



School-Based ACCESS Program Fall 2021 Newsletter

Inside this Edition:

1. [LEA Agreement to Participate for FY2021-2022](#)
2. [SBAP Recurring Timeline](#)
3. [Unrestricted Indirect Cost Rate \(UICR\)](#)
4. [Random Moment Time Study \(RMTS\)](#)
5. [Medicaid Administrative Claiming \(MAC\)](#)
6. [Annual SBAP Training Dates](#)
7. [FY2020-2021 Cost Settlement/Annual Reconciliation](#)
8. [Direct Service Reimbursement](#)
9. [Revalidation Reminder](#)
10. [Commitment to Compliance](#)
11. [New to SBAP? Check out SBAP 101](#)
12. [LEA Contact Information](#)

As we begin the 2021-2022 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 some important information regarding participation in the Pennsylvania School-Based ACCESS Program (SBAP). We wish each of you a terrific start to the school year and will continue to provide information and updates throughout the year to support the Commonwealth and its' students. We are excited to work with you for another year in the SBAP!

1. LEA Agreement to Participate for FY2021-2022

The Local Education Agency "Agreement to Participate" in the SBAP for the FY 2021-2022 school year was due Friday, July 30, 2021.

If you plan to participate during the FY 2021-2022 school year and have not already done so, please sign and return [Local Education Agency Agreement to Participate FY2021-2022](#).

Send completed LEA Agreements to PCG using the contact information below:

- Email: SBAPsupport@pcgus.com or
- Fax: (717) 884-7799

Please note: *FY2021-2022 services will not be submitted to Medicaid (PROMISE™) until your FY 2021-2022 LEA Agreement is submitted.*

2. SBAP Recurring Timeline

The [SBAP Monthly Calendar for the FY 2021-2022 School Year \(attachment\)](#) can help you to better understand the cyclical deadlines for RMTS, MAC, and Cost Settlement.

3. Unrestricted Indirect Cost Rate (UICR)

Reminder that now is the time to begin the process to apply for an unrestricted indirect cost rate (UICR) for FY21-22. This is a specific step that must be taken when completing your Annual Financial Report (due 10/31). Timely completion of the AFR, to include correctly requesting an indirect rate, helps to ensure the application of the UICR to your MAC claims and cost settlement. ***Remember, the AFR you submit by 10/31/2021 is the first step in receiving the rate that will apply to the FY20-21 SBAP Cost Settlement and FY21-22 MAC claims.***

LEAs that do not have a UICR will have a zero-rate applied during MAC and Cost Settlement and no indirect costs will be included, resulting in decreased SBAP reimbursement for your LEA. **LEAs are strongly encouraged to complete the annual process for a UICR.**

For more information on how to complete the schedules and general information regarding indirect cost rates, please contact PDE: 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.

4. Random Moment Time Study (RMTS)

The current deadline to certify Calendars and Staff Pool Lists for the October – December 2021 quarter is September 10, 2021.

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. As we prepare for the October – December 2021 quarter please consider the following:

Reminders to share with LEA participants

- respond timely to their assigned moments
- provide a clear picture of what activity is occurring during their assigned moments
- answer all RMTS follow-up questions, if received

Reminders for LEA Admin

- hold a valid certification or licensure for direct service providers.
- create and assign participants to an appropriate shift that covers the time they are working.
- delete or replace positions if the participant is no longer working before certifying the next quarter's staff pools

Staff Pool List Certification Enhancement to aid LEAs in Job Category and Vacancy review: [Staff Pool Certification Process](#)

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 has issued 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.

5. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the April – June 2021 quarter will be available in the next few weeks. Please look for notification of their availability.

A few reminders:

- Failure to submit a signed copy of the Certification of Public Expenditure 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.

- Quarterly MAC payments are now directly deposited into the bank account identified by your LEA. If no bank account is identified a paper check will be received.
- **ALWAYS REPORT 100% of what was paid to employees listed in the claiming system for the quarter you are reporting for.**
- Quarterly costs for MAC are reported on a cash basis.
- Report any Federal dollars used to offset the cost of the employee in the Federal Offset section. Whatever amount that is included in the Federal Offset section will be deducted from your total costs as these Federal dollars are not an allowable cost to the LEA.

The deadline to submit MAC certifications for the FY2020-21 quarters is October 15, 2021.

Electronic Payment

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](#)

Contractor Responsibility Program Blocks

The Contractor Responsibility Program (CRP) is intended to ensure that those agencies that do business with the Commonwealth (including LEAs) uphold their responsibilities regarding Commonwealth obligations. CRP blocks are usually initiated by the Department of Revenue or the Department of Labor and Industry due to outstanding tax obligations or failure to file a required tax report. This obligation must be resolved by the LEA; neither DHS nor its vendors can assist with resolving the block.

If you do not have regular contact with these agencies through your role, you may need to work with other school district staff to resolve the block. It is important to know who the business or financial manager is for your school district so that you can reach out in the event you are notified of one of these blocks.

Once notified of a CRP block, the proper LEA contact should reach out to:

- ✓ RA-GSCRPSHELP@pa.gov for information related to the CRP System, or
- ✓ or RA-RVCAT-CONTR-CLEAR@pa.gov or 717-425-2495 ext. 91153 for blocks related to a Department of Revenue obligation.

Once the LEA receives notification that the block has been cleared, that notice should be forwarded to PCG and to DHS.

Please note: if an LEA has a CRP block with the Commonwealth, MAC reimbursement will not be received until the block is resolved.

6. Annual SBAP Training Dates

The FY 2021-2022 Statewide Training Sessions are scheduled! Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

- Tuesday, September 28: 9:00am – 4:00pm

If you have not yet signed up, please register today via the Pennsylvania Training and Technical Assistance Network (PaTTAN) at <http://www.pattan.net>.

Reminder: Trainings will not occur in-person again this year. DHS, PDE, PCG and SSG are working together to provide an effective online training experience.

The SBAP FY 2021-2022 Statewide Training Session Presentation handouts will be posted to the PaTTAN and DHS SBAP websites prior to the first training date.

7. FY2020-2021 Cost Settlement/Annual Reconciliation

The cost reconciliation and settlement process for FY 2020-2021 will open on October 1, 2021. SSG will send out a reminder email when the system is open and local education agencies (LEAs) are able to begin entering costs.

As always, the deadline for submitting your cost report is December 31. Knowing this deadline falls during a much-deserved holiday break, we encourage you to prepare for submission of your 2020-2021 cost report by December 17, prior to the holiday break.

SSG will conduct 10 training sessions during October and November. We strongly encourage your participation, especially the 101 offerings if you are new to SBAP. A registration email will be sent closer to the training dates. Please register for the date and time that works best for you.

Cost Settlement Webinars	
Date	Time (EST)
Thursday, October 7, 2021	2:00 PM
Wednesday, October 13, 2021	10:00 AM
Tuesday, October 19, 2021	2:00 PM
Thursday, October 21, 2021	10:00 AM
Wednesday, October 27, 2021	9:00 AM
Thursday, November 4, 2021	1:00 PM
Tuesday, November 9, 2021	9:00 AM
Wednesday, November 17, 2021	10:00 AM
Cost Settlement 101, Beginner	
Wednesday, October 13, 2021	1:00 PM
Tuesday, October 19, 2021	10:00 AM

Thank you for your continued commitment to cost settlement and the SBAP program. SSG looks forward to another successful year.

8. Direct Service Reimbursement

While transitioning into the new school year, please think about the following situations and if they impact your LEA :

School Year – The new FY2021-2022 School Year has been updated on the School System Page of EasyTrac for LEAs by PCG.

Students Transitioning from Early Intervention to School Age

- ✓ When logging EI services you must use the EI designated service in EasyTrac (e.g., EI-Speech/Language/Hearing is used to log speech services delivered to an EI student; use Speech/Language/Hearing to log services for a SA student)
- ✓ If a student receives Special Transportations services, they should be logged as EI or SA appropriately as their Direct services are logged. For example, EI-Speech/Language/Hearing and EI-Special Transportation.

Students who Transfer to a Different School - Students who move to a new school district must be inactivated within the original district's EasyTrac site after all applicable service logs and compliance information have been entered for the student. All service logs that have the necessary compliance information and timely filing limits will continue to be processed.

Administrators and Providers that no longer work with a School- If there are any administrators or providers that no longer work with and/or provide services within your school, the user account can be inactivated. All service logs that have the necessary compliance information and timely filing limits will continue to be processed.

Changing Grades - When a student changes grades, for example transitioning from 2nd grade to 3rd grade, this change is not automatically applied in the system. It will need to be made by the LEA for each student. However, this is a change that can be accommodated by using the import feature.

Ordering, Referring, Prescribing Providers

When LEAs enter their prescribing practitioner's credentials in EasyTrac, remember:

- **National Provider Identifier (NPI)**
 - 10-digit number, assigned to the provider on the federal level
 - CRNPs **cannot** authorize PCA services
 - This should be the prescribing practitioner's individual NPI, not the number for the practice they own or are associated with
- **MA Provider Number**
 - 13-digit number, assigned to the provider on the state level by DHS
 - This is the prescribing practitioner's MA Provider Number **not** the LEA's number

Logging Date of Service for Timely Filing

Due to MA timely filing limits of 180 calendar days from the date of service, LEAs could miss reimbursement opportunities if services are not entered timely. Best practice for LEAs is to enter all direct and specialized transportation services into EasyTrac no more than 120 days from the date of service to allow time for processing. It is recommended to enter service logs into EasyTrac by the 15th of each month.

Reminder of current EasyTrac Enhancements sent 4/23/21: [Reminder: EasyTrac Enhancements are here!](#) The **EasyTrac Exception Dashboard** was made available April 19, 2021. It provides:

- Color-tiled dashboard that gives you real-time information and identifies key areas impacting services from being submitted for reimbursement. Specifically:
 - Missing IEPs
 - Missing Parental Consents
- Direct access to your data in an easy-to-read format.
- Ability to fix errors with the click of a button.
- View missing compliance data by school, service, or provider.

The following resources are available to support these new enhancements: [EasyTrac Exception Dashboard Instructions](#)

FY2021-2022 Service Provider Paper Logs

Please reference the 7/2/21 email: [FY 2021-2022 Updates to SBAP Service Logging](#)

LEAs participating in the SBAP must use the information in the updated logs for entering or importing dates of service on or after 7/1/20.

9. Revalidation Reminder

Section 6401 of the Affordable Care Act (ACA) established the requirement for Medicare and Medicaid to revalidate enrollment information at least every five (5) years for all enrolled providers, regardless of provider type, under new enrollment screening criteria.

Section 2 of the [SBAP Handbook](#) outlines the enrollment process, including revalidation. Please remember that only paper applications may be used for Provider Type 35.

Reminder to each provider that:

1. LEAs with multiple locations must revalidate all locations or close any that are no longer active.
2. You will NOT receive reimbursement if you are not enrolled/revalidated.
3. Reimbursement cannot be received retroactively.

Please note that due to high application volume, there is a backlog in processing revalidation applications. LEAs should allow at least 90 days for processing but may encounter longer processing times. LEAs are encouraged to monitor their revalidation process.

A copy of the Pennsylvania MA Bulletin can be found here:

http://parecovery.pa.gov/cs/groups/webcontent/documents/bulletin_admin/c_224393.pdf

10. Commitment to Compliance

Required documentation for nursing services provided per physician order

The Bureau of Program Integrity (BPI) requests records to verify documentation; a physician order is part of the documentation that is required. The physician order should be retained with the Medical Practitioner Authorization Form (MPAF) when a health-related service (medication, tube feeding, suctioning, catheterization,

etc.) is ordered by a physician. It is acceptable to document “per physician orders” on the Individualized Education Program (IEP)/MPAF, but the actual physician order must also be included since it provides the details of the service provided. A nurse must have a physician order to perform the service that is ordered. The LEA’s medical practitioner will need the physician’s order when reviewing the IEP and completing the MPAF.

11. New to SBAP? Check out SBAP 101

In addition to the information below, LEAs are encouraged to review the LEA Participation Flowchart (Appendix D) in the [SBAP Handbook](#).

These resources will provide you with the necessary documents to get up and running:

- 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.
- [New or Returning to the SBAP Guide](#)
- *New to SBAP or need a refresher? Various Training Webinars are available throughout the week. You can sign up [HERE](#)*

12. LEA Contact Information

To ensure receipt of SBAP updates and communications, please remember to update your LEA’s contact information, including superintendent information, using the [School-Based ACCESS Program Contact Information Form](#) and return it to RA-PWSBAP@pa.gov as information changes or new people join your team!

Questions? Contact the SBAP Vendors!

PCG Help Desk: 1-866-912-2976 or SBAPSupport@pcgus.com

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

SSG Help Desk: 1-877-916-3222 or PAsupport@sivicsolutionsgroup.com

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