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School-Based ACCESS Program Winter 2018 Newsletter

As the 2018-2019 School Year progresses, 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 Training Follow-Up

Thank you to all who attended the annual SBAP statewide trainings in September and October! We appreciate your feedback on the training surveys. It will help us in planning for future trainings.

During the eight sessions provided, we gathered your common questions and are compiling an FAQ for publication. If you were unable to attend the trainings, you can access the SBAP FY 2018-2019 Statewide Training Session Presentations [HERE](#).

2. FY 18-19 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, 2018

Medicaid Cost Reports for the FY 2017-2018 period opened in October and are **due by December 31, 2018**. LEAs must complete and submit their cost reports in the [SSG e-SivicMACS system](#) by the deadline.

Are you new or need a refresher on the cost reconciliation process? Register for the remaining SSG webinar [HERE](#). You can also find the powerpoint from the webinar on the bottom right of SSG’s e-SivicMACS system [HERE](#).

- Friday 12/07/18 10:00 am

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)

Certifications for Staff Pool Lists and Calendars for the **January – March 2019** quarter are due **December 6, 2018**. As LEAs certify their staff pool lists, please reference the reminder communication sent on 11/5/18: [Random Moment Time Study: Calendars and Shifts – Reminder](#)

Since winter break is around the corner, please make sure your staff are answering moments before they depart for the holiday season. 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. It is 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
- holds a valid certificate 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 is issuing 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.

5. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the **July – September 2018** 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, **October-December 2018** quarter cost reporting certification will be due January 31, 2019.

MAC Reimbursement:

- *The deadline to submit MAC certifications for late FY2017-18 quarters was September 28, 2018.*
- **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](#)

6. SBAP Handbook – Updated Version

As a quick reminder, the updated **School-Based ACCESS Program (SBAP) Handbook** was released on **September 19, 2018** and is available as a resource [HERE](#). Sections are highlighted which correspond to the updates.

7. Commitment to Compliance: 2019 PERM

The Payment Error Rate Measurement Initiative (PERM) is a federal program that measures improper payments to identify error rates for Medicaid and the Children's Health Insurance Program (CHIP).

Please be aware that you may be contacted by a state or federal representative regarding PERM, for more information regarding this initiative, please visit:

<http://www.dhs.pa.gov/provider/paymenterrortatemeasurement/>

8. Unrestricted Indirect Cost Rate (UICR)

Reminder: LEAs that resubmitted the FY16-17 AFR by 10/1/18 and received 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.

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, 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