



Inside this Edition:

1. [LEA Agreement to Participate for FY 18-19](#)
2. [SBAP Recurring Timeline](#)
3. [Random Moment Time Study \(RMTS\)](#)
4. [Medicaid Administrative Claiming \(MAC\)](#)
5. [Unrestricted Indirect Cost Rate \(UICR\)](#)
6. [Annual SBAP Training Dates](#)
7. [FY 2017-2018 Cost Settlement / Annual Reconciliation](#)
8. [Direct Service Reimbursement](#)
9. [Commitment to Compliance – Provisional Licensure for Speech / Language Pathologists](#)
10. [New to SBAP? Check out SBAP 101](#)
11. [LEA Contact Information](#)
12. [Contact Us](#)

School-Based ACCESS Program Fall 2018 Newsletter

As we begin the 2018-2019 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). We are excited to work with you for another year in the SBAP!

1. LEA Agreement to Participate for FY 2018-2019

The Local Education Agency “Agreement to Participate” in the SBAP for the FY 2018-2019 school year was due Tuesday, July 31, 2018.

If you plan on participating during the 2018-2019 school year and have not already done so, please sign and return [Local Education Agency Agreement to Participate FY2018-2019](#).

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

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

Please note: FY 2018-2019 services will not be submitted to Medicaid (PROMISE) until your FY 2018-2019 LEA Agreement is submitted.

2. SBAP Recurring Timeline

In an effort to better understand the cyclical deadlines for RMTS, MAC, and Cost Settlement, please use the following link to view the [SBAP Monthly Calendar for the FY 2018-2019 School Year](#).

3. Random Moment Time Study (RMTS)

The deadline to certify Calendars and Staff Pool Lists for the October – December 2018 quarter was September 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 LEA SBAP reimbursements. **As we prepare for the October – December 2018 quarter please consider the following:**

Reminders to share with LEA 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

Reminders for LEA Admin

- maintain supporting documentation of the activity response during moments
- hold a valid certification or licensure.
- Delete or replace positions if the participant is no longer working before certifying the next quarter's staff pools

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 issues warning letters to LEAs who do not meet 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 2018 quarter will be available in the next few weeks. Please look for notification of their availability.

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 now directly deposited into the bank account identified by your LEA. If no bank account is identified a paper check will be received.
- **ALWAYS REPORT 100% of what was paid to employees listed in the claiming system for the quarter in which you are reporting.**
- **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 are not allowable as a cost to the LEA for the purposes of SBAP.**

The deadline to submit MAC certifications for the FY 2017-18 quarters is **September 28, 2017**.

If you have not added/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](#)

5. Unrestricted Indirect Cost Rate (UICR)

[Indirect costs](#) are an allowable component of the Local Education Agencies' (LEA) reimbursement within the SBAP. In order to include indirect costs as part of the reimbursement calculation, an LEA-specific unrestricted indirect cost rate (UICR) must be established. The PDE has the authority to establish and certify UICRs. The LEA-specific UICR is applied to the SBAP Cost Settlement and Medicaid Administrative Claiming (MAC).

In the fall of each year, LEAs can apply for a UICR by completing the Indirect Cost Schedule portion of the Annual Financial Report (AFR) and submitting it to PDE by the end of November. LEAs can apply for FY19-20 UICRs starting in September of 2018 when the FY17-18 AFRs open.

Reminder: LEAs that have not already applied for a FY 18-19 UICR through the FY 16-17 AFR, may still do so. LEAs that resubmit the FY16-17 AFR by 10/1/18 and receive a certified UICR from PDE, will have that UICR applied starting with the July to September 2018 quarter for Medicaid Administrative Claims (MAC). If submitted after 10/1/18, the FY 18-19 UICR will be applied starting with the second quarter MAC: October to December 2018 moving forward.

For more information on how to complete the schedules and general information regarding indirect cost rates, please contact PDE: RA-EDPDEINDIRECTCOST@pa.gov. Instruction manuals and other helpful information can be found here: ftp://copaftp.state.pa.us/pub/PDE_PUBLIC/Indirect_Cost_Training.

6. Annual SBAP Training Dates

The FY 2018-2019 Statewide Training Sessions are just around the corner! Unless otherwise noted, all trainings are held 9:00 am – 1:00 pm. 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>. To register, click on the “Training Calendar” in the top left corner of your screen and select the date you will attend the training. From there a screen will open with a “Register Now” button.

Please contact Sharon Kennedy at skennedy@pattan.net with any registration questions you may have.

- 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* (12:00 pm – 4:00 pm)
- October 11, 2018 (Thursday) – PaTTAN East, 333 Technology Dr, Malvern, PA 19355* (9:00 am – 1:00 pm)

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

The SBAP FY 2018-2019 Statewide Training Session Presentation will be available in the upcoming weeks.

7. FY2017-2018 Cost Settlement/Annual Reconciliation

Cost Settlement for FY2017-18 will open on October 1, 2018 for LEAs to begin entering costs and are due on December 31, 2018. Listed below is the schedule for Cost Settlement training webinars, please register for the date and time that works best for you using the following link: <https://attendee.gototraining.com/rt/1232030660004534274>

Webinar	Date	Time
1	10/05/18	3:00 PM
2	10/19/18	1:00 PM
3	10/26/18	10:00 AM

4	11/01/18	3:00 PM
5	11/09/18	9:00 AM
6	11/15/18	1:00 PM
7	11/30/18	1:00 PM
8	12/07/18	10:00 AM

8. Direct Service Reimbursement

While transitioning into the new school year, please think about the following situations and if they impact your LEA:

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.

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

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.

FY 2018-2019 Service Provider Paper Logs

Service Provider Paper Logs for the 2018-2019 school year are available on the SBAP website under [Document Library: Service Provider Paper Logs 2018-2019](#).

9. Commitment to Compliance – Provisional Licensure for Speech/Language Pathologists

Speech Supervision Reminders:

SBAP services provided by a PDE-certified speech pathologist ([CSPG No. 063](#)) or by a Clinical Fellow with a provisional license are only compensable if 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. Attention should be paid to the effective period of provisional licenses, as the effective period can vary and must be in effect for the provisional licensee to be able to bill for SBAP services. Please refer to *Section 3.15 Speech and Language Services* in the [SBAP Handbook](#) for more details about these requirements.

10. 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.

11. 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.

12. 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