

# SBAC Annual Training

## School-Based Administrative Claiming



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

These services can include, but are not limited to:

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

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

## What does it all mean?

### School – Based

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

### Administrative Claiming

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

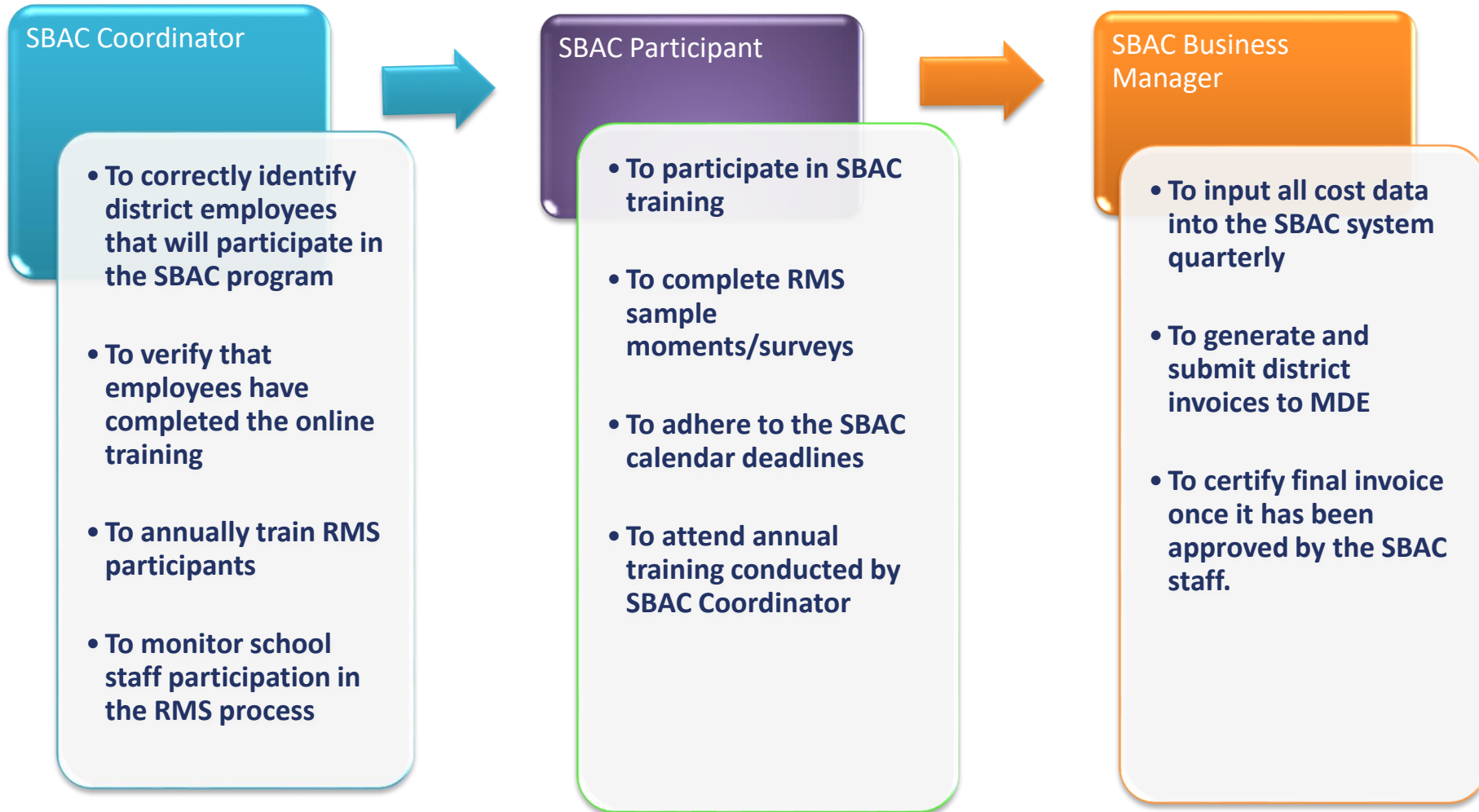
## When does the SBAC Calendar Begin

There are 4 SBAC quarters in a school year:

- Quarter 1 – January, February, March
- Quarter 2 – April, May, June
- Quarter 3 – July, August, September
- Quarter 4 – October, November, December

- When random moment surveys are created, they are created for a three month period (quarter).
- The RMS surveys are based on individual school district calendars.  
**(Holidays, Weekends, and Professional Days are Excluded)**
- The SBAC system has to be programmed to know what is considered a normal holiday or non-holiday.

# SBAC Key Players



## Approved Job Titles

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

- Administrator
- Principal
- Regular Ed Teacher
- Special Ed Teacher
- Language Speech Pathologist
- School Nurses
- Interventionist
- School Counselor

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



## What is Random Moment Sampling (RMS)?

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



## What is Random Moment Sampling (RMS)?

- ❑ From a statewide pool, employee names are **randomly selected** and **paired with random moments in time** to create “**surveys**” which are used to “describe how staff time is spent”.
- ❑ Employees can be randomly selected **multiple times or not at all during a quarter.**
- ❑ The SBAC system will create **2860 surveys per quarter.**
- ❑ **The school district must reach 85% to be eligible for Medicaid reimbursement and cost data must be added to the system to receive the Medicaid reimbursement.**
- ❑ The RMS only takes about **1 minute to complete.**

## **SBAC Coordinator: Best Practices**

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

### **Adding New Participants**

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

### **Email Messages**

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

# SBAC Coordinator: Best Practices

## Types of Training

- New employees must complete an online training and score at least 80% or better.
- Employees listed on the school district employee roster must be trained annually.

## Quarterly Maintenance

- When new employees are added to the system, make sure that you **track** whether or not they are **completing the online training**.
- When random moment surveys are available at the beginning of a new quarter, make sure that you **track** whether or not the employees are **completing the surveys**.
- Keep in mind that 85% of the surveys must be completed in order for your district to receive the Medicaid reimbursement for the quarter.

# SBAC Coordinator: Best Practices

## Receiving Random Moment Surveys

- All employees picked to receive a survey will receive a notice 3 days prior to the surveys being sent out.
- The employee will have 5 days to complete the survey.
- Employees should NOT declare specific names when they are answering random moment surveys.
- Employees do NOT need to know who is Medicaid eligible.
- RMS that are not answered in time will result in the decrease of the school district's Medicaid reimbursement amount.

## Possible Problems

- If the emails are not received, please check with your school district IT person and have the spam filter settings checked.
- The school district technical person should be contacted regarding individual settings when emails are not able to be opened.
- Check to make sure that the school district email filter allows emails into your district from the email address: [sbac@sbaconline.org](mailto:sbac@sbaconline.org).



## SBAC Business Manager : Best Practices

### Adding Cost Data for Employees

- Cost data can be manually added or imported into the SBAC system.
  
- Cost data should not be entered for employees that are 100% federally funded **(see unallowable list)**
  
- Allowable – National Board certification, Master Teacher, etc.
  
- Non-Allowable – Athletic Coach, After-school **(see unallowable list)**

## Adding Salary and Benefits

- Cost data should reflect the district/local and federal salary and benefits paid to the employees for a 3 month period.

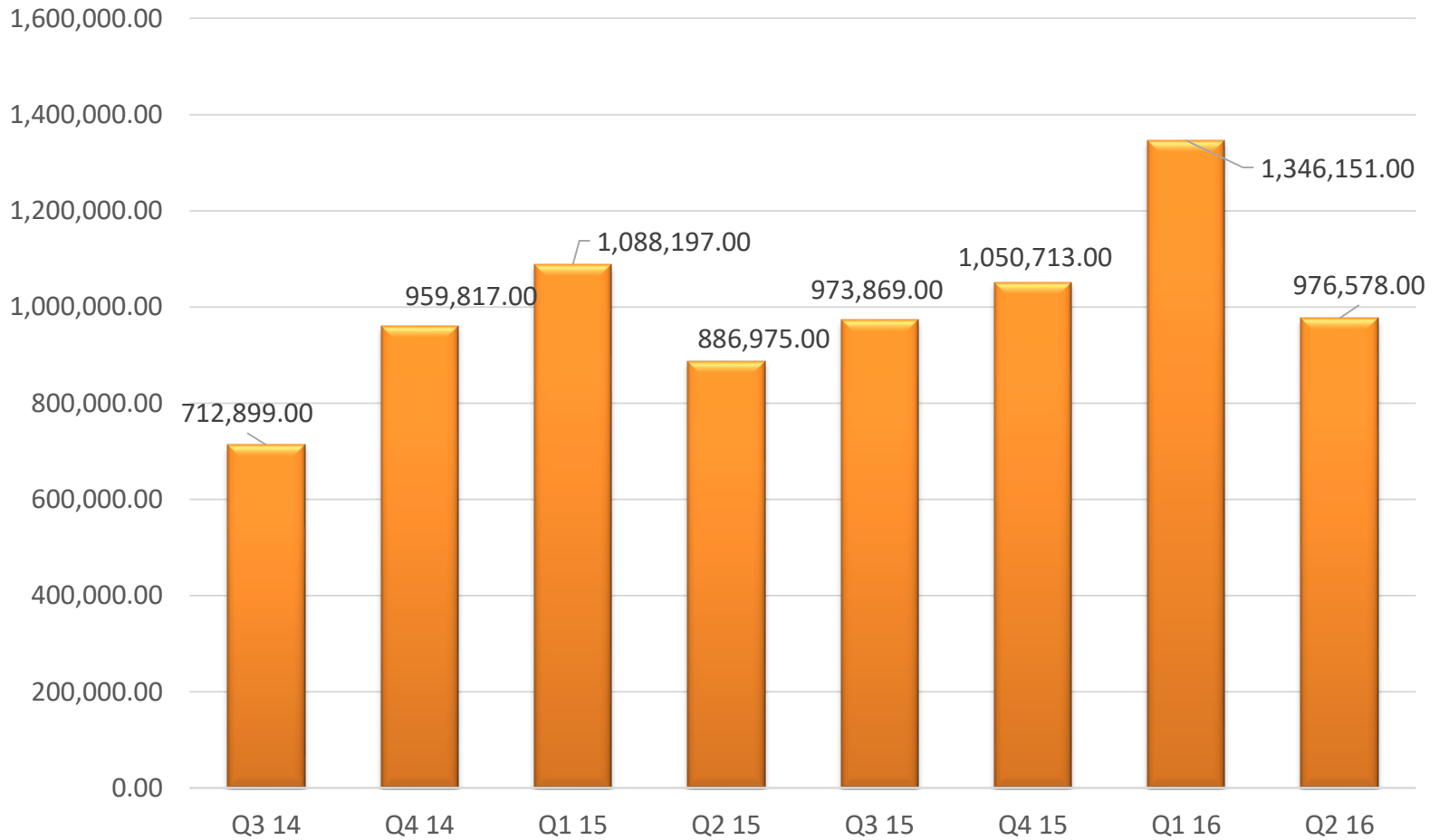
## Cost Data

- Cost data should reflect documentation that can be obtained from the school district's vendor accounting system.



# Financial Payments to SBAC School Districts

## School Based Administrative Claiming Revenue Chart Q3 14 - Q2 16



## The purpose of the SBAC program monitoring is to:

Ensure that school districts are in compliance with SBAC requirement:

At a minimum, that:

- the time study is performed correctly
  - the time study results are valid
  - the financial data submitted is true and correct
  - training requirements are met
  - appropriate documentation is maintained to support the time study and claim
- 
- Participating SBAC school districts will be monitored on a 3-year rotation cycle
  
  - The top five revenue producing school districts will be monitored on an annual basis.



There are two types of monitoring visits that will be conducted:

- Payroll Audits
  - Payroll Verification Short Form
  - Full Quarterly Payroll Audit
  
- Desk Audits
  
- On-site Monitoring Visits

# SBAC Monitoring Process

## Payroll Audit

### Payroll Verification Short Form:

School Based Administrative Claiming (SBAC)

Payroll Verification Short Form

District Name \_\_\_\_\_ Quarter \_\_\_\_\_

LEA Vendor Payroll Amounts	
Total Salaries	\$0.00
Total Benefits	\$0.00
Total Contractual	\$0.00
Total Federal	\$0.00
Sum Less Federal	\$0.00

- Districts will be asked to fill in the salary, benefits, contractual, and federal dollar amount on the short form from their account vendor system.
- OHS staff will compare the short form to the actual SBAC total amounts.
- OHS staff will notify school districts for any discrepancies identified.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# SBAC Monitoring Process

## Payroll Audit

### Full Quarterly Payroll Audit:

- 24 districts are randomly chosen each quarter.
- Quarters will be identified
- Additional SBAC reports have been created to help school districts reconcile cost data information that has been added to the SBAC system.
- School Districts will be notified by a separate email.

# SBAC Monitoring Process

## Desk Audit

### Requirements:

- Entrance letter will be sent to the district's superintendent, SBAC coordinator, and SBAC Business Manager via email
- Quarters will be identified
- Interviews requested/scheduled
- Audit files will be uploaded to MDE review. Usernames and passwords will be provided.



# SBAC Monitoring Process

## On-site Monitoring Visit

### Requirements:

- Entrance letter will be sent to the district's superintendent, SBAC Business Manager via email and hard copy, and SBAC Business Manager via email and hard copy.
- Quarters will be identified
- Interviews requested/scheduled
- Location will be identified.
- Interviews will be requested/scheduled
- Audit files will be uploaded to MDE for pre-audit review. Usernames and passwords will be provided.



# SBAC Monitoring Process

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

- Employee sign-sheets
- Attendance records or absenteeism reports
- Licenses and/or certifications
- Job title verification
- Payroll documentation
- The information should also be maintained within the district



# Monitoring Overview

The top five revenue producing school districts that will be monitoring during the 2017-2018 School Year are based on SY14/15:

- Cleveland
- Desoto County
- Jackson Public Schools
- Jones County
- Monroe County

# SBAC Monitoring Process: Common Problems Found



- Employees that are 100% federally funded participating in the SBAC program;
- The SBAC Coordinators are not providing the annual mandatory training; and,
- Not all participants are attending the annual mandatory trainings.
- Errors found can result in funds being paid back to the Division of Medicaid.



## Payment Update

- MDE has submitted Q4 16 to the Division of Medicare and Medicaid and anticipate payment by the end of July. |
- MDE is currently reviewing payroll verification for Q1 17. The deadline to submit payroll was May 26, 2017.
- The SBAC system is open for SBAC Business Managers to enter cost data for Q2 17 and Q3 17.

## Audit Requirements:

- Will audit 100% of the overall payroll per quarter
- Random Desk reviews of the submitted cost reports
- Will not pay the MS Medicaid Reimbursement until audit findings are reconciled
- Will request original documentation from the school district vendor accounting system
- If the **RMS completion rate** is less than 85% the school district will not receive the Medicaid reimbursement.
- All notices will be sent via listserv.
- All deadlines will be enforced



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# Questions



# Contact Information

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