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**School-Based ACCESS Program Spring 2019 Newsletter**

As we move into the final quarter to close the 2018-2019 School Year, the Pennsylvania Department of Human Services (DHS), Pennsylvania Department of Education (PDE), Public Consulting Group (PCG) and Sivic Solutions Group (SSG) would like to share with and remind you of the following information regarding the Pennsylvania School-Based ACCESS Program (SBAP).

**1. Annual Cost Reconciliation – CPE Form Deadline May 20, 2019**

The Desk Review process for the Annual Cost Settlement was completed at the end of February. In the coming weeks, the final cost settlement will be calculated and LEAs will receive notice that their final cost settlement is ready for review and approval in April. Upon notification that your Cost Settlement is ready, LEAs will have until May 20<sup>th</sup>, to complete and upload their CPE form into the cost settlement system.

Please remember that when completing your CPE form, you need to fill out both the account code and signature section prior to uploading.

**2. Random Moment Time Study (RMTS)**

Staff Pool Lists and Calendars for the **April – June 2019** quarter are due to be certified **March 6, 2019**. As LEAs certify their staff pool lists, please reference the following communications sent:

- 11/5/18: [Random Moment Time Study: Calendars and Shifts – Reminder](#)
- 2/5/19: [Random Moment Time Study: Calendars and Shifts – Follow-Up](#)

RMTS is designed to determine the amount of time participants are involved in a Medicaid billable activity, which has a significant impact on SBAP reimbursement.

Each participating LEA is required to participate in the RMTS with a goal of a 100% response rate for each of the two cost pools, Direct Service and Administrative Support. DHS is issuing warning letters to LEAs who are not meeting individual compliance of 85%. LEAs in default over multiple quarters may not be able to continue participation in the SBAP.

### **3. Medicaid Administrative Claiming (MAC)**

Certified Public Expenditure (CPE) Forms for the **October – December 2018 quarter** will be available late Spring. Please look for their delivery.

Failure to submit a signed copy of the CPE before the **10-business day deadline** will result in the claim **not** being included in that quarter's payment submission. If a signed copy is received by PCG after the deadline, payment will be delayed until the next quarter's payment submission within the fiscal year deadline.

#### **Reminders:**

- **January - March 2019** quarter cost reporting certification will be due **April 30, 2019**.
- LEAs must receive direct service claiming reimbursement in order to receive and retain MAC reimbursement within the same fiscal year.
- MAC payments are now received by electronic deposit. **If you have not added/updated your bank information or have any questions, please contact:** Payable Services Call Center at 877-435-7363 (option 1).
  - ✓ [Add a New Bank Account](#)
  - ✓ [Change Existing Bank Account Details](#)

### **4. Commitment to Compliance: Participants on your Staff Pool List and Service Documentation**

When certifying your Direct Service Staff Pool list remember to consider:

- Direct Service participants must hold a valid certification or licensure.
- If related services and their appropriate compliance information are not documented in EasyTrac they are not eligible to be submitted for reimbursement.
- Direct Service participants, who are or you think will be providing direct services within the quarter, should be included on your Direct Service Staff Pool. Failure to include them will require any interim payments received associated to that provider to be paid back at Cost Settlement.
- Documenting (and documenting timely) all provided related services into EasyTrac reduces the potential to not be able to account for the service type category at Cost Settlement because \$0 in interim payments are received.
- Fewer paid claims in a service type category creates greater risk of returning all funds for that entire service category in the event of an audit. If an audit determines the identifying and reporting costs for staff pool positions are incorrect, all components of reimbursement in the SBAP-- Interim Payments, Cost Settlement and MAC—will be impacted.

## **5. Unrestricted Indirect Cost Rate (UICR)**

**Reminder:** LEAs that resubmitted their FY16-17 AFR by 10/1/18 and received a certified UICR from PDE, had that UICR applied starting with the July to September 2018 quarter for Medicaid Administrative Claims (MAC). If submitted after 10/1/18, the FY 18-19 UICR will be applied starting with the second quarter MAC: October to December 2018 moving forward.

**LEAs that do not have an approved UICR will not receive indirect costs for MAC or Cost Settlement in that Fiscal Year.** Therefore, LEAs are strongly encouraged to **complete the application process between September and November of each year** in order to receive an approved UICR from PDE.

For more information on how to complete the schedules and general information regarding indirect cost rates, please contact PDE: [RA-EDPDEINDIRECTCOST@pa.gov](mailto:RA-EDPDEINDIRECTCOST@pa.gov). Instruction manuals and other helpful information can be found here: [ftp://copaftp.state.pa.us/pub/PDE\\_PUBLIC/Indirect\\_Cost\\_Training](ftp://copaftp.state.pa.us/pub/PDE_PUBLIC/Indirect_Cost_Training).

## **6. New to SBAP? Check out SBAP 101**

If you are new to the School-Based ACCESS Program or know someone who is, please refer them to the "**SBAP 101**" section of PCG's SBAP website. This will provide you with all of the necessary documents to get up and running.

## **7. LEA Contact Information – Send us your updated forms!**

To ensure receipt of important SBAP communications, please remember to update your LEA's contact information using the [SBAP Contact Information Form](#) return it to [RA-PWSBAP@pa.gov](mailto:RA-PWSBAP@pa.gov) as information changes or new people join your team!

## **8. Contact Us!**

Questions? Contact the SBAP Vendors!

**PCG Help Desk: 1-866-912-2976 or [SBAPSupport@pcgus.com](mailto:SBAPSupport@pcgus.com)**

\*Support for RMTS, MAC and Direct Services/Special Transportation Claiming

**SSG Help Desk: 1-877-916-3222 or [PAsupport@sivicsolutionsgroup.com](mailto:PAsupport@sivicsolutionsgroup.com)**

\*Support for Cost Settlement/Cost Reconciliation and Interim Rate Adjustments