PA SBAP NEWSLETTER
SPRING 2017

School-Based ACCESS Program Spring 2017 Newsletter

As we move into the final quarter of the 2016-2017 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.   SBAP Handbook – Updated Version

MAB 35-17-01 was issued on **February 28, 2017**. This Medical Assistance (MA) Bulletin released an updated SBAP provider handbook to Local Education Agencies (LEA) enrolled in the MA program who provide school-based services through SBAP. Sections are highlighted which correspond to the updates.

The SBAP Handbook is available as a resource **HERE**.

2.   Enrollment of Ordering, Referring, Prescribing Providers – Exception Reports

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 who sign medical authorizations or Medical Practitioner Authorization Forms (MPAF) for the SBAP.

As mentioned in various communications and at the annual SBAP statewide trainings, LEAs 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 by DHS on the state level

Effective **March 1, 2017**, any NPI Number or MA Provider Number with empty fields, or MA Provider Number containing zeros as a placeholder, will result in an Exception Report and will not be submitted to Medicaid. Please note, the NPI field was not permitted to contain zeros as a placeholder by DHS; therefore, this will not be identified as an exception if this is occurring with your LEA.

Please reference the February 24, 2017 email HERE.

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.   Annual Cost Reconciliation – Desk Reviews

SSG is conducting Desk Reviews of each LEA's FY 2015-2016 cost report certified in the SSG e-SivicMACS system.

An email was sent by SSG on March 1, 2017 notifying all LEAs of the Desk Review process.

If your LEA did NOT have cost variability outside of statewide thresholds, an e-mail was sent to your LEA that no items required clarification or additional information and the Desk Review is considered complete for your LEA.

If your LEA had cost variability outside of statewide thresholds in any cost category, another e-mail was sent to your LEA on March 3rd. Please note, each cost category has a different threshold, so your LEA may have potentially received multiple emails.   For example, if Salaried Staff Costs and Direct Medical Other Costs both exceeded the statewide category thresholds, the LEA would have received two e-mails.

Receiving an e-mail indicating that your cost data exceeded the statewide threshold does not mean the data is incorrect. If your LEA received an e-mail, please review your data to make sure it is accurate. If you find the data needs to be changed, please contact the SSG Help Desk and they will open the applicable Cost Report section for adjustments/corrections.

Desk Reviews must be completed no later than Friday, March 24, 2017. If no response is provided to a Desk Review inquiry, it will be assumed that the LEA certifies that all the reported data is accurate and will be used in calculating the FY 2015-2016 Cost Settlement.

The LEA is responsible to ensure the accuracy of their reported data. Please remember to maintain all supporting documentation related to reported data.

The SSG Help Desk is available at 1-877-916-3222 or PAsupport@sivicsolutionsgroup.com for any questions or assistance regarding the Desk Review Process.

4.   Random Moment Time Study (RMTS)

Staff Pool Lists and Calendars for the **April – June 2017** quarter were due to be certified **March 3, 2017**.

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;
- answering all RMTS follow-up questions, if received; and

- maintaining supporting documentation of the activity response during moments.

Please remember, if you are contacting PCG to close a moment for a participant who is no longer working, be sure to delete or replace the position before certifying the next quarter's staff pool list. For example, the position should be deleted or replaced in September for the October-December 2017 quarter.

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.

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: Each LEA should strive for 100% participation! This edition features Altoona Area School District. Click HERE for their practical suggestions.

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5.   Medicaid Administrative Claiming (MAC)

Quarterly financials for the **January - March 2017** quarter will be open for collection **April 3, 2017 through April 29, 2017**.

MAC Checks Issued: *MAC checks were recently approved for payment for LEAs who submitted their July – September 2016 CPE's timely. Remember, quarterly MAC payments are never deposited into the LEA's FAI account; these are paper checks mailed directly to the LEA.*

6.   EasyTrac Enhancement

EasyTrac has been updated with the following enhancements:
- Main Menu Dashboard includes additional data analysis tools for administrators.
- DHS/PDE Automatic Service Log Approval features.

Please reference the January 19, 2017 email from PCG HERE.

7.   Nursing Direct Services

Medication Administrations Documentation
Reminder: When documenting services provided for **Medication Administration**, the **Medication Name** and **Dosage** are required. The Medication Name and Dosage should be documented in the SBAP Nursing log and/or in the Daily Progress Note section of EasyTrac.

Reminder: LEAs participating in the SBAP must use the information in the updated FY2016-2017 Service Provider Paper Logs for entering or importing dates of service on or after **7/1/16.**

Annual School Nursing Conference
The 2017 Annual Pennsylvania Association of School Nurses and Practitioners (PASNAP) will be held March 31 – April 2, 2017 in State College. In cooperation with DHS, the Department of Health will be presenting SBAP information on nursing services. Please use the following LINK for more information.

8. **Commitment to Compliance: Deleted Logs**

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

As mentioned in previous communications and at the annual SBAP statewide trainings, LEAs' who have **requests for deletion of service logs from Non-Active Claiming Periods** will need to contact PCG or **DHS' Bureau of Program Integrity BPI** at **(717) 705-6873** to submit service logs for voids processing.

Effective **April 2017**, LEAs requesting deletion of service logs from prior claiming periods will be provided to BPI.

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.

10. **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 using the SBAP Contact Information Form as information changes or new people join your team!