PA SBAP NEWSLETTER
WINTER 2016

School-Based ACCESS Program Winter 2016 Newsletter

As the 2016-2017 School Year is underway, 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).

Thank you to all those who attended the annual SBAP statewide trainings throughout the month of October! Your feedback on the training surveys will help us in planning for future trainings. If you were unable to attend, you can access the SBAP FY2016-2017 Statewide Training Session Presentation **HERE**.

1.   Important Clarification on Special Transportation

As a result of questions posed during the annual SBAP statewide trainings, PDE has clarified the definition of special transportation.

We have clarified that special transportation can include a regular education student. **A student without an IEP riding on special transportation with a student with special transportation as a separate service in his/her IEP does not negate the vehicle as special transportation. This example would still be considered special transportation and all other compliance elements must be met in order to be a compensable service.**

The policy continues to require that special transportation must be included as a separate service in the IEP and is compensable if it is medically authorized, provided on the date of a paid health-related service and documented in a transportation log.

Due to the clarification, DHS will be amending the SBAP Handbook (Section 3.14, page 30) to delete "Special transportation services cannot include regular education students." Additional communication will be forthcoming.

2.   Enrollment of Ordering, Referring, Prescribing Providers – Impact on the SBAP

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 within their scope of practice signing medical authorizations or MPAFs.

As mentioned in various communications and at the annual SBAP statewide trainings, LEAs will need to 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

Please reference the November 9, 2016 email **HERE** for important details.

Helpful Tip: **Instructions on how to enter the prescribing practitioner's credentials are highlighted during PCG's weekly EasyTrac webinar trainings. Register to participate HERE.**

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3. Medical Authorizations for Initial Evaluations and Personal Care Services

As communicated previously, **beginning with dates of service on January 1, 2017**:

- Personal care services must be prescribed/ordered by a licensed MD or licensed DO enrolled in the MA Program within the scope of his or her practice under state law.
- In order to be compensable within SBAP, Medical Authorizations are required for **all** initial evaluations and re-evaluations.

Please reference the DHS Memo **HERE** for important details about the new requirements.

SBAP Participants can reference the new and updated Medical Practitioner Authorization Forms:

- **Medical Practitioner Authorization for SBAP Initial Evaluations**
- **Medical Practitioner Authorization for SBAP Services**

4. Cost Report Deadline – December 31, 2016

Medicaid Cost Reports for the FY2015-2016 period are available in the **SSG e-SivicMACS system** starting November 1, 2016. LEAs must complete their cost reports by December 31, 2016.

Two remaining webinar trainings are scheduled for December 14th at 2:00pm and December 15th at 10:00am. Please register using the following link: **https://www.surveymonkey.com/r/CostSettlement**

All questions regarding the FY2015-2016 cost reports and cost reconciliation process should be directed to SSG's Help Desk (877) 916-3222 or **PAsupport@sivicsolutionsgroup.com**.

5. Random Moment Time Study (RMTS)

As we head into the winter months, 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. As we head into the January – March 2017 quarter, it is 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
- answering all RMTS follow-up questions, if received
- maintaining supporting documentation of the activity response during moments

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.

> **Helpful Tip: Prior to and during each quarter, use the *Compliance Report o*n the PCG Claiming System as a tool to display all moments assigned to <u>your LEA</u> and monitor whether <u>your participants</u> are responding timely.**

> **Best Practices from LEAs: This edition features Colonial IU 20 – click HERE for their practical suggestions.**

6.   Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the **July – September 2016 quarter** are now available. Effective with the July-September 2016 quarter, CPE's will be available in the PCG Claiming System. Please reference the December 7, 2016 email **HERE** for more information.

Failure to submit a signed copy of the CPE before the **10 business day deadline (December 21, 2016)** 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.

As a reminder of the ongoing quarterly MAC schedule, **October-December 2016 quarter** cost reporting certification will be due January 31, 2017.

MAC Checks Issued: The deadline to submit MAC certifications for late FY2015-16 quarters was September 30, 2016. These MAC checks were recently approved for payment.

7.   SBAP Handbook

The SBAP Handbook was released on October 12, 2016 and is available as a resource on **DHS' SBAP website**.

8. Commitment to Compliance: Deleted Logs

Requesting deletion of logs through EasyTrac does not automatically void paid claims in DHS' PROMIS*e™* system.

Active Claiming Periods: LEAs may request to delete service logs directly through EasyTrac during the active claiming period. If service logs have been paid, PCG will submit these to DHS for voids processing (quarterly).

Non-Active Claiming Periods: Coming soon, EasyTrac will prohibit LEAs from requesting deletion of service logs from prior claiming periods. LEAs will need to contact **PCG** or DHS' Bureau of Program Integrity (BPI) at **(717) 705-6873** to submit service logs for voids processing.

9. FY2016-2017 Service Provider Paper Logs

Reminder: Service Provider Paper Logs for the 2016-2017 school year are available on PCG's SBAP website under **Document Library: Service Provider Paper Logs 2016-2017.** LEAs may modify the forms according to preference (i.e. portrait vs. landscape orientation), but must be sure to include all DHS-required fields.

**As a result of requests during the annual SBAP statewide trainings, these forms are now available in both PDF and an editable Word format.

10. New to SBAP? Check out SBAP 101

If you are new to the SBAP 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.

11. SBAP Contact Information

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

To ensure receipt of SBAP updates and communications, please remember to update your LEA's contact information with the SBAP Vendors as information changes or new people join your team!