

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

MISSISSIPPI STATE BOARD OF EDUCATION
STRATEGIC PLAN GOALS

1

All Students Proficient and Showing Growth in All Assessed Areas



2

Every Student Graduates from High School and is Ready for College and Career



3

Every Child Has Access to a High-Quality Early Childhood Program



4

Every School Has Effective Teachers and Leaders



5

Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes



6

Every School and District is Rated “C” or Higher



School Based Administrative Claiming Program Employee Training

Purpose of Training

To learn about the School Based Administrative Claiming Program (SBAC) and your responsibilities

What is SBAC?

- A way for school districts to receive federal reimbursement for Medicaid administrative services.

Services can include:

Medicaid EPSDT (screening) program outreach activities

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 will reimburse for:

- 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
- Conducting or attending medical/Medicaid training.

SBAC Employees

DOM has approved over **70 job titles** that can be used in the SBAC program. Staff that are **100% federally funded are not** eligible to participate:

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

SBAC Employee Responsibilities:

- To participate in SBAC training;
- To complete RMS sample moments/surveys;
- To adhere to the SBAC calendar deadlines; and,
- To attend annual training conducted by SBAC Coordinator.

Key points

- Selected school district employees are placed on a list or roster that is maintained by the SBAC Coordinator
- There are 4 SBAC quarters in a school year.
- Each quarter you have a chance to be selected for a RMS survey one or more times
- Once trained, each participant can be randomly selected to provide an accurate representation of how time is spent on all daily activities

Why were you chosen?

- 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.

Training Requirements

- The employee will receive an email notification within 24 hours, after being added to the system.
- All information should be verified

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

Step 1 - Verify your Information

SBAC Coordinator:	Galloway, Sharron
SBAC Coordinator Email:	shgalloway@jackson.k12.ms.us
Name:	Wright, Alison
School District:	Jackson Public Schools
School:	Bates Elementary School ▼

Please review your Job Title to make sure that it is correct.

Job Title:	Special Education Teacher ▼
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Please review your e-mail address to make sure that it is correct.

Email Address:	awright@jackson.k12.ms.us
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Training Status for Wright, Alison

Training Started:	YES
Training Complete:	NO
Training Completed On:	

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

Training Requirements

- Once the notification has been received, the employee will proceed to “View Training Material”
- After reviewing the training material, the employee will “Fill out the Questionnaire”
- Employee must score a minimum of 80% on the questionnaire in order to participate in the RMS selection process

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](#)

Step 3 - Complete the training questionnaire

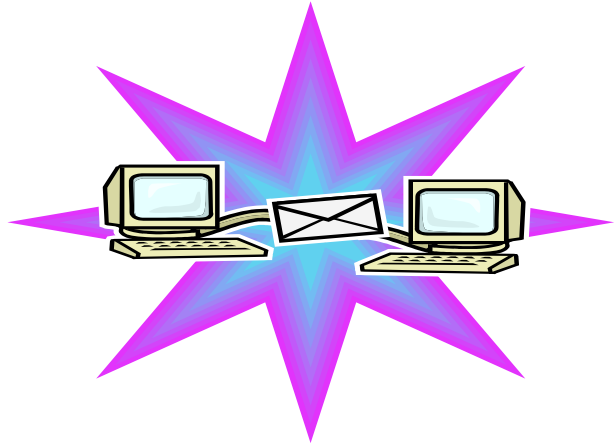
Click below to fill out the training questionnaire. This step is **required** in order to complete training.

[Fill Out Questionnaire](#)

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.

If you are chosen



- You can potentially receive a computer-generated RMS form
- Sender: sbac@sbaconline.org

RMS Email Notification

- Before the beginning of a quarter, the system will create a pool of samples and randomly select participants to participate in a time study or RMS.
- If selected, the participant will receive an RMS Email Notification

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>

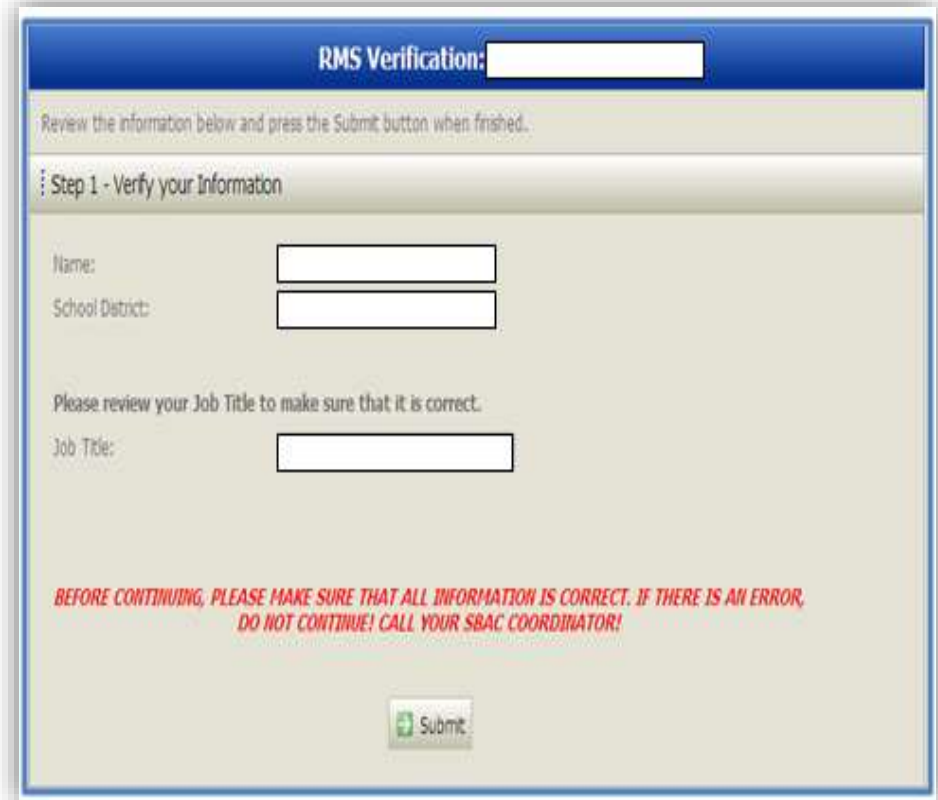
With Regards,
SBAC Administrator



Select the link, it will go directly to a “RMS Verification” Screen

RMS Section 1: Verification

- Allows the employee to verify their name, school district and job title
- It is important that the job title is correct because the time study or RMS is based on the job title. Notify the Coordinator but complete the survey
- If everything on the screen is correct, click the “Submit” button



The screenshot shows a web form titled "RMS Verification:" with a search bar. Below the title, it says "Review the information below and press the Submit button when finished." The form is divided into sections. The first section is "Step 1 - Verify your Information" and contains three input fields: "Name:", "School District:", and "Job Title:". Below the "Job Title:" field, there is a red warning message: "BEFORE CONTINUING, PLEASE MAKE SURE THAT ALL INFORMATION IS CORRECT. IF THERE IS AN ERROR, DO NOT CONTINUE! CALL YOUR SBAC COORDINATOR!". At the bottom right of the form, there is a "Submit" button with a green plus icon.

RMS Section 2: Possible Answers

- Should choose response that best describes the activity that was being done
- If “none of the above” applies, the system will display a text box

RMS Questions: Harris, Amanda

Complete the Random Moment Study. For the date and time shown below, select the activity that most accurately describes what you were doing.

YOUR RANDOM MOMENT TIME: Friday, September 25, 2009 at 2:22:00 PM

⋮ Step 2 - Choose Best Answer

- Referring a student or parent to the local Medicaid office.
- At lunch or other break.
- Performing lunch, bus or hallway monitoring.
- Arranging transportation for a student to or from medical services.
- Helping a student or parent complete an application for educational or social services.
- Scheduling SPED or other medical services for a student.
- Discussing a student's SPED or other medical needs.
- Helping a student or parent complete a Medicaid application.
- Performing clerical or administrative functions.
- Discussing a student's educational needs.
- The moment occurred before or after my working hours.
- Referring a student or parent to educational or social services.
- Writing Lesson plans.
- Out on paid leave.
- Referring a student for SPED or other medical services.
- Teaching a class.
- NONE OF THE ABOVE

RMS Section 3: Fill in the Blank

- Describe in a 2 or 3 sentences what you were doing
- By submitting the form you are verifying that the activity you selected correctly identifies what you were doing during your sample moment.
- Once completed, click the “Submit” button

NONE OF THE ABOVE

⋮ Step 3 - Sign

By clicking the Submit button, you are stating that the selection above most accurately describes the function that you were performing during the sample moment above.

Signed: Amanda Harris

Dated: 4/12/2010

Completing a RMS Survey

- Do not answer with specific personal recognizable information such as a student's name or social security number
- Do not answer with words such as
 - “eating lunch”
 - “at my desk”
 - “conference”
 - “on the phone”
 - “school ends at 2:15”
- We understand that short answers are more preferable but please provide 2 or more sentences the responses have to be specific.

RMS Deadlines

- The SBAC system will send out email notifications for those selected to complete surveys 3 days prior the scheduled RMS survey
- The survey must be completed within 5 days of receipt

The email format is as follows:

Dear Jessie James,

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

Recap



- **BOBBIE SPARKS** will be your SBAC School District Coordinator. They 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.
- 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.
- Once you have completed training, this enables you to be randomly selected to receive one or more RMS surveys each quarter.

Recap

- 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 that they have been selected for a time study.
- You will **ONLY** have **5 days** to complete the time study from the time you were selected.
- If you **FAIL** to complete the time study, you will **decrease** your school district's reimbursement.

Recap

- If your name, school or job title is listed incorrectly, please contact **Bobbie Sparks** at bobbie.sparks@leecountyschools.us and complete the training and time study as required.
- 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)**



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright future for every child

SBAC Coordinator

Bobbie Sparks

bobbie.sparks@leecountyschools.us

662-841-9144