

The SBAP Quarterly

School-Based ACCESS Program (SBAP) Quarterly Newsletter

December 2023/Issue One
Department of Human Services (DHS)
Sivic Solutions Group (SSG)



Tips for Starting off the New Year Right

With 2024 right around the corner, we want to give a few helpful hints to ensure your SBAP program is on the right track for the New Year.

- Cross train employees to ensure that there is always coverage for the SBAP program when unexpected staffing changes happen.
- When in doubt, please reach out! The [SBAP Handbook](#) should always be the primary source of information for SBAP policy, but we know that it doesn't include everything.
- Store backup documentation in an easily accessible location. SBAP requires a lot of documentation that may be needed for monitoring reviews or audits, so please ensure that documentation is readily available! Documentation requirements are outlined in Section 5 of the [SBAP Handbook](#).
- Make sure your contacts are up to date! Use the [SBAP Contact Form](#) to report any changes.

IMPORTANT DATES & DEADLINES

DECEMBER

Coffee Hour Session -POSTPONED
Cost Reports Due -12/31/2023

JANUARY

Cost Report Desk Review Begins

FEBRUARY

Cost Settlement Oversight & Monitoring Begins for Selected LEAs

MARCH

April-June RMTS Certifications -
03/01/2023

Cost Report Deadline

Don't forget! The recommended deadline for completed **Cost Reports for the FY 2022-2023** reporting period is December 15, 2023. The actual deadline is December 31, 2023. If you have not yet started the process, we strongly encourage you to begin now.

What can I do to get ready for the first submission of claims?

As we get closer to our first sweep (claim submissions), we want LEAs to prioritize the following within MAXCapture:

Dates of Service: Ensure all July and August 2023 services have been entered so they can be submitted within the 180-day timely filing window.

Student Information: Student data must be complete and include Medicaid IDs, IEP data, Medical Authorizations and Parental Consents for successful claim submission.

Provider Information: Please ensure that each provider is assigned the correct licensure/credential information. Please note: PCAs require all three licenses (Diploma/GED, CPR, First-Aid) and all services must be approved by a Supervisor.

We appreciate everyone's time and effort to ensure LEA claims can be submitted for SBAP reimbursement! Please reach out to SSG if you need any further assistance with MAXCapture.

SBAP Team Spotlight



Devon Hogan works with DHS and supports the SBAP however she can! You may have seen Devon in recent Coffee Hour Sessions. Outside of work, Devon enjoys attending live concerts, reading and writing, and making glass mosaics!

DHS News

Parental Consent



According to this [Parental Consent FAQ](#) document (Q12), a student who transfers to a new school within a new public agency would require a new parental consent, consistent with §300.154(d)(2)(v) and §300.154(d)(2)(iv) prior to accessing the student's public benefits or insurance for the first time. The new public agency must then provide written notification described in §300.154(d)(2)(v) to the parents annually thereafter.

The document later describes that when a student transfers to a new school within the same public agency (Q13), a new parental consent is not required, but the annual notification requirement remains. Additional information on parental consent requirements and best practices can be found on [this webpage](#).

RMTS

Allowable Positions & Jobs

Throughout this transition, one of the focus areas is to increase program compliance. DHS has provided a list of allowable jobs/positions for the RMTS. In the Resources section of e-SivicMACS, you can access a complete list of all the new jobs/positions as well as a crosswalk to assist you with transitioning from previously used position and jobs titles to the new list. We appreciate everyone taking the time to ensure that 100% staff are assigned to properly allocate jobs/ positions by the start of the April-June quarter!

We are here to help!

Our SBAP Team is here to assist along the way. Please don't hesitate to reach out.

SSG SBAP Support Help Desk

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LEA Liaisons

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Compliance Corner

Did you know that having your RMTS participants attend training can increase the LEA's response rate? Participants that are trained are more likely to answer their moment within the allowable five-day response window. Moreover, the quality of the responses for those participants who attend a training can improve, resulting in a more accurate time study.

IEP Ratio: Please keep all backup documentation while completing the cost report. Any LEA that reports 100% IEP ratio and/or 100% special transportation ratio will be required to submit backup documentation. See Section 9.2 of the [SBAP Handbook](#) for more!

Upcoming SBAP Trainings

Watch your emails for upcoming training calendars, including registrations for:

- RMTS Coordinator Trainings
- RMTS Participant Trainings
- MAXCapture Coordinator Trainings
- MAXCapture Provider Trainings
- Oversight & Monitoring Trainings
- Coffee Hour Sessions
- And More!