

Medicaid School District Administrative Claiming (SDAC) Review and Approval Process

- Step 1:** Medicaid Quality Performance Review Unit reviewers will conduct desk reviews of all Random Moment Sample forms (paper and electronic) and verify accuracy of coding of the job activity.
- Step 2:** If there are no discrepancies, reviewers will develop and finalize the monitoring summary report and submit it to the school or school district.
- Step 3:** If there are discrepancies, reviewers will develop and finalize the monitoring summary form (documents discrepancies on Monitoring Discrepancy Form) and will send it to school or school district via e-mail.
- Step 4:** A school or school district has two weeks, from the date received from the reviewer, to request a reconsideration of a SDAC quarterly report. The request should be sent by e-mail to a program administrator in the Medicaid Quality Performance Review Unit:
- Mr. Jeffrey Douglas at jeffrey.douglas@ahca.myflorida.com OR
 - Ms. Pam Kyllonen at pamela.kyllonen@ahca.myflorida.com
- Step 5:** The administrators may consult with Medicaid Policy, if the request is subject to policy interpretation.
- Step 6:** The administrator will review the reconsideration request and notify the school or school district of the final outcome.
The decision will be:
- The report stands as determined by reviewers. OR
 - A change is made, the SDAC documents are revised, and re-submitted to the school or school district.
- Step 7:** The activity codes will be considered final. A copy of all findings will be sent to Medicaid Program Finance.