



School-Based ACCESS Program Spring 2021 Newsletter

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Spring is almost here -- the final quarter of the 2020-2021 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 28, 2021

The Desk Review process for the Annual Cost Settlement will be completed mid-March. If data submitted by your LEA was “flagged” during Desk Reviews, be sure to carefully review your data and ensure its accuracy before the deadline. All corrections made to your LEA’s cost report must be completed and submitted **no later than March 19, 2021**.

In the weeks that follow, the final cost settlement will be calculated. In early May, LEAs will receive notice that their final cost settlement is ready for review and approval. Upon notification that your LEA’s Cost Settlement is ready for review, LEAs will have until May 28, 2021 to complete their CPE form and upload it into the cost settlement system. Please remember that when completing your CPE form, you need to fill out both the account code and signature sections prior to uploading.

2. Random Moment Time Study (RMTS)

Calendars and Staff Pool Lists for the April – June 2021 quarter are due March 5, 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 begin to close out the school year, make sure your staff are answering moments before they depart for the summer.

It is also important to ensure your LEA's participants are:

- responding timely to their assigned moments;
- providing a clear picture of what activity is occurring during their assigned moments -- the quality of the moment response is just as important as responding to the moment; and

- answering all RMTS follow-up questions, if received.

Reminders for LEA Admin:

- Maintain supporting documentation of the activity identified during moment response.
- Ensure direct service providers hold the appropriate and valid certification or licensure for the service they provide.
- Create and assign participants to an appropriate shift that covers the time they are working and being paid.
- Delete or replace positions if the participant is no longer working before certifying the next quarter's staff pools.
- If a provider is unlikely to provide or is not providing direct services to a SBAP student, do NOT include them on the direct service staff pool list.

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 may issue 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.

For additional information please reference the recent communication on 11/6/20: [Random Moment Time Study – Important Reminder](#)

3. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the **October – December 2020 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:

- LEAs must receive direct service claiming reimbursement to receive and retain MAC reimbursement within the same fiscal year.
- **ALWAYS REPORT 100% of what was paid to employees** listed in the claiming system for the quarter you are reporting for.
- **Report any Federal dollars used to offset the cost of the employees in the Federal Offset section.** The amounts that are included in the Federal Offset section will be deducted from the total costs as these Federal dollars are not an allowable cost to the LEA.
- Quarterly costs for MAC are reported on a **cash basis**.

MAC Reimbursement:

- **January - March 2021** quarter cost reporting certification will be due **April 30, 2021**.
- *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 sent.*

- 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. Direct Service Reimbursement and Telemedicine

Service documentation and Public Health Emergency reminders:

- Medical Practitioner Authorization Extension: [Providing Direct Services in the School-Based ACCESS Program \(SBAP\) During the COVID-19 Emergency](#)
- FY2020-2021 Service Provider Paper Logs: [FY 2020-2021 Updates to SBAP Service Logging](#)
- Reminder of current EasyTrac Updates: [EasyTrac Enhancements Available August 3rd, 2020!](#)
- Telemedicine and the SBAP: [Providing Direct Services via Telemedicine in the School-Based ACCESS Program During the 2020-2021 School Year](#)

Assistive Devices

Under the School-Based ACCESS Program (SBAP), participating LEA's are eligible to claim Medical Assistance (MA) reimbursement for procurement and repairs of student-specific assistive technology devices, provided the following criteria are met and/or forms are completed.

If the LEA is submitting an eligible assistive device for SBAP reimbursement, the ownership of the device must be transferred to the student. The LEA must send a *Transfer of Ownership* letter to notify the parent of a possible transfer.

If an LEA makes the decision that they want to use SBAP reimbursement for an Assistive Device, but not transfer ownership to the student, they can draw down reimbursement from their FAI account by submitting a [PDE-352 form](#).

Additional information regarding claiming for Assistive Devices can be found here: [Pennsylvania School-Based Access Program Document Library \(pcgus.com\)](#) and Section 3.1 of the [School-Based ACCESS Program \(SBAP\) Handbook](#).

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.*

5. Commitment to Compliance

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 certain extensions granted in response to the COVID-19 PHE, there is a backlog in processing revalidation applications. While LEAs have previously been informed to allow 90 days for processing, it is reasonable to expect longer processing times and 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

6. Unrestricted Indirect Cost Rate (UICR)

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** to receive an approved UICR from PDE.

Reminder: UICRs must be certified by PDE and forwarded to DHS by February 15 for that rate to be applied to MAC and Cost Settlement calculations.

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.

7. 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](#).

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 the necessary documents to get up and running.

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

8. LEA Contact Information – Update Your Forms!

To ensure receipt of SBAP updates and communications, please remember to update your LEA's contact 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