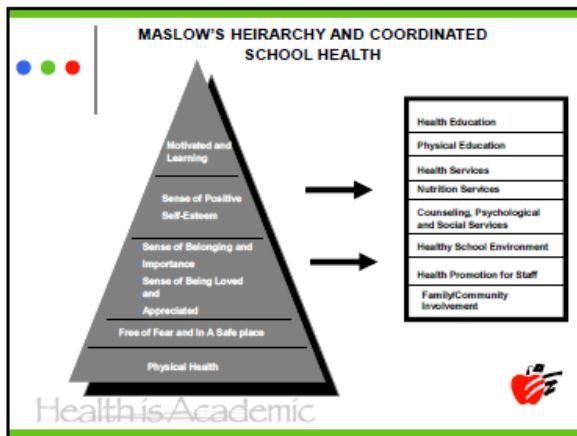
SBAC School District Coordinator and Business Officer Training Module



SBAC Regional Training

Bureau of Health Services
Shane McNeill, Director
Kegila Lyles
Donna White





Level 1 – SBAC RMS Participant

- What is Medicaid?
 - Who/what is covered?
 - What is the Fee-For-Service (FFS)?
- What is SBAC?
 - What is a RMS?
 - Who can be sampled?
- Why must I do this?
 - What do I have to do?
 - How do I fill out the form?

Health is Academic



What is Medicaid?

- o Medicaid is a Federal and State funded health insurance program for low income and medically needy families and individuals.
- o Special considerations exist for children, pregnant women, disabled, and elderly persons.

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Medicaid in Schools

- o Medicaid is authorized by Congress to reimburse for IDEA-related medically necessary services on a Fee-for-Service (FFS) basis.
- o Fee-for-Service is a cost-sharing matching program in which the Education Agency (EA) as an enrolled public entity is responsible for paying the non-federal matching share of the amount of the claims.

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Medicaid Fee-For-Service

- o Services rendered under the Medicaid FFS program are not reimbursable under the School Based Administrative Claiming program.
- o Fee-For-Service Participants may include
 - Speech/Language Pathologist
 - Occupational Therapist
 - Physical Therapists
 - Nurses
 - Licensed Clinical Social Workers

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What is School-Based Administrative Claiming?

- o The School-Based Administrative Claiming (SBAC) program is federally funded, and administered by Mississippi's Division of Medicaid and Department of Education.
- o Federal matching funds under Medicaid are available for the cost of administrative activities that directly support efforts to identify and enroll potential eligibles into Medicaid and that directly support the provision of medical services covered under the state Medicaid plan.

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● ● ● The SBAC program reimburses for:

- Outreach to Medicaid;
- Assisting with the Medicaid application process;
- Discussing or planning mental or other health care services for students;
- Coordinating services with other providers;
- Planning or developing the school district's health program;
- Arranging for special transportation; and
- Conducting or attending medical/Medicaid training.

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● ● ● School Based Administrative Claiming (SBAC)

- School employees that perform activities that are in support of the State Medicaid plan, federal reimbursement may be claimable through the "SBAC" program.
- SBAC Participants may include:
 - Administrators
 - Principals
 - Teachers
 - School Counselors

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● ● ● What is Random Moment Sampling (RMS)?

- RMS is a time study method that is approved by Medicaid for use by school districts.
- It enables districts to determine what percentage of time their employees spend on Medicaid reimbursable activities through a random questionnaire.

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● ● ● What is Random Moment Sampling (RMS)?


- Each quarter, participants are randomly selected to provide details of what they were doing at a specific moment. It is important that the participant complete the needed documentation in a timely fashion.
- When completing the RMS form, it does not matter whether the student is Medicaid eligible or not.

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Who can be sampled?

- Only certain school district staff can be involved in random moment sampling. These staff members are involved in activities that lead a child or family toward receiving health services, behavioral services, and/or Medicaid benefits.
- Staff members who are not involved in outreach/health care access activities should not be included in the sampling process.



What does the RMS Participant have to do?

- Complete the Training Module and the True/False Quiz

Training Verification Page

Participant has to verify the following information

Employee Training: **Unverified**

Verify the following information

Step 1 - Verify your information

Name:

School District:

School:

Please review your job title to make sure that it is correct.

Please review your e-mail address to make sure that it is correct.

Training Status for RANDOM, RMS:

Training Started:

Training Complete:

Training Completion:

Training Started and Training Complete status will change as the SBAC District employee complete the training

BEHIND YOUR BACK, PLEASE PRINT YOUR NAME AND SIGNATURE AS EVIDENCE. IF THERE IS AN ERROR, PLEASE CONTACT CALL YOUR SUPERVISOR.

Step 2 - View the Training Material



Training Verification Page cont'd

Participant will view the Training Module

Step 2 - View the Training Material

Click below to view the training material. A new window will open and the training document will be displayed. Please read thoroughly. When you are done with reading the training material, please close that window to continue your training.

NOTE: TO NAVIGATE THROUGHOUT THE TRAINING MATERIAL, PLEASE LEFT-CLICK YOUR MOUSE ANYWHERE ON THE PAGE TO ADVANCE THE SLIDES.

View Training Material

Step 3 - Complete the training questionnaire


Click below to fill out the training questionnaire. This step is required in order to complete training.

Fill Out Questionnaire

Select the "View Training Material" button and it will take school district employee to "RMS Participant Training Module"

Select the "Fill Out Questionnaire" button and this will take you to 10 question True or False quiz

The training consists of ten True/False questions.



● ● ● SBAC Roles

- Four Levels
 - RMS Participant
 - SBAC District Coordinator
 - SBAC Business Officer
 - MDE SBAC Specialist
- Training is designed incrementally, based on the knowledge needed for the level of participation
- Each level has a relationship to the entire process
- Each level is dependent on the other




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● ● ● Level 1: SBAC RMS Participant

- Participate in SBAC training
- Completing RMS sample moment
- Adhering to the SBAC calendar




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● ● ● Level 2 – SBAC District Coordinator
Major Steps (Employee Roster)


- Generate initial roster of eligible participants
- Document participant training by deadline
- Remove untrained participants by deadline
- Submit trained roster by deadline



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● ● ● Level 2 – SBAC District Coordinator
Major Steps (RMS forms)

- Track participants' receipt, completion, and return of RMS forms during the quarter
- Ensure that 85 percent of RMS forms are completed (quarterly)
- Ensure RMS forms complete by deadline



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Level 3 – SBAC District Business Officer

- Input all cost data information into the SBAC web-based system by quarterly
- Maintain communication with the SBAC District Coordinator
- Generate/submit completed district invoices to MDE
- Verifies the final invoice approved by MDE
- Electronically sign quarterly certification of state expenditure document

Level 3 – SBAC District Business Officer

- Cost summaries for RMS participants
- Quarterly invoice
- Other Costs
- Certification of State Expenditures form

Manage Payroll

RMS Participant Quarterly Payroll

Explanation Other Costs



Other Costs: \$11,000

Select a Other Cost from the list by clicking on the row. To add a new Cost then to the list, click the 'Add Other Costs' button below.

School District	Category	Code	Amount	Other Cost	Total	Actions
Ochslewe County	1000-100- Regular Programs	800- Materials & Supplies	1000.00	0.00	1000.00	% 0
Ochslewe County	1000-100- Regular Programs	700- Supplies	1423.00	0.00	1423.00	% 0
Ochslewe County	3000-200- Student Support Services	500- Other Personnel Services	1107.00	0.00	1107.00	% 0

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Level 4 - MDE SBAC Specialists

- Most have complete understanding of SBAC program
- Recruit and train participating school districts
- Code un-coded RMS forms
- Enforce all SBAC deadlines
- Monitor the validation of samples
- Review/Approve school district invoices
- Maintain a working relationship with Division of Medicaid

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Thank you!

- Thank you for your cooperation with the SBAC program. Your efforts will make the program a success!

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Contact Information

- MISSISSIPPI DEPARTMENT OF EDUCATION
OFFICE OF HEALTHY SCHOOLS

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Donna White, MDE SBAC Specialist
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Attachment G**SBAC School District Employees Job Titles**

Administrative Assistant	Nurse Practitioner
Assistant Business Manager	Occupational Therapist
Assistant Principal	Occupational Therapy Assistant
Assistant Special Education Supervisor	Orientation and Mobility Specialist
Assistant Superintendent	Parent Liaison
Attendance Clerk	Parents As Teachers
Audiologist	Physical Therapist
Behavior Specialist	Physical Therapy Assistant
Bilingual Specialist	Physician
Business Manager	Physician Assistant
Case Manager	Principal
Child Advocate	Psychiatrist
Community Relations Coordinator	Psychologist
Counselor	Psychologist Intern
Diagnostician	Psychometrist
Dietitian	Psychotherapist
Director of Bus Routing	Referral to Placement Coordinator
Director of Combined Services	Registered Nurse
Director of Student Services	Regular Education Paraprofessional
Director of Transportation	Regular Education Paraprofessional
Doctor of Osteopathy	Regular Education Teacher
Early Childhood Specialist	Regular Education Teacher
Early Head Start Director	Respiratory Therapist
Federal Programs Coordinator	School Health Aide
Food Services Manager	School Therapist
Guidance Clerk	Social Worker
Handicapped Bus Driver	Special Education Paraprofessional
Health Advisor	Special Education Paraprofessional
Instructional Strategist	Special Education Secretary
Interpreter	Special Education Supervisor
Intervention Specialist	Special Education Teacher
Language Speech Coordinator	Special Education Teacher
Language-Speech Pathologist	Special Population Counselor
Language-Speech Pathology Assistant	Special Programs Coordinator
Licensed Practical Nurse	Superintendent
LSC Chairperson	Support Staff Specialist
Migrant Liaison	Vocational Director

Attachment H

This table contains Job Titles and their Possible Pre-defined responses. Refer to document called "[All Job Titles and Responses FINAL.pdf](#)".

Attachment I

General Administration Allocation

		(A)	(B)	Gen Admin	(D)	(E)
	(1a) Non-Medicaid Outreach	27	3.9416%	9.854015	36.85401	3.9416%
	(1b) Medicaid Outreach	11	1.6058%	4.014599	15.0146	1.6058%
	(2a) Facilitating Application for Non-Medicaid Programs	63	9.1971%	22.9927	85.9927	9.1971%
	(2b) Facilitating Medicaid Eligibility Determination	14	2.0438%	5.109489	19.10949	2.0438%
	(3) School Related and Educational Activities	58	8.4672%	21.16788	79.16788	8.4672%
KEY	(4) Direct Medical Services	95	13.8686%	34.67153	129.6715	13.8686%
(A) Total samples from Random Moment Sampling	(5a) Transportation for Non-Medical Services	63	9.1971%	22.9927	85.9927	9.1971%
	(5b) Transportation-Related Activities in Support of Medical Services	2	0.2920%	0.729927	2.729927	0.2920%
(B) % of each code sample to the total of all codes except General Administration	(6a) Non-Medical Translation	71	10.3650%	25.91241	96.91241	10.3650%
	(6b) Translation Related to Medical Services	1	0.1460%	0.364964	1.364964	0.1460%
(C) Allocation of General Administration sample total to each line	(7a) Program Planning, Policy Dev & Interagency Coord Related to Non-Medical Services	83	12.1168%	30.29197	113.292	12.1168%
	(7b) Program Planning, Policy Dev & Interagency Coord Related to Medical Services	9	1.3139%	3.284672	12.28467	1.3139%
(D) Total of columns B and E	(8a) Non-Medical Training	73	10.6569%	26.64234	99.64234	10.6569%
	(8b) Medical Training	4	0.5839%	1.459854	5.459854	0.5839%
(E) % of column G to total of column G	(9a) Referral, Coord & Monitoring on Non-Medical Services	58	8.4672%	21.16788	79.16788	8.4672%
	(9b) Referral, Coord & Monitoring of Medical Services	53	7.7372%	19.34307	72.34307	7.7372%
	SUB-TOTAL	685	100.0000%	250	935	100.0000%
	(10) General Administrative	250				
	TOTAL	935				

MISSISSIPPI DEPARTMENT OF EDUCATION

OFFICE OF HEALTHY SCHOOLS

CONTACTS

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Mississippi Division of Medicaid

CONTACTS

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Jakki Andrews, Program Administrator
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Jakki.Andrews@medicaid.ms.gov

Attachment K

**Agreement between the Mississippi Department of Education and the SBAC
School District for Provision and Reimbursement of Administrative Claiming
Activities**

The Mississippi Department of Education (MDE) and the _____ SBAC school district hereby agree to the principles, terms and effective dates carried in this agreement. This agreement is set forth to define each party's responsibilities in order to effectively administer the provision of and reimbursement for Medicaid administrative claiming activities and is necessary to implement parts of the Medicaid state plan under Title XIX of the Social Security Act. Legal authority for this program is found in sections 236.0812, 409.9071, and 409.908, Mississippi Statutes and Title XIX of the Social Security Act. The Division of Medicaid (DOM) has entered into an agreement that authorizes the MDE to administer the Administrative Claiming program in Mississippi. The DOM is the single state agency in Mississippi under Title XIX of the Social Security Act. Additional, specific federal governing policies and procedures are found in the Office of Management and Budget's (OMB) Circular A-87 and the Code of Federal Regulations (CFR), Title 45, Parts 74 and 95.

General Principles

This agreement is to be based on the following general principles:

1. The aforementioned parties have a common and concurrent interest in providing and reimbursing Medicaid administrative claiming activities, within parameters set by the federal Centers for Medicare & Medicaid Services (CMS) and only as approved by CMS. Any changes in the program required by CMS are to be implemented by both of the aforementioned parties.
2. This agreement is in no way intended to modify the responsibilities or authority delegated to the parties.
3. This agreement is not intended to override or obsolete any other agreements or memorandums of understanding which may already exist between these parties.
4. Any SBAC school district contractors involved with administrative claiming activities are bound by this agreement with regard to administrative policies and procedures.
5. A SBAC school district representing one or more other SBAC school districts within the state for the purposes of billing Medicaid for school-based administrative claiming activities, shall also comply with the provisions of this agreement.
6. This agreement provides a mechanism for payment of federal funds from CMS and the parties agree that it in no way creates a requirement for DOM or MDE to reimburse any SBAC school district from DOM or MDE state funds.

Terms

MDE agrees to the following terms:

7. MDE will provide ongoing evaluation of the School-Based Administrative Claiming (SBAC) program.
11. MDE will review SBAC school district administrative claims for Medicaid reimbursement on a quarterly basis and disburse funds received from DOM to the appropriate SBAC school district for administrative claiming where allowed under CMS' policies and procedures for the program.
12. MDE will disburse funds received from DOM to the SBAC school districts for allowable administrative activities performed by the SBAC school district staff, on a quarterly basis, and reimbursed to DOM.
13. MDE will disburse funds for administrative activities as determined by CMS approved cost allocation methodologies and time study formulas.
14. MDE will periodically monitor the SBAC school districts' files pertaining to administrative claiming program by the SBAC school district for compliance with record keeping requirements for reporting reimbursable activities and capturing time, as well as the sampling process and results.
15. MDE will develop procedures for recoupment from the SBAC school district, if warranted by MDE, DOM or CMS monitoring.

DOM agrees to the following terms:

1. DOM will develop a list and description of Medicaid reimbursable school-based administrative claiming activities performed by SBAC school district contract or salaried staff, in coordination with the Division of Medicaid. Administrative claiming activities are found in Appendix B of this agreement. Modifications to the administrative claiming activities will be made through revision of the DOM "School-Based Administrative Claiming Program Guide."
16. DOM will review SBAC school district administrative claims for Medicaid reimbursement on a quarterly basis and reimburse the SBAC school district for administrative claiming where allowed under CMS's policies and procedures for the program.
17. DOM will reimburse the SBAC school district based on federally established rate of 50 percent of allowable administrative activities performed by personnel.
18. DOM will reimburse the SBAC school districts 100 percent of the

federal share of actual and reasonable costs for Medicaid administrative activities provided by SBAC school districts, as determined by CMS approved cost allocation methodologies and time study formulas.

19. DOM will invoice CMS for Title XIX participation through the CMS-64 report.
20. DOM will periodically monitor the MDE files pertaining to administrative claiming program by the SBAC school districts for compliance with record keeping requirements for reporting reimbursable activities and capturing time, as well as the sampling process and results.
21. DOM will produce any Medicaid specific reports deemed necessary for the SBAC school districts.
22. DOM will develop procedures for recoupment from MDE, if warranted by DOM or CMS monitoring.
23. DOM, coordinating with MDE, will notify the SBAC school districts in the event of any changes made by CMS to federal matching percentages or costs eligible for match.
24. DOM will designate an employee to act as a liaison for the SBAC school districts for the administrative claiming program.
25. DOM will have monitoring and quality control functions, with all monitoring reports being sent to DOM for review and follow-up actions and MDE will provide direct supervision and assistance for these functions.
26. DOM will verify a percentage of time logs to ensure accuracy.

The SBAC school districts agree to the following terms:

The time accounting system used by the SBAC school district or its contractor must comply with the requirements contained in OMB Circular A-87 and 45 CFR.

27. The SBAC school district must follow the policies and procedures contained in the DOM "School-Based Administrative Claiming Program Guide."
28. Any recoupment of funds due to an audit exception, deferral or denial deemed appropriate by CMS, MDE or DOM will be the responsibility of the SBAC school district, even after withdrawal from the program.
29. The SBAC school district will maintain an MDE/DOM/CMS approved administrative claiming program to include training, the use of standardized sample forms, sampling, the development and

maintenance of clearly identifiable cost accounting pools and the application of sample percentages to accounting pools in a manner which will document the process for audits.

30. The SBAC school district will submit claims to MDE for administrative activities on a quarterly basis. Each claim shall be accompanied by a MDE certification of funds form indicating that sufficient funds were available to support the non-federal share of the cost of each claim.
31. The SBAC school district shall maintain and be able to produce within specified time frames requested records and material for CMS, MDE or DOM audits.
32. The SBAC school district will designate an employee to act as liaison with MDE for issues concerning this agreement.

Confidentiality

The SBAC school district agrees to safeguard the use and disclosure of information pertaining to current or former Medicaid beneficiaries and comply with all state and federal laws pertaining to confidentiality of patient information.

Effective Date, Changes, Life of this Agreement

1. The effective date of this agreement will be the first day of the first quarter during which valid time studies were conducted in the SBAC school district and are subject to CMS approval.
33. Changes may be made to the agreement in the form of amendments and must be signed by all parties.
34. Changes in the CMS matching percentage or costs eligible for match will not be made via this agreement but will be applied pursuant to changes in applicable Medicaid federal regulations and effective the date specified by CMS.
35. This agreement will continue in effect for the earlier of five years or until terminated by MDE, DOM or the SBAC school district. MDE, DOM or the SBAC school district may terminate this agreement by providing a thirty (30) day written notification to the other parties.

SIGNATORIES:

Authorized Representative

Date

SBAC School District

Dr. Tom Burnham
State Superintendent

Date

Mississippi Department of Education

Agreement between the Division of Medicaid and Mississippi Department of Education

**INTERAGENCY AGREEMENT BETWEEN THE
DIVISION OF MEDICAID
IN THE OFFICE OF THE GOVERNOR
STATE OF MISSISSIPPI
AND THE
MISSISSIPPI DEPARTMENT OF EDUCATION
School-Based Administrative Claiming**

THIS AGREEMENT made and entered into by and between the **DIVISION OF MEDICAID IN THE OFFICE OF THE GOVERNOR**, an administrative agency of the **STATE OF MISSISSIPPI**, Party of the First Part, hereinafter referred to as “Division” and the **MISSISSIPPI DEPARTMENT OF EDUCATION**, an administrative agency of the **STATE OF MISSISSIPPI**, Party of the Second Part, hereinafter referred to as the “Department.”

WITNESSETH:

WHEREAS, § 43-13-117(5) of the Mississippi Code Annotated, 1972, as amended, authorizes the Division of to cover the cost of Early Periodic Screening, Diagnosis, and Treatment (EPSDT) program, including the costs of school-based EPSDT programs, under the Title XIX of the Federal Social Security Act, as amended; and

WHEREAS, the Division received approval from the Centers for Medicare and Medicaid (CMS) for a School-Based Administrative Claiming (SBAC) Program for school-based providers;

WHEREAS, § 37-3-5 The State Department of Education is hereby charged with execution of all laws relating to the administrative, supervisory and consultative services to the public schools and agricultural high schools of the State of Mississippi.

WHEREAS, the parties desire to execute this Interagency Agreement for the purpose of making available the Administrative Claiming program approved by CMS to the local school districts;

NOW, THEREFORE, in consideration of the premises and in the furtherance of the mutual responsibilities of the parties hereto, this Agreement is entered into by and between the parties upon the following terms, provisions and conditions, to-wit:

ARTICLE I

The term of this Agreement shall commence _____ and shall continue in full force and effect until _____. This Agreement may be extended upon mutual agreement of the parties for subsequent periods of one (1) year subject to the continuing authorization of the Administrative Claiming program by the CMS.

ARTICLE II

This Agreement shall apply only to Administrative Claiming activities between the Division and the Department.

ARTICLE III

The Division hereby will be the administrator for the SBAC Program. The Division designates the Department as the agent that will provide oversight and guidance relating to the administrative, supervisory, and consultative services to the schools and school districts in regards to SBAC.

ARTICLE IV

The Department will submit SBAC invoices to the Division's Bureau of Maternal and Child Health quarterly for review. Upon review of the invoice, the Bureau of Maternal and Child Health will submit it to the Deputy Administrator of Health Services for approval. Reimbursement shall be made to the Department, as approved by the Division within forty-five (45) days of receipt of a completed invoice. The records substantiating these billings must clearly demonstrate that the activities/services directly support the administration of the Medicaid program and state plan. Further, monitoring of the required SBAC records and documentation in support of administrative claiming activities is required by the Division and Department. All records and documentation must be readily available and accessible. SBAC payments are from federal funds and SBAC school districts must make such records available for the Division, Department and CMS audits.

ARTICLE V

The Department and the Division agree to implement and maintain such services and procedures as may be necessary for the proper and orderly administration of the Administrative Claiming program, including the keeping of all appropriate records (financial and otherwise), so as to insure the continuation of the program in accordance with the Administrative Claiming

Guide and policies established or to be established by the Division or by CMS that are now applicable or later made applicable to this program. The Department further agrees to perform the responsibilities set out in the Administrative Claiming Guide and agrees to faithfully perform its assigned duties on the financial basis as set out herein. The Division agrees that it will carry out its responsibilities as set forth in the Administrative Claiming Guide.

ARTICLE VI

The Division shall conduct random audits for ten (10%) of the administrative claiming participants for all quarters.

ARTICLE VII

The Department shall supply the Division with such information as shall be required by CMS, and the Division regarding training of staff participating in the Administrative Claiming program. The Department shall also supply the Division with copies of school district time logs and audit files quarterly in accordance with the Administrative Claiming Guide. The Division will provide the Department with timely notice of the information required by CMS.

ARTICLE VIII

It is further mutually agreed that the Division and the Department will coordinate their efforts to meet reporting dates and deadlines set by CMS or as defined by the Division and to develop methods of easy exchange of information between the two state agencies on regular dates as otherwise established by mutual agreement in order that program needs and federal requirements may be met. The parties will hold regularly scheduled interagency conferences to review their mutual responsibilities under this Agreement and methods and procedures for

improving and updating the delivered services as authorized under the Division's federally approved Administrative Claiming program.

ARTICLE IX

The Department shall maintain financial records, supporting documents, statistical reports, and all other records pertinent to the Administrative Claiming program for a period of five (5) years from the day of the last payment made by the Division to the Department. However, if audit litigation, or other legal action by or on behalf of the State or Federal Government has begun that is not completed at the end of the five (5) year period, or if audit findings, litigation, or other legal action has not be resolved at the end of the five year period, the records shall be retained until resolution.

ARTICLE X

The Department agrees that representatives of the Comptroller General, CMS, the General Accounting Office, The State Auditor and the Division and their authorized representatives shall have the right during regular business hours to inspect and copy the Department's books and records pertaining to the extent and cost of Administrative Claiming in the local school districts. The Department shall cooperate fully with the request from any of the agencies listed above and shall furnish free of charge copies of all requested records.

ARTICLE XI

This Agreement shall terminate upon any of the following conditions:

- (a) The completion of the performance of the Agreement as more fully set out herein.
- (b) At any time by mutual consent of the Department and the Division.

- (c) As set out in Articles XII and XIII herein. Termination of this Agreement shall be effective upon the giving of thirty (30) days advanced written notice to the other party in the manner as prescribed under Article XV herein below.

ARTICLE XII

The performance under this Agreement may be terminated by the Division or the Department in whole or, from time to time in part, whenever for any reason the Division or Department shall determine that such termination is in its best interests. Termination shall be effected by the delivery, to the Division or Department, of written notice of termination specifying the extent to which the performance of the work under this Agreement is terminated and the date on which such termination becomes effective. The agreement shall be equitably adjusted to compensate the Department for its efforts prior to the termination date therein.

ARTICLE XIII.

- A. The Division or Department may, subject to the provisions of Paragraph XV below, by written notice to the non-defaulting party, terminate the whole or any part of this Agreement should the Department or Division fail to perform the services in the manner and time as specified herein above.
- B. The Department shall not be liable for any excess costs to the Division if failure to perform the Agreement arises out of causes beyond the control and without the fault and negligence of Department.
- C. If the Agreement is terminated as provided herein, the Division, in addition to any other rights provided in this paragraph, may require the Department to transfer and deliver to the Division, in the manner and to the extent directed by the Division, such

partially completed reports or other documentations as the Department has specifically produced or especially acquired for the performance of such part of this Agreement as has been terminated.

- D. In the event of termination of this Agreement, the Department shall be compensated for all services and performances actually rendered under this Agreement upon receipt by the Division of valid service invoices within 60 days of the termination of this Agreement. The Division will make reimbursement to the Department within 30 days of receipt of the service invoice.

ARTICLE XIV

No assent, expressed or implied, by the parties hereto to the breach of any of the conditions or provisions of this Agreement shall be deemed or taken to be a waiver of any succeeding breach of the same or any other provision or condition including those conditions as set out in the proposals submitted by the Department to the Division and shall not be construed to be a modification of the terms of this Agreement.

ARTICLE XV

Any communication from one party to the other under this Agreement shall be made in writing to the other party at its principal business address.

ARTICLE XVI

The Department is solely responsible for fulfillment of the terms of this Agreement with the Division. The Division will make payments under this Agreement only to the Department. Any subcontract of the Department under this Agreement must be in writing with the

subcontractor's functions and duties clearly identified. It is specifically agreed that any subcontract let by the Department shall be made subject to the provisions of this Agreement, the Administrative Claiming Guide, the precise commitments of the Department as set out herein, and all applicable federal and state laws and regulations. If the Department does subcontract any of the services under this Agreement, it will establish monitoring procedures to review and evaluate the subcontractors' performance and compliance with the terms and conditions of this Agreement. Any subcontract entered into by the Department under this Agreement shall neither obligate the Division as a party to that subcontract nor create any right, claim, or interest for subcontractor against the Division.

ARTICLE XVII.

The Department or a subcontractor, as authorized under the provisions of this Agreement, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability in its performance of the obligations and commitments under this Agreement and will comply fully with all of the provisions of Executive Order No. 11246 and the rules, regulations and relevant orders of the Secretary of Labor. The Department or a subcontractor, as authorized under the provisions of this Agreement, shall not discriminate against any beneficiary of services, applicant for services, or provider of services because of race color, religion, sex, national origin, disability, or limited English proficiency in the performance of the obligations and commitments under this Agreement.

ARTICLE XVIII

It is expressly understood and agreed that the Department will return to the Division and funds paid in Article IV, supra which are the subject of any Title XIX noncompliance arising out

of or connected with the Administrative Claiming program. The term “Title XIX noncompliance” shall be construed to mean any failure or inability of the Division through the actions or inactions of the Department for which the Department is responsible under this Agreement to meet the requirements of the federally approved Administrative Claiming program, the requirements of Title XIX of the federal Social Security Act, and any regulations promulgated by CMS, for the Division in connection therewith.

ARTICLE XIX

No modification or change of any provisions in this Agreement shall be permitted unless a modification is mutually agreed to in writing by the Division and the Department and incorporated as a written amendment to this Agreement.

ARTICLE XX

The Department agrees to abide by all Federal and state laws and implementing regulations, including the policies and procedures as mutually agreed to by and between the parties affecting the administration of the services as provided under the Division’s approved waiver. The Department agrees to comply with the Administrative Simplifications provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this Agreement. The Division agrees to comply with the Family Educational Rights and Privacy Act (FERPA) to the extent that it is applicable.

ARTICLE XXI

The Department shall not use or disclose any information concerning a beneficiary of Medicaid services or applicant for Medicaid services under this Agreement for any purpose not in conformity with the Administrative Claiming Guide or not in conformity with the Federal and state regulations except on written consent of the beneficiary, his/her responsible parent or guardian, or designated representative.

ARTICLE XXII

It is expressly agreed that strict performance of the terms and provisions of this Agreement shall be deemed the essence of the same.

ARTICLE XXIII

The rights, privileges, benefits, and obligations created by this Agreement and by operation of law extend to accrue and or obligatory upon the parties hereto, their assigns or successors.

ARTICLE XXIV

The parties hereto expressly agree that their responsibilities to one another shall be contingent upon availability of federal and state funds and that any cessation or reduction in federal and/or state funds shall give the Division or the Department the right to terminate this Agreement.

**WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS
AGREEMENT.**

PARTY OF THE FIRST PART:

**DIVISION OF MEDICAID
IN THE OFFICE OF THE GOVERNOR
STATE OF MISSISSIPPI**

**BY: _____
ROBERT L. ROBINSON, M.D.
EXECUTIVE DIRECTOR**

PARTY OF THE SECOND PART:

**MISSISSIPPI DEPARTMENT OF
EDUCATION**

BY: _____

**STATE OF MISSISSIPPI
COUNTY OF HINDS**

THIS DAY personally came and appeared before me, the undersigned authority, in and for the aforesaid jurisdiction, the within named, **ROBERT L. ROBINSON**, in his official capacity as the duly appointed Executive Director of the Division of Medicaid in the Office of the Governor, an administrative agency of the State of Mississippi, who acknowledged to me, being first duly authorized by said Division that he signed and delivered the above and foregoing written Agreement for and on behalf of said Division and as its official act and deed on the day and year therein mentioned.

GIVEN under my hand and official seal of office on this the _____
day of _____ A.D., 2009

NOTARY PUBLIC

My Commission Expires:

**STATE OF MISSISSIPPI
COUNTY OF HINDS**

THIS DAY personally came and appeared before me, the undersigned authority, in and for the aforesaid jurisdiction, the within named, _____, in his official capacity as the duly appointed State Superintendent of Education, an administrative agency of the State of Mississippi, who acknowledged to me, being first duly authorized by said Department that he signed and delivered the above and foregoing Agreement for and on behalf of said Department and as its official act and deed on the day and year therein mentioned.

GIVEN under my hand and official seal of office on this the _____ day of _____ A.D., 2009

NOTARY PUBLIC

My Commission Expires:
