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School-Based ACCESS Program Winter 2017 Newsletter

As the 2017-2018 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).

1. Annual SBAP Statewide Trainings

Thank you to all those who attended the annual SBAP statewide trainings during the months of October and November! If you have not done so already, please take a moment to complete the brief survey [HERE](#) which will close Tuesday, December 5th at 5:00pm.

If you were unable to attend, you can access the SBAP FY2017-2018 Statewide Training Session Presentations [HERE](#).

2. FY 2017-2018 Rates

SBAP rates are specific to each LEA and to each service type, and are updated annually each October. These provider-specific interim rates are available in the [SSG e-SivicMACS system](#) under “Reports.”

Questions regarding your LEA’s revised rates should be directed to the SSG Help Desk at 1-877-916-3222 or PAsupport@sivicsolutionsgroup.com.

3. Cost Report Deadline – December 31, 2017

Medicaid Cost Reports for the FY 2016-2017 period opened in October and are **due by December 31, 2017**. LEAs must complete their cost reports in the [SSG e-SivicMACS system](#) before the deadline.

New or need a refresher on the cost reconciliation process? Register for one of the remaining SSG webinars [HERE](#).

- Tuesday 12/05/17 10:00am

- Tuesday 12/12/17 10:00pm
- Thursday 12/14/17 2:00pm

Questions regarding the FY 2016-2017 cost reports and cost reconciliation process should be directed to the SSG Help Desk at 1-877-916-3222 or PAsupport@sivicsolutionsgroup.com.

4. Random Moment Time Study (RMTS)

Staff Pool Lists and Calendars are key components of RMTS. RMTS is designed to determine the amount of time participants are involved in a Medicaid billable activity, resulting in significant impact on SBAP reimbursement.

Staff Pool Lists and Calendars for the **January – March 2018** quarter are due to be certified **December 6, 2017**.

REMINDER: As we head into the winter months, make sure your staff are answering moments before they depart for the holiday season.

5. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the **July – September 2017** quarter will be available in the next few weeks. Please look for their delivery.

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.

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

6. SBAP Handbook – Updated Version

An update to The School-Based ACCESS Program (SBAP) Handbook, along with a corresponding Medical Assistance Bulletin, was released on November 22, 2017 and is available as a resource [HERE](#). Sections are highlighted which correspond to the updates.

7. Commitment to Compliance: Parental Consent and Medical Authorization

Parental Consent Reminders

- The parental consent to bill for MA reimbursement is a one-time written consent. An LEA is **not** required to obtain a new parental consent if there is a change in the type (*e.g.*, physical therapy or speech therapy) of services to be provided to the child or the amount of services to be provided to the child (frequency or duration).

Medical Authorization Reminders

- Units of service billed must be equal to or less than the units of service authorized on the Medical Practitioner Authorization Form (MPAF).
- IUs and School Districts may share an MPAF and one entity must retain the original; it is best practice to list both entities on the form and mark which entity is providing the services. Please coordinate so there is no duplication of billing.

8. FY2017-2018 Service Provider Paper Logs

Reminder: Service Provider Paper Logs for the 2017-2018 school year are available on PCG's SBAP website under **Document Library: Service Provider Paper Logs 2017-2018**. LEAs may modify the forms according to preference (i.e. portrait vs. landscape orientation), but must be sure to include all DHS-required fields.

These forms are available in both PDF and an editable Word format.

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 – 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!

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