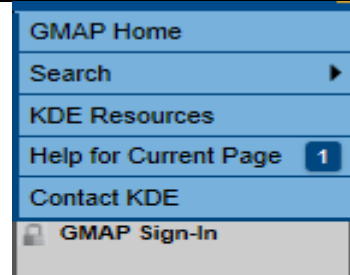


Instructions for Completing the School-based Health Services Annual Application

1. Go to <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.)

2. Select *GMAP Sign-In* on the left Main Menu.



3. Sign in with email address and password.

GMAP Sign-In

A screenshot of the GMAP Sign-In form. It features a blue header with the text 'Sign-In'. Below the header are two input fields: 'Email Address:' and 'Password:'. A link for 'Forgot your password?' is located below the password field.

4. Click on *District Document Library* and select 2027 then click on *Search Folders*.

A screenshot of the District Document Library interface. On the left is a navigation menu with 'District Document Library' highlighted. The main content area shows the 'District Document Library' title, a subtitle 'Test (Test) Public District - FY 2027', and a search section titled 'LEA Document Library Search'. This section includes a search text input field, a 'Root Folders:' dropdown menu with '2027' selected, and a 'Search Folders' button. Below this, there is a section for 'District Document Library' with expand/collapse options and a list of folders including 'General' and '2027'.

5. Click on 2027 then locate the *Medicaid Application* folder.

District Document Library [Expand All] [Collapse All]

[-] 2027

Folders

- + CDIP/CSIP documents
- + Equitable Services
- + Grant Funding Application Documents
- + Title I Comparability Report
- + Title II, Part A Supporting Effective Instruction
- + Title III Monitoring Documents
- + Title IV-A Student Support and Academic Enrichment
- + IDEA Documentation
- + Medicaid Application**
- + Special Education Cooperative Reports

6. Click on *Medicaid Application*. To download the School-Based Health Services Annual Application template click *Edit Documents*.

[-] Medicaid Application

Documents

- + School-Based Health Services Annual Application [Edit Documents]

7. Click on the *SBHS Certification Application* document template.

Update Documents And Links
Test (Test) Public District - FY 2027

Document Information	
Document Name	School-Based Health Services Annual Application
Folder Hierarchy	2027 Medicaid Application
Upload Begin Date ⓘ	5/11/2026
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	2026-2027 School-Based Health Services Annual Application


8. 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.

Upload Document
Test (Test) Public District - FY 2027

Document Information	
Document Name	School-Based Health Services Annual Application
Folder Hierarchy	2027 Medicaid Application
Upload Begin Date ⓘ	5/11/2026
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	2026-2027 School-Based Health Services Annual Application

Upload Document

Document Name:

Document:  2026-2027 School-Based Health Services Annual Application.xlsx Remove

Document Description:

9. 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.

[-] Medicaid Application

Documents

[-] School-Based Health Services Annual Application [Edit Documents]

+ Document History

Document Name	Date Created	Created By	Date Modified	Modified By
2026-2027 School-Based Health Services Annual Application	5/11/2026 4:39:35 PM	Thelma M. Hawkins	5/11/2026 4:39:35 PM	Thelma M. Hawkins

10. To upload Certification/Licensure file. Click *Edit Documents* under *Certification/Licensure*.

[-] Medicaid Application

Documents

+ School-Based Health Services Annual Application [Edit Documents]

+ School-Based Health Services Certification Amendment Form [Edit Documents]

+ Certification/Licensure [Edit Documents]

+ SBHS Approval Letters [Edit Documents]

+ SBHS Quality Assurance Outline [Edit Documents]

11. 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.

Update Documents And Links


Test (Test) Public District - FY 2027

Document Information	
Document Name	Certification/Licensure
Folder Hierarchy	2027 Medicaid Application
Upload Begin Date ⓘ	5/11/2026
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	

Upload Document

Documents/Links


Document Information	
Document Name	Certification/Licensure
Folder Hierarchy	2027 Medicaid Application
Upload Begin Date	5/11/2026
Upload End Date	
Minimum Required Count	1
Maximum Allowed Count	

Upload Document	
Document Name:	<input type="text" value="2026-2027 Certification_Licensure"/>
Document:	 2026-2027 Certification_Licensure.docx Remove
Document Description:	<input type="text" value="2026-2027 Certification_Licensure"/>

12. 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.

Certification/Licensure [\[Edit Documents\]](#)

Document History

Document Name	Date Created	Created By	Date Modified	Modified By
 2026-2027 Certification_Licensure	5/11/2026 5:10:14 PM	Thelma M. Hawkins	5/11/2026 5:10:14 PM	Thelma M. Hawkins