

School District Administrative Claiming (SDAC) Participant 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 the School District Administrative Claiming (SDAC) participant to navigate the SDAC application for Random Moment Sample (RMS) completion. The application serves as the primary source for completing RMSs that will be utilized in the calculation of invoices.



SDAC Program Overview



What is Medicaid?

Medicaid is a healthcare insurance program for individuals with limited income and assets. Medicaid is jointly run by the federal and state government. In addition to reimbursing for direct medical services, Medicaid reimburses for:

- Special Needs Transportation (SNT)
- School District Administrative Claiming (SDAC)

Participants in the SDAC program are selected based on the possibility of a Medicaid administrative activity occurring with a current or potential Medicaid student or family. This is referred to as Medicaid outreach.



What is SDAC?

SDAC is a Medicaid program which allows additional reimbursement to school districts for administrative activities supporting the Medicaid program.

Administrative activities which are considered reimbursable are:

- Coordination, Planning, Applying for Medicaid
- Monitoring
- Training
- Outreach
- Referrals



What is an Administrative Activity?

Administering the SDAC program is an important task for districts to actively participate in. Being eligible for Medicaid and utilizing its benefits improves the health of students. Healthy students create a better learning environment.

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 students or parents.



Participant Responsibilities

The participant can assist in the sample process and meet 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.



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.

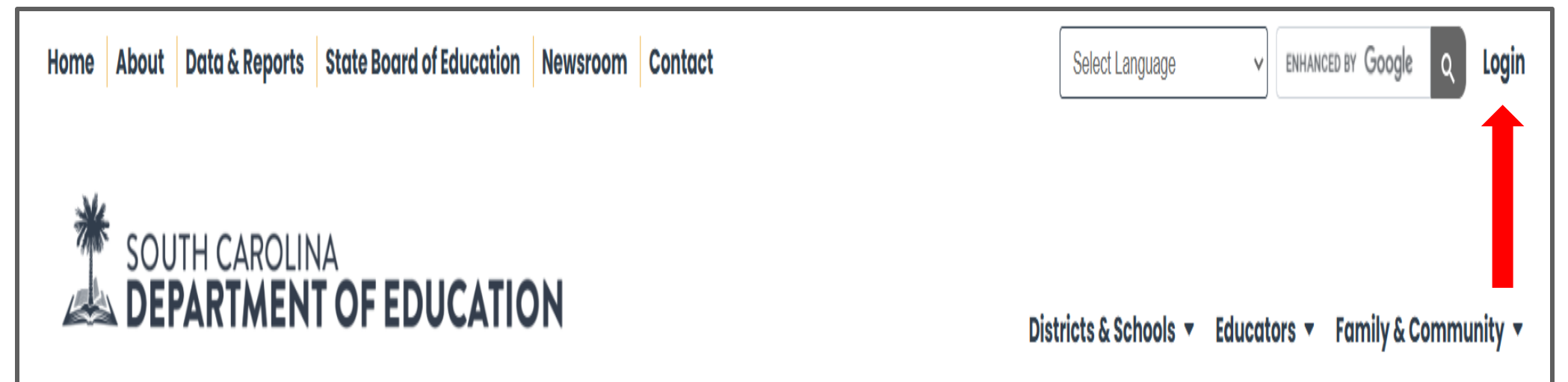


SDAC Application Access



SDAC Participant Login

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

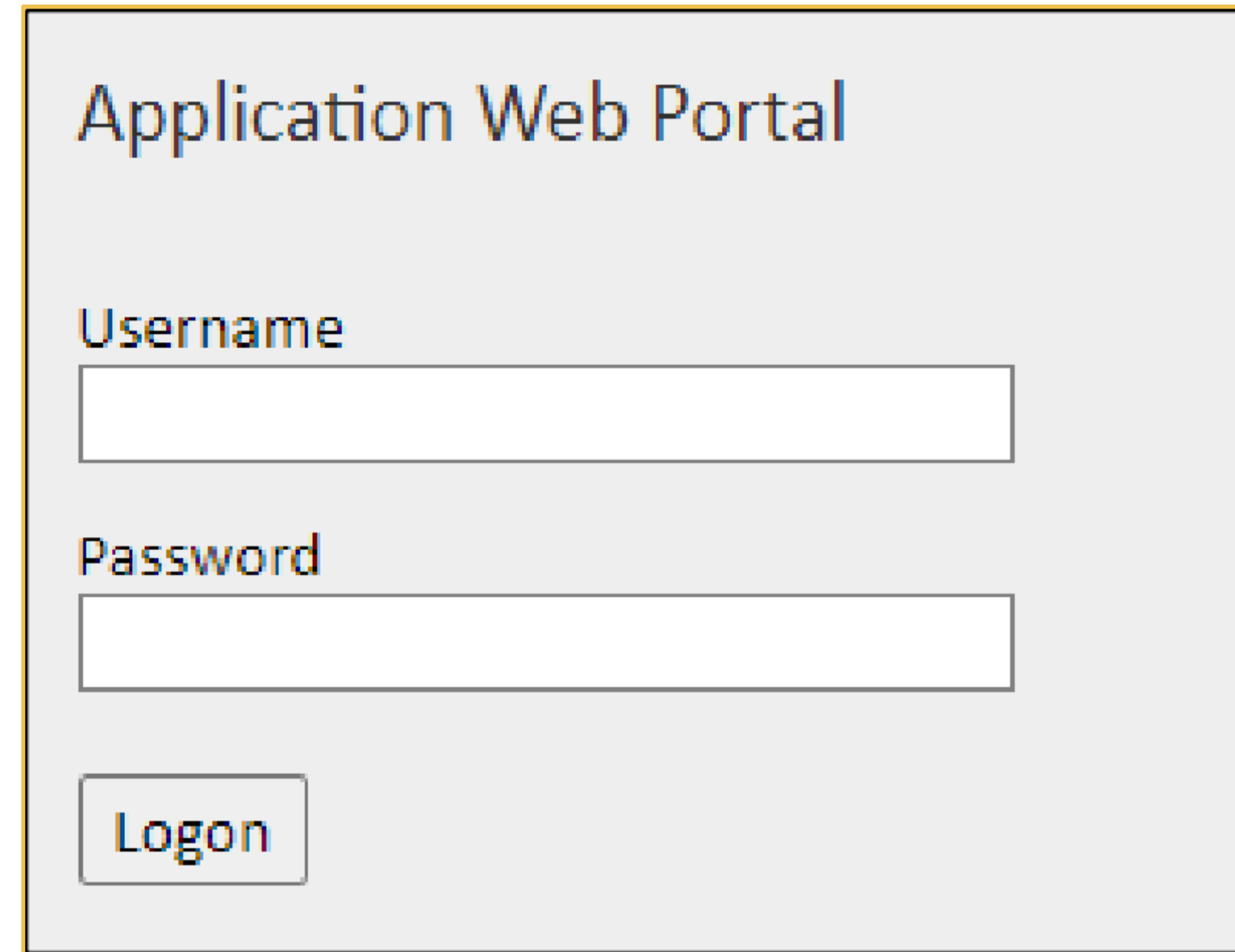


Application Web Portal Logon

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 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 title "Application Web Portal" is displayed in a large, bold, blue font. Below the title, the label "Username" is shown in a blue font, followed by a white rectangular input field. Underneath the input field, the label "Password" is shown in a blue font, followed by another white rectangular input field. At the bottom of the form, there is a button with the word "Logon" in a blue font.

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

Select

SDAC (New)

SDAC (Old)

Special Needs Transportation

Surveys ← Not SDAC

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

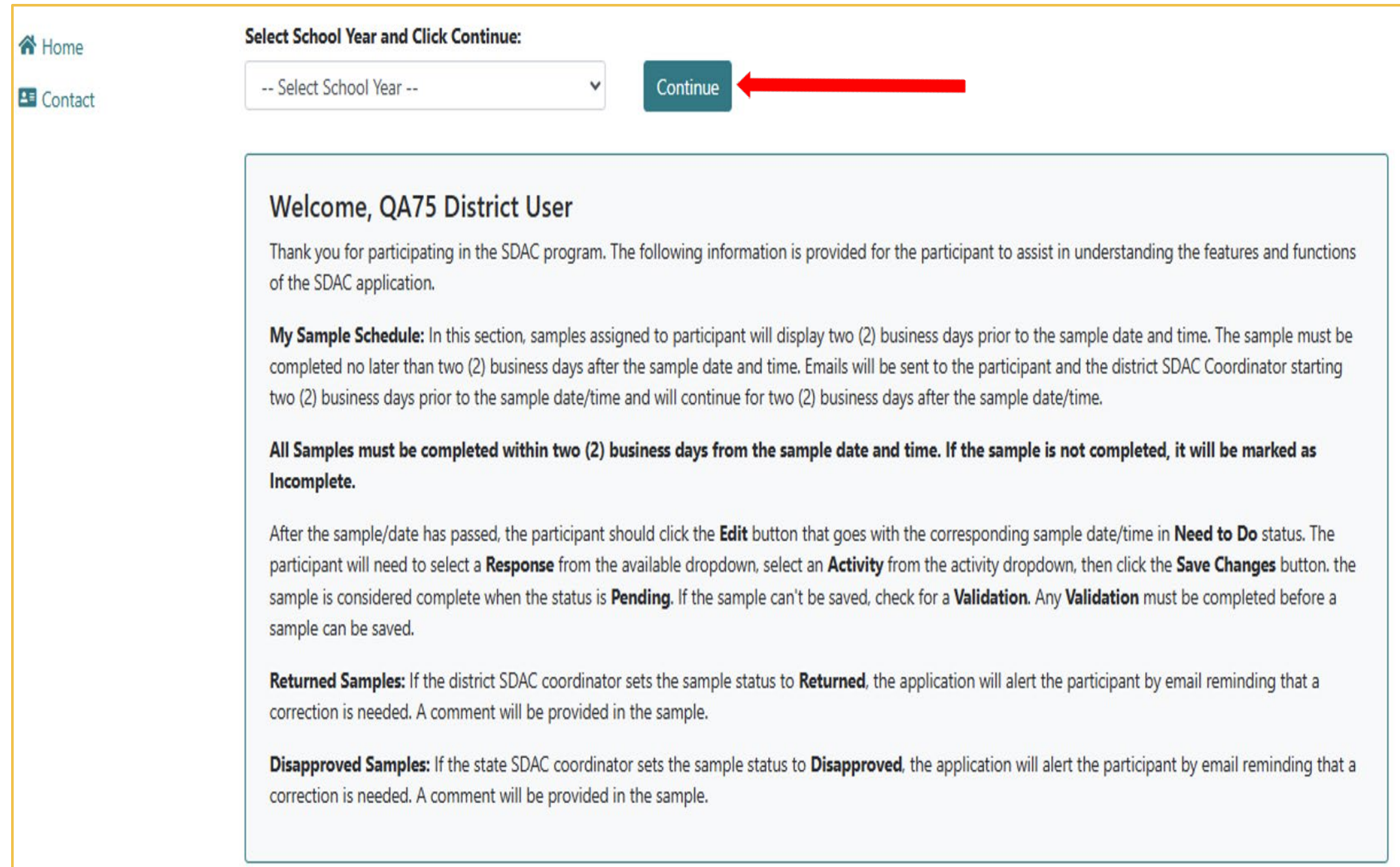
Random Moment Sample

Completion & Requirements



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”.

A screenshot of the SDAC Home Screen. On the left is a sidebar with 'Home' and 'Contact' links. The main area has a heading 'Select School Year and Click Continue:' followed by a dropdown menu showing '-- Select School Year --' and a 'Continue' button. A red arrow points to the 'Continue' button. Below this is a large light blue box containing a welcome message and detailed instructions about sample schedules, completion deadlines, and statuses like 'Returned' and 'Disapproved'.

Home

Contact

Select School Year and Click Continue:

-- Select School Year --

Continue

Welcome, QA75 District User

Thank you for participating in the SDAC program. The following information is provided for the participant to assist in understanding the features and functions of the SDAC application.

My Sample Schedule: In this section, samples assigned to participant will display two (2) business days prior to the sample date and time. The sample must be completed no later than two (2) business days after the sample date and time. Emails will be sent to the participant and the district SDAC Coordinator starting two (2) business days prior to the sample date/time and will continue for two (2) business days after the sample date/time.

All Samples must be completed within two (2) business days from the sample date and time. If the sample is not completed, it will be marked as Incomplete.

After the sample/date has passed, the participant should click the **Edit** button that goes with the corresponding sample date/time in **Need to Do** status. The participant will need to select a **Response** from the available dropdown, select an **Activity** from the activity dropdown, then click the **Save Changes** button. the sample is considered complete when the status is **Pending**. If the sample can't be saved, check for a **Validation**. Any **Validation** must be completed before a sample can be saved.

Returned Samples: If the district SDAC coordinator sets the sample status to **Returned**, the application will alert the participant by email reminding that a correction is needed. A comment will be provided in the sample.

Disapproved Samples: If the state SDAC coordinator sets the sample status to **Disapproved**, the application will alert the participant by email reminding that a correction is needed. A comment will be provided in the sample.



SDAC My Sample Schedule

The **My Sample Schedule** tab is utilized to complete the sample. Select “My Sample Schedule” tab from the menu on the left-hand side.

School District Administrative Claiming

Application Portal Logout

SDAC Participant Home

QA75districtuser@gmail.com

Home

My Sample Schedule

Contact

User: QA75 District User

District: Abbeville

School Year: 2025-2026

School: Administration

Current Qtr: 4 - AMJ

Role: Participant

Welcome, QA75 District User

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Returned Samples:

If the district SDAC coordinator sets the sample status to **Returned**, the application will alert the participant by email reminding that a correction is needed. A comment will be provided in the sample.

Disapproved Samples:

If the state SDAC coordinator sets the sample status to **Disapproved**, the application will alert the participant by email reminding that a correction is needed. A comment will be provided in the sample.



Random Sample Entries Screen

The sample will appear under the **Random Sample Entries Review**. Any sample available for completion, will have a status of “Need to Do”, and the “Edit” button will appear in a darker blue. If the sample does not display, please contact the district SDAC Coordinator for immediate assistance.

School District Administrative Claiming

Application Portal Logout

Random Sample Entries Review

QA75districtuser@gmail.com

Home

My Sample Schedule

Contact

User: QA75 District User

School Year: 2025-2026

Current Qtr: 4 - AMJ

Role: Participant

District: Abbeville

School:

Random Sample Entries Review

Search:

Show 10 entries

District	Name	Quarter	Sample Date/Time	Status	Response	Activity		Actions
Abbeville	User, SCDE	3-JFM	4/24/2026 7:30 AM	Approved	14	A		Edit
Abbeville	User, SCDE	3-JFM	4/28/2026 7:30 AM	Need To Do				Edit
Abbeville	User, SCDE	3-JFM	4/28/2026 7:30 AM	Need To Do				Edit

NOTE: Any samples with the shaded blue “Edit” button can no longer be modified by the participant.



Random Sample Entries: Editing a Sample

From the Random Sample Entries Review, select “Edit” next to the appropriate sample to complete it.

School District Administrative Claiming

Application PortalLogout

Random Sample Entries Review

QA75districtuser@gmail.com

Home

My Sample Schedule

Contact

User: QA75 District User

School Year: 2025-2026

District: Abbeville

School:

Current Qtr: 4 - AMJ

Role: Participant

Random Sample Entries Review

Search:

Show 10 entries

District	Name	Quarter	Sample Date/Time	Status	Response	Activity		Actions
Abbeville	User, SCDE	3-JFM	4/24/2026 7:30 AM	Approved	14	A		Edit
Abbeville	User, SCDE	3-JFM	4/28/2026 7:30 AM	Need To Do				Edit
Abbeville	User, SCDE	3-JFM	4/28/2026 7:30 AM	Need To Do				Edit



Sample Entry to Review

Select the appropriate Response and Activity from the drop-down menus. If applicable, proceed by selecting the “Documentation” button.

School District Administrative Claiming

Application PortalLogout

Sample Entry To Review

QA75districtuser@gmail.com

Home

My Sample Schedule

Contact

User: QA75 District User

School Year: 2025-2026

Current Qtr: 4 - AMJ

Role: Participant

District: Abbeville

School:

Participant Information

Name	School Year	District	School
SCDE User	2026	Abbeville	Abbeville High

Sample Response Information

Quarter	Sample Date and Time	Current Status
3 - JFM	04/28/2026 07:30	Outstanding

Response

-- Select Response --

Activity

-- Select Activity --

Documentation

Save

Back to List



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**
- providing 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**

NOTE: Select **Save** to ensure your documentation is submitted successfully.



Activity Code GR – Medicaid Referrals

Activity Code **GR** requires completion of a **SDAC Referral Form**. When GR is selected, a green box will appear. Select the “SDAC Referral Form” button, complete the form, and submit it to the district SDAC Coordinator.

User: QA75 District User
District: Abbeville

School Year: 2025-2026
School:

Current Qtr: 4 - AMJ

Role: Participant

Participant Information

Name	School Year	District	School
SCDE User	2026	Abbeville	Abbeville High

Sample Response Information

Quarter	Sample Date and Time	Current Status
3 - JFM	04/28/2026 07:30	Outstanding

Response

9 - Referral, Coordination, and Mo▼

Activity

GR - Referrals for IEP Medical Hea▼

Documentation

Required SDAC Referral Form

Please download the following form:

SDAC Referral Form

NOTE: Completion of this form is required for annual Quality Assurance (QA) audit purposes. The SDAC Coordinator must maintain a record of the SDAC Referral Form and adhere to the SCDHHS Record Retention Policy.



Sample Submission

After selecting the appropriate Response/Activity Code, and uploading supporting documentation (if applicable), Select the “**Save**” button, to save the entire sample and submit for SDAC Coordinator review.

School District Administrative Claiming

Application PortalLogout

Sample Entry To Review

QA75districtuser@gmail.com

Home

My Sample Schedule

Contact

User: QA75 District User

School Year: 2025-2026

District: Abbeville

School:

Current Qtr: 4 - AMJ

Role: Participant

Participant Information

Name	School Year	District	School
SCDE User	2026	Abbeville 60	Abbeville High

Sample Response Information

Quarter	Sample Date and Time	Current Status
4 - AMJ	06/25/2026 07:30	Outstanding

Response

6 - Arranging/Scheduling Transp

Activity

I - Arranging Transportation to

Documentation

Save

Back to List



Reminder

Samples are complete when the Status is “Pending”, and the “Edit” button is shaded!

School District Administrative Claiming

Application PortalLogout

Random Sample Entries Review

QA75districtuser@gmail.com

Home

My Sample Schedule

Contact

User: QA75 District User

District: Abbeville

School Year: 2025-2026

School:

Current Qtr: 4 - AMJ

Role: Participant

Random Sample Entries Review

Show 10 entries

Search:

District	Name	Quarter	Sample Date/Time	Status	Response	Activity		Actions
Abbeville	User, SCDE	3-JFM	4/24/2026 7:30 AM	Pending	8	N		Edit
Abbeville	User, SCDE	3-JFM	4/24/2026 7:30 AM	Pending	1	O		Edit

NOTE: To view previously submitted supporting documentation, select the blue paper clip icon next to the applicable sample.



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



Reminder

Response Codes 27 (Travel) and 28 (Other) should only be used when no other applicable Response or Activity code is available.

Using these codes when a more appropriate option exists will result in the sample being “Returned” to the participant for correction.

W webmaster-noreply@ed.sc.gov

😊 Reply ↩ Reply all ➡ Forward 📎 📧 📅 ...

SDAC Participant PARTICIPANT, TEST

District TEST DISTRICT

The following SDAC sample entry was **Disapproved** by the SDAC Administrator:

- **Sample Quarter:** 2 - OND
- **Sample Date:** 2/3/2026
- **Reason:** The Random Moment Sample (RMS) has been disapproved. Response Code 'XX' should only be used when no other code applies. Please recode the sample.

Please log into the SDAC web application at <https://appportal.ed.sc.gov/> and correct the sample entry at your earliest convenience. A reminder email will continue to be sent daily until the sample entry has been completed. Please direct questions to the districts SDAC coordinator.

Thank you for participating in the SDAC sampling process.

Do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you require assistance, please submit an eService ticket:
<https://esupport.ed.sc.gov/>

NOTE: Participants will receive an email notification when a sample has been disapproved and returned for correction.



Additional Resources

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

[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](#)





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