



## e-SivicMACS

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# Medicaid Administrative Claim (MAC) Guide

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**South Dakota Department of Social Services (DSS)**

**Sivic Solutions Group (SSG)**

**School Based Medicaid Program (SBMP)**

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Version 1.1

October 2025

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#### **Websites & Trainings:**

1) e-SivicMACS MAC web address: <https://sdmac.ssghosting.com/rms/Login.aspx>

*\*Please note that the 'Medicaid Administrative Claim (MAC) Guide' and 'South Dakota Program Dates and Deadlines Table' is also located in the 'Resources' section in the e-SivicMACS MAC online system.*

*\*If you are having technical issues or need to remove MAC access/provide access to another person, please contact [sdsupport@sivicsolutionsgroup.com](mailto:sdsupport@sivicsolutionsgroup.com)*

## Executive Summary

The School Based Medicaid Program (SBMP) offers local education agencies (LEAs) an opportunity to receive federal dollars to offset costs associated with providing certain Medicaid-covered services in a school setting.

Medicaid is a joint state-federal program that offers reimbursement for both the provision of covered services and for the costs of administrative activities that support the Medicaid program. The Department of Social Services (DSS) is the state agency responsible for the operation of the Medicaid program in South Dakota. Sivic Solutions Group (SSG) administers the SBMP on behalf of, and in conjunction with, DSS.

DSS uses a method called a Random Moment Time Study (RMTS) to quantify the time that staff spend doing reimbursable activities. Participation in the RMTS is required under the SBMP Provider Contract as a condition for reimbursement. All employed and contracted practitioners for whom the LEA wishes to seek Medicaid Administrative Claiming (MAC) reimbursement must be included in the RMTS. Although staff participating in the RMTS are identified as Direct Service or Administrative staff, LEAs receive MAC reimbursement for **both cost pools/ all staff in the RMTS**. Examples of reimbursable administrative activities include Medicaid outreach or application assistance and coordination of Medicaid reimbursable services. A full list of administrative activities can be found in **\*Addendum 2**.

- *For details about MAC, see the MAC User Guide for available 'Resources' section in the e-SivicMACS MAC online system.*
- *For details about the RMTS, see the RMTS Coordinator Guide for Random Moment Time Study (RMTS), available 'Resources' section in the e-SivicMACS RMTS online system.*

*\*Please note that both the RMTS and MAC are available within the same website depending on user access (some users may have access to both RMTS & MAC, some users may only have access to RMTS or MAC)*

LEAs are required to designate an individual from the LEA as the primary contact for all matters related to the submission of the quarterly MAC. As with all LEA contractual obligations, **the LEA is ultimately responsible for ensuring compliance with SBMP program guidelines and deadlines.**

## Section 1: School-Based Medicaid Program (SBMP) Claiming Overview

The school setting provides a unique opportunity for local communities to partner with DSS to enroll eligible children, and to assist enrolled children in accessing their benefits. Federal matching funds (called Federal Financial Participation or FFP) are available to contracted LEAs through participation in the SBMP Program. Final reimbursement for SBMP MAC activities is based on Medicaid- allowable actual incurred costs (cost allocation).

### 1.1 Applicable Laws, Regulations, and Published Guidance

Any LEA or subcontractor participating in the SBMP Program must comply with all applicable federal and state laws, regulations, published guidance, and the terms of the Provider Contract), including, but not limited to -

- Section 1902(a) of the Social Security Act;
- Code of Federal Regulation (C.F.R.) Titles 42 and 45;
- OMB Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards (2 C.F.R. §200);
- OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations;

LEAs are responsible for keeping up to date on and complying with all applicable rules and regulations. LEAs should be aware that applicable regulations, contracts, and other program guidance may be updated from time to time, and such updates may not be reflected in this document.

LEAs may not claim reimbursement for, and costs must be excluded from the any MAC claims in the following situations -

- 100% of the staff person's salary is paid through a federal grant or from other federal funds. As a reminder, this includes any state or local funds that were a required match to receive the federal grant, which are considered part of the federal funding percentage related to staff salary.
- Any staff member whose full salary is included in the LEA's Unrestricted Indirect Cost Rate (UICR) since these costs are included in the UICR percentage claimed within the quarterly Medicaid Administrative Claim (MAC).

## Section 2: MAC Overview & LEA Requirements

The MAC program reimburses government agencies for some of the costs of their allowable Medicaid administrative functions when those activities support provision of services as outlined in the Medicaid State Plan. To seek reimbursement, LEAs file quarterly MAC cost reports. Unlike Direct Service claiming, there are no individual claims per student(s) for MAC reimbursement.

Both Direct Service staff and Administrative Only staff costs can be claimed as long as staff are included in either pool in the RMTS (Direct Service pool 1 or the Administrative pool 2).

As defined below, the gross Medicaid reimbursement amount for MAC is based on Medicaid- allowable costs for MAC calculated using RMTS percentages, Medicaid Eligibility Rates, Unrestricted Indirect Cost Rate (UICR), and Federal Medical Assistance Percentage (FMAP).

### Calculation to Determine Gross Medicaid Reimbursable Amount for MAC:



The RMTS results quantify the time spent performing allowable Medicaid administrative activities. The allowable costs for MAC activities are listed below -

**Allowable Medicaid Costs for MAC are captured quarterly and include:**

- Employee/Contractor staff salary and employer-paid benefit expenditures;
- Staff Travel and Training expenditures;
- Staff Professional Dues and Fees expenditures;
- Tuition expenditures;
- Material and supply expenditures when in support of Medicaid administrative activities;
- Indirect costs through the application of the South Dakota Department of Education (DOE) - approved unrestricted indirect cost rate per individual LEA.

**Reimbursable Administrative Activities**

There are seven (7) types of reimbursable administrative activities quantified by the RMTS.

1. Medicaid Outreach—informing eligible or potentially eligible individuals and families about Medicaid and accessing Medicaid benefits. \*50% FMAP
2. Application Assistance—assisting individuals or families to apply or renew eligibility for Medicaid. \*50% FMAP
3. Provider Networking/Program Planning/Interagency Coordination—participating in activities to develop strategies to improve the delivery of covered services, including collaborative activities with other agencies regarding covered services. \*50% FMAP
4. Individual Care Planning, Monitoring, Coordination, and Referral for Covered Services—making referrals to covered services, coordinating, or monitoring the delivery of covered services. \*50% FMAP
5. Arranging Medicaid covered transportation. \*50% FMAP
6. Arranging or providing translation or interpretation services when required to access Medicaid covered services. \*75% FMAP
7. Training—participating in and coordinating (including providing) training related to Medicaid topics. \*50% FMAP

\*For more MAC information and examples, please see \*Addendum 2.

**Educational Activities Are non-Reimbursable Activities**

The SBMP Program is a Medicaid health program, not an educational program. Therefore, educational activities are not reimbursable. Some examples of non-reimbursable activities include

- Working to obtain any parental consent (e.g., to meet DESE/Family Educational Rights and Privacy Act (FERPA) requirements or permission to treat students);
- Providing student supervision; and
- Educational, vocational, academic, or disciplinary activities.

## **2.1 Filing Deadlines and Certification**

LEAs must submit all quarterly MAC claims electronically through the SSG MAC Claiming System website.

\*e-SivicMACS MAC web address: <https://sdmac.ssghosting.com/rms/Login.aspx>

Claims should be submitted quarterly. This includes amendments that increase/decrease the amounts of previous claims.

*\*Please note that negative amendments do not have a deadline and can be submitted at any time. Positive amendments may be filed seven (7) quarters from the quarter-end date.*

**\*Positive Amendment Deadline Example:** A positively amended 'October-December 2022' claim must be submitted before or with the 'July-September 2024' submission (1 quarter prior to the 'October-December 2024' submission).

## MAC QUARTERLY CLAIMS DEADLINES

QTR	MAC Claim QTR/Dates	Claim Deadline
Q1	October-December	3 <sup>rd</sup> Friday of February (SSG will notify LEAs once Quarterly RMTS % has been calculated)
Q2	January-March	3 <sup>rd</sup> Friday of May (SSG will notify LEAs once Quarterly RMTS % has been calculated)
Q3	April-June	3 <sup>rd</sup> Friday of August (SSG will notify LEAs once Quarterly RMTS % has been calculated)
Q4	July-September	3 <sup>rd</sup> Friday of November (SSG will notify LEAs once Quarterly RMTS % has been calculated)

The Certification of Public Expenditure (CPE) must be signed by an officer of the LEA, such as the school superintendent or the business manager. (\*For an example, please see Addendum 1)

**\*Signed & scanned CPE's must be uploaded in the certification section of the SSG MAC system**

### 2.2 Requirements for Reporting MAC Expenditures

**Cash Based Reporting:** LEAs must report all expenditures in MAC claims as actual expenditures during the quarter in which the expenditure occurred (i.e., the "check date" of the expenditure determines the reporting period, not the service date that the expenditure may have been for).

#### Excluded Expenditures Applicable to all MAC Expenditures -

- LEAs must exclude restricted federal funding from the report of actual LEA expenses. Only state/ local funding sources may be included.
- LEAs must exclude expenditures that were used to satisfy a federal matching requirement (2 C.F.R. § 200.306).
- Costs related to Medicaid billing contractors/vendors who are paid on a contingency fee (percent of claim) basis must be excluded.
- Any expenditures included in the LEA's Indirect Cost Rate must be excluded.

### 2.3 Record Retention and Audit Preparedness

LEAs are responsible for ensuring program compliance and must certify, under penalties of perjury, that all MAC claims are accurate. The federal government regularly audits the SBMP Program, and all costs are subject to audit review by DSS and other state and federal agencies. LEAs are responsible for ensuring that the appropriate documentation can be

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produced in the event of an audit or other request by DSS or other state or federal compliance agency. Failure to do so may result in a recoupment of reimbursement.

## **Section 3: LEA Employed and Contracted Staff Salary and Benefit Expenditures**

Personnel costs may be claimed in a MAC claim for the staff who are reasonably expected to perform reimbursable MAC activities.

The SBMP Program reimburses LEAs based on actual costs incurred for reimbursable administrative activities through the MAC Program. The RMTS is used to quantify the proportion of reimbursable MAC staff time for the purpose of allocating staffing costs.

### **3.1 Which Staff Members Can Be Claimed?**

Personnel costs may only be included in an MAC claim when all the following conditions have been met -

- 1) Staff were included as participants in the RMTS participant list.
- 2) Staff were indicated in the RMTS participant list as being a minimum of one (1) percent funded from state or local funds.
- 3) The staff member was working or not working, but was using employer-paid benefit time during the claiming period.

### **3.2 Allowable Personnel Expenditures**

LEAs can include expenditures that are staff costs related to each staff member's performance of the job position that qualified that staff member for reimbursement in the SBMP Program. Any personnel costs related to a staff member's employment for separate and unrelated duties must be excluded.

Examples:

- Stipends paid for supervision of extracurricular activities (such as an athletic coach or club advisor, etc.) should be excluded from the claim.
- For staff who hold two part-time job positions where only one is qualified for Medicaid participation, such as a Physical Therapist who also works part-time as an athletic coach, only those costs attributable to the salaries and benefits earned as the Physical Therapist should be included.

## **Section 4: District-wide Costs**

### **4.1 Materials and Supplies**

LEAs may include other expenditures that are related to the cost of providing Medicaid administrative activities, including materials and supplies.

LEAs should enter actual quarterly material and supply expenditures related to the delivery of Medicaid administrative activities. Only material and supply costs funded by state or local revenue that assist the performance of reimbursable Medicaid administrative activities by staff who included in the MAC.

**Examples of costs that can be included are:**

- Forms, brochures, fliers, and office supplies related to reimbursable administrative activities (e.g., Medicaid outreach and scheduling or arranging specialized transportation). *These costs should split out by Direct Service and Administrative expenditures per service*

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*type {Admin, (OT, PT, Psych, SLP, Nursing)}.*

- See \*Addendum 2 for the full list of administrative activities

#### **Excluded Expenditures:**

- The cost of materials and supplies used in the delivery of educational services should not be included in the MAC.
- LEAs must exclude expenditures that were used to satisfy a federal matching requirement should not be included in the MAC.
- Costs related to Medicaid billing contractors/vendors who are paid on a contingency fee (percent of MAC claim) basis must be excluded from the MAC.
- Any expenditures (including staff salaries) included in the LEA's Indirect Cost Rate must be excluded from the MAC.

#### **4.2 Staff Travel and Training Costs**

LEAs may include expenditures for staff claimed in the quarterly MAC travel & training costs. *These costs should split out by Direct Service and Administrative expenditures per service type {Admin, (OT, PT, Psych, SLP, Nursing)}*

#### **4.3 Tuition Costs**

LEAs may include expenditures for Tuition costs which can be reported for students who receive health-related services at an outside agency **for which the LEA is financial responsible**. Tuition costs for private placements can be claimed. *These costs should split out by Direct Service and Administrative expenditures per service type {Admin, (OT, PT, Psych, SLP, Nursing)}*.

#### **4.4 Staff Professional Dues and Fees**

LEAs may include expenditures for staff claimed in the quarterly MAC professional dues and fees. *These costs should split out by Direct Service and Administrative expenditures per service type {Admin, (OT, PT, Psych, SLP, Nursing)}*.

### **Section 5: Medicaid Eligibility Rate (MER) & Unrestricted Indirect Cost Rate (UICR)**

#### **5.1 Medicaid Eligibility Rate (MER)**

LEA annual Medicaid Eligibility Rates, as calculated by South Dakota Department of Education (DOE), will be prepopulated in the MAC system according to the SBMP annual cycle (October 1<sup>st</sup> – September 30<sup>th</sup>).

#### **5.2 Unrestricted Indirect Cost Rate (UICR)**

LEA annual unrestricted indirect cost rates (UICR), as calculated by DOE, will be prepopulated in the MAC system according to the SBMP annual cycle (October 1<sup>st</sup> – September 30<sup>th</sup>). All expenditures reported for MAC must comply with all guidance related to indirect cost rates and exclusion of costs.

Examples of exclusions from RMTS participation and MAC costs are generally related to staff & costs that are part of central administration - Including a superintendent, assistant superintendent, professional and clerical support staff, grants manager, director of planning, school business manager or chief financial officer, director of human resources, districtwide information and technology staff, or any equivalent schoolwide administration staff that are included in the composition of each individual LEA's UICR.

# Step-by-Step MAC SSG System (e-SivicMACS) Instructions

## Section 6: General Navigation of the e-SivicMACS MAC system

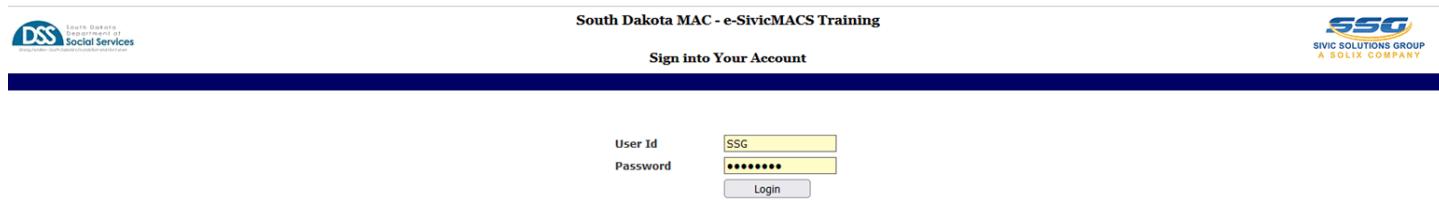
This section will show you how to navigate accessing the e-SivicMACS system for each LEAs data for which you are responsible.

### 6.1 Login to e-SivicMACS

e-SivicMACS web address: <https://sdmac.ssghosting.com/rms/Login.aspx>

Enter User ID and Password and click on the Login button to enter the System.

**\*Note:** If you enter an incorrect username or password, the System will return an error message to inform you of the invalid data. Re-enter your username and password correctly and click the Login button to enter the System.

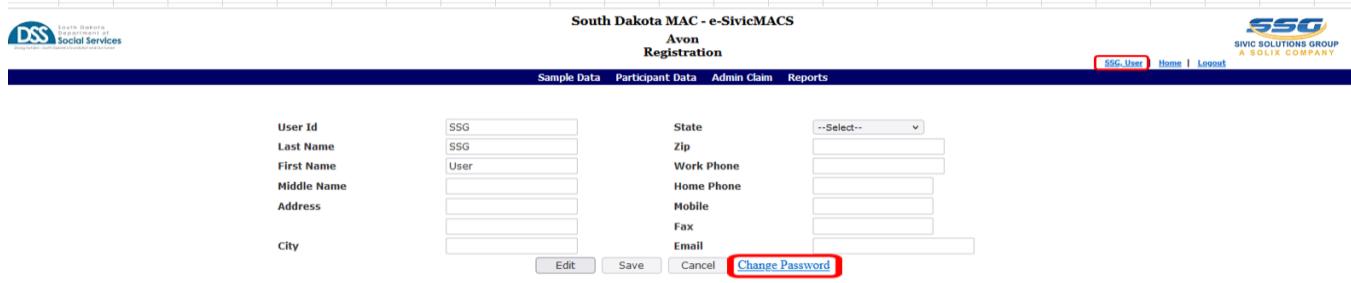


The screenshot shows the login interface for the South Dakota MAC - e-SivicMACS Training system. At the top left is the DSS logo. The title bar reads "South Dakota MAC - e-SivicMACS Training" and "Sign into Your Account". Below the title bar is a login form with "User Id" set to "SSG" and "Password" redacted. A "Login" button is at the bottom right of the form.

### 6.2 Change Password

To change password, log in, and from any screen click on User ID above the blue navigation bar (in the screenshot below, it is 'SSG User'). The Registration screen will open. Click *Change Password* and the Change Password screen will open. Enter current password, the new password, and the new password again, to confirm. Select *Save* to the complete action.

*NOTE: Passwords must be changed every 30 days, which the system will prompt you to change.*



The screenshot shows the registration screen for the South Dakota MAC - e-SivicMACS system, specifically for the Avon location. The title bar reads "South Dakota MAC - e-SivicMACS" and "Avon Registration". The navigation bar includes "SSG User", "Home", and "Logout". The registration form includes fields for User Id (SSG), Last Name (SSG), First Name (User), Middle Name (redacted), Address (redacted), City (redacted), State (redacted), Zip (redacted), Work Phone (redacted), Home Phone (redacted), Mobile (redacted), Fax (redacted), and Email (redacted). Below the form are buttons for "Edit", "Save", "Cancel", and "Change Password". The "Change Password" button is highlighted with a red box.

### 6.3 Logout of e-SivicMACS

To logout of the System, select *Logout* above the blue navigation menu bar.

### 6.4 Return to Home Page

From anywhere in the System, return to the Home Page by selecting the 'Home' button above the blue navigation menu bar. From the Home Page, use the blue navigation bar to change user password, enter and edit MAC data, access and view reports.

## 6.5 System Timeout

The System automatically times out after several minutes of inactivity. A pop-up message will alert the user that the System is about to close. Click 'OK' to continue the session and stay logged in or click 'Cancel' to end the session.

- ✓ If you do not respond to the message within two minutes, your session will be terminated and unsaved work will be lost. If the System does time out, you must login again.
- ✓ Ensure that computer pop-up blockers are disabled for this website only (DO NOT turn off pop-up blockers for all websites).

## Section 7:

### LEA Employed and Contracted Staff Salary and Benefit Expenditures

#### 7.1 Step 1: Navigate to Admin Claim/Cost Data and Sample Period

*\*Please note red outline & arrows for guidance on 'Dashboard' screenshot below. All sections should be navigated through the 'Dashboard'.*

*\*Once you have approved any/all the dashboard sections in the system, navigate back to 'Dashboard' tab to see what sections are completed/approved.*

**\*Annual Direct Service (DS) Cost Settlement Connection:** All Direct Service Pool (DSP) LEA Employed and Contracted Staff Salary and Benefit Expenditures from each quarterly MAC claim will be automatically 'transferred' to the Annual DS Cost Settlement. If a district submits DS MAC salary and benefit costs, you only must enter these costs once in the quarterly MAC. If districts do not submit a MAC claim for any/all specific quarter(s), those salary and benefit costs cannot be transferred. Administrative Pool (AP) staff are excluded from the Annual DS Cost Settlement but can be claimed in the MAC.

1 RMS Results	Closed
2 Salaries & Benefits	Not Loaded
3 District-wide Costs	Not Loaded
4 Eligibility Ratio/Indirect Rate	Approved
5 Admin Claim	Not Generated
6 Certification	Not Generated

- ✓ Once you have navigated to your 'sample period', click on '2 Salaries and Benefits'

## 7.2 Step 2: Navigate to Salaries and Benefits (Section 2 from System Dashboard)

South Dakota MAC - e-SivicMACS  
AVON  
Admin Claim --> Cost Data

SSG - Sivic Solutions Group  
A SOLIX COMPANY

Participant Data Admin Claim Reports Imported File: [Imported File](#)

Sample Period\* 2022Q3 - Jul-Sep 2022  
Region\* D4-1 - Avon

Dashboard Upload Salaries & Benefits District-wide Costs Eligibility Rate/R

Cost Pool: All  
Participant ID:   
First Name:   
Last Name:   
Position:

Reset Search Export

Position	Participant ID	Last Name	First Name	Salary	Benefits	Total	Contracted Labor	Federal Funded	Allowable Expenditures
Special Education Tea...	A00258	Callumore	Dakota	0.00	0.00	0.00	0.00	0.00	0.00
Program Specialist	A00267	Cromwell	Whitney	0.00	0.00	0.00	0.00	0.00	0.00
Special Education Tea...	A00266	Manley	Stacy	0.00	0.00	0.00	0.00	0.00	0.00
Program Specialist	A00268	Langley	Allyson	0.00	0.00	0.00	0.00	0.00	0.00
Program Specialist	A00279	Lopez	Christena	0.00	0.00	0.00	0.00	0.00	0.00
School Administrators...	A00265	Monroe	Julie	0.00	0.00	0.00	0.00	0.00	0.00
Special Education Tea...	A00274	Perry	Theresa	0.00	0.00	0.00	0.00	0.00	0.00
Program Specialist	A00264	Smith	Jan	0.00	0.00	0.00	0.00	0.00	0.00
School Administrators...	A00257	Solace	Kathryn	0.00	0.00	0.00	0.00	0.00	0.00
Licensed Occupational...	A00269	Beckett	Brad	0.00	0.00	0.00	0.00	0.00	0.00
Licensed Physical Ther...	A00271	Gonzales	Leoni	0.00	0.00	0.00	0.00	0.00	0.00
School Psychologist	A00260	Levine	Kassandra	0.00	0.00	0.00	0.00	0.00	0.00
School Psychologist	A00262	Raven	Tanya	0.00	0.00	0.00	0.00	0.00	0.00
Licensed Speech Langu...	A00261	Thatcher	Lori	0.00	0.00	0.00	0.00	0.00	0.00

Page Total: \$50,000.00 Grand Total: \$1,115,000.00 \$24,000.00 \$74,000.00 \$0.00 \$0.00 \$74,000.00 \$1,147,000.00

1 2 Edit Verify Approve Save Cancel

\*Please note that only participants that were included in the selected sample period's RMTS will be shown on this screen

- ✓ If you are entering salaries manually on the screen, click 'Edit' on the bottom left of the screen
  - Please refer to [section 11](#) for upload instructions if you wish to use the upload functionality.
- ✓ Enter the salaries/benefits (employees); contracted labor (if they are a contractor); and federally funded dollar amounts.
  - Only the portion of the salary & benefits which is federally funded should be in the federally funded column (with the full amounts included in the salary & benefits portion, since the fed funded amounts will be subtracted from the whole by the system).
- ✓ Click 'Save' if you are not completed to come back and finish later.
- ✓ If you are finished, click 'Verify', and then 'Approve' at the center-bottom of the screen.

## Section 8: District-wide Costs - Materials & Supplies / Travel & Training / Tuition / Dues & Fees (Section 3 from System Dashboard)

South Dakota MAC - e-SivicMACS  
AVON  
Admin Claim --> Cost Data

SSG - Sivic Solutions Group  
A SOLIX COMPANY

Participant Data Admin Claim Reports Imported File: [Imported File](#)

Sample Period\* 2022Q3 - Jul-Sep 2022  
Region\* D4-1 - Avon

Dashboard Upload Salaries & Benefits District-wide Costs Eligibility Rate/R

Fund:   
Function:   
Account:   
Type:

Reset Search Export

Fund	Function	Account	Type	Allowable	Expense Amount
AP	200 - Admin Services	101 - Staff Travel and Training Costs	Allowable	0.00	
AP	200 - Admin Services	102 - Staff Professional Dues and Fees	Allowable	0.00	
AP	200 - Admin Services	200 - Materials and Supplies	Allowable	0.00	
AP	200 - Admin Services	300 - Tuition Costs	Allowable	0.00	
DS/P	101 - Nursing	101 - Staff Travel and Training Costs	Allowable	0.00	
DS/P	101 - Nursing	102 - Staff Professional Dues and Fees	Allowable	0.00	
DS/P	101 - Nursing	200 - Materials and Supplies	Allowable	0.00	
DS/P	102 - Occupational Therapy	101 - Staff Travel and Training Costs	Allowable	0.00	
DS/P	102 - Occupational Therapy	102 - Staff Professional Dues and Fees	Allowable	0.00	
DS/P	102 - Occupational Therapy	200 - Materials and Supplies	Allowable	0.00	
DS/P	103 - Physical Therapy	101 - Staff Travel and Training Costs	Allowable	0.00	
DS/P	103 - Physical Therapy	102 - Staff Professional Dues and Fees	Allowable	0.00	
DS/P	103 - Physical Therapy	200 - Materials and Supplies	Allowable	0.00	
DS/P	104 - Psychology	101 - Staff Travel and Training Costs	Allowable	0.00	

Page Total: \$0.00 Grand Total: \$0.00

1 2 Edit Verify Approve Save Cancel

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- ✓ If you are entering district-wide costs manually on the screen, click 'Edit' on the bottom left of the screen (*please refer to section 11 for upload instructions if you wish to use the upload functionality*).
  - ✓ Enter the costs per service type (Admin, OT, PT, Psych, SLP, Nursing) for the different types of district-wide costs (\*please make sure to remove federally funded dollar amounts from claimed costs).
  - ✓ Click 'Save' if you are not completed to come back and finish later.
  - ✓ If you are finished, click 'Verify', and then 'Approve' at the center-bottom of the screen

***\*Please note:*** If you do not have any District-wide Costs to enter, just click the 'Edit' button, then click the '!' next to any 'Expense Amount' and note that you 'don't have any expenses to claim', then click 'Verify' & 'Approve' to complete this 'District-wide Costs' section.

## Section 9: Validations

- ✓ Step 1: Check if there are any validations you need to fix (click 'Edit' to fix and enter correct the data)
  - ✓ Step 2: If the validations are valid, please click 'Edit' and;
  - ✓ Step 3: Click the '!' next to the participant and type in the reason for the validation exception

**\*Please Note:** If you don't have any costs associated with a participant, you must click the '!' to note this for each participant with no associated costs (the validation is in the system to make sure costs aren't missed for any particular individual accidentally).

*\*You may also get the validation screenshot below upon claim submission – Please note why your claim went up or down compared to the prior quarter (added new staff, removed staff, less or more district-wide costs etc.)*

Sample Period\* 2023Q1 - Oct-Dec 2022  
Region\* 04-1 - Avon

**Claim** **Certification** **Generate** **View Certification**

**Comments**

**Approve**

**Claim generated successfully with warnings.**  
1. Final Claim amount difference between current and prior sample periods exceeded the threshold limit

## Section 10: Upload Functionality

- ✓ Navigate to the tab for the expenditure type you wish to upload (\*This example is using the Salary/Benefits page, but the same functionality is available for 'District-Wide Costs').
- Only the portion of the salary & benefits which is federally funded should be in the federally funded column (with the full amounts included in the salary & benefits portion, since the fed funded amounts will be subtracted from the whole by the system).
- ✓ Export the template on the middle-right of the page, fill out the template (*don't change the headers, Position, Participant ID, Last/First Name, or the system will give you an error*), then upload & save.

South Dakota MAC - e-SivicMACS  
Avon  
Admin Claim --> Cost Data

Participant Data Admin Claim Reports

SSG SIVIC SOLUTIONS GROUP A SOLIX COMPANY

Sample Period\* 2022Q3 - Jul-Sep 2022  
Region\* 04-1 - Avon

Dashboard Upload Salaries & Benefits District-wide Costs Eligibility Ratio/IR

Imported File:

Cost Pool: All  
Participant ID:   
First Name:   
Last Name:   
Position:

Reset Search Export

Position	Participant ID	Last Name	First Name	Salary	Benefits	Total	Contracted Labor	Federal Funded	Allowable Expenditures
Special Education Tea...	A00238	Collymore	Dakota	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
program Specialist	A00267	Cromwell	Whitney	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Education Tea...	A00266	Handley	Stacy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
program Specialist	A00268	Langley	Alyson	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Specialist	A00275	Lopez	Christene	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Administrators...	A00265	Monroe	Julie	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Education Tea...	A00274	Povery	Theresa	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Specialist	A00264	Smalls	Jan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Administrators...	A00237	Solace	Kathryn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Licensed Occupational...	A00269	Beckett	Brad	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Licensed Physical The...	A00271	Gonzales	Lauri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Psychologist	A00260	Levine	Kassandra	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Psychologist	A00262	Raven	Tanya	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Licensed Speech Langu...	A00261	Thatcher	Lori	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Page Total: \$50,000.00 \$24,000.00 \$74,000.00 \$0.00 \$0.00 \$74,000.00  
Grand Total: \$1,115,000.00 \$41,000.00 \$1,156,000.00 \$2,000.00 \$11,000.00 \$1,147,000.00

- ✓ Navigate to the 'Upload' tab
- ✓ Pick the expenditure type you wish to upload, browse for your saved file template and click 'Upload'

South Dakota MAC - e-SivicMACS  
Avon  
Admin Claim --> Cost Data

Participant Data Admin Claim Reports

SSG SIVIC SOLUTIONS GROUP A SOLIX COMPANY

Sample Period\* 2022Q3 - Jul-Sep 2022  
Region\* 04-1 - Avon

Dashboard Upload Salaries & Benefits District-wide Costs Non-Sampled Staff Eligibility Ratio/IR

File Type: -Select-  
-Select-  
Salaries & Benefits  
District-wide Costs  
Non-Sampled Staff

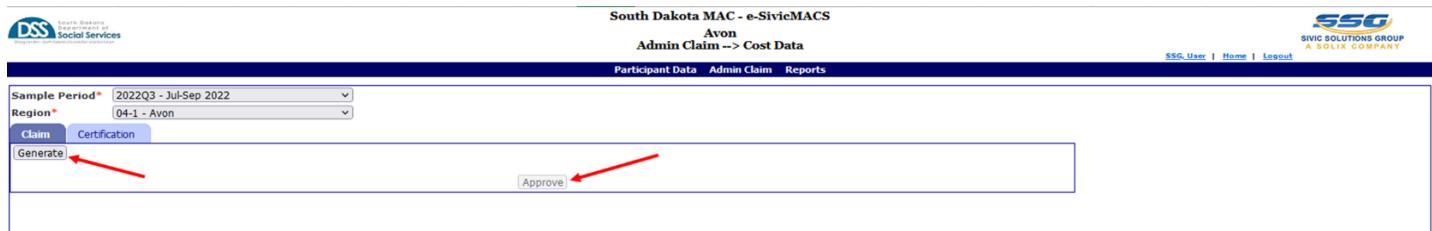
- ✓ Email [sdsupport@sivicsolutionsgroup.com](mailto:sdsupport@sivicsolutionsgroup.com) to approve upload

## Section 11: Generate Claim/Certification of Public Expenditure (CPE)

### \*Finish your claim:

#### ✓ Step 1:

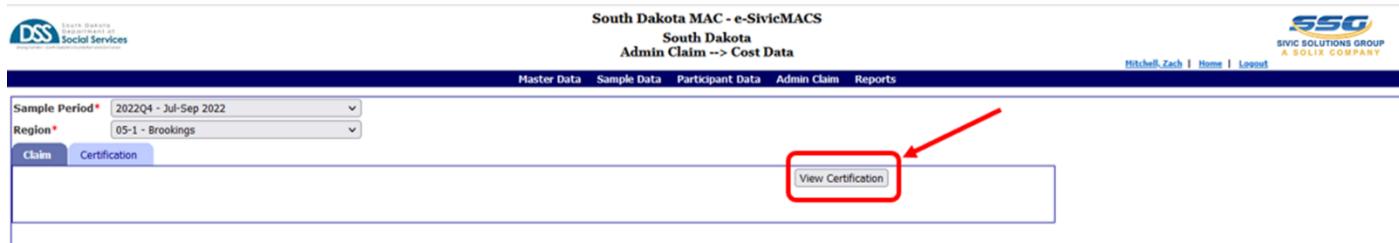
- Navigate to 'Admin Claim' (Section 5 from the system Dashboard) -
  - Click 'Generate' for the quarter you wish to claim, check your claim data, and click 'Approve' if you agree with your entered data



The screenshot shows the 'Admin Claim -> Cost Data' section of the system. It includes fields for 'Sample Period' (2022Q3 - Jul-Sep 2022) and 'Region' (04-1 - Avon). Below these are tabs for 'Claim' (selected) and 'Certification'. A large button labeled 'Generate' is highlighted with a red arrow. To its right is a button labeled 'Approve'.

#### ✓ Step 2:

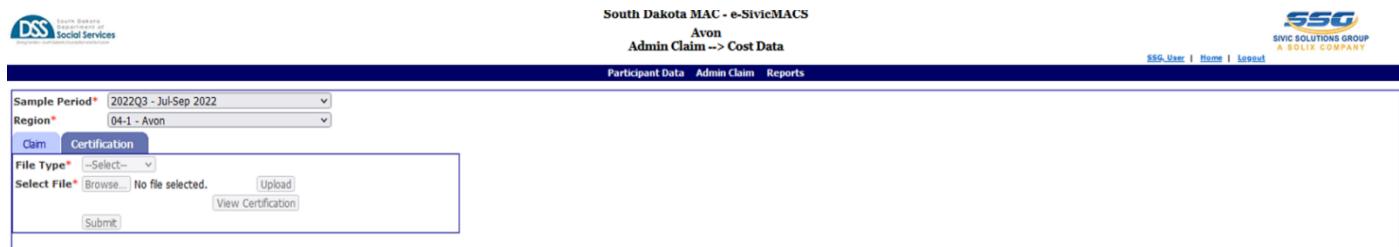
- Navigate to 'Claim' tab under 'Certification' (Section 6 of the system Dashboard – 'Certification')
  - Click 'View Certification' to download, save, and print quarterly certification for signature



The screenshot shows the 'Admin Claim -> Cost Data' section. It includes fields for 'Sample Period' (2022Q4 - Jul-Sep 2022) and 'Region' (05-1 - Brookings). Below these are tabs for 'Claim' (selected) and 'Certification'. A button labeled 'View Certification' is highlighted with a red box and a red arrow.

#### ✓ Step 3:

- Navigate to Section 6 of the system Dashboard – 'Certification'
  - Upload scanned & signed Certification (CPE) by an authorized staff member (Superintendent, Business Manager, Finance Director).
  - Click 'Submit' & you are done!



The screenshot shows the 'Admin Claim -> Cost Data' section. It includes fields for 'Sample Period' (2022Q3 - Jul-Sep 2022) and 'Region' (04-1 - Avon). Below these are tabs for 'Claim' (selected) and 'Certification'. A 'File Type' dropdown, a 'Select File' input field containing 'No file selected.', and an 'Upload' button are visible. A 'View Certification' button is also present.

## \*Dashboard of finished claim example\*



### South Dakota MAC - e-SivicMACS South Dakota Admin Claim --> Cost Data



Mitchell, Zach | Home | Logout

Master Data Sample Data Participant Data Admin Claim Reports

Sample Period*	2025Q4 - Jul-Sep 2025
Region*	02 - Huron

Dashboard Salaries & Benefits District-wide Costs Eligibility Ratio/IR

1 <a href="#">RMS Results</a>	Closed
2 <a href="#">Salaries &amp; Benefits</a>	Approved
3 <a href="#">District-wide Costs</a>	Approved
4 <a href="#">Eligibility Ratio / Indirect Rate</a>	Approved
5 <a href="#">Admin Claim</a>	Submitted
6 <a href="#">Certification</a>	Submitted

## Section 13: MAC Reports



### South Dakota MAC - e-SivicMACS Avon Reports --> Cost Data



SSG-User | Home | Logout

Participant Data Admin Claim Reports

Master Reports  
Participant Reports  
Response Reports  
**Cost Data**

<input checked="" type="checkbox"/> <a href="#">Search</a>	<b>Salaries &amp; Benefits</b>
<input type="checkbox"/> RR701	<a href="#">Salaries &amp; Benefits</a>
<input type="checkbox"/> RR703	<a href="#">District-wide Costs</a>
<input type="checkbox"/> RR730	<a href="#">Admin Claim Invoice</a>
<input type="checkbox"/> RR731	<a href="#">Certification</a>

Sample Period*	<input type="button" value="--Select--"/>	<input checked="" type="radio"/> Summary	<input type="radio"/> Detail
Region	<input type="button" value="--Select--"/>		
Cost Pool	<input type="button" value="--All--"/>		
Participant ID	<input type="text"/>		
Last Name	<input type="text"/>		
First Name	<input type="text"/>		
Position	<input type="text"/>		
<input type="button" value="Reset"/> <input type="button" value="View Report"/>			
<input type="button" value="PDF"/> <input type="button" value="Export"/>			

- ✓ Navigate to 'Reports', click on 'Cost Data'
- ✓ Pick the report you wish to view on the right side of the screen (you can export to excel or PDF)

## Addendum 1:

### Certification of Public Expenditure Form (CPE)

*Example: \*Please note the numbers below are for demonstration purposes only, and the financial explanations in red font to the right for sections 1-5 are just for this guide and will not appear on your actual certification.*

Sivic Solutions Group (SSG)  
[SDsupport@sivicsolutionsgroup.com](mailto:SDsupport@sivicsolutionsgroup.com)

#### School District Medicaid Administration Claim

**\*This form serves as the certification of expenditures: of total computable, federal share, and the non-federal fund amount.\***

School District ABC Demo School  
School District Region Code 05-111  
Quarter & Actual Year O-D 2022

1. Total Computable Amount	\$ <u>500,000</u>	*Total Costs Entered
2. Total Claimable Medicaid Administrative Expenditures (MAC)	\$ <u>25,000</u>	*Total Costs reduced by RMTS % & MER %
3. Total Claimable Indirect Costs	\$ <u>2,500</u>	*Addition of Indirect Costs
4. Total Claimable Costs (#2 + #3)	\$ <u>27,500</u>	*Total Costs reduced by RMTS % & MER % + Indirect Costs
5. Total Non-Federal Share	\$ <u>13,750</u>	*Total Claimable Costs reduced by FMAP % (Most are 50%, FMAP for Medicaid Translation is 75%)

Claim Certified By: \_\_\_\_\_ Date: 9/28/2022  
Signature of District Fiscal Budget Officer

Name (Please Print) \_\_\_\_\_  
Title (Actual Signature) \_\_\_\_\_

**\*Please sign, scan and upload in the SSG MAC Financial System (e-SivicMACS)**

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## Addendum 2:

### Medicaid Administrative Activities (MAC)

Individuals included in the RMTS under the RMTS for the MAC program should be staff members who are expected to perform Medicaid-related administrative activities.

#### **1. Medicaid Outreach:**

These are activities that inform eligible or potentially eligible individuals about Medicaid benefits and services and how to access them.

- Examples include but are not limited to:
  - Providing a student's family with literature about the benefits and availability of EPSDT (Early and Periodic Screening Diagnosis and Treatment) programs or other Medicaid programs
  - Informing students and families how to effectively access, use, and maintain participation in DSS resources

#### **2. Facilitate/Assist in the Medicaid Application Process/ *Medicaid eligibility determination***

These are activities that assist students or their families in applying for Medicaid. Examples include but are not limited to

- Talking with a family about the Medicaid eligibility process, including helping them complete the Medicaid application
- Gathering information from the family related to the Medicaid application process

#### **3. Provider Networking/Program Planning/Interagency Coordination – Medicaid-Related.**

These are activities that are associated with developing strategies and procedures used to improve the coordination and delivery of Medicaid-covered services to students, and activities that coordinate with non-Medicaid programs to ensure an effective child health program.

- Examples include but are not limited to:
  - Identifying gaps or duplications to improve the coordination and delivery of Medicaid-covered health services
  - Working with agencies to improve the coordination and collaboration of Medicaid services they provide, including opportunities to expand access to those services
  - Developing advisory or work groups of health professionals to provide consultation and advice regarding the delivery of health care services to school populations

#### **4. Individual Care Planning, Monitoring, Coordination, and Referral— Medicaid-Related.**

These are activities in which staff are making referrals for, coordinating, or monitoring the delivery of Medicaid-covered services to specific students.

- Examples include but are not limited to
  - Collaborating with other health care providers to coordinate students' health services
  - Arranging for Medicaid-covered medical, diagnostic, or treatment service as a result of a specifically identified medical condition

- Coordinating the completion of the prescribed services, termination of services, and the referral of the child to other Medicaid service providers for continuity of care
- Participating in a meeting/discussion to coordinate or review a student's needs for health-related services covered by Medicaid

## **5. Arrangement of Medicaid-covered Transportation.**

These are activities in which staff help a student obtain Medicaid-covered transportation services. (Note: The provision of transportation is not included).

- Examples include but are not limited to
  - Scheduling a student's transportation to a Medicaid-covered service appointment outside school
  - Scheduling or coordinating transportation that is specially equipped or adapted to meet the needs of a student with a disability to attend school where Medicaid-covered services will be provided to the student

## **6. Arrangement of Translation/Interpretation Services Related to Medicaid Services.**

These are activities in which staff arrange for or provide translation services related to Medicaid-covered services.

- Examples include but are not limited to
  - Arranging translation or interpretation services that help the student or family access and understand necessary health-related care or treatment

## **7. Providing or Receiving Training Related to Medicaid.**

These are activities in which staff are involved in a training activity that improves the delivery of health-related services to students.

- Examples include but are not limited to
  - Providing or coordinating training that teaches or reinforces clinical best practices in patient care, such as training for school nurses on asthma management plans

## Addendum 3:

### South Dakota School District Region Codes

State Code	Region Code	Region Name
SD	06-1	Aberdeen
SD	58-3	Agar-Blunt-Onida
SD	61-1	Alcester-Hudson
SD	11-1	Andes Central
SD	38-1	Arlington
SD	21-1	Armour
SD	04-1	Avon
SD	49-1	Baltic
SD	09-1	Belle Fourche
SD	03-1	Bennett County
SD	61-2	Beresford
SD	25-1	Big Stone City
SD	52-1	Bison
SD	04-2	Bon Homme
SD	22-1	Bowdle
SD	49-2	Brandon Valley
SD	30-3	Bridgewater-Emery
SD	45-4	Britton-Hecla
SD	05-1	Brookings
SD	26-2	Burke
SD	43-1	Canistota
SD	41-1	Canon
SD	28-1	Castlewood
SD	60-1	Centerville
SD	07-1	Chamberlain
SD	39-1	Chester Area
SD	12-2	Clark
SD	50-5	Colman-Egan
SD	59-3	Colome Consolidated
SD	21-3	Corsica-Stickney
SD	16-1	Custer
SD	61-8	Dakota Valley
SD	38-2	De Smet
SD	49-3	Dell Rapids
SD	05-6	Deubrook Area
SD	19-4	Deuel
SD	56-2	Doland
SD	51-1	Douglas
SD	64-2	Dupree
SD	20-1	Eagle Butte
SD	23-1	Edgemont
SD	22-5	Edmunds Central
SD	16-2	Elk Mountain
SD	61-7	Elk Point-Jefferson
SD	05-3	Elkton
SD	28-2	Estelline
SD	17-1	Ethan

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SD	44-1	Eureka
SD	46-2	Faith
SD	24-4	Faulkton Area Schools
SD	50-3	Flandreau
SD	14-1	Florence
SD	06-2	Frederick Area
SD	33-1	Freeman
SD	49-4	Garretson
SD	63-1	Gayville-Volin
SD	53-1	Gettysburg
SD	26-4	Gregory
SD	06-6	Groton Area
SD	27-1	Haakon
SD	28-3	Hamlin
SD	30-1	Hanson
SD	31-1	Harding County
SD	41-2	Harrisburg
SD	14-2	Henry
SD	10-1	Herreid
SD	34-2	Highmore-Harrold
SD	51-2	Hill City
SD	56-6	Hitchcock-Tulare
SD	23-2	Hot Springs
SD	53-2	Hoven
SD	48-3	Howard
SD	02-2	Huron
SD	22-6	Ipswich Public
SD	13-3	Irene-Wakonda
SD	02-3	Iroquois
SD	37-3	Jones County
SD	35-2	Kadoka Area
SD	07-2	Kimball
SD	38-3	Lake Preston
SD	45-5	Langford Area
SD	40-1	Lead-Deadwood
SD	52-4	Lemmon
SD	41-4	Lennox
SD	44-2	Leola
SD	42-1	Lyman
SD	39-2	Madison Central
SD	60-3	Marion
SD	43-7	Mccook Central
SD	15-1	McIntosh
SD	15-2	McLaughlin
SD	46-1	Meade
SD	33-2	Menno
SD	25-4	Milbank
SD	29-4	Miller
SD	17-2	Mitchell
SD	62-6	Mobridge-Pollock
SD	43-2	Montrose

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SD	17-3	Mount Vernon
SD	51-3	New Underwood
SD	09-2	Newell
SD	56-7	Northwestern Area
SD	23-3	Oelrichs
SD	65-1	Oglala Lakota County
SD	39-5	Oldham-Ramona
SD	60-4	Parker
SD	33-3	Parkston
SD	32-2	Pierre
SD	01-1	Plankinton
SD	11-5	Platte-Geddes
SD	51-4	Rapid City Area
SD	56-4	Redfield
SD	54-4	Rosholt
SD	39-4	Rutland
SD	55-5	Sanborn Central
SD	04-3	Scotland
SD	62-5	Selby Area
SD	49-5	Sioux Falls
SD	05-5	Sioux Valley
SD	54-2	Sisseton
SD	15-3	Smee
SD	26-5	South Central
SD	40-2	Spearfish
SD	57-1	Stanley County
SD	54-6	Summit
SD	41-5	Tea Area
SD	20-3	Timber Lake
SD	66-1	Todd County
SD	33-5	Tripp-Delmont
SD	49-6	Tri-Valley
SD	13-1	Vermillion
SD	60-6	Viborg-Hurley
SD	11-4	Wagner Community
SD	51-5	Wall
SD	06-5	Warner
SD	14-4	Watertown
SD	18-3	Waubay
SD	14-5	Waverly (South Shore)
SD	18-5	Webster Area
SD	36-2	Wessington Springs
SD	49-7	West Central
SD	01-3	White Lake
SD	47-1	White River
SD	12-3	Willow Lake
SD	54-7	Wilmot
SD	59-2	Winner
SD	02-6	Wolsey-Wessington
SD	55-4	Woonsocket
SD	63-3	Yankton

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# SSG Contact Information



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