School-Based ACCESS Program Fall 2022 Newsletter

As we begin the 2022-2023 School Year, 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). We are excited to work with you for another year in the SBAP!

1. LEA Agreement to Participate for FY2022-2023

The Local Education Agency "Agreement to Participate" in the SBAP for the FY 2022-2023 school year was due Friday, July 29, 2022.

If you plan to participate during the FY 2022-2023 school year and have not already done so, please sign and return the **Local Education Agency Agreement to Participate FY2022-2023.**

Send completed LEA Agreements to PCG using the contact information below:
- **Email: SBAPsupport@pcgus.com**

By signing an LEA Agreement, the LEA is acknowledging the requirement to participate in each of the key program components:
- Direct Services and Special Transportation Claiming;
- Medicaid Administrative Claiming (MAC);
- Random Moment Time Study (RMTS);
- Annual Cost Reconciliation and Settlement; and
- All other program components outlined in Section 1.3.b of the SBAP Handbook.

Please note*: FY2022-2023 services will not be submitted to Medicaid (PROMISe™) until your FY 2022-2023 LEA Agreement is submitted.*

2. SBAP Recurring Timeline

The **SBAP Monthly Calendar for the FY 2022-2023 School Year** (attachment) can help you to better understand the cyclical deadlines for RMTS, MAC, and Cost Settlement.

3. Random Moment Time Study (RMTS)

The current deadline to certify Calendars and Staff Pool Lists for the October – December 2022 quarter is September 7, 2022.

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. As we prepare for the **October – December 2022** quarter please consider the following:

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 -- the quality of the moment response is just as important as responding to the moment; and
- answering all RMTS follow-up questions, if received. This means additional information is needed to clarify the original response.

For LEA Admin:
1. **General Reminders**
   - Maintain supporting documentation of the activity identified during moment response.
   - Ensure direct service providers hold the appropriate and valid certification or licensure for the services they provide.
   - Do NOT include a provider on the direct service staff pool list if that provider is unlikely to provide or is not providing direct services to a SBAP student.
   - Be sure to select any holidays and breaks that apply to your LEA. **Holidays have not been pre-selected.**

2. **Shifts**
   Shifts should be created and assigned to participants that cover the time they are working and being paid.
   - Shifts must cover the earliest start time and latest end time of the participant.
   - LEAs with only 1 full-time shift are strongly encouraged to carefully review their shift to ensure it covers the full workday for **all their staff**. For example: 8:30am – 3:15pm.
   - Shifts should be utilized for service providers (e.g., Contractors) who work at specific days/times; for example, Monday and Wednesday from 9:00am – 11:30am.

3. **Vacancy Positions**
   All positions reported on the staff pool are eligible to be assigned a moment. **Vacancies should only be used if you expect to fill the position with a participant that quarter.** A moment received by a vacant position results in a non-response. Non-responses are missed opportunities for a working moment, which will negatively impact reimbursement.

- If you are contacting PCG to close a moment for a participant who is no longer working, be sure to delete or replace the position when certifying the next quarter's staff pool list.
- Delete or replace positions if a participant vacates their position during the quarter before certifying the next quarter's staff pools.
- LEAs where the number of vacancies exceeds 20% of the entire staff pool list when certifying will be asked for confirmation.
- LEAs where the number of vacancies significantly increased compared to the previous quarter will be asked for confirmation.

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 may issue 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.

New to SBAP or need a refresher? Training Webinars are offered every Tuesday at 11am. You can sign up [**HERE**](#)

4. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the **April – June 2022** quarter will be available in the next few weeks. Please look for notification of their availability.

Cost Reporting Reminders:
- **July - September 2022** quarter cost reporting certification will be due **October 31, 2022.**
- LEAs must receive direct service claiming reimbursement to receive and retain MAC reimbursement within the same fiscal year.
- **ALWAYS REPORT 100% of what was paid to employees** listed in the claiming system for the quarter you are reporting for.
- **Report any Federal dollars used to offset the cost of the employees in the Federal Offset section.** The amounts that are included in the Federal Offset section will be deducted from the total costs as these Federal dollars are not an allowable cost to the LEA.
- Quarterly costs for MAC are reported on a **cash basis**.
- 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.

The deadline to submit MAC certifications for the FY2021-22 quarters is *September 30, 2022*.

Receipt of MAC Reimbursement:
- *Quarterly MAC payments are directly deposited into the bank account identified by your LEA. If no bank account is identified, a paper check will be sent.*
- **Reminder** to LEAs to keep back account information updated. Failure to do so will also result in receiving a paper check.
- **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

Contractor Responsibility Program Blocks

The Contractor Responsibility Program (CRP) is intended to ensure that those agencies that do business with the Commonwealth (including LEAs) uphold their responsibilities regarding Commonwealth obligations. CRP blocks are usually initiated by the Department of Revenue or the Department of Labor and Industry due to outstanding tax obligations or failure to file a required tax report. This obligation must be resolved by the LEA; neither DHS nor its vendors can assist with resolving the block.

If you do not have regular contact with these agencies through your role, you may need to work with other school district staff to resolve the block. It is important to know who the business or financial manager is for your school district so that you can reach out in the event you are notified of one of these blocks.

DHS and PCG will notify the LEA of any outstanding CRP block. Once notified of a CRP block, the proper LEA contact should reach out to the contact(s) indicated in that notification.

Once the LEA receives notification that the block has been cleared, that notice should be forwarded to PCG and to DHS.

Please note: if an LEA has a CRP block with the Commonwealth, MAC reimbursement will not be received until the block is resolved*.*

5.   Unrestricted Indirect Cost Rate (UICR)

Reminder to apply for unrestricted indirect cost rates (UICR) for FY22-23. LEAs that do not have a UICR will have a zero-rate applied and no indirect costs will be included, resulting in decreased SBAP reimbursement for your LEA. **LEAs are strongly encouraged to complete the annual process for a UICR**.

Be sure to note the reference in October (2022) of the **SBAP Monthly Calendar for the FY 2022-2023 School Year (attachment)** to apply for a UICR when completing your Annual Financial Report (due 10/31). Timely completion of the AFR, to include correctly requesting an indirect rate, helps to ensure the application of the UICR to your MAC claims and cost settlement.

Remember, the AFR you submit by 10/31/2022 is the first step in receiving the rate that will apply:
- ***Cost Settlement:*** *FY21-22*
- ***MAC claims:*** *FY22-23*

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.

6. Annual SBAP Statewide Training Date

The FY 2022-2023 Statewide Training Session is scheduled! Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

- **September 20: 9:00am – 3:00pm** - PaTTAN-Harrisburg, 6340 Flank Drive, Harrisburg, PA 17112

If you have not yet signed up, please register today via the Pennsylvania Training and Technical Assistance Network (PaTTAN) at http://www.pattan.net.

Training will occur in person this year! *For LEAs unable to travel to Harrisburg for the SBAP Fall Training a Zoom link will be available to allow LEAs to participate virtually. Recorded versions of the presentations will be available after the date of the training.*

The SBAP FY 2022-2023 Statewide Training Session Presentation handouts will be posted to the PaTTAN and website prior to the training date.

7. FY2021-2022 Cost Settlement/Annual Reconciliation

The cost settlement process for FY 2021-2022 will open on October 1, 2022. SSG will send out a reminder email when the system is open and LEAs are able to begin entering costs.

As always, the deadline for submitting your cost report is December 31. Knowing this deadline falls during a much-deserved holiday break, we encourage you to prepare for submission of your 2021-2022 cost report by December 16, prior to the holiday break.

SSG will conduct 10 training sessions during September, October and November. We strongly encourage your participation, especially the 101 offerings if you are new to SBAP. A registration email will be sent closer to the training dates. Please register for the date and time that works best for you.

Cost Settlement Webinars	
Date	Time (EST)
Thursday, September 29, 2022	1:00 PM
Wednesday, October 5, 2022	11:00 AM
Tuesday, October 11, 2022	12:00 PM
Thursday, October 13, 2022	10:00 AM
Wednesday, October 19, 2022	1:00 PM
Thursday, October 20, 2022	10:00 AM
Tuesday, November 1, 2022	2:00 PM
Wednesday, November 2, 2022	11:00 AM

Cost Settlement 101, Beginner	
Wednesday, September 28, 2022	10:00 AM
Thursday, October 6, 2022	1:00 PM

Thank you for your continued commitment to cost settlement and the SBAP program. We look forward to another successful year.

8. Direct Service Reimbursement and Telemedicine

1. **While transitioning into the new school year, please think about the following situations and if they impact your LEA:**

   School Year – The new FY2022-2023 School Year has been updated on the School System Page of EasyTrac for LEAs by PCG.

   Students Transitioning from Early Intervention (EI) to School Age (SA)
   - ✓ When logging EI services, you must use the EI designated service in EasyTrac (e.g., EI-Speech/Language/Hearing is used to log speech services delivered to an EI student; use Speech/Language/Hearing to log services for a SA student)
   - ✓ If a student receives Special Transportations services, they should be logged as EI or SA consistent with how the associated Direct services are logged. For example, EI-Speech/Language/Hearing and EI-Special Transportation.

   Students who Transfer to a Different School - Students who move to a new school district should be inactivated within the original district's EasyTrac site after all applicable service logs and compliance information has been entered for the student. All service logs that have the necessary compliance information and timely filing limits will continue to be processed.

   Administrators and Providers that no longer work with a School - If there are any administrators or providers that no longer work with and/or provide services within your school, the user account can be inactivated. All service logs that have the necessary compliance information and timely filing limits will continue to be processed.

   Changing Grades - When a student changes grades, for example transitioning from 2nd grade to 3rd grade, this change is not automatically applied in the system. It will need to be made by the LEA for each student. However, this is a change that can be accommodated by using the import feature.

2. **Ordering, Referring, Prescribing Providers**
   When LEAs enter their prescribing practitioner's credentials in EasyTrac, remember:

   National Provider Identifier (NPI)
   - 10-digit number, assigned to the provider on the federal level
   - Neither CRNPs nor PAs **can** authorize PCA services
   - This should be the prescribing practitioner's individual NPI, not the number for the practice they own or are associated with

MA Provider Number
- 13-digit number, assigned to the provider on the state level by DHS
- This is the prescribing practitioner's MA Provider Number, **not** the LEA's number

3. **Logging Date of Service for Timely Filing**
   Due to MA timely filing limits of 180 calendar days from the date of service, LEAs could miss reimbursement opportunities if services are not entered timely. *Best practice for LEAs is to enter all direct and specialized transportation services into EasyTrac no more than 60 days from the date of service to allow time for processing. It is recommended to enter service logs into EasyTrac by the 15th of each month.*

4. **Service Provider Paper Logs for FY 2022-2023**
   Please reference the 7/6/22 email: FY 2022-2023 Updates to SBAP Service Logging

   LEAs participating in the SBAP must use the information in the updated logs for entering or importing dates of service on or after 7/1/22.

5. **EasyTrac Update for Telemedicine as a Place of service**
   Please reference the 8/22/22 email: **EasyTrac Update for Telemedicine as a Place of Service**

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9. Revalidation Reminder

Section 6401 of the Affordable Care Act (ACA) established the requirement for Medicare and Medicaid to revalidate enrollment information at least every five (5) years for all enrolled providers, regardless of provider type, under new enrollment screening criteria.

Section 2 of the SBAP Handbook outlines the enrollment process, including revalidation. Please remember that only paper applications may be used for Provider Type 35.

Reminder to each provider that:
1. LEAs MUST use the pre-printed application found at the link on the DHS SBAP website to ensure that appropriate and accurate information is provided. Do NOT make any changes to the pay-to address information on that pre-printed application.
2. LEAs MUST submit their paper application to either the mailing address or the email address. However, email submission may reduce processing time.
3. If the LEA is late in submitting an application for revalidation, their location will auto-close, which could result in missed claiming opportunities until the LEA is able to reestablish an active location.

Note: If your LEA has changes to information such as physical address or tax ID number, those changes should be reported to enrollment staff when the change occurs to avoid issues with revalidation.

Please note that due to high application volume, there is a backlog in processing revalidation applications. LEAs should allow at least 90 days for processing but may encounter longer processing times. LEAs are encouraged to monitor their revalidation process.

A copy of the Pennsylvania MA Bulletin regarding revalidation can be found here:

https://www.dhs.pa.gov/docs/Publications/Documents/FORMS%20AND%20PUBS%20OMAP/c_228794.pdf

10. SBAP Handbook – Updated Version

An update to **The School-Based ACCESS Program (SBAP) Handbook** will be released in **September 2022**.

Make sure to keep an eye out for updates to providers able to order/prescribe services and updates to Section 7, related to Health-Related Purchased Services.

These updates, and others, will be reviewed in detail during the General Session of Fall Training.

11. Commitment to Compliance

It is the responsibility of the LEA to maintain current Pennsylvania licensure or certification of all individuals providing services to MA-enrolled students in the SBAP. Failure of the individual to hold the appropriate licensure or certification, or of the LEA to maintain documentation of licensure or certification, may result in the recoupment of any MA payments made for services by that provider. Documentation of credentials and licensing required for each provider type is included in Section 3 of the SBAP Handbook under licensure and certification for covered direct services.

12. New to SBAP? Check out SBAP 101

In addition to the information below, LEAs are encouraged to review the LEA Participation Flowchart (Appendix D) in the SBAP Handbook .

These resources will provide you with the necessary documents to get up and running:
- 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.
- *New to SBAP or need a refresher? Various Training Webinars are available throughout the week. You can sign up HERE*

13. 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 School-Based ACCESS Program Contact Information Form and return it to RA-PWSBAP@pa.gov as information changes or new people join your team!

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