PA SBAP NEWSLETTER

Winter 2020

School-Based ACCESS Program Winter 2020 Newsletter

As the 2020-2021 School Year progresses, 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). We applaud all LEAs for the dedication and support we've seen you provide your students and each other during this time.

1. Annual SBAP Statewide Training Follow-Up

Thank you to all those who attended the annual SBAP statewide training at the end of September! As always, we appreciate your feedback on the training surveys. It will help us in planning for future trainings and know how any changes made to the format are received.

- For any of you who were unable to attend the SBAP Fall Training, the four presentation recordings and handouts are available on the DHS SBAP webpage: http://www.dhs.pa.gov/provider/School-BasedACCESS/.

- A Frequently Asked Questions document created from questions raised during the session chats is now posted on the DHS SBAP webpage.

2. Cost Report Deadline – December 31, 2020

SBAP Cost Reports for the FY 2019-2020 period opened in October and are **due by December 31, 2020**. LEAs must complete and submit their cost reports in the SSG e-SivicMACS system by the deadline.

Are you new or need a refresher on the cost reconciliation process? Register for the remaining SSG webinar to be held Tuesday, December 1, at 10:00 am HERE. You can also find the PowerPoint from both the beginner's (101) and system webinars on the bottom right of SSG's e-SivicMACS system HERE.

Questions regarding the FY 2019-2020 cost reports and cost

reconciliation process should be directed to the SSG Help Desk at 1-877-916-3222 or
PAsupport@sivicsolutionsgroup.com.

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

1. **The current deadline to certify Calendars and Staff Pool Lists for the January – March 2021 quarter is December 8, 2020.**

Since winter break is around the corner, please make sure your staff are answering moments before they depart for the holiday season. 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. It is important to keep the following in mind for your LEA:

Reminders to share with LEA participants
- Respond timely to your assigned moments.
- Provide a clear picture of what activity is occurring during your assigned moments.
- Be sure your response addresses what was occurring at that one specific moment.
- Answer all RMTS follow-up questions, if received.

Reminders for LEA Admin
- Maintain supporting documentation of the activity identified during moment response.
- Be sure 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.
- 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 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.

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

2. **LEA Recommendations to Achieving 100% (or close to it!) Response Rate**
- At the beginning of each school year, we send an email to all staff as to what RMTS is and what is expected of them.
- At the beginning of each quarter, we print out a list of staff who are chosen for a moment.
- If any staff chosen for a moment, have resigned or are on medical leave, and there is not a replacement, send an email to notify SBAPsupport@pcgus.com.

- Every morning, check who has not completed their moment and after 3 days of not being completed, send an email to the staff, their supervisor and program secretary. (Supervisor or program secretary then calls the staff person to inform them to complete it.)
- With completing the above steps, we have been able to reach 100% participation for each RMTS Quarter with around 120 staff being chosen for a moment each quarter.

4. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the **July – September 2020 quarter** will be available in the next few weeks. Please look for their delivery.

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 properly credentialed 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 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.**

MAC Reimbursement:
- *The deadline to submit MAC certifications for late FY2019-20 quarters was September 30, 2020.*
- **October-December 2020 quarter** cost reporting certification will be due January 31, 2021.
- **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

5. Direct Service Reimbursement and Telemedicine

Service documentation and Public Health Emergency reminders:

- DHS Telemedicine Guidance: **Providing Direct Services via Telemedicine in the School-Based ACCESS Program (SBAP) During the COVID-19 Emergency**

- Provider Quick Tip #242: **Telemedicine Guidelines Related to COVID-19**

- 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!**

- A Frequently Asked Questions document created from questions raised during the session chats is now posted on the **DHS SBAP webpage** with sections related to COVID-19 and providing direct services to telemedicine.

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.*

6. Medical Practitioner Authorization (MPA) Extension and EasyTrac

On May 28, 2020, DHS issued guidance permitting the extension of existing MPA Forms to address concerns which arose during the initial school closures. Based on that communication, this extension remains in effect throughout the Public Health Emergency declared by the Governor, which currently extends through January 20, 2021.

The extension permits the LEA to bill MA for all services ordered/prescribed by the current MPA when those services are provided as ordered/prescribed. Re-evaluation services are compensable when included on the extended MPA and when all other requirements are met. Any new evaluations, as with any other new service, still require a new MPA in order to be billed to MA.

As a reminder to LEAs, all other compliance factors remain in place. For example, if the student's record in EasyTrac reflects an expired IEP, claims will appear on the LEA's exception reports and will not be submitted for payment, even though the MPA has been extended. LEAs are encouraged to monitor and follow current guidance related to evaluations and IEPs provided by the Pennsylvania Department of Education and the Bureau of Special Education.

MPA extension guidance reminders:

- DHS Guidance: **Providing Direct Services in the School-Based ACCESS Program (SBAP) During the COVID-19 Emergency**

- PCG Follow-Up: **SBAP Medical Practitioner (MPA) Extension During the COVID-19 Emergency - 2nd Follow-up**

7. SBAP Handbook – Updated Version

An update to **The School-Based ACCESS Program (SBAP) Handbook** was released in **September 2020** and is available as a resource **HERE**. All updates to the Handbook are highlighted for easy identification.

8. Commitment to Compliance – 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.

Reminder to each provider that:
1. You will NOT get paid if you are not enrolled/revalidated.
2. Payments cannot be made retroactively.
3. LEAs will need to revalidate under provider type 35 – public school. LEAs may not revalidate via the online portal. Paper applications can be found here.

The revalidation process can take at least 45 days. Submit your revalidation application 60 days before your revalidation date.

9. 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.

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

10. 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 SBAP Contact Information Form return it to RA-PWSBAP@pa.gov as information changes or new people join your team! An updated contact list is provided to the SBAP vendors on the 15th of each month.

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