

SCHOOL-BASED ADMINISTRATIVE CLAIMING



A PROGRAM ADMINISTERED BY THE OFFICE OF HEALTHY SCHOOLS WITHIN THE MISSISSIPPI DEPARTMENT OF EDUCATION

Program Background

The Mississippi School-Based Administrative Claiming (SBAC) program is a federally funded program that is endorsed by the Mississippi Department of Education (MDE) and the Division of Medicaid (DOM). The SBAC program is directed to all Medicaid-eligible and potentially eligible students.

SBAC involves certain staff in school districts who, as part of their regular routine job duties, helps students and their families learn about Medicaid, apply for Medicaid benefits, refer students to community medical and mental health providers or collaborate with other school staff or community agencies to better address the health care needs of students.

How the program works

School districts participate in a random time study moment sampling (RMS) that collects data identifying the percentage of time the SBAC participant spend performing activities that are reimbursable by DOM. In turn, the district can earn funds for rendering services to children for services that are already being rendered by your school staff.

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

SBAC Roles

There are three separate and vital roles for the program: SBAC Coordinator, business manager, and school district participant. **Please note: The business manager cannot also serve as the SBAC Coordinator. Those two roles should be held by two separate individuals.**

- **SBAC Coordinator:** will identify district staff to participate in the program, generate and monitor the roster, coordinate and adequately train participants annually, and monitor staff participation in the RMS process.
- **Business Manager:** input all cost data into the SBAC system quarterly, generate and submit completed district invoices, and verify the final invoice approved by MDE.
- **School District Participant:** participate in the SBAC training and complete RMS sample moment (if selected within a quarter) within deadlines.

Steps to getting started

1. Sign an interagency agreement.
2. Select a person to serve as the SBAC Coordinator.
3. Contact MDE for training.
4. Choose those employees in the district that will participant in the program.
5. Logon and upload roster.

Guidelines for choosing RMS participants

DOM has approved over **60 job titles** that can be selected to participate in the SBAC program. Staff that is **100% federally funded** is not eligible to participate.

Examples of Reimbursable Activities

The following list contains some examples, **but is not limited to**, of the activities that are reimbursable:

- Referring students for necessary medical health, mental health or substance abuse services covered by Medicaid;
- Participating in a meeting/discussion to coordinate or review a student's needs for health related services covered by Medicaid;
- Scheduling or arranging transportation to social, vocational, and/or educational programs and activities;
- Monitoring and evaluating the Medicaid service components of the IEP as appropriate;
- Providing information to other staff on the child's related medical/mental health services and plans;
- Coordinating the delivery of medical/mental health services for a child with special/sever health care needs;
- Developing strategies to assess or increase the capacity of school medical/mental programs; and,
- Providing follow-up contact or ensuring that a child has received the prescribed medical/mental health services.

Participating School Districts

Aberdeen	DeSoto	Jefferson	Newton Co.	Smith
Alcorn	Durant	Jones	North Bolivar	South Delta
Amite	East Jasper	Kemper	North Pike	South Panola
Amory	East Tallahatchie	Lafayette	North Tippah	South Pike
Baldwyn	Forrest	Lamar	Noxubee	Starkville
Bay St. Louis	Franklin	Lauderdale	Ocean Springs	Stone
Benoit	George	Laurel	Okolona	Sunflower
Benton	Greene	Lawrence	Oktibbeha	Tate
Biloxi	Greenville	Lee	Pascagoula	Tishomingo
Brookhaven	Grenada	Leflore	Pearl	Tunica
Calhoun	Gulfport	Leland	Pearl River	Tupelo
Canton	Hancock	Long Beach	Perry	Union Co.
Carroll	Harrison	Lumberton	Petal	Union
Chickasaw	Hattiesburg	Madison	Philadelphia	Vicksburg
Choctaw	Hazlehurst	Marion	Picayune	Wayne
Claiborne	Hinds	Marshall	Pontotoc County	Webster
Clarksdale	Hollandale	McComb	Poplarville	West Bolivar
Cleveland	Holly Springs	Monroe	Quitman Co.	West Point
Coahoma	Humphreys	Montgomery	Rankin	West Tallahatchie
Coffeerville	Indianola	Moss Point	Scott	Western Line
Columbia	Itawamba	MS School f/t Blind	Senatobia	Winona
Corinth	Jackson	Nettleton	Shaw	Yazoo City
Covington	Jackson Public	New Albany	Simpson	

SBAC Approved Job Title List

Administrative Assistant	Interpreter	School Health Aide
Assistant Business Manager	Intervention Specialist	School Therapist
Assistant Principal	Language Speech Coordinator	Social Worker
Assistant SPED Supervisor	Language Speech Pathologist	Special Ed. Paraprofessional
Assistant Superintendent	Lang. Speech Pathologist Assistant	Special Education Secretary
Attendance Clerk	Licensed Practical Nurse	Special Education Supervisor
Audiologist	LSC Chairperson	Special Education Teacher
Behavior Specialist	Migrant Liaison	Special Populations Coordinator
Bilingual Specialist	Nurse Practitioner	Superintendent
Business Manager	Occupational Therapist	Support Staff Specialist
Case Manager	Occupational Therapist Assistant	Vocational Director
Child Advocate	Parent Liaison	
Community Relations Coordinator	Parents as Teachers	
Counselor	Physical Therapists	
Diagnostician	Physical Therapist Assistant	
Dietitian	Principal	
Director of Bus Routing	Psychologist	
Director of Student Services	Psychologist Intern	
Early Childhood Specialist	Psychometrist	
Early Head Start Director	Psychotherapist	
Food Service Manager	Referral to Placement Personnel	
Guidance Clerk	Registered Nurse	
Handicapped Bus Driver	Regular Ed. Paraprofessional	
Health Advisor	Regular Education Teacher	
Instructional Strategist	Respiratory Therapist	