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School-Based ACCESS Program Fall 2017 Newsletter

As the 2017-2018 School Year opens, 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 School-Based ACCESS Program (SBAP). We are looking forward to another year with you in the SBAP!

1. LEA Agreement to Participate FY 2017-2018

The Local Education Agency “Agreement to Participate” in the SBAP for the FY 2017-2018 school year were due Monday, July 31, 2017.

If you plan on participating during the FY 2017-2018 school year and have not already done so, please sign and return [Local Education Agency Agreement to Participate FY2017-2018](#).

Send completed LEA Agreements to PCG using the contact information below:

- Email: SBAPsupport@pcgus.com or
- Fax: (717) 884-7799

Please note: FY2017-2018 services will not be submitted to Medicaid (PROMISE) until your FY 2017-2018 LEA Agreement is submitted.

2. SBAP Reoccurring Timeline

In an effort to better understand the cyclical deadlines for RMTS, MAC, and Cost Settlement, please reference the [SBAP Monthly Calendar for FY 2017-18 School Year](#).

3. Random Moment Time Study (RMTS)

The current deadline to certify Calendars and Staff Pool Lists for the October – December 2017 quarter was September 6, 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 head into the October – December 2017 quarter, it is important to ensure your LEA's participants:

- respond timely to their assigned moments

- provide a clear picture of what activity is occurring during their assigned moments
- answer all RMTS follow-up questions, if received
- maintain supporting documentation of the activity response during moments
- hold a valid certification or licensure.

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.

4. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the April – June 2017 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 never deposited into the LEA's FAI account; these are paper checks mailed to the LEA.
- ALWAYS REPORT 100% of what was paid to 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 that is included in the Federal Offset section will be deducted from your total costs as these Federal dollars aren't allowable as a cost to the LEA.

The deadline to submit MAC certifications for the FY2016-17 quarters is September 29, 2017.

5. Annual SBAP Statewide Training Dates

The FY2017-2018 School-Based ACCESS Program Statewide Training Sessions are scheduled! All trainings will be held 9:00am – 1:00pm. Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

If you have not yet signed up, please register today via the Pennsylvania Training and Technical Assistance Network (PaTTAN) at <http://www.pattan.net>.

October 23 (Monday) – PaTTAN-Harrisburg, 6340 Flank Drive, Harrisburg, PA 17112

October 24 (Tuesday) – IU 6, 270 Mayfield Rd, Clarion, PA 16214

October 25 (Wednesday) – Mountain View Country Club, 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) – 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

The SBAP FY 2017-2018 Statewide Training Session Presentation will be available in the upcoming weeks.

6. FY 2016-2017 Cost Settlement/Annual Reconciliation

Cost Settlement for FY2016-17 will open October 1, 2017 for LEAs to begin entering costs and are due annually on December 31.

Registration for all webinars can be done at <https://www.surveymonkey.com/r/2017SBAPCSTraining>.

Webinar 1	Thursday	09/28/17	10:00am
Webinar 2	Wednesday	10/11/17	2:00pm
Webinar 3	Wednesday	11/15/17	10:00am
Webinar 4	Thursday	11/30/17	2:00pm
Webinar 5	Tuesday	12/05/17	10:00am
Webinar 6	Thursday	12/07/17	2:00pm
Webinar 7	Tuesday	12/12/17	10:00pm
Webinar 8	Thursday	12/14/17	2:00pm

7. Commitment to Compliance: Medication Administration Documentation

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.

8. Direct Service Reimbursement

- **While transitioning into the new school year, we wanted to highlight a few items to keep in mind during this time:**

Students Transitioning from Early Intervention to School Age

- ✓ When logging EI services you must use the EI designated service in EasyTrac (eg., EI-Speech/Language/Hearing is used to log speech services delivered to an EI student; use Speech/Language/Hearing to log services for an SA student)
- ✓ If a student receives Special Transportations services, they should be logged as EI or SA appropriately as their Direct services are logged. For example, EI-Speech/Language/Hearing and EI-Special Transportation.

Students who Transfer to a Different School - Students who move to a new school or change schools within a district should be inactivated within the original districts EasyTrac site. All service logs will continue to be processed that have the necessary compliance information and timely filing limits.

Administrators and Providers that no longer work with a School- If there are any administrators or providers that no longer work with and/or provide services within your school, the user account can be inactivated. All service logs will continue to be processed that have the necessary compliance information and timely filing limits.

Changing Grades - When a student changes grades, for example transitioning from 2nd grade to 3rd grade, this change is not automatically applied in the system. It will need to be made by the

LEA for each student. However, this is a change that can be accommodated by using the import feature.

- **FY2017-2018 Service Provider Paper Logs**

Service Provider Paper Logs for the 2017-2018 school year are available on the SBAP website under [Document Library: Service Provider Paper Logs 2017-2018](#).

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**. For more information about important changes, please reference the 6/30/17 email [HERE](#).

9. New to SBAP? Check out the SBAP 101 Section of the Website!

If you are new to the School-Based Access Program or know someone who is, please refer them to the "[SBAP 101](#)" section of the SBAP Website. This will provide you with all of the necessary documents to get you up and running.

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!

Reminder: If you haven't sent in a form for FY 2017-2018, please send in a new form today.

11. Contact Us

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