

From: English, Nanci <Nanci.English@fldoe.org>
Sent: Monday, April 8, 2024 9:30 AM
Subject: Medicaid In Schools Guidance

Dear Medicaid Contacts,

Tip of the week - April 8, 2024:

School District Administrative Claiming (SDAC) - Valid Employee - No Response and Invalid Employee

Pursuant to the Medicaid SDAC Guide, school district staff included in the sample pool and randomly selected to participate in the time study **must** make every attempt to complete and return any time study form. The failure of selected school district staff to return a time study form without sufficient cause for any three reimbursement periods **will** result in the permanent removal of that school district staff from the sample and cost pools. All districts **must** return **at least 75%** of all RMS forms, when selected, to be tabulated to be considered participating. (page 4-4)

If selected to participate in the time study and forms are **not** completed and returned at the **75%** level, districts **will** be considered non-participating and will **not** be reimbursed for that quarter. (page 4-4)

Invalid and missing forms **will** be added to activity 11 and do **not** count toward the **75%** participation requirement. (page 6-1)

Direct replacement staff **must** be of the same title, FIRN code and job duties of those they replace. (page 3-1)

Please note:

If district staff are permanently removed from the sample and cost pools, there **will** be a negative financial impact to your district's SDAC claiming invoice.

If **75%** of all district time study forms are **not** completed during a sample quarter, the state Medicaid agency will **not** pay the SDAC claim for that quarter.

i.e.: District receives 3 moments for Q2 2024: $3 * .75 = 2.25$ - **All** 3 moments **must** be completed to submit an SDAC claim for payment.

i.e.: District receives 128 moments for Q2 2024: $128 * .75 = 96$ - A minimum of **96** moments **must** be completed to submit an SDAC claim for payment.

Both invalid and no response moments **will** be added to your group's activity code 11 count **increasing** the denominator **reducing** the group's claimable percentage. Review each no response and invalid moment to ensure the moments are coded properly.

i.e.: Individual district responses impact the entire group.

The goal is **100%** completion of **all** district time study forms each quarter to ensure there is **no** reduction in the group's claimable percentage or reduction in district SDAC reimbursement.

If participants are no longer in the position and there is no replacement, the moments must be coded a 13 and will not be added to your group's activity code 11 count, which will not reduce your group's claimable percentage.

i.e.: School districts are sampling the position not the person.

If you have any questions, please let me know. Share with consultants and staff as appropriate. Have a great week!

Nanci English, MPA, Medicaid in Schools Project Consultant

[Medicaid in Schools Program](#)

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