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School-Based ACCESS Program Summer 2017 Newsletter

As we are closing 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). Have a safe and enjoyable summer!

1. Completion of the FY 2015-2016 Cost Reconciliation

LEAs were notified on May 10, 2017 that their FY 2015-2016 cost settlements were calculated, noting the amount due to or from the LEA. The final step of the cost reconciliation process was to submit the Certification of Public Expenditures (CPE) form by the deadline of May 31, 2017. Cost settlement payments or withdrawals to be made to or from the LEAs' FAI accounts are anticipated to be transacted in July 2017. Email notices from SSG will advise the LEAs of a more specific timeframe.

Remember to maintain all supporting documentation related to your LEA's reported cost data.

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

2. Medicaid Administrative Claiming (MAC) – Upcoming Deadlines

- CPE forms for the **October – December 2016** quarter are being collected **June 9, 2017 through June 22, 2017**.
- CPE forms for the **January – March 2017** quarter will be collected **June 16, 2017 through June 29, 2017**.

- Quarterly financials for the **April - June 2017** quarter will be open for collection **July 1, 2017 through July 31, 2017**.

Reminder: 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.

3. Random Moment Time Study (RMTS)

RMTS Participation

As we wrap up another school year, make sure your staff are answering moments before they depart for the summer! This includes answering all RMTS follow-up questions, if received. Reminder: July – September quarter is inactive and no moments are issued.

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 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; and
- maintaining supporting documentation of the activity response during moments.

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.

Best Practices from LEAs: This edition features East Stroudsburg School District click [HERE](#) for their practical suggestions.

Staff Pool Lists

Plan ahead for the next deadline (*September 6, 2017*) to certify Calendars and Staff Pool Lists for the October - December 2017 quarter.

Helpful tip: If you are contacting PCG to close a moment for the current quarter due to a participant who is no longer working, this position should be deleted or replaced before certifying the next quarter's staff pool list.

Need a refresher? Training Webinars are offered every Tuesday at 11am. You can sign up [HERE](#)

4. Direct Service Reimbursement

- **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.

In order to allow time for PCG processing, LEA exceptions and use of third party systems, **enter service logs within 150 calendar days into EasyTrac**. For example, a service provided on February 1, 2017 should be entered or imported into EasyTrac no later than June 30, 2017. Even better, get into the habit of regular monthly submissions... it is recommended to enter service logs into EasyTrac by the 15th of each month.

- **NEW Service Provider Paper Logs for FY 2017-2018**

Service Provider Paper Logs for the 2017-2018 school year will be available on PCG's Document Library in the next few weeks. LEAs participating in the SBAP must use the most recent Paper Logs for the FY 2017-2018 for entering or importing dates of service on or after **7/1/17**.

- **Reminder: Ordering, Referring, Prescribing Providers**

As mentioned in various communications and at the annual SBAP statewide trainings, LEAs need to include the prescribing practitioner's credentials in EasyTrac. Service logs missing the 10 digit National Provider Identifier (NPI) or 13 digit MA Provider Number will NOT be billed and will be included on the monthly Exception Reports.

5. SAVE THE DATES – Annual SBAP Statewide Trainings

The FY2017-2018 Statewide Training Sessions are scheduled! All trainings will be held 9:00 a.m. – 1:00 p.m. Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

- October 23 (Monday) – PaTTAN-Harrisburg, 6340 Flank Drive, Harrisburg, PA 17112
- October 24 (Tuesday) – Riverview IU 6, 270 Mayfield Rd, Clarion, PA 16214
- October 25 (Wednesday) – Mountain View CC, 100 Elks Club Road, Boalsburg, PA 16827
- October 30 (Monday) – PaTTAN-Pittsburgh, 3190 William Pitt Way, Pittsburgh, PA 15238
- October 31 (Tuesday) – Tri-County IU 5, 252 Waterford Street, Edinboro, PA 16412
- November 6 (Monday) – BLAST IU 17, 2400 Reach Rd, Williamsport, PA 17701
- November 7 (Tuesday) – Northeastern Educational IU 19, 1200 Line Street, Archbald, PA 18403
- November 8 (Wednesday) – PaTTAN-East, 333 Technology Drive, Malvern, PA 19355

Save the dates on your calendars...registration information will be shared in the coming months.

6. Commitment to Compliance: Speech Supervision and Preclusion/Exclusion Requirements

- **Speech Supervision**

Reminder: SBAP services provided by a PDE-certified speech pathologist are only compensable under supervision and must include a supervisory signature by a licensed speech pathologist or speech pathologist with an ASHA CCC on all SBAP documentation including logs. Refer to Section 3.15 Speech and Language Services in the [SBAP Handbook](#) for more details about the requirement.

- **Preclusion/Exclusion Requirements**

Reminder: As MA providers, LEAs are required to screen employees and contractors for exclusion from participation in federal health care programs, prior to hire then on an ongoing monthly basis. This includes all employees, vendors, contractors and service providers whose functions are a necessary component of providing items and services to MA beneficiaries and who are involved in generating a claim to bill for services. For example, in SBAP this includes all individuals listed on the LEA's staff pool lists, supervisors or teachers permitted to sign logs, physicians and/or CRNPs signing medical authorizations, and superintendents if he/she signs IEPs or has any association with SBAP. Refer to Section 5.4 Preclusion/Exclusion Checks in the [SBAP Handbook](#) for more details about the requirement.

Helpful tip: LEAs can consider modifying their contracts to reflect the exclusion prohibition and require the contractor or vendor to check their own employees.

7. LEA Agreement to Participate for FY2017-2018

LEAs planning to participate in the SBAP for the upcoming school year must sign and return the annual agreement for FY 2017-2018. LEA Agreements to Participate will be emailed in the next few weeks.

8. LEA Contact Information

New email address or new employee working on SBAP? Keep us updated! 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.

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