

School District Administrative Claiming (SDAC) Coordinator Training

Office of Health and Nutrition (OHN)

Medicaid Services Program

School Year 2026-2027



**SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

Purpose of Training

This training is provided as instruction for School District Administrative Claiming (SDAC) coordinators on navigating the SDAC application for personnel roster development and the Random Moment Sampling (RMS) approval process. The application serves as the primary source for completing RMSs that will be utilized in the calculation of invoices.



SDAC Program Overview



Medicaid & SDAC

- **Medicaid** is a federal and state healthcare program that helps eligible individuals access healthcare services.
- **School District Administrative Claiming (SDAC)** allows school districts to receive Medicaid reimbursement for certain administrative activities that support students and families.

Common SDAC activities include:

- Medicaid outreach and referrals
- Helping families apply for Medicaid
- Care coordination and planning
- Medicaid-related training and meetings



RMS Basics

Random Moment Sampling (RMS) is used to document Medicaid-related activities performed by participating staff. RMS results are used in the SDAC claiming process.

Participant training is required for new participants, returning participants, and when significant program changes occur.

RMS deadlines:

- Participants are notified up to 2 business days before a sample.
- Samples must be completed within 2 business days of the sample date/time.
- Coordinators should review samples as soon as possible.



SDAC What's New?

Over the last few years, the new SDAC application has been successfully implemented and utilized, with additional updates and enhancements made to further improve functionality. Below is an overview of the key features and changes introduced within the SDAC application for the 2026-2027 school year (SY):

- In accordance with CMS policy, supporting documentation is required. Participants must complete the sample by selecting the appropriate response/activity code **and** provide documentation by answering the three required supporting documentation questions.
- A “Trained By” field has been added to the participant’s personal information section, allowing coordinators to select from a drop-down menu to indicate who trained the participant.
- SDAC Coordinators have the capability of exporting an Excel spreadsheet containing only newly added participants.
- The application includes the option for SDAC Coordinators to download the *SDAC Referral Form* for participants who have selected the Medicaid Referral activity code (GR).
- The Travel/Other Comment Box is an optional field, when selecting Response Codes 27 & 28.
- SDAC Coordinators will receive an email notification when a participant’s sample has been returned.
- After the Sample Quarter Closeout, SDAC Coordinators listed within the SDAC Application will receive notification of the district’s Completion Rate for the applicable quarter.



CMS Requirements: Supporting Documentation

“The State Medicaid agency or LEA must maintain documentation that clearly indicates how the time study results are determined. Accordingly, the time study methodology and instructions, as well as all records and information that support the administration and results of the study to support the claims submitted by the State Medicaid agency must be retained. Some State Medicaid agencies currently include an area on time study forms for a brief narrative description of the Medicaid activity, function, or task being performed to meet this requirement, as well as recording the case number or beneficiary name where applicable.”

CMS School-Based Services Guide (2023), Section VI.F.4
“Documentation to Support RMTS,” page 94



SDAC Participant Responsibilities

The participant can assist in the sample process and meet the CMS timelines by:

- Keeping the SCDE logon/password active by signing on once a week. If the participant receives an error at sign on, the district's Web Access Coordinator (WAC) should be contacted for a password reset. All issues with a logon, no exceptions, are related to a password issue and require the password to be reset.
- Complete the mandatory sample within the two-day response time frame.
- Complete the sample by selecting the appropriate response/activity code. Sample completion must be supported by responses to the three newly implemented documentation questions.
- Read emails daily to ensure receipt of the notifications related to the Random Moment Sample (RMS) process.



SDAC Coordinator Responsibilities

The district SDAC Coordinator is responsible for:

- Creating and maintaining the participant roster quarterly in the SDAC application.
- Ensuring the participant's SCDE Application Portal logon email aligns with the participant's email on the participant roster within the SDAC application. If the emails don't align, the sample won't display for the participant.
- Ensuring participants complete the sample within two (2) business days.
- Utilizing the application to determine the sample status. System generated emails are there to add an extra layer; however, firewalls or other issues may cause an email to be undeliverable.
- Timely review of pending samples to ensure that participants' supporting documentation aligns with the selected response/activity code.
- Districts should strive for a 92% completion rate, however, should never be under 85% completion rate.
- Ensure participants are trained, the participants attestation form is in the districts file, and the training date is updated in the application.



Roster Development

Identifying which employees should be listed on the participant roster and determining which of their associated costs belong in the cost pool are key steps in defining the full group of participants for the time study. The personnel roster should be a robust listing of employees who perform administrative activities related to the Medicaid program and whose position is not 100% federally funded. This applies to both the participant roster and the supervisory list (e.g., Section II- Support Supervisory and Administrative Personnel). The roster should be reviewed and updated, no less than quarterly, to ensure the correct participants are included. For school year 2026-2027, the quarterly cut off date for updates are, are as follows:

- July, August, September (JAS) 2026 – 07.09.2026
- October, November, December (OND) 2026 – 09.24.2026
- January, February, March (JFM) 2027 – 12.24.2026
- April, May, June (AMJ) 2027 – 03.25.2026

Any updates made after the cut off date will not be applied until the following quarter.

This information will also be included in the SDAC Calendar located on the Medicaid Services webpage.



Roster Development Inclusions

Personnel that should be included on the roster are those that would have the opportunity to perform an administrative activity related to the Medicaid program. Some examples of administrative activities are:

- Attending meetings or trainings specific to Medicaid programs.
- Putting fliers in backpacks about Medicaid programs.
- Obtaining referrals to a Medicaid provider.
- Coordinating free and reduced school lunches.
- Helping families enroll students in Medicaid.
- Discussing Medicaid with student or parents.



Roster Development Exclusions

There are some exclusions to be considered when determining the correct personnel for the participant roster. Personnel that should be excluded are:

- Employees that are paid 100% with federal funds.
- Employees paid for services at a fixed rate (i.e., Audiologist paid a set amount for each hearing test).
- General Education Teachers
- Employees who would not have the opportunity to perform any potential Medicaid administrative activity.



Direct Service Participants Roster

The following direct service providers may be included in the participant roster:

- Physician ■ Psychiatrist ■ Nurse Practitioner ■ Registered Nurse
- Licensed Practical Nurse ■ Nurse Aide ■ Health Technician
- Psychologist ■ School Psychologist ■ Counselor ■ Social Worker
- Clinical Social Worker ■ Marriage and Family Therapist
- Applied Behavior Analyst ■ Audiologist ■ Audiology Candidate
- Speech Language Pathologist ■ Physical Therapist
- Physical Therapy Assistant ■ Speech Language Pathologist Candidate
- Speech Language Pathology Assistant ■ Occupational Therapist
- Certified Occupational Therapy Assistant
- Speech/Language Impairment Teacher

Other jobs eligible to bill direct medical services.



Administrative Outreach Participants Roster

The following administrative outreach personnel may be included in the participant roster:

■ Administrators ■ School Counselors ■ Bus Aide ■ Teacher's Aide ■ Interpreters & Interpreter Assistants ■ Special Education Teachers ■ Pupil Support Services Administrators ■ Psychologist Interns ■ Program Specialist ■ Special Education Administrators ■ Resource Specialist/ Family Liaisons ■ Personal Care Aides ■ School Bilingual Assistants

Other groups/individuals identified as performing Medicaid outreach.



Participant Receives Sample: Inactive or Extended Leave

If a change to the roster is made after the quarters sample generation date, the participant could still receive a sample. If this occurs, the coordinator should mark the participant as one of the following:

- **Participant Inactive (No longer employed/No longer qualifies for SDAC/Paid 100% with Federal funds):**
 - If a sample is received, please send the participant's name, sample date/time, and request the sample be marked “Do Not Use” to Kareyah Harrison at kharrison@ed.sc.gov.
 - The two-day completion timeframe still applies.
 - The participant’s roster information should reflect inactive, and the appropriate reason updated in the quarterly availability for any remaining quarters.
- **Participant on Extended Leave (Medical reasons, Military deployment, Other):**
 - If a sample is received, please send the participant's name, sample date/time, and request the sample be marked “Do Not Use” to Kareyah Harrison at kharrison@ed.sc.gov.
 - The two-day completion timeframe still applies.
 - The participants roster information should remain active, and the appropriate reason updated in the quarterly availability for any quarters impacted by the leave.



What Happens after Sample Generation?

- The day quarterly samples are generated, the sample information (dates and times) will be available on the Quarterly Observation Report. No additional samples are run or removed after the quarterly sample generation date.
- The sample will be visible (unveiling date) in the application two (2) business days prior to the samples date and time.
- The coordinator and participant should begin receiving emails two (2) business days prior to the sample date and time. Notification emails will contain a direct link to the SCDE website to facilitate the log on process.
- The coordinator and participant should continue to receive emails for two (2) business days after the sample date and time or until the participant completes the sample.
- Samples not completed by the deadline will be marked as incomplete automatically.

Reminder: The coordinator should not rely on system generated emails to alert the participant of a sample. Firewalls or other system issues may cause the email to be undeliverable.



Quarterly Observations Report

To access the Quarterly Observations Report in the SDAC Application, select the **Reports** tab, then select “Quarterly Observations”. Select the Quarter from the drop-down menu and select “View Report”.

QUARTERLY DISTRICT OBSERVATIONS							
Sample Quarter : 4 - AMJ							
School Year : 2024							
School District : Abbeville							
Coordinator : Cann, Adam							
Date	Time	Val?	Val	Activity	Response	Comments	Submit Date
3/29/2024	3:04PM	0.00	False				4/23/2024 10:41:06 AM
4/24/2024	8:49AM	0.00	False				4/23/2024 10:41:06 AM
4/24/2024	12:36PM	1.00	True				4/23/2024 10:41:06 AM
4/26/2024	10:10AM	0.00	False	L	28		4/25/2024 10:17:14 AM
4/26/2024	3:58PM	0.00	False	B	18		4/25/2024 10:17:14 AM

NOTE: This report also displays samples pulled for validation and the responses of the participants after completion.



Sample Email Notification

Participants should receive an email two (2) business days prior to the sample date and time and daily until the sample is completed or until the time frame for completion has lapsed.

Please Note: The district's SDAC Coordinator is responsible for notifying participants in the event the emails are not delivered.



SDAC Application Access



SDAC Coordinator Login

The coordinator should visit the SCDE website at www.ed.sc.gov and select “Login” in the upper right-hand corner.

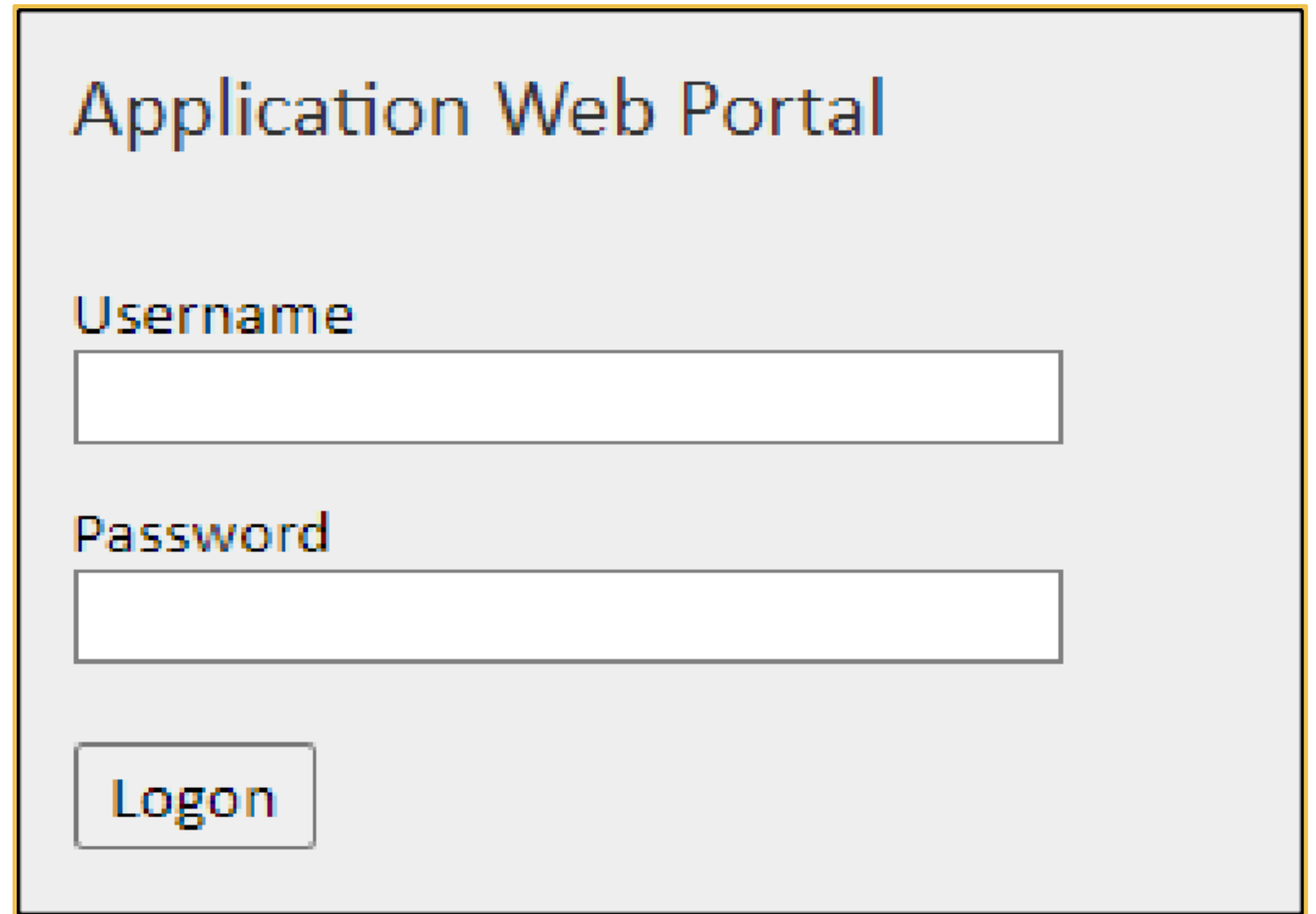


Application Web Portal Logon

Enter Username (district email address) and password. Select “Logon”. If for any reason the username and/or password does not work or you are unable to successfully log on, please contact the district’s Web Access Coordinator for a SCDE Application Portal password reset immediately. All issues, require a password reset.

Examples of issues:

- Unable to establish session
- Session not available
- Session reference number displays
- Username or password invalid
- Forgot password

A screenshot of a web portal login interface. At the top, the text "Application Web Portal" is displayed in a large, bold, blue font. Below this, the word "Username" is written in a smaller, bold, blue font, followed by a white rectangular input field with a thin gray border. Underneath the username field, the word "Password" is written in a smaller, bold, blue font, followed by another white rectangular input field with a thin gray border. At the bottom of the form, there is a rectangular button with a thin gray border containing the word "Logon" in a bold, blue font. The entire login area is set against a light gray background within a larger white frame that has a thin orange border.

Survey Section – Not SDAC

The section marked “Surveys” under the Application section is not associated with the SDAC program. The surveys section is utilized by the SCDE for statewide surveys. The user should ignore this section and select the **SDAC (New)** button under the “Applications” section.

Applications

New SUNS Test

New SUNS Test 2

SDAC (New)

SDAC (Old)

Special Needs Transportation

Surveys

You currently have no surveys. If you believe this is in error please contact your District Web Access Coordinator.

Select

Not SDAC



SDAC Application: Getting Started



SDAC Home Screen Display

The user will be taken to the Home screen which includes a Feature Box explaining each tab of the SDAC Application. Select the School Year from the drop-down menu and select “Continue”.

School District Administrative Claiming

Application PortalLogout

Home

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

▼ Finance

▼ Reports

Contact

Select School Year and Click Continue:

-- Select School Year --

Continue

Welcome, District Test User Fin

This is the home page for the District Coordinator section of the SDAC - Random Sampling application. In this section of the application the coordinator will have the following features available for use:

Manage Participants:

Used to view/edit Participant information.

Quarterly Sample:

Used by the SDAC district Coordinator to set the status of sample entries to Submitted, Returned, Absent – District Employee with Leave Accrual, or Absent – Contract or District Employee with No Leave Accrual.

Section I: Purchased Services and Supplies Costs:

Used to enter and view Section I entries and totals entered by the district for a selected sample quarter.

Section II: Support, Supervisory, and Administrative Personnel Costs:

Used to enter and view Section II entries and totals entered by the district for a selected sample quarter.

Manage Support, Supervisory, Administrative Staff:

Used to enter and support, supervisory and administrative staff utilized in Section II.

Section III: District-wide Non-Federal costs:

Used to enter and view Section III entries and totals entered by the district for a selected sample quarter.

Copy Costs to Current Quarter:

Used to enter sections to copy from one quarter to the next.

Close Financial Quarter:

Used to close out each financial cost/funding section for the district after completion of financial entries.

View/Submit Quarterly Invoice:

Used to generate and view quarterly district invoices.

Reports:

Used for cost and sample information

- Quarterly Cost Totals:

Used to view in a report layout the data input in the financial sections.
- Quarterly Observations:

Used to view the dates and times of samples, samples pulled for validation, and the sample activity/response.



Managing Participants

The **Manage Participants** tab is utilized to view/add/edit/change participants. Select the “Manage Participants” tab from the menu on the left-hand side.

School District Administrative Claiming

Application PortalLogout

SDAC District Coordinator Home

districttestuserfin@gmail.com

Home

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Manage Participants

Quarterly Sample

Finance

Reports

Contact

Welcome, District Test User Fin

This is the home page for the District Coordinator section of the SDAC - Random Sampling application. In this section of the application the coordinator will have the following features available for use:

Manage Participants:

Used to view/edit Participant information.

Quarterly Sample:

Used by the SDAC district Coordinator to set the status of sample entries to Submitted, Returned, Absent – District Employee with Leave Accrual, or Absent – Contract or District Employee with No Leave Accrual.

Section I: Purchased Services and Supplies Costs:

Used to enter and view Section I entries and totals entered by the district for a selected sample quarter.

Section II: Support, Supervisory, and Administrative Personnel Costs:

Used to enter and view Section II entries and totals entered by the district for a selected sample quarter.

Manage Support, Supervisory, Administrative Staff:

Used to enter and support, supervisory and administrative staff utilized in Section II.

Section III: District-wide Non-Federal costs:

Used to enter and view Section III entries and totals entered by the district for a selected sample quarter.

Copy Costs to Current Quarter:

Used to enter sections to copy from one quarter to the next.

Close Financial Quarter:

Used to close out each financial cost/funding section for the district after completion of financial entries.

View/Submit Quarterly Invoice:

Used to generate and view quarterly district invoices.

Reports:

Used for cost and sample information

Quarterly Cost Totals:

Used to view in a report layout the data input in the financial sections.

Quarterly Observations:

Used to view the dates and times of samples, samples pulled for validation, and the sample activity/response.



Adding Participants: Home Screen

To add a new participant, select the “Create New Participant” button.

School District Administrative Claiming

Application PortalLogout

Participant Management

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

▼ Finance

▼ Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table.

Create New Participant

Participants

Export List to Excel

Export Newly Added Participants to Excel

Show10entries

Search:

First Name	Last Name	District	School	Email	Trained	Job Title	Status	Actions
No data available in table								

Showing 0 to 0 of 0 entries

Previous

Next



Adding Participants: Entry Screen

Complete all fields and select “Submit”.

School District Administrative Claiming

Application PortalLogout

Participant - Create

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

▼ Finance

▼ Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Personal Information

Last Name

First Name

Middle Name

Work Information

Email Address

School

Trained By

Trained Date

SDAC Job Code

PCS Job Code

Use 1st Quarter (JAS)

Use 2nd Quarter (OND)

Use 3rd Quarter (JFM)

Use 4th Quarter (AMJ)

Status

☒ Uncheck this box to deactivate

Submit

Back to List

NOTE: Participant roster emails can not be duplicated.



Participant Roster Display

The district’s participant roster can be viewed by selecting the **Manage Participants** tab from the menu on the left-hand side.

School District Administrative Claiming

Application PortalLogout

Participant Management

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table.

Create New Participant

Participants

Export List to Excel

Export Newly Added Participants to Excel

Show 10 entries

Search:

First Name	Last Name	District	School	Email	Trained	Job Title	Status	Actions
SCDE	User	Abbeville	Abbeville High	QA75districtuser@gmail.com	4/23/2026	Other District Personnel	Active	EditFunding

Showing 1 to 1 of 1 entries

Previous1Next



Editing Participant Roster Record

To edit information in the participant record, select “Edit” beside the participant's name, under the column titled “Actions”.

School District Administrative Claiming

Application PortalLogout

Participant Management

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table.

Create New Participant

Participants

Export List to Excel

Export Newly Added Participants to Excel

Show10entries

Search:

First Name	Last Name	District	School	Email	Trained	Job Title	Status	Actions
SCDE	User	Abbeville	Abbeville High	QA75districtuser@gmail.com	4/23/2026	Other District Personnel	Active	EditFunding

Showing 1 to 1 of 1 entries

Previous

1

Next

The logo of the South Carolina Department of Education, featuring a circular emblem with a palm tree in the center, the text "SOUTH CAROLINA" at the top, "DEPARTMENT OF EDUCATION" at the bottom, and the year "1868" at the very bottom.

Editing Participant Roster Record: Screen Fields

Edit the applicable fields and select “Submit”.

School District Administrative Claiming

Application PortalLogout

Participant - Edit

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Personal Information

Last Name

First Name

Middle Name

User

SCDE

Work Information

Email Address

School

Trained By

Trained Date

QA75districtuser@gmail.com

Abbeville High

-- Select Coordinator --

04/23/2026

SDAC Job Code

PCS Job Code

Use 1st Quarter (JAS)

Use 2nd Quarter (OND)

Use 3rd Quarter (JFM)

Use 4th Quarter (AMJ)

Other District Personnel

Other District Office Staff

Available to Use

Available to Use

Available to Use

Available to Use

Status

☒ Uncheck this box to deactivate

Submit

Back to List

The logo of the South Carolina Department of Education, featuring a circular seal with a palm tree, the text "SOUTH CAROLINA" and "DEPARTMENT OF EDUCATION", and the year "1868".

Participant Roster Record: Deactivating a Participant

To deactivate a participant, select the checkbox under **Status**, and select “Submit”.

School District Administrative Claiming

Application PortalLogout

Participant - Edit

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

▼ Finance

▼ Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Personal Information

Last Name

First Name

Middle Name

User

SCDE

Work Information

Email Address

School

Trained By

Trained Date

QA75districtuser@gmail.com

Abbeville High

-- Select Coordinator --

04/23/2026

SDAC Job Code

PCS Job Code

Other District Personnel

Other District Office Staff

Use 1st Quarter (JAS)

Use 2nd Quarter (OND)

Use 3rd Quarter (JFM)

Use 4th Quarter (AMJ)

Available to Use

Available to Use

Available to Use

Available to Use

Status

☒ Uncheck this box to deactivate

Submit

Back to List



When should a participant be marked as “Inactive?”

- **Employee Left District:** Update status to Inactive. Update availability for the remaining quarters using the appropriate reason from the dropdown (e.g., Employment Terminated, No Longer with District).
- **Employee Job Changed to a Position Not Approved for Participation:** Update status to Inactive. Update availability for the remaining quarters using the appropriate reason from the dropdown (e.g., Reclassified/Job Function Not Appropriate for SDAC).
- **Employee Pay Changed to 100% Federal:** Update status to Inactive. Update availability for the remaining quarters using the appropriate reason from the dropdown (e.g., 100% Federal).
- **Employee on Extended Leave:** **Leave status as active.** Update Availability for applicable quarters to Medical/Military/Extended Leave.



Exporting Participant Roster

The district’s participant roster is accessible through the **Manage Participants** tab and can be exported by selecting the “Export List to Excel” button.

School District Administrative Claiming

Application PortalLogout

Participant Management

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

▼ Finance

▼ Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Below is a list of participants that are assigned to the school district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New Participant** button and completing the participant information page. Smart **Search** provides the ability to control the global search of a table search. If data is found matching in any column, then the whole row is matched and shown in the result set. By default, the sort for the table below is by the participant's last name for the current school year. You can sort on any column displayed in the table.

Create New Participant

Participants

Export List to Excel

Export Newly Added Participants to Excel

Show10entries

Search:

First Name	Last Name	District	School	Email	Trained	Job Title	Status	Actions
SCDE	User	Abbeville	Abbeville High	QA75districtuser@gmail.com	4/23/2026	Other District Personnel	Active	EditFunding

Showing 1 to 1 of 1 entries

Previous

1

Next

NOTE: To export only newly added participants, select the “Export Newly Added Participants to Excel” button.

The logo of the South Carolina Department of Education, featuring a circular seal with a palm tree in the center, the text "SOUTH CAROLINA" at the top, "DEPARTMENT OF EDUCATION" at the bottom, and the year "1868" at the bottom.

Reviewing Quarterly Samples



Quarterly Sample: Getting Started

All information required to review samples is available on the **Quarterly Sample** tab.

School District Administrative Claiming

Application Portal Logout

Random Sample Entries Review

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Random Sample Entries Review

Sample Status

-- Select Sample Status --

Search

Download SDAC Referral Form

Show 10 entries

Search:

District	Name	Quarter	Sample Date/Time	Status	Response	Activity		Actions
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next



Quarterly Sample: Status Filtering

To filter samples by status, choose the appropriate option from the **Sample Status** drop-down menu and select “Search”.

School District Administrative Claiming

Application PortalLogout

Random Sample Entries Review

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Random Sample Entries Review

Sample Status

-- Select Sample Status --

Search

Download SDAC Referral Form

Show 10 entries

Search:

District	Name	Quarter	Sample Date/Time	Status	Response	Activity		Actions
No data available in table								

Showing 0 to 0 of 0 entries

PreviousNext



Quarterly Sample: Pending Samples

Samples with a status of **Pending**, are awaiting coordinator review.

District	Name	Quarter	Sample Date/Time	Status	Response	Activity	
Abbeville	User, SCDE	3-JFM	4/24/2026 7:30 AM	Pending	1	0	

Showing 1 to 2 of 2 entries



CMS Requirements: Supporting Documentation

Per CMS policy, supporting documentation is required. The Medicaid Services Program helps protect districts during Medicaid audits by ensuring all reported activities are properly supported.

Participants must complete the sample by:

- selecting the appropriate response/activity code, **and**
- Provide supporting documentation by answering the three required documentation questions.

Documentation

Please respond to the following questions.

All fields must have an entry before documentation can be submitted.

1. Who were you working with during this sample moment? *

2. Describe in detail the activity you were performing during your sampled moment.

Please answer this question even if you answered "No" to the first question. *

3. Describe in detail why you were doing this activity during your sampled moment. *

OR

Upload Clinical Service Notes *

Choose File

Save

Close



Quarterly Sample: Reveiwing Supporting Documentation

Supporting documentation submitted by participants can be accessed in the **Manage Participants** tab. To view or download documentation, select the blue paperclip icon that aligns with the applicable sample.

School District Administrative Claiming

Application PortalLogout

Random Sample Entries Review

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Random Sample Entries Review

Sample Status

Pending

Search

Download SDAC Referral Form

Show10entries

Search:

District	Name	Quarter	Sample Date/Time	Status	Response	Activity		Actions
Abbeville	User, SCDE	3-JFM	4/24/2026 7:30 AM	Pending	9	G		Sample Status: --Sample Status--

REMINDER: Please ensure that the participant’s supporting documentation (displayed above) aligns with the selected response/activity code, prior to submission for next level approval (state).



Quarterly Sample: Reviewing Samples

The coordinator should review each sample line and select the appropriate **action** from the Sample Status drop-down menu.

The actions are:

- **Returned:** Return to participant for correction.
- **Submitted:** Approve sample for next level approval (state).
- **Absent – With FT/PT with Paid Leave:** Completing on behalf of an absent FT/PT participant who accrues leave time.
- **Absent – Without PT/Contract without Paid Leave:** Completing on behalf of an absent FT/PT participant who accrues leave time.

District	Name	Quarter	Sample Date/Time	Status	Response	Activity		Actions
Abbeville	User, SCDE	3-JFM	4/24/2026 7:30 AM	Pending	1	0		Sample Status: --Sample Status--
Showing 1 to 2 of 2 entries								--Sample Status-- Returned Submitted Absent – FT/PT with Paid Leave Absent – PT/Contract without Paid Leave



Quarterly Sample: Downloading SDAC Referral Form

Activity Code (GR) – Medicaid Referral requires completion of the SDAC Referral Form. To obtain the form, navigate to the **Quarterly Sample** tab and select “Download SDAC Referral Form.”

School District Administrative Claiming

Application PortalLogout

Random Sample Entries Review

districttestuserfin@gmail.com

Home

Manage Participants

Quarterly Sample

Finance

Reports

Contact

User: District Test User Fin

School Year: 2025-2026

Current Qtr: 4 - AMJ

District: Abbeville

Random Sample Entries Review

Sample Status

-- Select Sample Status --

Search

Download SDAC Referral Form

Show10entries

Search:

District	Name	Quarter	Sample Date/Time	Status	Response	Activity	Actions
No data available in table							

Showing 0 to 0 of 0 entries

PreviousNext

NOTE: SDAC Coordinators must retain the completed SDAC Referral Form on file for Quality Assurance (QA) audit purposes, adhere to the SCDHHS Record Retention Policy.



Response and Activity Code Matrix 1-10

- **Response Codes 1–3** represent absent codes and do not require supporting documentation.
- **Activity Code (GR)**, most often associated with Response Code 9, requires supporting documentation and completion of the SDAC Referral Form.

Response Code	Activity Code
1. Absent – Full Time/Part Time Employee: With Leave Accrual	O – General Administration
2. Absent – Part Time/Contractual Employee: Without Leave Accrual	P – Part Time/Contractual Employee: Without Leave Accrual
3. Before/After School Hours	O – General Administration P – Part Time/Contractual Employee: Without Leave Accrual
4. Informing Families or Students about Available Services	C – Medicaid Services Information and Outreach D – Non-Medicaid Services Information and Outreach
5. Assisting Families/Students in Gathering Eligibility Information for Services or Programs	E – Facilitating Medicaid Eligibility Determination/Applications F – Facilitating Non-Medicaid Eligibility Determinations/Applications
6. Arranging/Scheduling Transportation to or Translation for Services	I - Arranging Transportation to or Translation for Medicaid Covered Services J - Arranging Transportation to or Translation for Non-Medicaid Services
7. Training: Coordinating, Conducting, or Participating in Training or Meeting Related to Services or Program	K – EPSDT/Medical/Medicaid Related Training L – Non-Medical/Non-Medicaid Related Training
8. Program Planning, Policy Development, and Interagency Coordination	M – Medical Service Program Planning, Policy Development, and Interagency Coordination N – Non-Medical Program Planning, Policy Development, and Interagency Coordination
9. Referral, Coordination, and Monitoring of Medicaid Services	G – Monitoring/Evaluating all IEP Medical Health/Mental Health Services GR –Referrals for IEP Medical Health/Mental Health Services to Participating Medicaid Providers
10. Referral, Coordination, and Monitoring of Non-Medicaid Services	B – School-Related, Educational and Social Activities (Non-Medicaid)



Response and Activity Code Matrix 11-20

- **Response Codes 13, 14, and 15 (Direct Medical Services) do not require supporting documentation.**

Response Code	Activity Code
11. Individualized Education Planning (IEP) and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)
12. Individualized Health Planning (IHP) or 504 and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)
13. Direct Medical Services: Not Covered as IDEA/IEP Services, Not Covered by Medicaid	A – Direct Medical Service and Related Activities
14. Direct Medical Services: Covered on a Medical Plan of Care, Not Covered as IDEA/ IEP Service	A – Direct Medical Service and Related Activities
15. Direct Medical Services: Covered as IDEA/IEP Services	A – Direct Medical Service and Related Activities
16. Classroom/Virtual/Home Instruction, Testing, Lesson Planning, and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)
17. Student Planning/Counseling (non-medical) With or Without Parent	B – School-Related, Educational and Social Activities (Non-Medicaid)
18. Supervising Students – Bus/Car Line, Arrival/Dismissal, Lunch/Recess, or Other	B – School-Related, Educational and Social Activities (Non-Medicaid)
19. Attendance and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)
20. Discipline and Related Activities	B – School-Related, Educational and Social Activities (Non-Medicaid)



Response and Activity Code Matrix 21-28

- **Response Codes 21-28**
participants must respond to the three supporting documentation questions.

Response Code	Activity Code
21. Student Enrollment and Verification	B – School-Related, Educational and Social Activities (Non-Medicaid)
22. Curriculum and Instructional Process/Review	B – School-Related, Educational and Social Activities (Non-Medicaid)
23. Lunch/Breaks – Without Students	O – General Administration P – Part Time/Contractual Employee: Without Leave Accrual
24. Coordinating, Conducting, or Participating in School or Unit Trainings/Meetings/Staff Development	O – General Administration
25. Administrative/Clerical Duties Related to District Functions or Operations	O – General Administration
26. Providing Supervision of Staff, Student Teachers, and Volunteers	O – General Administration
27. Travel Associated with Response Codes 1 through 26	Use Activity Associated with Appropriate Response 1-26
28. Other	Use Only when Activity Doesn't Meet Other Category



Training Opportunities

- The Medicaid Services Program will conduct regularly scheduled quarterly meetings.
- Districts are encouraged to attend SDAC quarterly meetings with the Medicaid Services Program.
- Districts may request to schedule 1-to-1 virtual training sessions with the Medicaid Services Program Coordinator, if needed. During those scheduled training sessions, districts are encouraged to invite all staff that are currently assigned the DEIMS role SDAC Coordinator, as well as other district staff they deem appropriate to participate.

If you would like to schedule a 1-to-1 virtual training session, please reach out to Kareyah Harrison at kharrison@ed.sc.gov.



Additional Resources

South Carolina Department of Health and Human Services
(SCDHHS) Medicaid Policy for SDAC

[Local Education Agencies \(LEA\) Services Provider Manual |
SCDHHS](#)

South Carolina Department of Education (SCDE) SDAC
Trainings and Forms

[School District Administrative Claiming - South Carolina
Department of Education](#)



Medicaid Services Contacts

Kareyah Harrison – Program and Application
Questions/Issues
Program Coordinator II, Medicaid Services Program
kharrison@ed.sc.gov
803-734-4850

Marquita Taylor – Invoicing and Payments
Fiscal Manager, OHN Medicaid Services Program
mstaylor@ed.sc.gov
803-734-9180





ed.sc.gov