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### **School-Based ACCESS Program Summer 2018 Newsletter**

As we close 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). Have a great summer!

#### **1. Completion of FY 2016-2017 Cost Reconciliation**

LEAs were notified on May 7, 2018 that their FY 2016-2017 cost settlements were calculated, noting the amount due to or from the LEA. The final step of the cost reconciliation process is to submit the Certification of Public Expenditures (CPE) form by the deadline of June 4, 2018. Cost settlement payments or withdrawals to be made to or from the LEA FAI accounts are anticipated to be transacted in July 2018. 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 FY 2016-2017 cost reconciliation process should be directed to SSG's Help Desk at (877) 916-3222 or [Pasupport@sivicsolutionsgroup.com](mailto:Pasupport@sivicsolutionsgroup.com).

#### **2. Medicaid Administrative Claiming (MAC): Deadlines**

- Certified Public Expenditure (CPE) forms for the October - December 2017 quarter are being collected from **May 23, 2018 through June 6, 2018**.

Failure to submit a signed copy of the CPE before the **10-business day deadline** (June 6, 2018) 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.

- CPE forms for the **January - March 2018 quarter** will be collected **June 11, 2018 through June 22, 2018**.
- Quarterly financials for the **April - June 2018 quarter** will be open for collection **July 1, 2018 through July 31, 2018**.

**Reminder: Quarterly MAC payments will now be directly deposited into the bank account identified by your LEA.** If you have not added or updated your bank information or have any questions, please contact: Payable Services Call Center at 877-435-7363 (option 1).

- [Add a New Bank Account](#)
- [Change Existing Bank Account Details](#)

### **3. Random Moment Time Study (RMTS)**

#### **RMTS Participation**

**Please make sure your staff are answering moments before they depart for the summer!** This includes answering all RMTS follow-up questions, if received.

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 that are not meeting individual compliance of 85%. LEAs in default over multiple quarters may not be able to continue participation in the SBAP.**

**Reminder** that the July – September quarter is inactive and no moments are issued.

#### **Staff Pool Lists and Calendars**

**Plan ahead** for the next deadline [*September 6, 2018*] to certify Calendars and Staff Pool Lists for the October - December 2018 quarter. **Remember**, if a participant is no longer working for your LEA, their position should be deleted or replaced before certifying the next quarter's staff pool list.

*New to SBAP or need a refresher? Training Webinars are offered every Tuesday at 11am. You can sign up [HERE](#)*

### **4. Direct Service Reimbursement**

#### **NEW Service Provider Paper Logs for FY 2018-2019**

Service Provider Paper Logs for the 2018-2019 school year will be available online in PCG's Document Library in the next few weeks. LEAs participating in the SBAP must use the most recent Paper Logs for FY 2018-2019 for entering or importing dates of service on or after 7/1/18.

#### **Reminder: 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

**The Claim Status Report by Denial by Service Date has been updated to include 3 new potential Reasons for Denial:**

- PCA service prescribed/ordered by CRNP
- Invalid NPI; Referring NPI not on file with DHS
- Invalid NPI; Invalid MA ID; Referring NPI must be for an individual; Referring NPI not on file with DHS

**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. 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. It is recommended to enter service logs into EasyTrac by the 15th of each month.

**5. SAVE THE DATE – 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 limited capacity at PaTTAN East, two training dates are offered at that location.*

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

Registration is required for all SBAP Statewide Trainings and will become available in July, please keep an eye out for an email with additional information.

## **6. Commitment to Compliance: Annual Participation in the SBAP**

Annual participation in the School-Based ACCESS Program (SBAP) requires LEAs to do the following:

- **Comply** with all applicable State and Federal statutes, regulations, and policies which pertain to participation in the Pennsylvania Medical Assistance (MA) Program; and
- **Assign** a representative of the LEA to participate in SBAP training designated as mandatory; and
- **Participate** in the Random Moment Time Study (RMTS); and
- **Submit** compensable direct service claims; and
- **Complete** annual cost reconciliation/cost settlement of direct service claiming.

## **7. LEA Agreement to Participate: FY 2018-2019**

LEAs planning to participate in the SBAP for the upcoming school year must sign and return the annual agreement for FY 2018-2019 by **July 31, 2018**. FY 2018-2019 LEA Agreements to Participate were emailed June 1, 2018.

## **8. 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.

## **9. LEA Contact Information: Staffing Changes or Updates?**

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](mailto:RA-PWSBAP@pa.gov) as information changes or new people join your team.

## **10. New SBAP Director: Greetings**

Greetings,

As I am sure most of you are aware by now, Becky Ludwick is no longer the Director of the School-Based ACCESS Program. Another great opportunity presented itself to her, Becky's last day as the Director was April 20, 2018.

I know many of you worked closely with Becky over the years and developed a great working relationship with her. In turn, I hope to do the same – although I am certainly aware of the large shoes I must fill! I look forward to meeting and working with all of you over the next several months and continuing to support such an important program for schools and the students they serve.

Sincerely,

Jonathan McVey

P.S. – I can be reached at [jomcvey@pa.gov](mailto:jomcvey@pa.gov) or 717-787-5512.

## **11. Contact Us**

Question? Contact the SBAP Vendors!

**PCG Help Desk: 1-866-912-2976 or [SBAPSupport@pcgus.com](mailto:SBAPSupport@pcgus.com)**

- Support for RMTS, MAC and Direct Services/Special Transportation Claiming

**SSG Help Desk: 1-877-916-3222 or [PAsupport@sivicsolutionsgroup.com](mailto:PAsupport@sivicsolutionsgroup.com)**

- Support for Cost Settlement/Cost Reconciliation and Interim Rate Adjustments