

## Kentucky School Based Administrative Claiming (SBAC) Participant List Template Instructions – Version 2

### **PARTICIPANT LIST**

Use the "Participant List Template" Excel file to enter the Participants for the Random Moment Time Study for your school district.

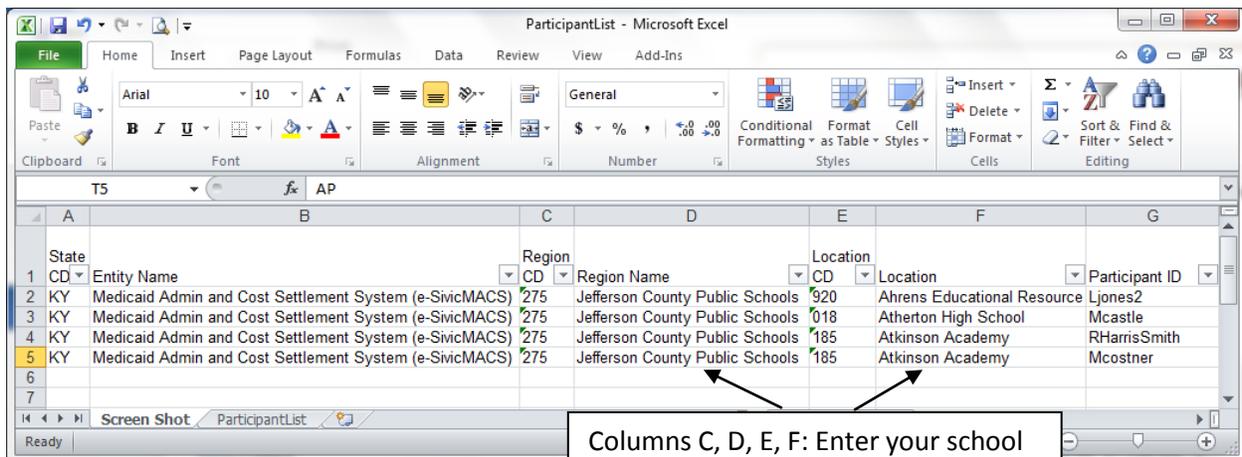
Make sure NOT to rename headings or move the columns from their locations.

<b>Column</b>	<b>Description/Example</b>	<b>Column &amp; Field in Former System</b>
A – State CD	Insert State Code: KY	New
B – Entity Name	Insert: Medicaid Admin and Cost Settlement System (e-SivicMACS)	New
C – Region CD	School District Code	New
D – Region Name	School District Name	New
E – Location CD	School Code	New
F – Location	School Name	C – School
G – Participant ID	Unique ID assigned by SBAC Coordinator for each participant; EXAMPLES (maximum 15 characters long): <ul style="list-style-type: none"> <li>• LJones2 for Laura Jones, where District also has another person named LJones</li> <li>• RHarrisSmithfie for Randy Harris-Smithfield</li> <li>• 00123456 to use the Employee ID</li> </ul>	M – Client Participant ID
H – First Name	First Name of participant	E – First_Name
I – Middle Name	Middle Name of participant (optional field)	F – Middle Name
J – Last Name	Last Name of participant	D – Last_Name
K – Position CD	Position Code – see table below of SBAC job codes and titles	I – Job Code
L – Position Name	Position Description – see table below of SBAC job codes and titles	J – Job Title
M – Work Schd Code	EXAMPLES: (use only the Work Schedule Code submitted with the LATEST start time and EARLIEST end time for your schools) <ul style="list-style-type: none"> <li>• M-F 8:00AM-3:30PM</li> <li>• M-F 8:30AM-2:00PM</li> </ul>	New
N – Email Address	Email address of participant	G – Email
O – Phone Number	Phone number of participant (optional field)	H – Phone
P – Phone Extension	Phone extension of participant (optional field)	New
Q – Fax	Fax of participant (optional field)	New
R – Contact1 Email	Email of SBAC Coordinator, who will receive 1 <sup>st</sup> reminder if participant does not respond within 24 hours and also 2 <sup>nd</sup> reminder after 48 hours	New
S – Contact2 Email	Email of second person, who will receive reminder if participant does not respond within 48 hours	New
T – Cost Pool CD	Cost Pool Codes: <ul style="list-style-type: none"> <li>• DSP = Direct Services Personnel</li> <li>• AP – Administrative Personnel</li> </ul>	A – Cost Pool (Change from full name to code)

**SCREEN SHOTS with Tips:**

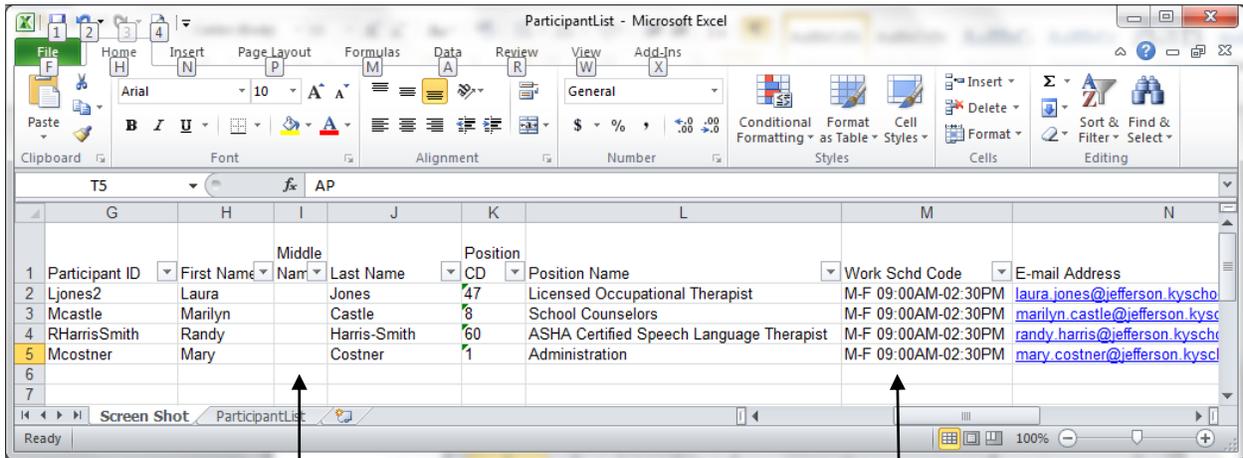
Download the Participant Listing from the prior system. Transfer the data to the SSG template and then update the file of current participants for the October-December 2014 quarter:

Note that Direct Support Staff may be recorded in Code 99 if they work directly for a participant in the Direct Services Personnel cost pool or in Code 100 if they work directly for a participant in the Administrative Personnel cost pool. Be sure to retain the job description and organizational chart as documentation. The Cost Pool Code for Position Code 99 is DSP and for Position Code 100 is AP. **Please make sure that Direct Support Staff are included with the staff pool list. They will NOT be used in RMTS, but will be used when reporting Costs after the end of the quarter.**



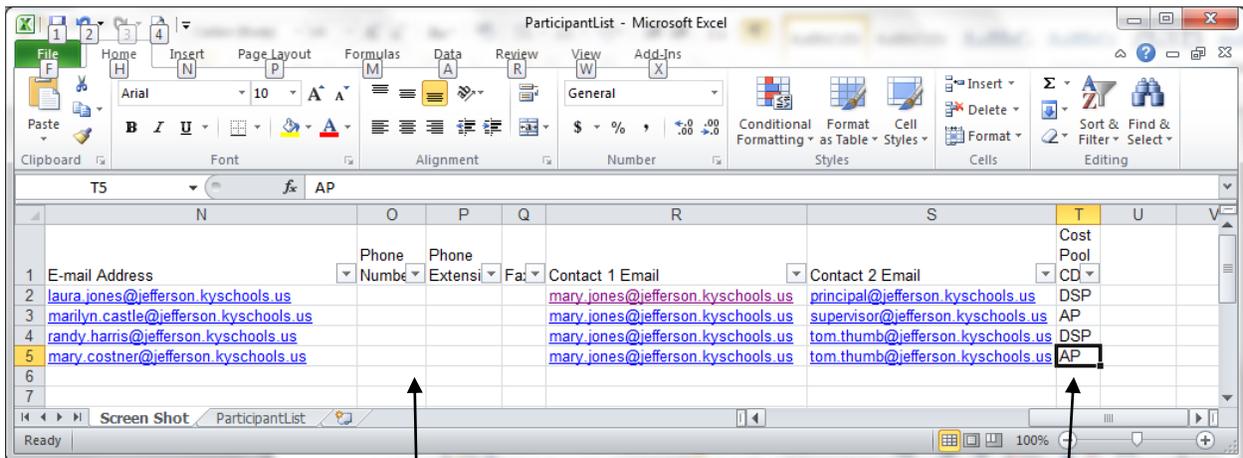
Columns C, D, E, F: Enter your school district name and code (Region) as well as the participants' school code and school name (Location).

**Scroll to the right and complete the Participants' ID, full name and other fields:**



Columns G, H, I, J, K, L: Assign new Participant ID, enter full name and Position Code and Position Name.

Column M: Enter the Work Schedule Code with LATEST start time and the EARLIEST end time for your schools.



Columns N, R and S are required fields. Columns O, P and Q are optional.

Column T is the cost pool that matches the participant's position name. See table on next page.

Save the file with the file name XXXParticipantList.xlsx, where XXX is your School District's District Code

**Transfer the participant data to e-SivicMACS using the following process:**

- **Load the file to e-SivicMACS from the Menu "Participant Data → Upload File"**
  - Click on Browse and select the participant list (XXXParticipantList.xlsx)
  - After the file is uploaded, the file status should be "Received."

- Allow approximately 5 minutes for processing and then confirm the file status
- If the file status is “Completed”, then the file processed successfully
- If the status is “Error”, click on the “Error” link to review and correct all errors.
- Upload the corrected file and repeat the process until the file status is “Completed”
- **Approve uploaded participant file from the Menu “Participant Data → Approve Upload Files”**
- **Certify participant data from the Menu “Participant Data → Certify Participant Data”**

Contact (877) 916-3222 or [kysupport@sivicsolutionsgroup.com](mailto:kysupport@sivicsolutionsgroup.com) with any questions

## SBAC Guide Job Titles for Participant List

Job Code	Job Category	Cost Pool
1	Administration	AP
6	Bilingual Assistants	AP
8	School Counselors	AP
9	Diagnostician	AP
20	Program Specialist	AP
21	School Psychologists / Psychologist Interns	AP
22	Pupil Support Technicians / Services Administrators	AP
24	School Social Workers	AP
25	Special Education Teachers	AP
26	State Licensed Speech Language Therapist (Non-ASHA)	AP
28	Support Technicians - Special Education	AP
30	Licensed Speech Language Therapy Assistants	AP
100	Direct Support Staff - Administrative Personnel Cost Pool	AP
40	Licensed Audiologist	DSP
43	Health Aide	DSP
44	Licensed Professional Clinical Counselors	DSP
46	Licensed Practical Nurse (LPN)	DSP
47	Licensed Occupational Therapist	DSP
48	Certified Occupational Therapy Assistant (COTA)	DSP
49	Orientation and Mobility Specialist	DSP
50	Licensed Physical Therapist	DSP
51	Licensed Physical Therapy Assistant	DSP
57	Licensed Clinical Social Worker	DSP
60	ASHA Certified Speech Language Therapist	DSP
63	Licensed Psychologist	DSP
64	Certified Psychologist	DSP
65	Registered Nurse (RN)	DSP
66	Advanced Registered Nurse Practitioner	DSP
67	Interpreter/Interpreter Assistant	DSP
69	Board Certified Assistant Behavior Analyst	DSP
71	Licensed Professional Clinical Counselor Associate	DSP
72	Physical Therapist Aide	DSP
73	Occupational Therapist Aide	DSP
74	Certified Psychologist with Autonomous Functioning	DSP
75	Licensed Psychological Associate	DSP
76	Licensed School Psychologist	DSP
77	Licensed Social Worker	DSP
78	Certified Social Worker	DSP
79	Respiratory Therapist	DSP
80	Board Certified Behavior Analyst	DSP
81	Licensed Psychological Practitioner	DSP
99	Direct Support Staff - Direct Service Personnel Cost Pool	DSP