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# SCHOOL-BASED ADMINISTRATIVE CLAIMING



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

## School Year 2017 – 2018 SBAC New Participant Training

**LEE COUNTY SCHOOL DISTRICT  
BOBBIE SPARKS, SBAC COORDINATOR**



## Training objectives

- Provide basic information about Medicaid.
- Explain the School-Based Administrative Claiming (SBAC) program.
- Who is your SBAC School District Coordinator
- Explain why you were selected to participate in the Random Moment Sampling (RMS) process and what that entails.





## What is Medicaid?

- Medicaid provides health care and medical services to several populations including:
  - **Pregnant women**
  - **Low Income Families**
  - **Individuals with disabilities**
  - **Elderly citizens**





# Medicaid in Schools

- Medicaid reimbursement is collaboratively funded by the state and the federal government.
- Schools provide an array of services beyond traditional educational services to ensure that students arrive and stay at school healthy and ready to learn.
- Some school districts employees work with students on a daily basis, which enables them to assist in enrolling eligible students for Medicaid reimbursable services. They also, can provide administrative or medical services that are deemed necessary.





# “SBAC” Program

- WHAT DOES “SBAC” STAND FOR:

**SCHOOL BASED ADMINISTRATIVE CLAIMING  
PROGRAM**



# What is School Based Administrative Claiming (SBAC)?

- A way for Mississippi school districts to receive federal reimbursement for Medicaid administrative services. These services can include:
  - Activities such as outreach to the Medicaid EPSDT (screening) program.
  - Referrals made for health services.
  - Coordination of health services for students.
- An opportunity for school districts to receive additional revenue with little effort from the involved staff.





## 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.







# SBAC PARTICIPANTS MAY INCLUDE:

- Administrators
- Principals
- Teachers
- School Counselors
- Language Speech Pathologist
- School Nurses
- Interventionist
- And many more...

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***Who is your SBAC School District  
Coordinator?***

***Bobbie Sparks***

***Who is your second point of contact  
for the SBAC program for your school  
district?***

***Michael Martin***

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● ● ●

***Why were you chosen to participate?***



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## SBAC Program

- The participants are school district employees in which on a regular basis part of their routine job duties provides one or more of the reimbursable activities to children who are Medicaid eligible or potentially Medicaid eligible in your school district.
- **“On a regular basis”**- means that staff are expected to perform outreach activities on a normal routine daily basis as part of their job duties.





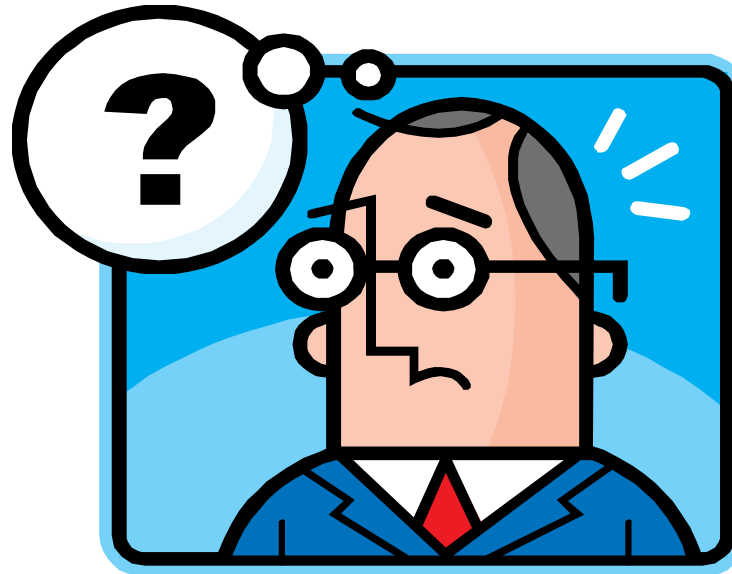
# School District Employee Roster

- Selected school district employees are placed on a list or (roster).
- The roster is created and maintained by your school district coordinator.
- There are (4) SBAC quarters in a school year.
- Each quarter you have a chance to be selected for a RMS one or more times.
- Each participant can be randomly selected to provide an accurate representation of how time is spent on all daily activities.





***Now that I have been chosen, what must I do???***

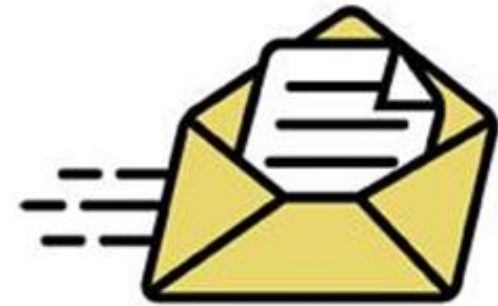


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# Training New Employees

- The training process will be initiated by **Bobbie Sparks**, the SBAC Coordinator once the employee is added to the SBAC Roster
- The employee will receive an e-mail sender: [sbac@sbaconline.org](mailto:sbac@sbaconline.org)  
subject: [SBAC – Employee Training](#)
- ✓ The above link will be sent to each potential RMS participant indicating they are required to be trained prior to any involvement in the RMS process



# 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.

Email Address:

Training Status for DAWSON, ROSA

Training Started:  NO

Training Complete:  NO

Training Completed On:

Step 2 - View the Training Material

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

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





# Training Verification Page

## 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.**

 View Training Material

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

## 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 “Fill Out Questionnaire” button and this will take you to 10 question True/False quiz



# What does the Participant have to do?

- Complete the Training Module and the True/False Quiz
- Employee has to score at least 80% or above on test.
- Employee can re-take test if they fail.

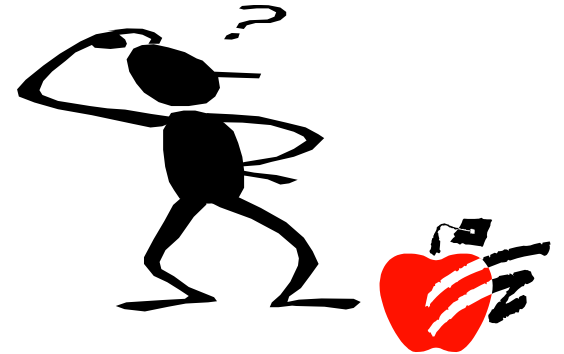




***Congratulations***

***You are now officially a SBAC RMS Participant***

***What next??***



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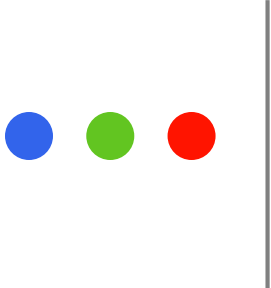


# ***What is a RMS?***



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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.





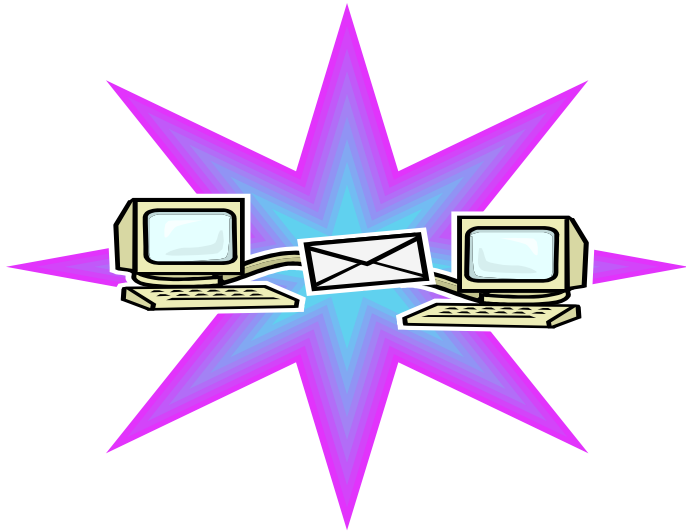
# What is Random Moment Sampling (RMS)?

- 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.



● ● ● | How do I fill out the form?

- You will receive a computer-generated RMS form if you are selected



[sbac@sbaonline.org](mailto:sbac@sbaonline.org)

SBAC – RMS Completion



● ● ● | What happens if I you fail to complete my RMS

- At least 85% of districts RMS forms must be completed at end of each quarter

**NOTE: If RMS percentage falls below 85%, the district will not receive reimbursement for that quarter.**





## RMS Forms

- You may or may not be selected each quarter.
- Sometimes, you will be selected more than once in a quarter.
- If you receive more than one email in that quarter make sure you complete **all** samples.
- Never ignore an email from [sbac@sbaconline.k12.ms.us](mailto:sbac@sbaconline.k12.ms.us).
- Do not delete this email!!! **It is not SPAM.**

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# RMS Email 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.onlinesurveyexample/d4d00daa807>

With Regards,  
SBAC Administrator



**This link will take you to a  
“RMS Verification” screen**

The SBAC system will generate email notifications for selected participants three (3) days prior their scheduled RMS survey and it has to be completed within 5 days of receipt



# How to complete the RMS survey



Verify the listed information

**RMS Verification:**

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

**Step 1 - Verify your Information**

Name:  **Displays 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 MAKE SURE THAT ALL INFORMATION IS CORRECT. IF THERE IS AN ERROR, DO NOT CONTINUE! CALL YOUR SBAC COORDINATOR!***

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## How do I fill out the form?

If and only 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.



Be honest  
Concise, yet specific

Click the “submit” button to sign and date the form. By submitting the form you are verifying that the activity you selected correctly identifies what you were doing during your sample moment.



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## Examples of Activities

- Talking with a student or parent/guardian about Medicaid services.
- Assisting a student or parent/guardian with the Medicaid application process
- Arranging for special transportation for a student to a Medicaid service.
- Conducting or attending medical/Medicaid training.





## Recap



- 1) **Bobbie Sparks** is your SBAC School District Coordinator. She will create and add employees to your school district's SBAC roster on a quarterly basis. The roster will contain your email address and job titles.
- 2) If you are a new participant, you will receive an email from the SBAC system informing you to complete training before participating in the SBAC program.
- 3) Once you have completed training, this enables you to be randomly selected to receive one or more RMS surveys each quarter.



# Recap

- 4) If you are chosen for a RMS, you will receive an email notification **3 days prior** to the actual moment. This email will notify the employee they have been selected for a time study.
- 5) You will **ONLY** have **5 days** to complete the time study from the time you were selected.
- 6) If you **FAIL** to complete the time study, you may **decrease** your school district's reimbursement.



## ● ● ● Important Points to Remember

- If your name, school or job title is listed incorrectly, please contact **Bobbie Sparks**, before completing the training and time study.
- If you cannot access the training or RMS link from your email notification, try cutting and pasting it into your web browser.
- You may be selected multiple times in a quarter to complete a time study. **(Always check the date and time of your RMS)**







Thank you for your cooperation with the SBAC program.

Your efforts will make the program a success!

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# Contact Information

## LEE COUNTY SCHOOL DISTRICT

**Bobbie Sparks, SBAC Coordinator**

**[bobbie.sparks@leecountyschools.us](mailto:bobbie.sparks@leecountyschools.us) , Email Address**

**(662) 841-9144, Phone Number**

**Michael Martin, Business Manager**

**[michael.martin@leecountyschools.us](mailto:michael.martin@leecountyschools.us) , Email Address**

**(662) 841-9144, Phone Number**

## MISSISSIPPI DEPARTMENT OF EDUCATION

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