**Instructions for Completing the School-based Health Services Annual Application**

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| 1. **Go to** [**https://gmap.education.ky.gov/**](https://gmap.education.ky.gov/)   **(Note: The districts GMAP User Access Administrator must setup your GMAP access and assign the role of *District Medicaid Application Update*. A list of district User Access Administrators is located in GMAP under KDE Resources.)** |
| 1. Select *GMAP Sign-In* on the left Main Menu. |
| 1. Sign in with email address and password. |
| 1. Click on *District Document Library* and select *2024* then click on *Search Folders.* |

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| 1. Click on *2024* then locate the *Medicaid Application* folder. |
| 1. Click on *Medicaid Application*. To download the School-Based Health Services Annual Application template click *Edit Documents*. |
| 1. Click on the *SBHS Certification Application* document template. |

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| 1. Save and name the document to a folder on your computer. To upload completed *SBHS Certification Application* click *Upload Document* then click *Select* and locate the document saved on your computer from the template. Enter a Document Name and Document Description and click Save. |
| 1. To verify a successful upload, Click *Return to District Document Library.* Click on *School-Based Health Services Annual Application*. Under Document History, you will see the uploaded file along with the date and time stamp. |
| 1. To upload Certification/Licensure file. Click *Edit Dcouements* under *Certification/Licensure*. |

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| 1. To upload completed *Certification/Licensure* click *Upload Document* then click *Select* and locate the document saved on your computer. Enter a Document Name and Document Description and click Save. |
| 1. To verify a successful upload, Click *Return to District Document Library.* Click on *Certification/Licensure*. Under Document History, you will see the uploaded file along with the date and time stamp. |