Webcast Questions – Changes in the School Based Access Program (SBAP)
April 23, 2013 – 9:30 a.m. – 11:00 a.m.

1) **William Fendya:** Cost Settlement is capped at 25% of . . . what number?
   Answer: Rates for the 2012-13 school year were based upon last year's budgeted costs, but the overhead/indirect factor was capped at 25%.

2) **Anne Miller:** In the 2 staff pools - where do special ed teachers go?
   Answer: Special Education teachers could only go into the Administrative Cost Pool, since they do not provide direct health-related services to students.

3) **Cristy Lentz:** When you refer to Administrative staff as it relates to staff pool, can that pool include any support staff that support the ACCESS program?
   Answer: Yes, but we would say 'staff that support special education' not just the ACCESS program.

4) **Dennis Younkin:** exception reports are sent or on the PCG website somewhere?
   Answer: Currently, Exception Reports are sent to participating schools via secure email.

5) **Deborah Ohmacht:** Why don't I receive notification of ALL RMTS emails that are sent to my Special Education teachers?
   Answer: SBAP participating schools must identify an RMTS Administrator as the contact person and administrator for that school. However, each school had the opportunity to choose whether or not they wanted to receive "carbon copies" (cc) of "reminder" emails to participants received after their moment. If you did not select to receive those emails then that would explain why you currently don't get them. Also, some participating schools chose two RMTS Administrators, one for each cost pool. So, if your school chose this option and you are the administrator for the Direct Services Cost Pool, then this would explain why you don't receive follow-up emails to special education teachers (in the Administrative Cost Pool).

6) **Joe Roe:** We can update the staff pool list every quarter?
   Answer: Yes, you can update your staff pool rosters between 30-60 days prior to the start of the first three time-study quarters. There is no roster update for the fourth quarter because it is not "active" time study quarter.

7) **Curtis Richards:** is PCG willing to implement a supervisory POC within each school entity to receive a copy of the random moment time study notifications to ensure completion at the point of the original notification?
   Answer: Each participating school should have at least one RMTS Administrator. CMS does not permit schools to be notified of participants before their moment. However, you can choose to receive copies of all "reminder" emails after the participant's moment.

8) **Lori McKay:** Should we include the costs paid to the IU for PT/OT services in the staff pool as a contractor?
   Answer: An IU and district cannot both claim for reimbursement for the cost of health-related services provided by any service provider, provided to any student on a particular day. IU's and their districts must come to an understanding and have an arrangement as to which entity will bill for such services.

9) **Diane LaBelle:** If there are no deletions or additions to our staff pool, it is necessary to update the staff pool quarterly?
Answer: If you have (service provider and administrative) staff rosters in your RMTS site, and do not have any changes that you need to make, then PCG will "certify" any such rosters as final at the close of business on the last date for schools to make any changes to their rosters, so the answer to your question is no.

10) **Maria Jones:** OT is paid with federal funds; should they be on RMTS roster? If not, can we bill for OT services?
Answer: No. If you bill for a service provider who is 100% federally funded, then you will likely have to return any reimbursement you receive for that service provider at cost settlement.

11) **Bob Saul:** Can supervisory individuals (e.g. Special Education Supervisor) contracted through another LEA (i.e. Intermediate Unit) be included on our staff pool list?
Answer: No.

12) **Patricia Connolly:** Where are you obtaining the data for the MER?
Answer: We have received student data from PDE and DPW.

13) **Dennis Younkin:** How do you know the percent/ratio of MA eligible special education students? Are we required somewhere to report the total number of students or special education students?
Answer: We have received student data from PDE and DPW and are conducting the data match.

14) **Jaime Roberts:** Historically, revenue generated from the Administrative Time Study was sent directly to the SD. Will any revenue generated from the RMTS function the same way, or will it supplement our MA funds deposited with PDE to be used specifically for special education?
Answer: Yes, this procedure and rules will remain the same.

15) **Michele Zimmerman:** Other than the transportation costs, what is different about the annual cost report from the quarterly cost reports?
Answer: Nothing beyond the additional Special Transportation costs.

16) **Curtis Richards:** Since we are near the year end for reporting transportation costs - please provide a not later than date for appropriate information to be received. Too many times the information is received late for proper reporting.
Answer: Participating schools can and should be billing for Special Transportation costs now. Actual costs for the current school year will be captured during cost reconciliation well after the close of the fiscal year.

17) **Jaime Roberts:** Should salary/benefits reported in each quarter be based on what was earned or paid?
Answer: What is paid.

18) **Claire molton:** What is the definition of an approved direct medical service material and supply?
Answer: Information about this is attached.

19) **Lori McKay:** Should we have received a quarterly check at this point?

Answer: The 4Q Medicaid Administrative Claims check (for July, Aug, Sept, 2012) was sent to those schools who chose to participate in the time study (last year); it was sent during the first week in January, 2013. The Medicaid Administrative Claims check for the 1Q 2013 (for Oct, Nov, Dec, 2012) should be distributed by the end of May, 2013.

20) **Brent Rhoads:** How do you get interim payments?
    Answer: Interim payments are those reimbursements resulting from those service logs which you submit and are billed to Medicaid and are transferred to your FAI account.

21) **Alicia Krebs:** How is the Individual Education Program ratio calculated by PCG?
    Answer: This ratio is the total number of Medicaid eligible SPED Students/total SPED students .

22) **Anne Miller:** Please define out of district tuition? Can this be IU tuition, alt ed, partial?
    Answer: Payments made by school districts to private specialized schools

23) **Laura Heikkinen:** We are required to pay for aides for a student placed in an approved private school. Can we include the costs for reimbursement? However, it is our understanding this school also bills Medicaid?
    Answer: The entity that incurs the cost is entitled to the reimbursement.

24) **Leigh Free:** To confirm the Federal Share FMAP Rate .....it was 54.28% ?
    Answer: Yes.

25) **Michael Keeley:** What is included in out of District tuition costs?
    Answer: Payments made by school districts to private specialized schools

26) **(Submitted by email)** PASBO members need to know how we need to account for salaries for ACCESS reporting purposes. Should we report salaries paid on a cash basis (when we distribute pay checks) or when it is accrued (recorded for the time period in which the salary was earned.) There seems to be conflicting advice on this issue. Can you clear it up for us?
    Answer: Slide #22 of the presentation: cash basis.

27) **Lori Peachey:** Are we still submitting the 352 Form to PDE for Reimbursement of MA funds and will we be receiving monthly financial reports as we have on the past
    Answer: Yes.

28) **Loren Small:** When calculating salary and benefits our contract year begins July 1 and ends June 30th. Your quarters 1-4 begin Oct. 1 and end Sept. 30th. Do you want us to average our salary and benefit cost over the three quarters and then use the new contract increases for your 4th quarter July thru Sept.?
    Answer: No, you should capture actual costs paid, on a cash basis, reconciliation will be based on the fiscal year.

29) **Keith Ramsey:** For Contracted services costs - previously we were told Costs were to be reported based on the date the service was provided and now you are saying that it is based on the date the cost was paid...correct?
    Answer: Yes.

30) **Linda Adams:** By using cash basis for quarterly reporting, we are not reporting actual costs since our service providers are paid over 12 months. This makes it imperative that the annual reporting is accrual basis.
    Answer: All 12 months of cash payments will be accounted for. Costs will be requested for an entire fiscal year, 12 month period.

31) **Julie Gregorini:** Where can we find our current balance at PDE for ACCESS funding?
    Answer: Every LEA and/or participating school should currently have access to your restricted SBAP account in FAI. If you do not, contact PDE, Financial Accounting Information (FAI) helpdesk. Go to the PA SBAP website to get more information, www.publicconsultinggroup.com/client/paaccess

32) **Dennis Younkin:** Did all districts get score card? Where did it go?
    Answer: Most participating schools had received their scorecard at the time of the webinar; if you have not please send an email to SBAPsupport@pcgus.com and request your copy.

33) **Chris Weingartner:** yes, we have not received a scorecard report
    Answer: See above answer.

34) **(Submitted by email)** Question as it relates to teachers paid over 12 months - do we report the per diem they earn daily during the quarter of reporting (per diem x number of days) or the cash basis- when we distribute pay checks.
    Answer: When the teachers are paid, when the pay checks are distributed.

35) **Laura Heikkinen:** Is there a way to print exception reports from the website? We were not receiving exception reports until very recently.
    Answer: No, currently there is no way to print Exception Reports from the EasyTrac website. If you have not received your copy via secure email please send an email to SBAPsupport@pcgus.com with EXCEPTION REPORT in the subject line and indicate that you have not received your report.

36) **Loren Small:** For ESY services, can we add to our roster (speech therapist) as they will not be approved by our school board until May/June. Their approval would be after the roster due date of March 1st.
    Answer: The fourth quarter time study (July, August, and September 2013) is not an "active" time study, meaning that individuals on your staff pool list will not received "moments." Therefore, there is no updating of staff rosters for the fourth quarter. If staff is not in a time study, their costs cannot be included.

37) **Dennis Younkin:** Who is exception report sent to? ACCESS coordinator, business manager, both?
    Answer: You should have received an email from SBAPsupport@pcgus.com asking you who in your school or district should receive this report. If you do not recall receiving this email, please send an email to SBAPsupport@pcgus.com with EXCEPTION REPORT in the subject line and indicate that you did not receive and/or respond to this initial email. Most Exception reports were sent to ACCESS coordinators.

38) **Chris Weingartner:** why do exception reports include those instances where you will never have information, for example, if a service was provided during the period between when a there was a lapse in medical authorization?
    Answer: EasyTrac is checking for physician authorization for service logs submitted. Our Exception reports will continuously show services documented without the Medical authorization.

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39) **Philip Calabrese:** How do we obtain the exception report?
Answer: If you have not received your Exception Report via secure email, please send an email to SBAPsupport@pcgus.com with EXCEPTION REPORT in the subject line and indicate that you have not received your report.

40) **Scott Burchill:** The district score card we were sent was not accurate. In the 10-11 school year we actually received 70,000 more.
Answer: This information was provided by PDE.

41) **Emila Gorbulsky:** We provided requested information and did not receive any reimbursement yet. Who is the appropriate person to contact?
Answer: If you have questions about your current SBAP reimbursement, please send an email to SBAPsupport@pcgus.com and specify your question.

42) **Sandra McCabe:** How is the Unrestricted Indirect Cost Rate determined?
Answer: There is a methodology pending approval with OSEP, the methodology was prepared and presented by PDE. It will utilize the AFR data that is submitted annually by districts.

43) **Joe Roe:** Can ESY Contractors and Transportation be submitted?
Answer: Yes, if your service provider (contractors) are listed on your service provider staff pool list in RMTS. Yes, Special Transportation logs can be submitted.

44) **Julie Gregorini:** Can we please have some clarification on the bullet point stating that staff must be in a time study prior to any costs being included?
Answer: The actual personnel costs that you capture on a quarterly basis (in MCRCS), are based on who you have listed on your service provider and administrative rosters for each time study quarter.

45) **Patricia Connolly**: How is IU EI and school-age cost separated on the MCRCS submissions?
Answer: Costs can be reported separately if the EI and SA programs have separate AUN#'s. If both programs have the same AUN#, the costs will be captured and reported under that AUN#, not separated by program.

46) **Irene Dickinson:** How is ESY staff to be included in the costs if they only work for the ESY program in the summer?
Answer: The fourth quarter time study (July, August, and September 2013) is not an "active" time study, meaning that individuals on your staff pool list will not received "moments." Therefore, there is no updating of staff rosters for the fourth quarter.

47) **Leigh Free:** Is the parental consent one time annually or one time during a student's participation in special education during their school career.
Answer: The new federal policy, effective March 18, 2013 makes the requirement to obtain parental consent to bill services for that student in SBAP a one-time event. However, if that student transfers from a district (where that consent is obtained) to another district, the new district should obtain another signed one-time parental consent form. Regulations do require that all parents be notified annually of the current policy, including their right to retract their consent. The new Parent Consent form, new Annual Notification form and FAQ document are available on the PA SBAP website.

48) **Lori McKay:** Please explain more about the transportation reimbursement. What should we be tracking now?
   Answer: You should be capturing any Special Transportation required by students to receive health related services prescribed in their IEP. You can download transportation logs from the PA SBAP website. This data is typically captured for a month at a time, then entered into EasyTrac. (student, date, 1-way or roundtrip)

49) **John Vignone:** Rates have gone down because of the overhead costs. Who's overhead cost - PCG or the districts???
   Answer: Overhead rates that were previously included in the rate development methodology. It is not completely clear to us (PCG) how this overhead rate/amount was calculated previously. This is not a PCG overhead cost.

50) **Danielle Penza:** We received our cost sheet and it was blank. Will a new cost sheet be issued?
   Answer: Actual costs are no longer captured on a cost sheet. Actual costs are now captured on an MCRCS website set up for each participating school that has participated in an RMTS time study.

51) **John Vignone:** What is the formula for the RMTS for each district?
   Answer: Participating schools must submit (or, update) service provider and administrative rosters quarterly. Any person randomly selected to receive a "moment" participates in the time study. A state wide utilization rate is developed based upon the participation and responses of all selected to receive moments

52) **Beth Butch:** How do you calculate the overhead?
   Answer: See question #49 above

53) **Linda Ambroso:** 1. Is speech therapy ordered by a licensed speech therapist generally reimbursable, or does the speech therapist have to specify that the speech therapy is "medically necessary" in the IEP?
   Answer: For any health related service to be billable in the SBAP program, it must always be prescribed in the student's IEP.

54) **Frosina Cordisco:** If this question was not asked, what about the 12 month employees that are paid in July and August for the prior year. Our audio was not working for a few minutes, so we did not hear this explanation. Also, at year end can we enter any costs associated with the year for the July-September period?
   Answer: This is to be determined.

55) **WILLIAM DUNGEE:** Is there a list somewhere of the approved direct materials and supplies?
   Answer: Yes, it will be provided along with the answers to questions, for distribution.

56) **Beth Butch:** If drawn down MA funds are used to pay for materials & supplies, can we still report them on the MCRCS system??
   Answer: Yes.

57) **Linda Ambroso:** 2. Is any statement of medical necessity required outside the Medical Practitioner Authorization (MPA) form (e.g., in IEP)? If so, what must this statement contain to establish medical necessity that is relied on by physicians and Certified Registered Nurse Practitioners when they sign MPA forms required for reimbursement?
Answer: No.

58) **Chris Weingartner:** When is EasyTrac going to be updated to enter the date received for the new parental consent forms?
Answer: EasyTrac has been modified to be compliant with the new policy and accept this information.

59) **Ronald Linke:** At the annual settlement can we claim the cost of a new employee who was not included on the quarterly report due to timing of the window?
Answer: No, all personnel must be listed on the staff roster for a time study quarter to be available for cost capture in MCRCS for that quarter.

60) **Ed Denner:** Is it possible or permissible to get a list of the contact persons registered with PCG for each school district? This would help us to know who is registered to receive all of the information discussed today.
Answer: The PCG contact for your district (listed by IU), APS, or Charter School can be found on the Contact page of the PA SBAP website.

61) **Gail Klohe:** Will these questions and answers be made available on the PASBO website?
Answer: Yes.

62) **Cristy Lentz:** Is there any requirement to complete a weekly log? Is the completion of the daily log, the only log that needs to be documented/recorded?
Answer: A weekly or monthly log is no longer required for the SBAP program; CMS requires a daily log for each health-related service log submitted to SBAP.

63) **Keith Ramsey:** What happens if report costs for someone less than 50%?
Answer: The only place in the webinar that we mentioned 50% was as a "rule of thumb" for determining whether to include an administrative person in the Administrative Cost pool of RMTS.

64) **Hans Baltzersen:** Why do you count weekends as part of the response time to complete the RMTS Survey?
Answer: We use the recommended amount of time for responses as stated by CMS, the federal oversight agency.

65) **Donna Watson:** If the school calendar changes due to a snow day (or other reason), should we be updating the calendar with you/PCG?
Answer: Yes, please alert us to school closings using our SBAPSupport@pcgus.com.

66) **Terri Clark:** What are the quarter response rates so far for the first 2 quarters? Were they 85%? If they are not 85% what does this mean?
Answer: The first and second time-study quarters participation rates were: 82.38% and 87.99% respectively. In the 3Q (April, May, June) we are currently at 84.89%.

67) **Mark naylon:** Why is the rule of thumb 50% or more must be used towards Access. What is the disadvantage of using a smaller %?

Answer: This "rule of thumb" is for selecting administrative personnel who should be listed in your school's Administrative Cost pool (only). The rationale is that adding administrative personnel who may support special education, but who spend a very small percent of their time doing so, would result in a person who if selected for a "moment" would likely not be supporting special education at the time of their moment. If this were to occur, it would tend to lower the statewide utilization rate. Also, as stated above, we would say 50% of time spent supporting Special Education, not just ACCESS.

68) **Kristee Reichard:** What website do we access to see our available funds?

Answer: After your FAI user registration request has been approved, you can access the FAI application by logging into the ePDE Web Portal and using the "Access" option or the FAI link on the "Welcome" page.

69) **Sandy Evans:** What might qualify as out of district tuition costs?

Answer: Payments made by school districts to private specialized schools

70) **Letty Groft:** As an IU, when will you be providing us with a list of earnings broken down by district?

Answer: We are providing each district with claims submitted and paid.

71) **Steve Frey:** Are you still processing claims from July to current date each time you process the billing?

Answer: Yes.

72) **Cindy Hendershott:** So if our teachers take balance of contract, their total salary can be included but if they get paid over the summer, we can't include it?

Answer: You would include those costs in your 4Q MCRCS (for July, August, and September).

73) **Brian Manning:** We continually check our FAI account and there is not any money being deposited. What is your recommendation to resolve this issue?

Answer: Your scorecard report should indicate what year-to-date (from July 1, 2012 to date) funds have flowed into your restricted account from the PA SBAP program. If you have questions, submit them to SBAPsupport@pcgus.com.

74) **James Geffken:** will we receive direct service reimbursement for a service provider who was not listed on the RMTS staff list?

Answer: Yes.

75) **Jennifer Keating:** Can there be a follow up webinar in regards to these questions? Just a Q & A session.

Answer: Yes, the date will be announced by PASBO.

76) **Jason Barnett:** What do you do about adding new positions that are created after the initial staff pool is created but occur during the quarter?

Answer: If you know that you will be adding a position (Nurse, for example) you should add a placeholder with the position title when you submit your initial roster, or when you provide a roster update for the upcoming time-study quarter. Then, when you hire a person into that position, you can put that person's name and email address into your roster. If you have not provided a placeholder with the position title, then you must wait until the next time-study quarterly update to add that person to your roster.

77) **Letty Groft:** Can we bill for physician sign offs through SBAP if they are contracted provides not listed in our RMTS cost pool?
Answer: Yes.

78) **Joseph Colozza:** Do out of district tuition costs have to be only for MA students?
Answer: Yes.

79) **Joe Roe:** Can you add personnel as a last quarter and not the annual report?
Answer: Yes, but that will only negatively impact your reimbursement.

80) **Terri Clark:** I am very confused about the salary information.
Answer: You can attend an MCRCS training session, and an MCRCS live Q&A session. You can register for either training event by clicking on the date of one of those upcoming events on the training calendar found on the PA SBAP site. If you still have questions, submit them to SBAPsupport@pcgus.com.

81) **Joseph Colozza:** What information or data is being used for a LEA's Medicaid Interim payments?
Answer: Interim payments (reimbursements for health-related direct services) are made based on information submitted on a service log, and reimbursements are made using that appropriate rate schedule. This information is all required to be input into our EasyTrac system.