



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

**TO:** Local Education Agencies (LEA)

**FROM:** Rebekah Ludwick, Director  
School-Based ACCESS Program  
Department of Human Services

**DATE:** December 19, 2014

**SUBJECT:** Payment of medication administration in the School-Based ACCESS Program

The Department of Human Services (Department) was recently made aware that the PROMISe™ claims processing system was inadvertently limiting medication administration claims to one visit per day. The Department has updated the PROMISe™ claims processing system to allow payment for medication administration based upon a per visit unit of service, effective for dates of service on or after July 1, 2013. This memorandum serves as a written follow-up to the Department's verbal notification to LEAs during the 2014 Regional Fall Trainings.

Public Consulting Group (PCG) will submit claims to the Department in order to process interim payments for LEAs who have entered documentation of medication administration visits into EasyTrac by January 2, 2015, for the 2013-14 school year. Please note that costs associated with medication administration visits that have not been entered into the EasyTrac system by January 2, 2015 will be captured during the 2013-14 cost reconciliation process as long as there was at least one paid claim during the 2013-14 school year for a medication administration visit.

Additionally, LEAs who have not yet entered documentation of medication administration visits into EasyTrac during the first quarter of the 2014-15 school year are encouraged to enter the documentation as soon as possible, in order for PCG to submit claims to the Department to meet the 180-day timely filing requirement.

The information above sets forth the requirements for Medicaid reimbursement in the SBAP program. For any questions regarding this notification, please contact [rebludwick@pa.gov](mailto:rebludwick@pa.gov) or (717) 787-5512.