

School-Based ACCESS Program (SBAP)

General Session

FY2018-2019 Statewide Training

Today's General Session Agenda

- SBAP Roles: DHS / PCG / SSG / PDE
- Recurring Timeline – Quarterly Review
- Overview and Financial Performance
- Claiming Levels: Impact on Cost Settlement
- Unrestricted Indirect Cost Rates
- Withdrawing Funds and PDE Form 352
- SBAP Handbook
- Important Reminders
- SBAP Resources
- Contact Information

SBAP Roles

- PA Department of Human Services (DHS)
 - School-Based ACCESS Program (SBAP)
 - Bureau of Program Integrity (BPI)
 - Bureau of Policy, Analysis, and Planning (BPAP)
- PA Department of Education (PDE)
 - Bureau of Special Education (BSE)
- Local Education Agencies (LEA)
- Contractor for Lot 1: Public Consulting Group (PCG)
- Contractor for Lot 2: Sivic Solutions Group (SSG)

Contractor Responsibilities

Lot 1 Services (PCG):

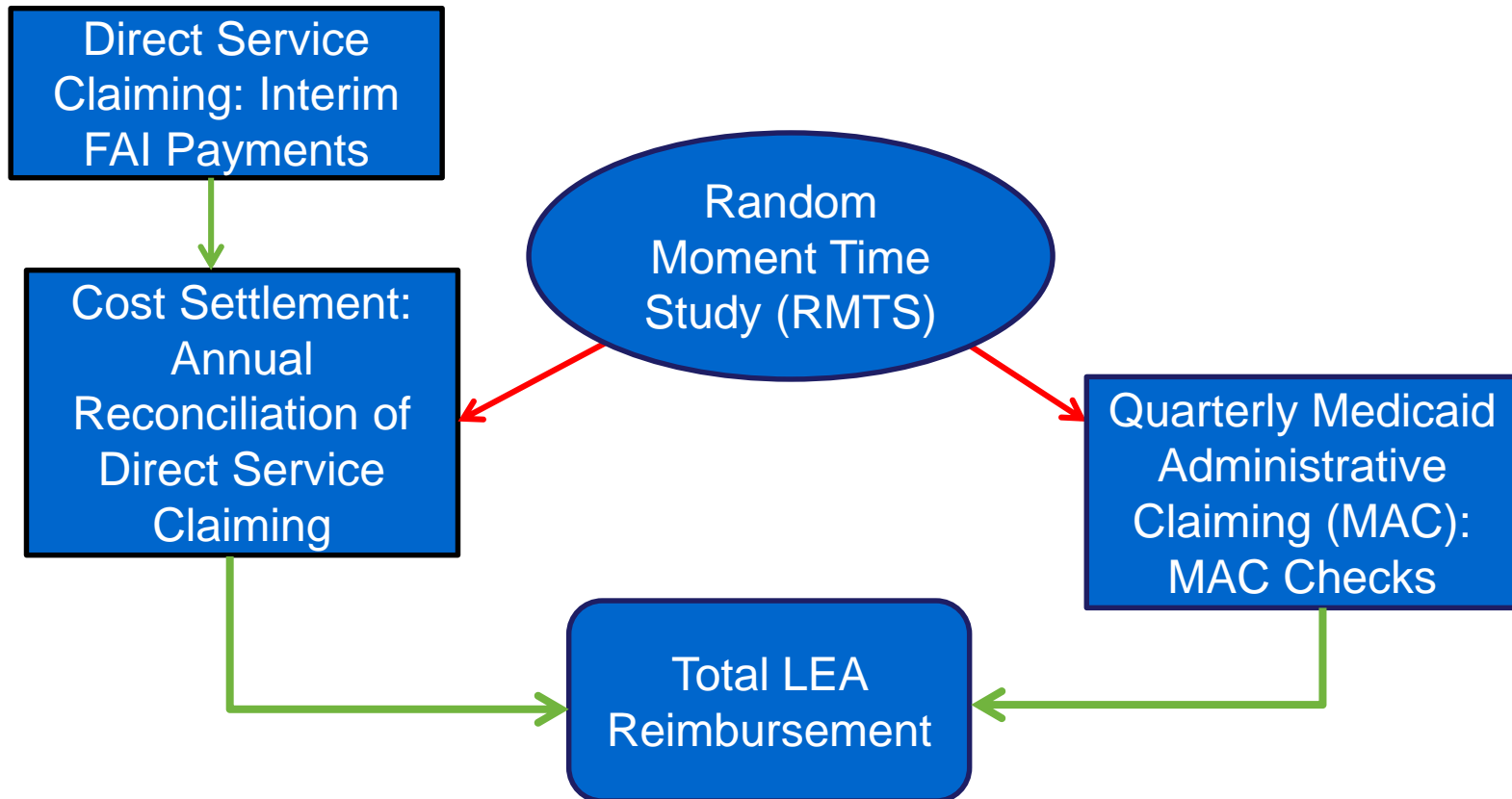
- Operating and maintaining a third party billing system to submit claims to DHS for direct services and special transportation
- Conducting the Random Moment Time Study (RMTS)
- Submitting quarterly claiming for Medicaid administrative activities to DHS
- Contractor Systems: *EasyTrac* and *Claiming System*

Lot 2 Services (SSG):

- Performing annual cost reconciliation and settlement tasks
- Conducting annual cost reconciliation monitoring reviews
- Calculating annual interim rate adjustments
- Conducting quarterly RMTS coding reviews
- Contractor System: *e-SivicMACS*

Program Components

School Based ACCESS Program components that drive reimbursement include:



SBAP Recurring Timeline – FY 2018-2019

July (2018)

- July - Sept Quarter Begins (Inactive Quarter – No RMTS moments)
- Certify Costs: April-June Quarter (MAC Checks)
- LEA Agreements for FY18-19

August (2018)

- Open Oct – Dec Quarter RMTS Staff Pools and School Calendar

September (2018)

- Deadline to Certify Oct – Dec Quarter RMTS Staff Pools and School Calendar
- All FY17-18 MAC CPEs due
- Annual Fall Program Trainings

October (2018)

- Oct – Dec Quarter Begins
- Certify Costs: July – Sept Quarter (MAC Checks)
- Interim Rate Adjustments
- Annual Fall Program Trainings
- Annual Cost Settlement Trainings FY17-18
- Open Cost Reports FY17-18

November (2018)

- Annual Cost Settlement Trainings FY17-18
- Open Jan – March Quarter RMTS Staff Pools and School Calendar

December (2018)

- Annual Cost Settlement Trainings FY17-18
- Deadline to Certify Cost Reports FY17-18
- Deadline to Certify Jan – March Quarter RMTS Staff Pools and School Calendar

January (2019)

- Jan – March Quarter Begins
- Certify Costs: Oct – Dec Quarter (MAC Checks)

February (2019)

- Open April – June Quarter RMTS Staff Pools and School Calendar
- Annual Cost Settlement Desk Reviews

March (2019)

- Deadline to Certify April – June Quarter RMTS Staff Pools and School Calendar
- Annual Cost Settlement Desk Reviews

April (2019)

- April – June Quarter Begins
- Certify Costs: Jan – March Quarter (MAC Checks)

May (2019)

- Release FY17-18 Reconciliation/ Cost Settlements to LEAs

June (2019)

- Deadline for LEAs to submit FY17-18 Cost Settlement CPE Forms

July to September Quarter

July (2018)

- July - Sept Quarter Begins (Inactive Quarter – No RMTS moments)
- Certify Costs: April-June Quarter (MAC Checks)
- LEA Agreements for FY18-19

August (2018)

- Open Oct – Dec Quarter RMTS Staff Pools and School Calendar

September (2018)

- Deadline to Certify Oct – Dec Quarter RMTS Staff Pools and School Calendar
- All FY17-18 MAC CPEs due
- Annual Fall Program Trainings

- Start of new state fiscal year – sign annual LEA participation agreement
- Inactive quarter for RMTS – no moments issued
- Continuation of billing for prior and current state fiscal year – 180 day claiming window
- *In July, look back at previous quarter* – submit quarterly costs for MAC for April to June quarter, due one month after close of quarter (based on actual costs)
- *In August, look ahead to next quarter* – update and certify calendars and Staff Pool Lists for October to December quarter.
- Final opportunity to claim for MAC for FY 2017-2018 quarters.

October to December Quarter

October (2018)

- Oct – Dec Quarter Begins
- Certify Costs: July – Sept Quarter (MAC Checks)
- Interim Rate Adjustments
- Annual Fall Program Trainings
- Annual Cost Settlement Trainings FY17-18
- Open Cost Reports FY17-18

November (2018)

- Annual Cost Settlement Trainings FY17-18
- Open Jan – March Quarter RMTS Staff Pools and School Calendar

December (2018)

- Annual Cost Settlement Trainings FY17-18
- Deadline to Certify Cost Reports FY17-18
- Deadline to Certify Jan – March Quarter RMTS Staff Pools and School Calendar

- Attend annual SBAP Trainings – offered throughout Pennsylvania
- Continuation of billing for prior and current state fiscal year – 180 day claiming window
- In October, start preparing your LEA's Cost Report for previous fiscal year (accrual basis). Start Early and participate in Cost Settlement webinars!
- *In October, look back at previous quarter* – submit quarterly costs for MAC for July to September quarter, due one month after close of quarter (based on actual costs)
- *In November, look ahead to next quarter* – update and certify calendars and Staff Pool Lists for January to March quarter.
- December 31 – all LEA Cost Reports are due (accrual basis)

January to March Quarter

January (2019)

- Jan – March Quarter Begins
- Certify Costs: Oct – Dec Quarter (MAC Checks)

February (2019)

- Open April – June Quarter RMTS Staff Pools and School Calendar
- Annual Cost Settlement Desk Reviews

March (2019)

- Deadline to Certify April – June Quarter RMTS Staff Pools and School Calendar
- Annual Cost Settlement Desk Reviews

- Continuation of billing for current state fiscal year only – 180 day claiming window
- *In January, look back at previous quarter* – submit quarterly costs for MAC for October to December quarter, due one month after close of quarter (based on actual costs)
- *In February, look ahead to next quarter* – update and certify calendars and Staff Pool Lists for April to June quarter.
- In February and March, LEAs participate in SSG cost settlement desk reviews – respond to all inquiries and ensure accuracy of your LEA’s cost report.

April to June Quarter

April (2019)

- April – June Quarter Begins
- Certify Costs: Jan – March Quarter (MAC Checks)

May (2019)

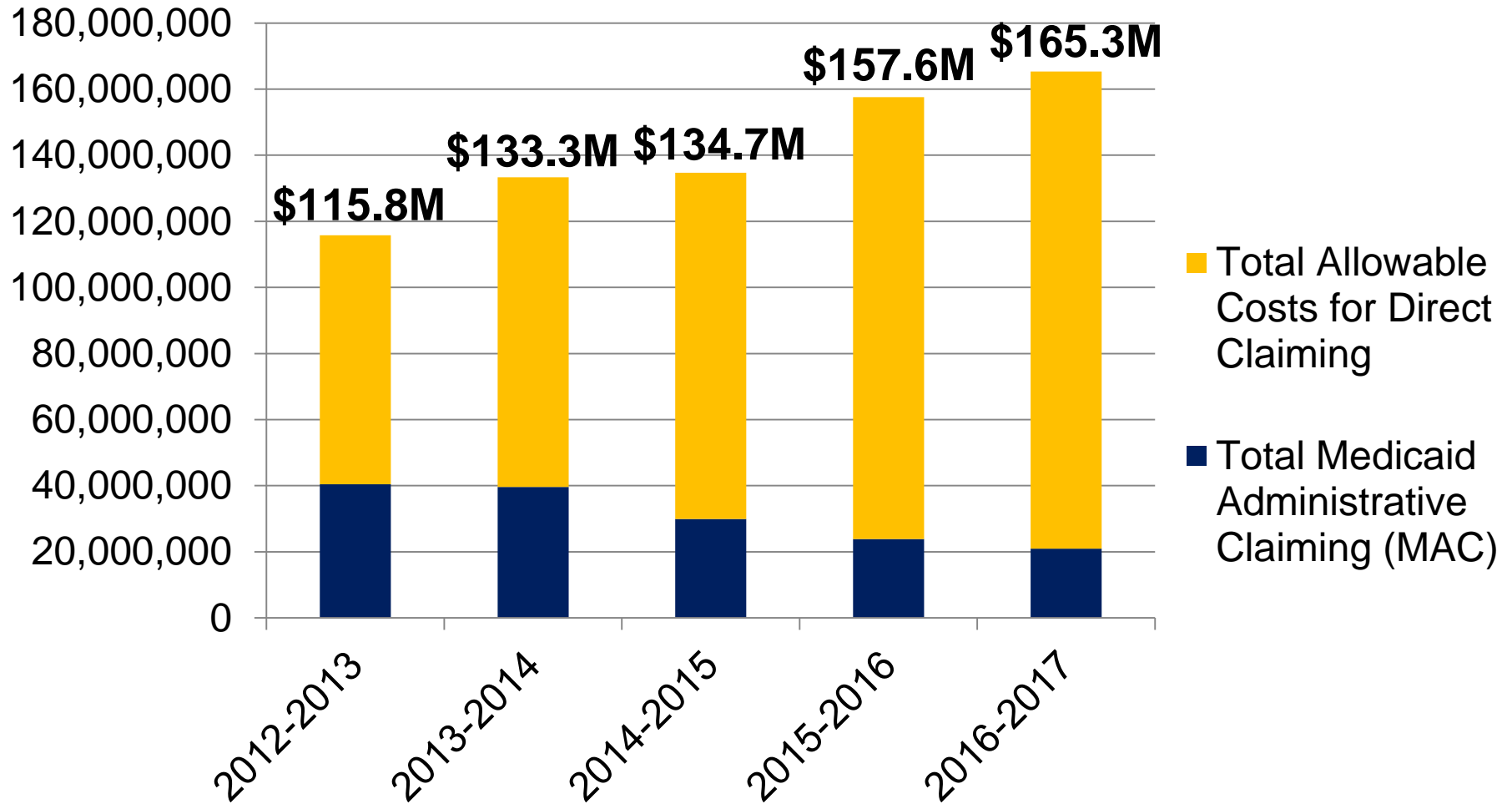
- Release FY17-18 Reconciliation/ Cost Settlements to LEAs

June (2019)

- Deadline for LEAs to submit FY17-18 Cost Settlement CPE Forms

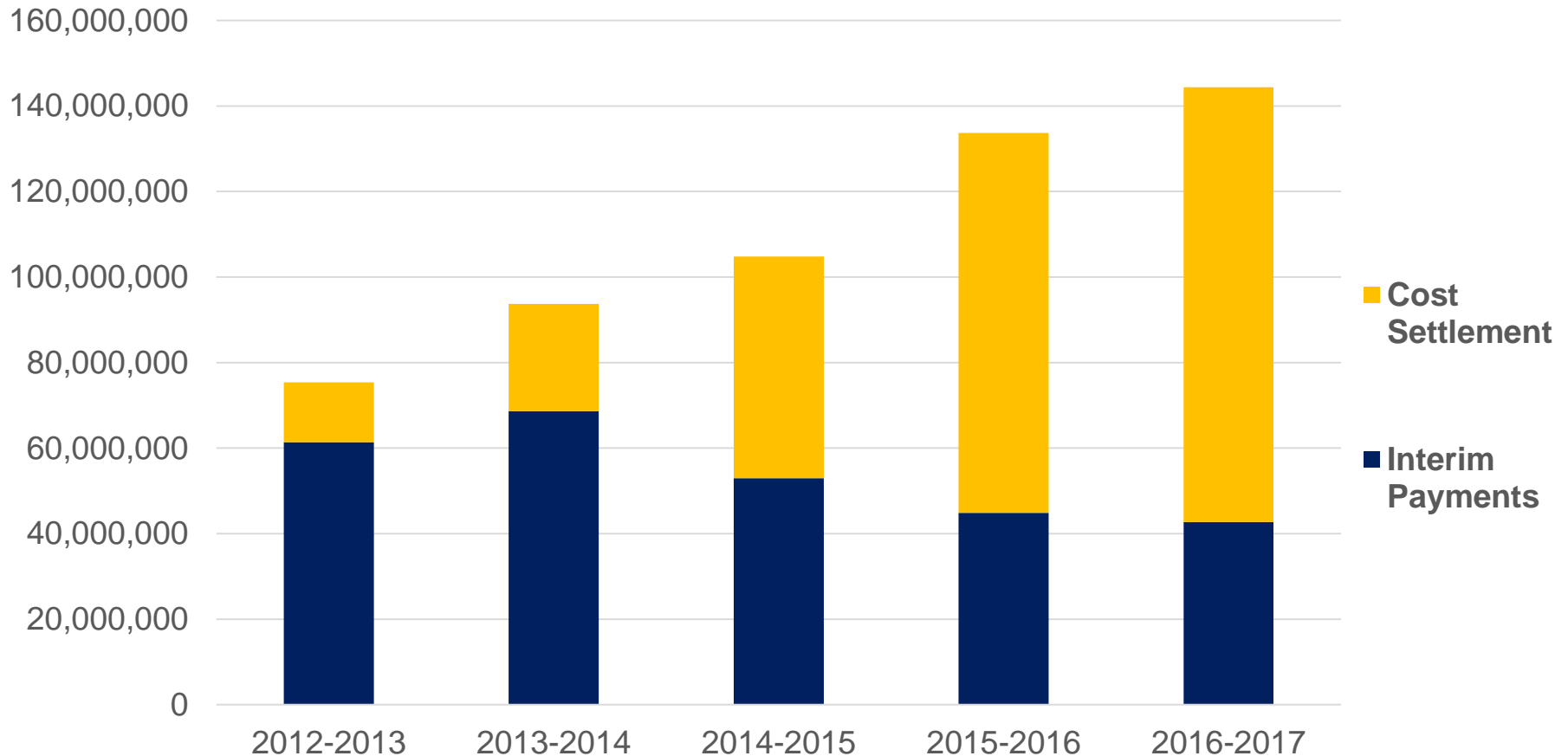
- Annual cost settlement calculations are released to the LEAs – notice of underpayments/overpayments due to or from LEAs.
- LEAs review and CPEs to finalize annual cost settlement by June deadline.
- Continuation of billing for current state fiscal year only – 180 day claiming window.
- *In April, look back at previous quarter* – submit quarterly costs for MAC for January to March quarter, due one month after close of quarter (based on actual costs)
- Since July to September quarter is inactive for RMTS, no changes are made to calendars/shifts or staff pool lists.

Statewide Financial Performance



Direct Service Claiming vs. Cost Settlement

- **Warning:** Direct Service claiming levels (Interim Payments) are decreasing while cost settlement has been increasing



Direct Service Claiming vs. Cost Settlement

- FY 2016-2017:
 - 405 (80%) LEAs claimed 50% or less of Total Medicaid Allowable Costs
 - Of those, 227 claimed 25% or less
- Examples:
 - LEA claimed \$7 and received \$4,900 during cost settlement
 - LEA claimed \$865 and received \$119,000 during cost settlement
 - LEA claimed \$12,000 and received \$433,000 during cost settlement
 - LEA claimed \$90,000 and received \$1.2M during cost settlement

Direct Service Claiming vs. Cost Settlement

- Why does this matter?
 - Purpose of Cost Settlement = reconciliation (NOT a windfall)
 - Interim payments = services are being delivered and supports medical necessity of payments
 - Fewer interim payments/services = greater risk for payback of entire service type categories during audits
 - Rates are based upon the number of claims paid so the level of billing directly impacts your LEA's rates
- Bottom Line: Review your LEA's billing practices and increase your claiming levels


Unrestricted Indirect Cost Rates

Overview and How to Apply:

- Indirect costs are an allowable component
- LEA may apply for and receive unrestricted indirect cost rate (UICR)
- Apply annually between September and November for a UICR by submitting the Indirect Cost Schedule of the Annual Financial Report (AFR)
- AFRs are submitted to PDE via the Consolidated Financial Reporting System (CFRS)
- **If an LEA does not apply** for and receive an LEA-specific UICR, a zero rate will be applied and no indirect costs will be included.
 - The result of a zero rate is **decreased SBAP reimbursement** for your LEA for both MAC and Cost Settlement.

Unrestricted Indirect Cost Rates

LEAs can apply for FY 19-20 UICRs starting in September 2018 when the FY 17-18 AFRs open in PDE's Consolidated Financial Reporting System (CFRS).



Fiscal Year of Data	Year AFR is Submitted	Year Rate is Established
15-16	16-17	17-18
16-17	17-18	18-19
17-18	18-19	19-20
18-19	19-20	20-21

For more information about the UICRs and how to apply, please contact PDE at:

- RA-EDPDEINDIRECTCOST@pa.gov

Instruction manuals and other helpful information can be found at:

- ftp://copaftp.state.pa.us/pub/PDE_PUBLIC/Indirect_Cost_Training/

▶ Withdrawing Funds and SBAP

- Funds are deposited into a PDE-restricted account.
- Monthly, PCG provides Program Status Reports.
- Review your account balance prior to requesting a funds withdrawal.
- Verify account balance with FAI system.
- Funds must be used within the realm of special education services.

Withdrawing Funds and SBAP

- SBAP funds requests must be submitted on PDE 352 (044) or PDE 352M (092) (EI) form.
- The LEA six-digit Project number must appear on the form.
- Submit the **ACCESS Funds Request Form** to PDE along with a ***short*** narrative describing how the SBAP funds will be used and how they will enhance special education.

Withdrawing Funds and SBAP

Allowable Expenditures

Purchases related to special education:

- Assistive Devices
- Software
- Computers for classroom
- Computers for staff
- Transportation Van

Withdrawing Funds and SBAP

Allowable Expenditures

Support Positions related to special education:

- Teachers
- Service Providers
- SBAP Coordinators
- Personal Care Aides
- Bus Aides
- Clerical Staff

Withdrawing Funds and SBAP

Mail Requests to Withdraw Funds:

Attn: ACCESS Coordinator
PA Department of Education
Bureau of Special Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

Updates to handbook

- Language related to MAC payments - paper checks to direct deposit
- Webpage links
- Language under Nursing and Nurse Practitioner Services (Section 3.4 and 3.5) that describe activities of medication **administration** as a compensable service
- Language under UICR (Section 9.4) to address ongoing responsibility of the LEA to request UICR from PDE on annual basis
- Highlighted for easy identification

SBAP Handbook is available at:

<http://www.dhs.pa.gov/provider/School-BasedACCESS/>



Reminder: MA Provider Enrollment

All LEAs and Prescribing Providers

- All LEAs must be enrolled in the MA program through DHS as *Provider Type 35 – Public School* and will receive an NPI and an MA provider number.
- Federal law requires physicians and other practitioners within their scope of practice who order, refer, or prescribe services for MA beneficiaries to enroll as MA providers. This includes those licensed practitioners signing medical authorizations or MPAFs.
- LEAs must include the prescribing practitioner's credentials in Easytrac:
 - **National Provider Identifier (NPI)** – 10-digit number, assigned to the provider on the federal level
 - **MA Provider Number** – 13-digit number, assigned to the provider on the state level by DHS

Reminder: MA Provider Enrollment (cont.)

Improper provider enrollment may cause claim denials when:

- An LEA or prescriber is enrolled with an incorrect provider type
- A claim is submitted without a valid provider ID (MA ID or NPI) for the LEA or the prescriber
- The licensed practitioner (prescriber) is now retired or deceased
- A prescribing provider or LEA fails to revalidate MA enrollment



Reminder: MA Provider Enrollment (cont.)

Revalidate Every 5 Years:

- All providers must revalidate their MA enrollment **every 5 years**. Providers can check their revalidation date by logging into PROMISe™. Revalidation applications should be submitted at least 60 days prior to enrollment expiration.
 - This requirement includes **ALL PROVIDERS**, regardless of provider type.
- Additional MA enrollment / revalidation information and the application can be found here:
www.dhs.pa.gov/provider/promise/enrollmentinformation/S_001994

Reminder: Speech Providers and Supervision

- All Speech and Language services provided by the following individuals must be under supervision **and** must include a supervisory signature (See Section 3.15 of the SBAP Handbook):
 - Assistants
 - Clinical Fellows
 - PDE-certified Speech Pathologists ([CSPG No. 063](#))
 - Individual with a provisional license



- **Effective period** of provisional licenses can vary and must be active for the provisional licensee to bill.

Reminder: LEA Contact Information Form

The LEA Contact Information Form is an important tool for the SBAP program. This form:

- Ensures LEA staff receive appropriate and important communications from DHS and the vendors.
- Should be submitted any time LEA SBAP staff and/or their contact information changes.
- Is found on the DHS website under “FORMS” at: www.dhs.pa.gov/provider/School-BasedACCESS/SupportingDocuments/index.htm
- Should be submitted to: RA-PWSBAP@pa.gov



Resources

- **SBAP on the DHS website**
 - www.dhs.pa.gov/provider/School-BasedACCESS/
- **SSG website – cost settlement FAQs**
 - <https://pasbap.ssghosting.com/rms/login.aspx>
- **PCG website – document library and SBAP 101**
 - <https://paaccess.pcgus.com/documents.html>
 - <https://paaccess.pcgus.com/SBAP101.html>
- **PCG weekly webinars**
 - <https://paaccess.pcgus.com/calendar.html>

DHS Presenters' Contact Information

- Jonathan McVey
- SBAP Director
- (717) 787-5512
- jomcvey@pa.gov

- Barry Decker
- Bureau of Policy, Analysis and Planning
- (717) 772-6341
- bdecker@pa.gov

SBAP Vendor Contact Information

- **Lot 1 Contractor - PCG:**
- 1-866-912-2976
- SBAPsupport@pcgus.com

- **Lot 2 Contractor - SSG:**
- 1-877-916-3222
- PAsupport@sivicsolutionsgroup.com

SBAP Training Survey

We want to hear from you!

Please provide feedback on the FY18-19 Statewide Training by completing this short survey:

➤ <https://www.surveymonkey.com/r/RXX6KZ3>