

PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES
PENNSYLVANIA DEPARTMENT OF EDUCATION

July 18, 2018

PENN*LINK

TO: School District Superintendents
School District Special Education Directors
School District Business Managers
Intermediate Unit Executive Directors
Intermediate Unit Special Education Directors
Intermediate Unit Business Managers
Charter School Chief Executive Officers
Charter School Special Education Directors
Charter School Business Managers
Approved Private School Executive Officers
Preschool Early Intervention Supervisors
Fiscal Administrators Responsible for School-Based ACCESS Program Billing

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Pennsylvania Department of Human Services

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Bureau of Special Education
Office of Elementary and Secondary Education
Pennsylvania Department of Education

SUBJECT: 2018-19 School-Based ACCESS Program Statewide Training Sessions

The Pennsylvania Department of Human Services (DHS) and the Pennsylvania Department of Education (PDE) are announcing the schedule for annual statewide training sessions offered to all participating School-Based Access Program (SBAP) teams.

Eight sessions are scheduled at seven different locations across the commonwealth. You may register to attend a session based on your location and availability. Registration is required (instructions below).

Participation is strongly encouraged. Local educational agencies are encouraged to assign at least one representative to attend a training in order to receive important SBAP information. No downlink sites will be available.

WHAT TRAINING IS OFFERED?

SBAP General Session

The General Session is led and presented by DHS. This session will review policy highlights of the SBAP, updates to the Provider Handbook, SBAP annual performance and claiming levels (including the relationship between direct service claiming and administrative claiming and its impact on cost settlement), withdrawing funds and PDE Form 352, and other important

information and reminders. Attendees will learn what information they are required to provide, how they will provide it, and what the timeline is for completing SBAP requirements.

Breakout Sessions

After the general session, the following breakout sessions will be offered. You will have the opportunity to attend all three sessions.

Breakout Session (A): This session will be led by Public Consulting Group (PCG) and will focus on the cycle of claims and the overall relationship between Direct Service Billing, Medicaid Administrative Claiming (MAC), and Random Moment Time Studies. Attendees will learn more about:

- Direct Service Billing – Interim Payments;
- MAC; and
- Random Moment Time Study – Provider Activity and Direct Service Documentation.

Breakout Session (B): Cost Settlement

This session will be led by Sivic Solutions Group (SSG) and will focus on cost settlement. Attendees will learn more about:

- The overall cost reconciliation process – what the major steps are, what data is needed, where to find it, and how to enter it;
- Tuition, transportation costs, and other Frequently Asked Questions; and
- System updates and new features.

Breakout Session (C): Compliance

This session will be led by the DHS's Bureau of Program Integrity and will focus on tools to successfully complete an SBAP audit. Attendees will learn more about:

- Individualized Education Program (IEP) development;
- Oversight and Monitoring/Audit Findings – Lack of Service Documentation; and
- Self-Audits.

WHO SHOULD ATTEND?

These sessions are intended for ACCESS coordinators, special education directors and supervisors, business managers, and anyone else involved in SBAP.

WHEN AND WHERE WILL TRAINING SESSIONS BE HELD?

<u>Date</u>	<u>Location</u>
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 St., Edinboro, PA 16412
October 3, 2018 (Wednesday)	Pittsburgh PaTTAN, 3190 William Pitt Way, Pittsburgh, PA 15238

October 9, 2018 (Tuesday) PaTTAN Harrisburg, 6340 Flank Dr., Harrisburg, PA 17112

October 10, 2018 (Wednesday) PaTTAN East, 333 Technology Dr., Malvern, PA 19355

These sessions will be held from 12:00 to 4:00 p.m.

October 11, 2018 (Thursday) PaTTAN East, 333 Technology Dr., Malvern, PA 19355

This session will be held from 9:00 a.m. to 1:00 p.m.

NOTE: Due to capacity, two sessions will be offered at the PaTTAN East location.

The schedule for afternoon trainings is as follows:

12:00 - 1:00 pm	SBAP General Session
1:00 - 1:15 pm	Break
1:15 - 2:00 pm	Breakout Session A
2:00 - 2:15 pm	Break
2:15 - 3:00 pm	Breakout Session B
3:00 - 3:15 pm	Break
3:15 - 4:00 pm	Breakout Session C

The schedule for the morning training is as follows:

9:00 - 10:00 am	SBAP General Session
10:00 - 10:15 am	Break
10:15 - 11:00 am	Breakout Session A
11:00 - 11:15 am	Break
11:15 am - 12:00 pm	Breakout Session B
12:00 - 12:15 pm	Break
12:15 - 1:00 pm	Breakout Session C

How do I register?

Registration is required. Please register online via the Pennsylvania Training and Technical Assistance Network (PaTTAN) at <http://www.pattan.net>.

Please contact Sharon Kennedy at skennedy@pattan.net with any registration questions. For content questions, please contact DHS' vendors at SBAPsupport@pcgus.com or PAsupport@sivicsolutionsgroup.com.