

PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES
PENNSYLVANIA DEPARTMENT OF EDUCATION

July 26, 2019

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
Chartered Schools for the Deaf and the Blind Executive Directors
Preschool Early Intervention Supervisors
Fiscal Administrators Responsible for School-Based ACCESS Program Billing

FROM: Jennifer Wiegand, Program Coordinator
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Office of Medical Assistance Programs
Pennsylvania Department of Human Services

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

SUBJECT: 2019-20 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.

Trainings are scheduled for two different dates. You may register to attend a session based on your location and availability. Registration is required see instructions and dates below.

Participation is strongly encouraged. Local educational agencies (LEAs) 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 will be led and presented by DHS. DHS team members will review policy highlights of SBAP, updates to the Provider Handbook, SBAP annual performance and claiming levels, compliance requirements for credentials and licensure, and other important information and reminders. Attendees will learn what information they are required to provide, how to provide it, and the timeline for completing SBAP requirements.

Optimizing Your SBAP Potential

This session will be led and presented by Public Consulting Group (PCG). PCG will focus on assisting participating LEAs in achieving compliance within SBAP, addressing LEA responsibilities such as: **Related Service Documentation**: monitoring of service log entry, compliance information, and reimbursement levels; **Random Moment Time Study (RMTS)**: ensuring quality of staff pool positions, moment responses, and shifts; and **Medicaid Administrative Claiming (MAC)**: Impact of annual Unrestricted Indirect Cost Rate (UICR).

Cost Settlement Session

This session will be led and presented by Sivic Solutions Group (SSG). SSG will review the expense elements associated with annual cost settlements as well as critical dates in the cost settlement process. The training will emphasize tuition costs and statistical components of cost settlement such as health related tuition percentage, unrestricted indirect cost rate, and Individualized Education Program and transportation ratios.

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>Time</u>	<u>Location</u>
September 26, 2019 (Thursday)	9:00 a.m. – 12:00 p.m.	PaTTAN Harrisburg or Zoom Link
October 7, 2019 (Monday)	1:00 p.m. – 4:00 p.m.	PaTTAN Harrisburg or Zoom Link

An email account will be set up to send your questions throughout the presentation.

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.

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