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School Based Administrative Claiming Program



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SBAC

Program Overview

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

Services included, but are not limited to:

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



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SBAC

Program Overview

- A federally funded program that is administered under the guidelines of the Centers of Medicaid and Medicare (CMS). CMS provides federal oversight of the administration of SBAC in accordance with applicable federal Medicaid law and regulations.
- Is operated by the Mississippi Department of Education (MDE) and the Division of Medicaid (DOM).
- Medicaid is willing to pay school districts for performing activities that support the Medicaid program



What does it all mean?

School – Based

- Happens within the school district environment
- Job Titles approved by the Division of Medicaid

Administrative Claiming

- 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.



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SBAC Application

- Web-based application
- www.sbaconline.org
- Username and password are assigned by OHS staff
- Used to create employee rosters
- Add payroll information
- Submit invoices



Mississippi Department of Education

School Based Administrative Claiming System

Home



In order to access the system you must first log in, by entering your user name and password. If you do not have a password, please contact your application administrator.

User:

Password:

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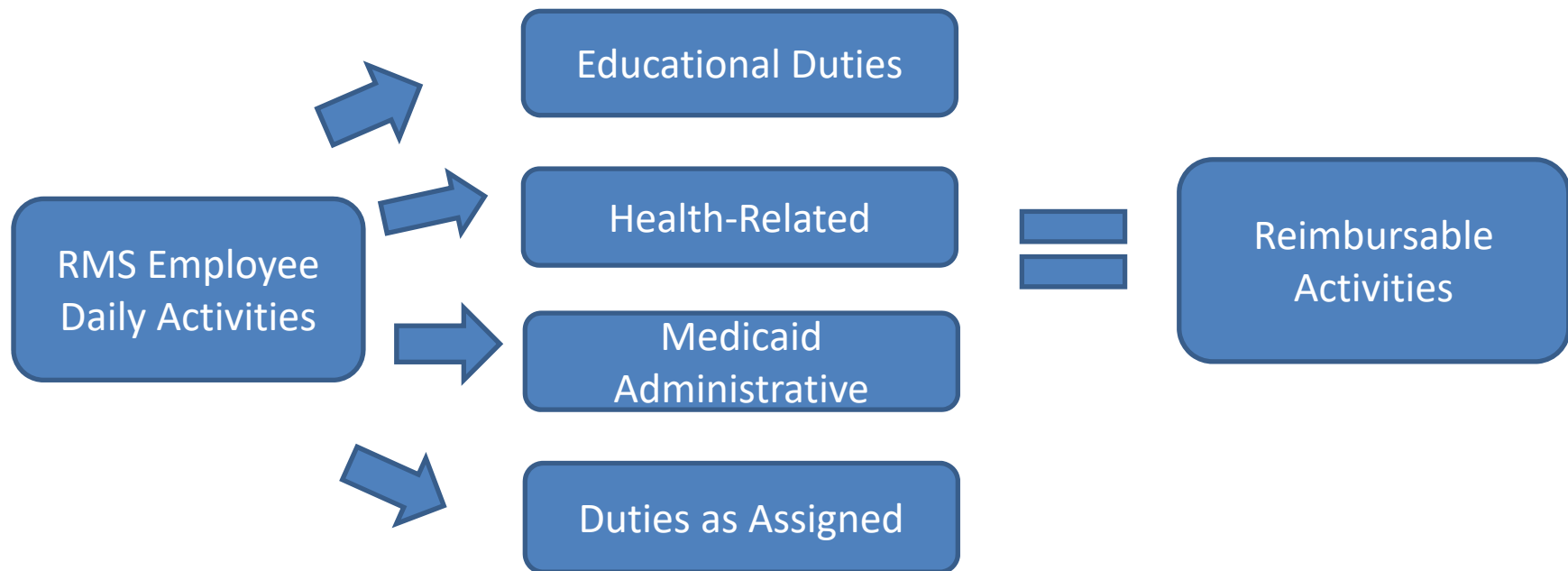
Version: 0.0.1; Last Compiled on: 01/05/2006
AJAX Version: Microsoft ASP.NET AJAX 1.0 RC

What is RMS?

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.

What is RMS?

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



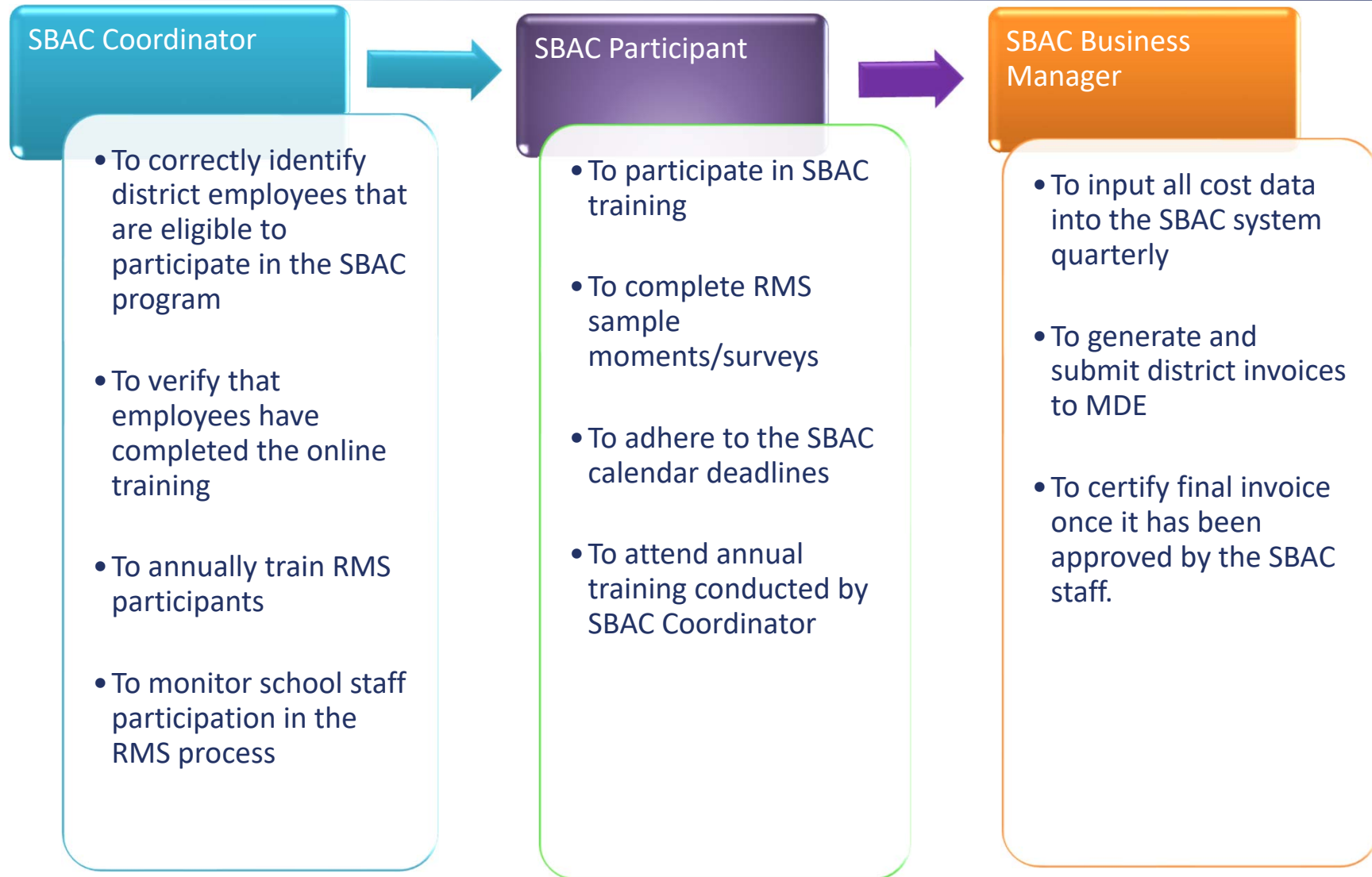


When does the SBAC Calendar Begin

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Martin Luther King, Jr. Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

SBAC Roles within school district



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:

- School District Administrator
- Principals
- Classroom Regular Ed Teachers
- Special Ed Teacher
- Language Speech Pathologist
- School Nurses
- Interventionist
- School Counselors

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



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**.
- Time study results are applied to all schools districts in the Mississippi State-Wide methodology. **The overall percentage of time spent on reimbursable activities, affects the reimbursement of all participating school districts.**



SBAC Coordinator: Best Practices

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

Adding New Participants

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

Email Messages

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



SBAC Coordinator: Best Practices

Types of Training

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

Quarterly Maintenance

- When new employees are added to the system, make sure that you **track** whether or not they are **completing the online training**.
- When random moment surveys are available at the beginning of a new quarter, make sure that you **track** whether or not the employees are **completing the surveys**.
- Keep in mind that 85% of the surveys must be completed in order for your district to receive the Medicaid reimbursement for the quarter.
- Maintain Audit Records, Files and Documentation for a minimum of 5 years



SBAC Coordinator: Best Practices

Receiving Random Moment Surveys

- All employees picked to receive a survey will receive a notice 3 days prior to the surveys being sent out.
- It is suggested that you complete the survey on the assigned day, but to accommodate for the times when employees may not be able to complete the survey on the assigned day, it is open for 5 days (**The survey day, and the next four work days.**)

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

- Employees should NOT declare specific names when they are answering random moment surveys.
- Employees do NOT need to know if a student is Medicaid eligible.
- RMS that are not answered in time will result in the decrease of the school district's Medicaid reimbursement amount.



SBAC Coordinator: Best Practices

Possible Problems

- If the emails are not received, please check with your school district IT person and have the spam filter settings checked.
- The school district technical person should be contacted regarding individual settings when emails are not able to be opened.
- Monitoring employees' participation during the quarter and conduct follow-up as needed.
- Communicating with SBAC Business Manager throughout quarter.
- Check to make sure that the school district email filter allows emails into your district from the email address: sbac@sbaconline.org.



SBAC Coordinator: Employee Training Notes:

Why Complete Surveys?

- More completed surveys mean more potential SBAC related activities.
- Failure to complete surveys hurts other districts (the totals are computed statewide).

SBAC Coordinator: Monitoring Forms

SBAC RMS Response Form:

- Districts will be asked to fill in the employee name, date of survey, time of survey and employee response.
- Will be required by all districts 2 weeks after the end of the quarter.



Office of Healthy Schools
Scott Clements
State Director

School Based Administrative Claiming RMS Response Form

District: _____ Quarter: _____

Employee Name	Date of Survey	Time of Survey	Employee Response	
			<input type="checkbox"/> Out on paid leave <input type="checkbox"/> Administrative leave <input type="checkbox"/> Other:	<input type="checkbox"/> No longer employed <input type="checkbox"/> Professional development off-site
			<input type="checkbox"/> Out on paid leave <input type="checkbox"/> Administrative leave <input type="checkbox"/> Other:	<input type="checkbox"/> No longer employed <input type="checkbox"/> Professional development off-site
			<input type="checkbox"/> Out on paid leave <input type="checkbox"/> Administrative leave <input type="checkbox"/> Other:	<input type="checkbox"/> No longer employed <input type="checkbox"/> Professional development off-site
			<input type="checkbox"/> Out on paid leave <input type="checkbox"/> Administrative leave <input type="checkbox"/> Other:	<input type="checkbox"/> No longer employed <input type="checkbox"/> Professional development off-site

**** By signing this form, the School District Coordinator has verified that all SBAC employee information given to MDE is accurate. ****

SBAC Coordinator: _____ Date: _____

OHS Office Staff: _____ Date: _____

Office Building
500 Greymont Avenue
Suite F
Jackson, MS 39205-0771

Phone (601) 359-1737
Fax (601) 354-7505

www.mde.k12.ms.us



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SBAC Business Manager : Best Practices

Adding Cost Data (payroll) for Employees

- Payroll can be manually added or imported into the SBAC system.
- Payroll should not be entered for employees that are 100% federally funded



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SBAC Business Manager : Best Practices

Adding Salary and Benefits

- Payroll should reflect the district/local and federal salary and benefits paid to the employees for a 3 month period.
- Allowable – National Board certification, Master Teacher, etc.
- Non-Allowable – Athletic Coach, After-school (**see unallowable fund/function list**)

SBAC Business Manager : Payroll Screen Update

Employee Roster (Payroll) : Q2 19 North Tippah

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.

	Total Salary	Total Benefits	Contract \$	Total Federal	Net Total Allowable Salary
District Totals:	\$4.00	\$3.96	\$3.96	\$3.96	\$7.96

Name	School District	Total Salary (Dist. & Fed.)	Total Benefits (Dist. & Fed.)	Contract \$	Total Federal \$ (Fed. Salary & Fed. Benefits)	Training Started	Training Complete	Net Total Allowable Salary \$	Actions
Alsup, Susan	North Tippah	\$2.00	\$1.98	\$1.98	\$1.98	Yes	Yes	\$3.98	
Ashmore, Heather	North Tippah	\$2.00	\$1.98	\$1.98	\$1.98	Yes	Yes	\$3.98	

- When payroll is added to the system, the totals will be displayed.
- Payroll should reflect documentation that can be obtained from the school district's vendor accounting system.

SBAC Monitoring Process

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 a annual basis.



SBAC Monitoring Process

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:

- Districts will be asked to fill in the salary, benefits, contractual, and federal dollar amount on the short form from their account vendor system.
- Additional documentation may be requested specific to accounting vendor system



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Office of Healthy Schools
Scott Clements
Director

School Based Administrative Claiming (SBAC)

Payroll Verification Short Form

District Name Quarter

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

CLEAR FORM

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

SBAC Business Manager: Date:

Office of Healthy Schools Staff: Date:

Central High School Building
350 North West Street
P.O. Box 771
Jackson, MS 39205-0771

Phone (601) 359-1737
Fax (601) 354-7595
www.mde.k12.ms.us



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SBAC Monitoring Process Payroll Audit

Full Quarterly Payroll Audit:

- 30 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.



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SBAC Monitoring Process Desk Audit

- 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 for review. Usernames and passwords will be provided.



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SBAC Monitoring Process

On-site Monitoring Visit

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



SBAC Monitoring Process

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

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



SBAC Monitoring Process: 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 Medicare and Medicaid.



Audit Objectives:

- 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

Audit Objectives:

- If the **RMS completion rate** is less than 85% the school district will not receive the Medicaid reimbursement.
- All notices will be sent via listserv. Please verify that MDE has your most current email address.
- All deadlines will be enforced



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Payment Update

- The SBAC system is open for SBAC Business Managers to enter cost data for Q2 19.
- Deadline for Q2 19 short forms and full payroll audits to be completed and void of all errors is Friday, July 31st.



Upcoming Events

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

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

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

Webinars (will be listed on MDE website)



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Questions





Contact Information

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