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School-Based ACCESS Program Spring 2018 Newsletter

As we move into the final quarter of the 2017-2018 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. Unrestricted Indirect Cost Rates in the SBAP – Application

Deadline March 7, 2018

As instructed in the December 8, 2017 memo from DHS and PDE, LEAs must apply for Unrestricted Indirect Cost Rates (UICR) in the SBAP in order to include indirect costs as part of the LEA's reimbursement.

Don't miss out on indirect costs! Please read the [instructions on how to apply for a UICR](#). **Important Deadline: LEAs must complete the application process by Wednesday, March 7, 2018.**

LEAs that do NOT apply for and receive a finalized UICR from PDE will have a ZERO rate applied and NO indirect costs will be included in SBAP reimbursement for your LEA.

For any questions regarding indirect cost rates, please contact PDE at RA-EDPDEINDIRECTCOST@pa.gov.

If your LEA has already completed the application process and received a finalized UICR from PDE, you may disregard this reminder notice.

2. Annual Cost Reconciliation – Desk Reviews Deadline March 2,

2018

SSG is conducting Desk Reviews of each LEA's FY 2016-2017 cost report certified in the SSG e-SivicMACS system. An email was sent by SSG on February 9, 2018 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 DID have cost variability outside of statewide thresholds in any cost category, another e-mail was sent to your LEA. Please note, each cost category has a different threshold, so your LEA may have received multiple emails.

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 2, 2018. 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 2016-2017 Cost Settlement.

As a reminder, the approved list of materials and supplies under “Direct Medical Other Costs” was updated recently. The revised version can be found on the e-SivicMACS home page. If your LEA needs to make any updates based on this revised list, please contact our Help Desk to open the system no later than March 2, 2018.

The LEA is responsible for ensuring 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.

3. Random Moment Time Study (RMTS) – Staff Pools/Calendars Deadline March 5, 2018

Staff Pool Lists and Calendars for the **April – June 2018** quarter are due to be certified by **March 5, 2018**.

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
- 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 2018 quarter.

DHS has issued warning letters to LEAs that 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 **October – December 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.

Reminders:

- **January - March 2018** quarter cost reporting certification is due by **April 30, 2018**.
- LEAs must receive direct service claiming reimbursement in order to receive and retain MAC reimbursement within the same fiscal year.

5. NEW! MAC Direct Deposit is Coming – Deadline March 30, 2018

Historically, quarterly Medicaid Administrative Claiming (MAC) payments in the SBAP have been issued by paper checks. This spring, DHS is working to switch MAC payments to LEAs from paper checks to Direct Deposit. Not only will this will modernize the system, but also provide the benefit of faster payments.

In order to meet this goal, please inform your business offices to [add/update your LEA's bank information](#) by **March 30, 2018**. Any questions can be directed to Payable Services Call Center at 877-435-7363 (option 1).

Don't wait! LEAs that do not add/update their bank information by March 30, 2018 may see a delay in their quarterly MAC payments.

6. Direct Service and Specialized Transportation Claiming Reminders

Ordering, Referring, Prescribing Providers

When LEAs enter their prescribing practitioner's credentials in EasyTrac, remember:

- **National Provider Identifier (NPI)**
 - 10-digit number, assigned to the provider on the federal level
 - CRNPs **cannot** authorize PCA services
 - This should be the prescribing practitioner's individual NPI, not the number for the practice they own or are associated with
- **MA Provider Number**
 - 13-digit number, assigned to the provider on the state level by DHS
 - This is the prescribing practitioner's MA Provider Number **not** the LEA's number

Specialized Transportation

DHS Requirement for all Providers – LEA has 180 days from the date of service to bill the MA Program. Best practice for LEAs is to enter all direct and specialized transportation services into EasyTrac no more than 120 days from the date of service to allow time for processing.

Key to Remember: Since specialized transportation requires a paid health-related service on the same day, if the health-related service isn't entered until the end of the timely filing window, there is no opportunity for the specialized transportation service to pay.

7. SAVE THE DATES – Annual SBAP Statewide Trainings

The FY 2018-2019 Statewide Training Sessions are scheduled!

- September 25, 2018 (Tuesday) – IU 19, 1200 Line St, Archbald, PA 18403
- September 26, 2018 (Wednesday) – IU 17, 2400 Reach Rd, Williamsport, PA 17701
- October 1, 2018 (Monday) – IU 6, 270 Mayfield Rd, Clarion, PA 16214
- October 2, 2018 (Tuesday) – IU 5, 252 Waterford Street, Edinboro, PA 16412
- October 3, 2018 (Wednesday) – Pittsburgh PaTTAN, 3190 William Pitt Way, Pittsburgh, PA 15238
- October 9, 2018 (Tuesday) – Harrisburg PaTTAN, 6340 Flank Dr, Harrisburg, PA 17112
- October 10, 2018 (Wednesday) – PaTTAN East, 333 Technology Dr, Malvern, PA 19355*
- October 11, 2018 (Thursday) – PaTTAN East, 333 Technology Dr, Malvern, PA 19355*

**Note due to capacity, two training dates will be offered at PaTTAN East*

Participation is strongly encouraged to ensure your LEA has the latest SBAP information, so SAVE THE DATES on your calendars.

Registration will be required for all SBAP Statewide Trainings, and registration information will be shared in the coming months.

8. Commitment to Compliance: Level of Participation in the SBAP

A few general reminders to LEAs when participating in the SBAP:

Direct and Specialized Transportation Service Payments

- Interim rates are based on the number of paid claims. An LEA will negatively impact their cash flow when billing inconsistently.
- Specialized Transportation requires a paid health related service on the same date specialized transportation is provided in order to receive the interim payment.
- Fewer paid health related claims = Fewer transportation paid claims.
 - Fewer transportation paid claims impacts the One Way Trip ratio at cost reconciliation. The numerator is based on the number of paid transportation claims.
 - This ratio directly impacts the total allowable transportation costs and LEAs final cost settlement result.

Audits

- As mentioned during statewide trainings, fewer paid claims in a service type category creates greater risk of returning all funds for that entire service category in the event of an audit.
 - If an LEA bills a handful of physical therapy services and they were found to be non-compliant in an audit, the entire service category costs of physical therapy would be returned, not just the interim payments.
 - If an audit determines the identifying and reporting costs for staff pool positions are incorrect, all components of reimbursement in the SBAP-- Interim Payments, Cost Settlement and MAC—will be impacted.

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. LEA Contact Information – Update Your Forms!

To ensure receipt of SBAP updates and communications – including newsletters, please remember to update your LEA's contact information using the [SBAP Contact Information Form](#) and 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