

A close-up photograph of a hand pointing at a tablet device. The background is a blurred library with bookshelves. The image is partially obscured by a green vertical bar on the right side of the slide.

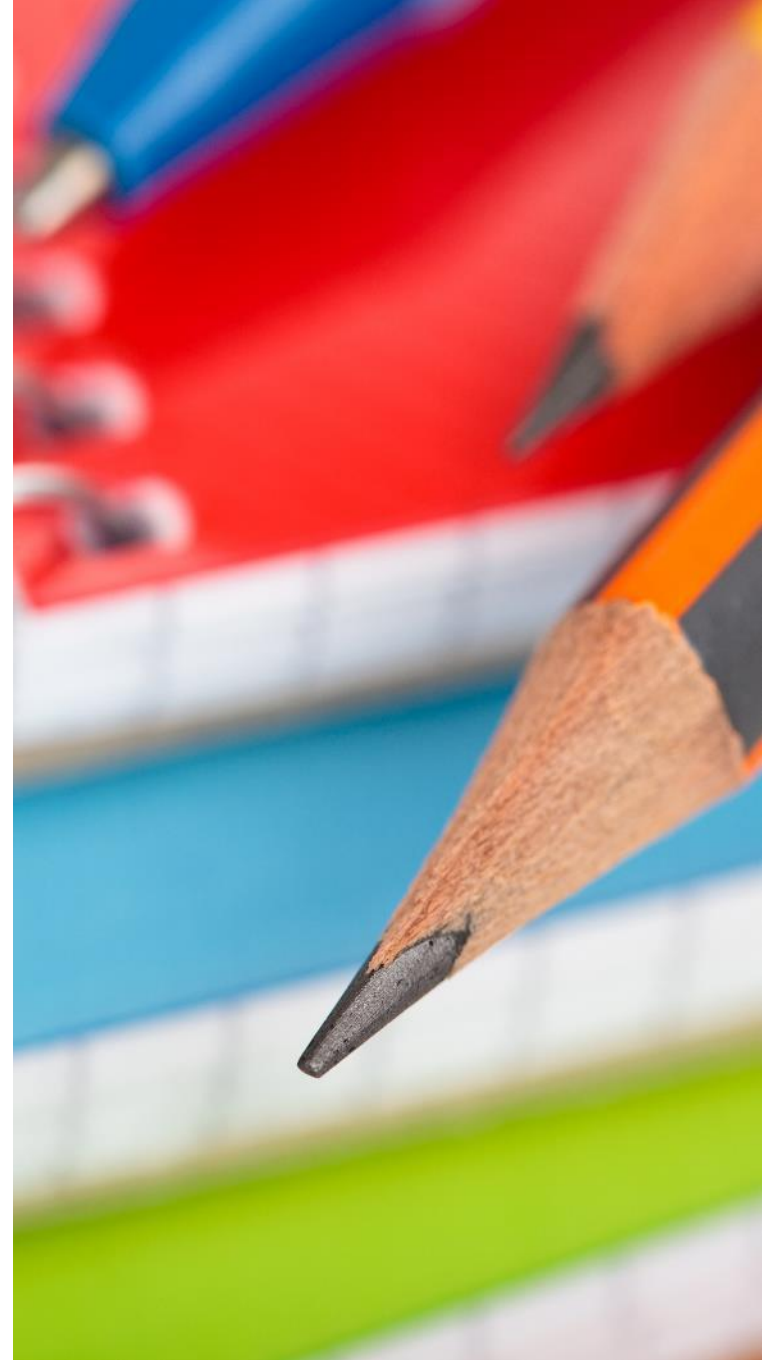
School-Based ACCESS Program (SBAP)

Breakout Session A:
Claiming

FY2018-2019 Statewide Training

Agenda

- RMTS FY1718 Recap
- Understanding Relationships of SBAP :
RMTS, MAC, Service Documentation
- RMTS Moment Completion
- MAC
- Direct Service Billing
- Tools of the Trade



Random Moment Time Study and SBAP Reimbursements- FY17-18 Recap

Understanding Relationships



Staff Pool List
Calendar
Shifts



Response
Timeliness
Clear and
Accurate
Answers

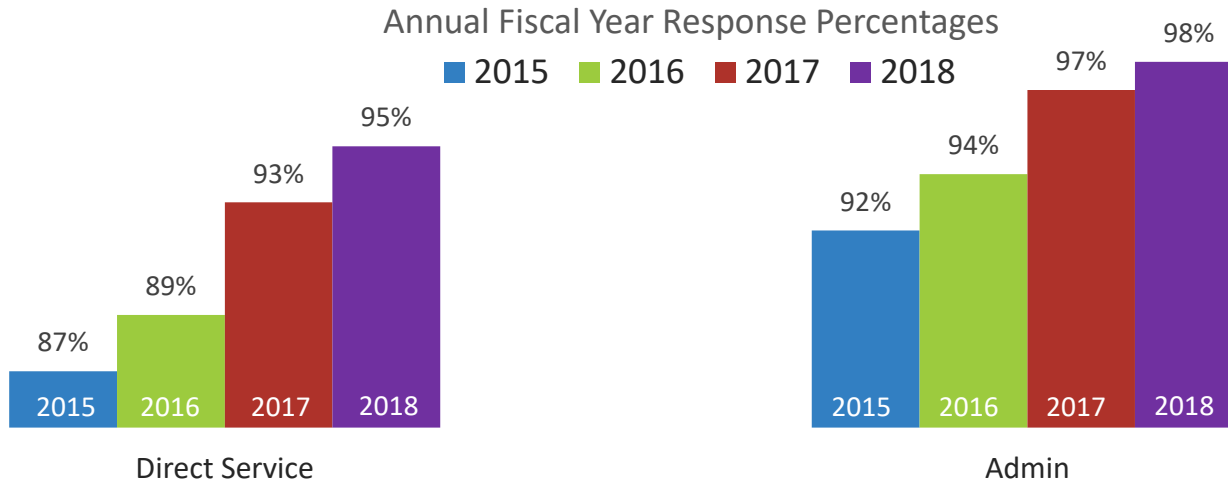


SBAP
Reimbursement
Impact

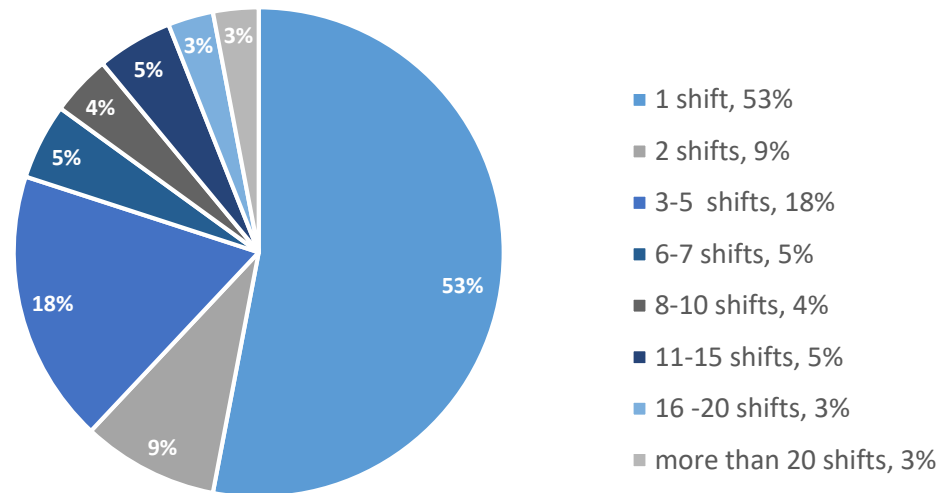


Random Moment Time Study and SBAP Reimbursements

Continued Focus: Is the response rate more important than the response?

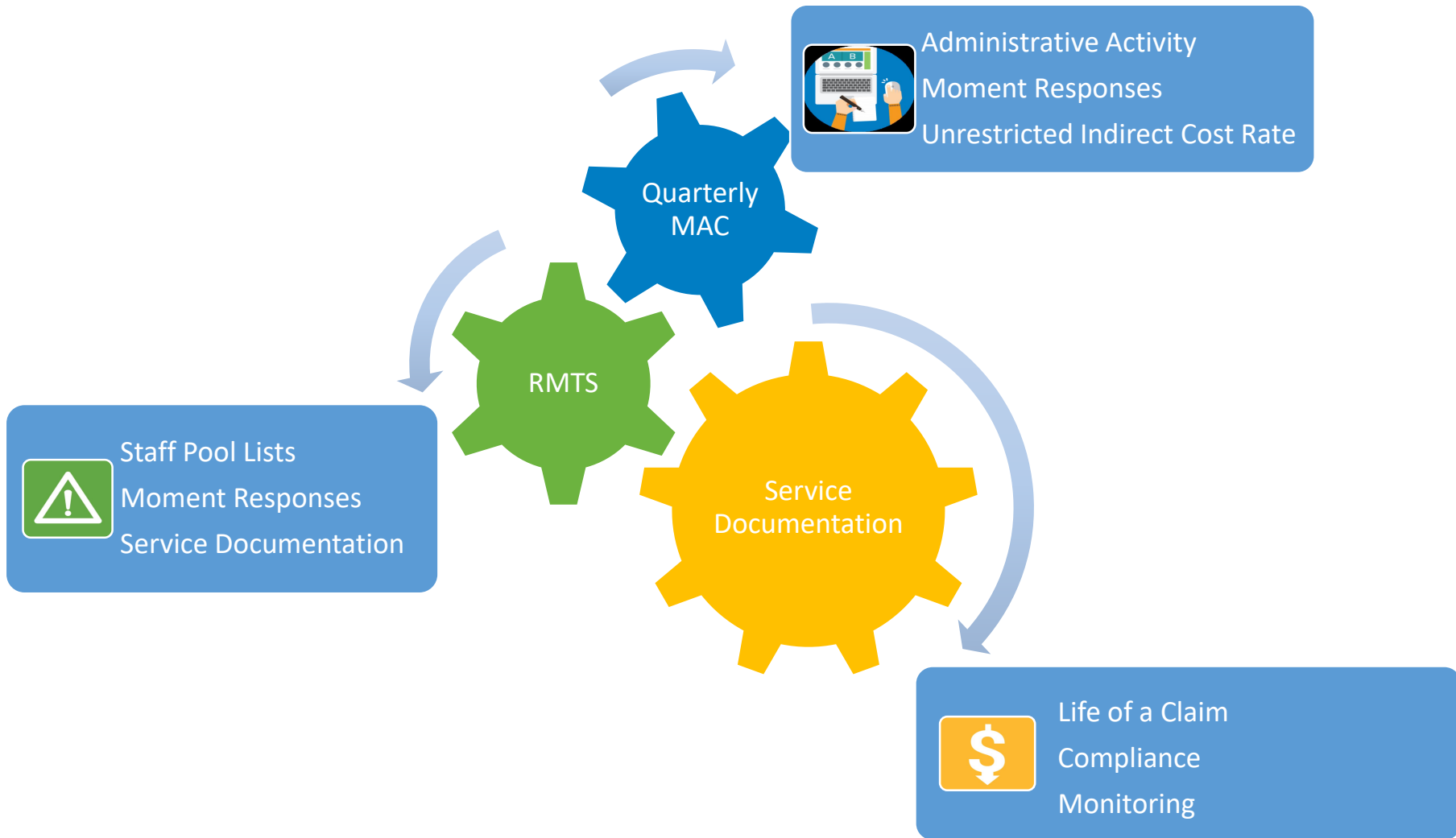


Shifts



Random Moment Time Study, MAC, and SBAP Reimbursements

Understanding Relationship of SBAP Components

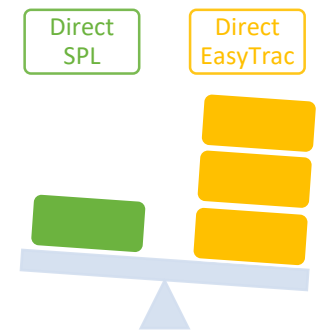
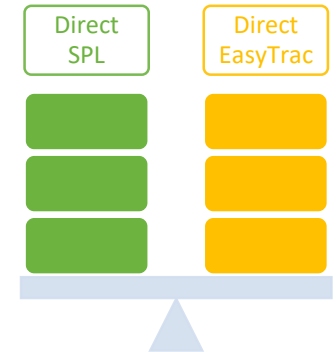
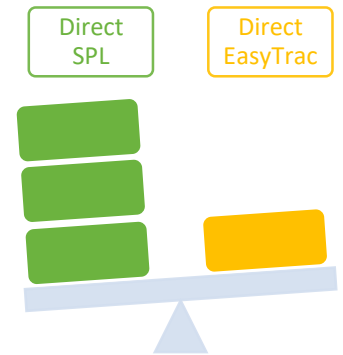


Random Moment Time Study and Service Documentation

- High number of Direct Service Providers on Staff Pool vs low number of Direct Service providers logging

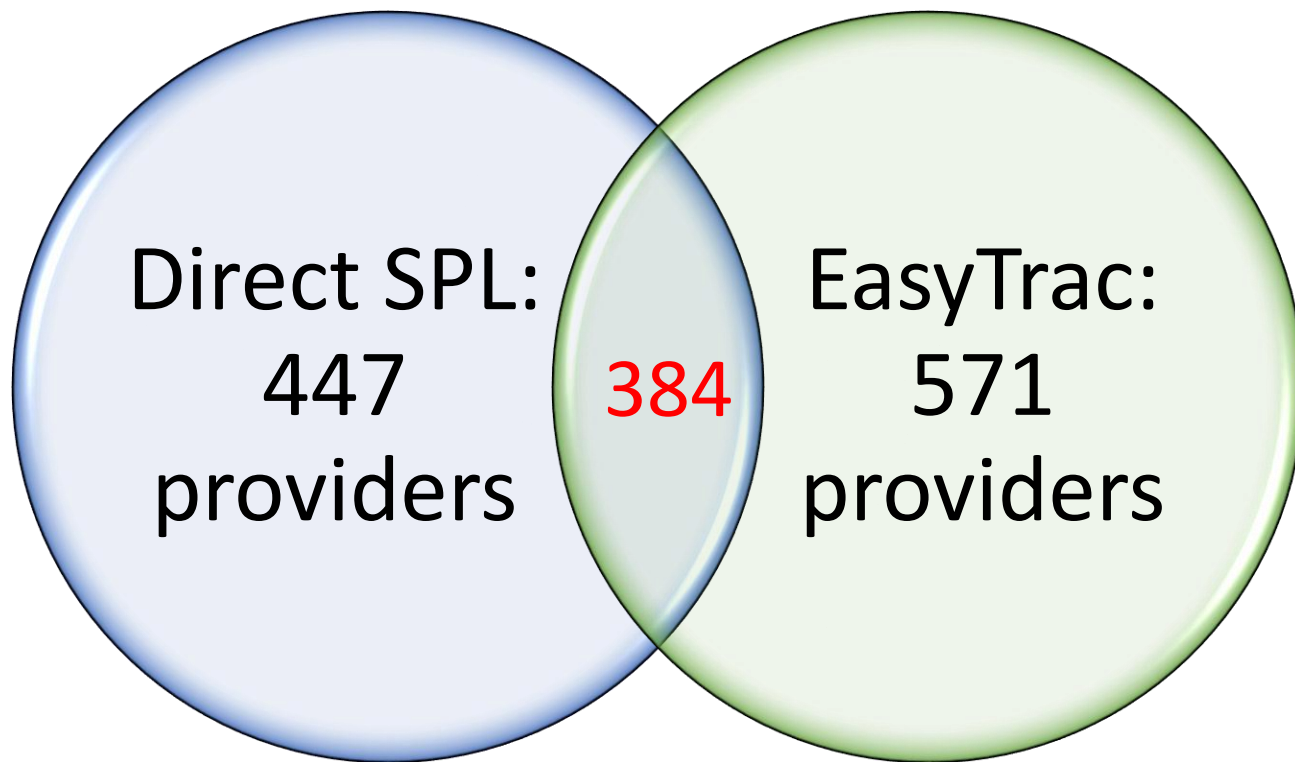
- Equal number of Direct Service Providers on Staff Pool and Direct Service Providers logging

- Low number of Direct Service providers on Staff Pool vs high number of Direct Service Providers logging



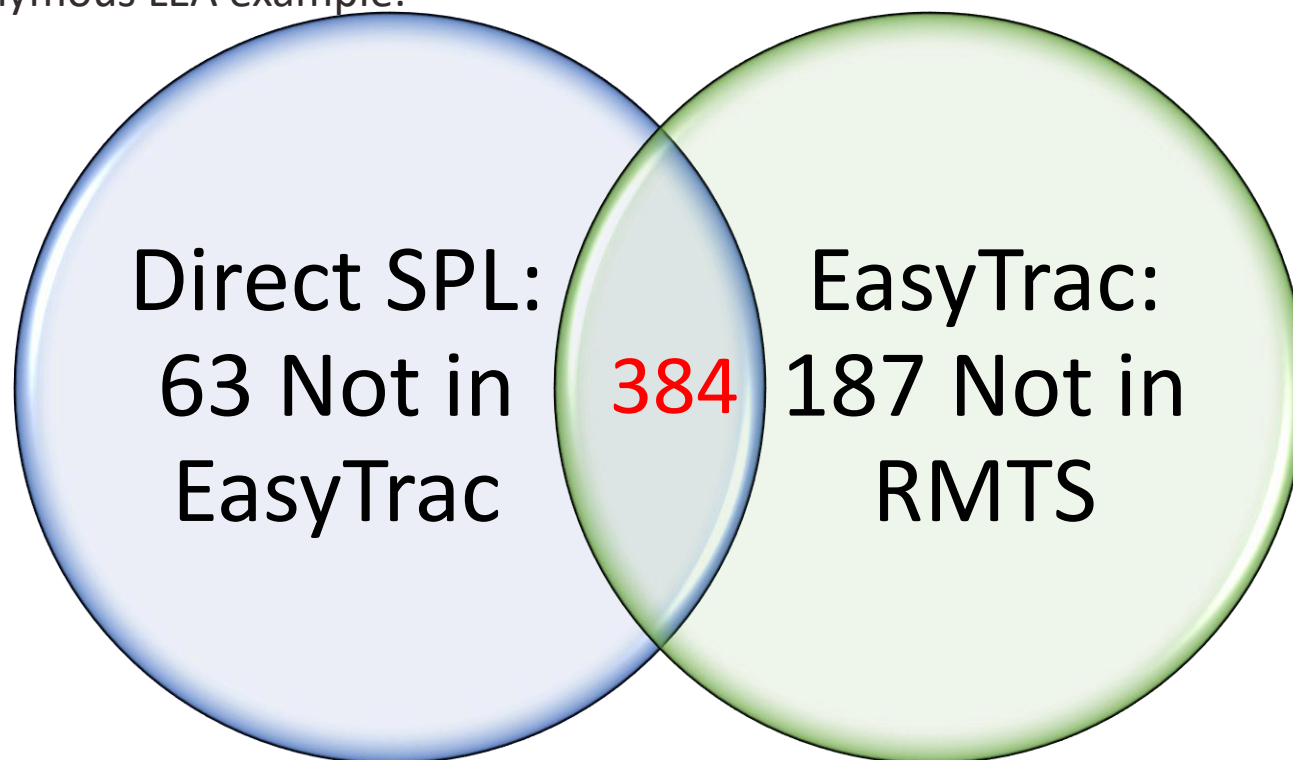
Random Moment Time Study and Moment Completion

- RMTS staff pool lists and providers documenting services in EasyTrac
- Anonymous LEA example:



Random Moment Time Study and Moment Completion

- RMTS staff pool lists and providers documenting services in EasyTrac
- Anonymous LEA example:



Does the direct service staff pool list represent the cost of delivering direct services? What does your staff pool list represent?

Expectation is all direct service providers on your staff pool list are documenting services in EasyTrac.

Medicaid Administrative Claiming: Time Study Cost Allocation

Medicaid Administrative Claiming

- What is MAC?
 - Medicaid **Administrative** Claiming
- What is MAC reimbursing you for?
 - Medicaid reimbursable activities - Administrative
 - MAC Reimbursement does not reflect the cost of delivering services
- Random Moment Time Study percentages and Medicaid Administrative Claiming
- UICR = Unrestricted Indirect Cost Rate
 - What is the UICR?
- MAC Claim Calculations
 - Scenario with a >10% UICR
 - Scenario with a 0% UICR

Medicaid Administrative Claiming Calculation

Direct Service Staff Pool Administrative Time Study Calculations

Direct Service Providers	Percent of Time Spent on Reimbursable Activity X	Total Costs Entered X	Medicaid Eligibility Rate X	General Admin Overhead Factor X	= Total Gross Claim Amount
X	0.00000%	\$1,319,145	N/A	N/A	\$0
X	0.00000%	\$1,319,145	N/A	N/A	\$0
X	0.00000%	\$1,319,145	49.71%	N/A	\$0
X	0.00000%	\$1,319,145	49.71%	N/A	\$0
X	0.04237%	\$1,319,145	49.71%	N/A	\$277
X	0.63559%	\$1,319,145	49.71%	N/A	\$4,168
X	5.46610%	\$1,319,145	49.71%	N/A	\$35,850
X	12.75423%	\$1,319,145	N/A	3.50%	\$5,890

Direct Service Providers Total Gross Claim: \$46,187

Medicaid Administrative Claiming Calculation

Administrative Staff Pool List Administrative Time Study Calculations

Administrative Providers	Percent of Time Spent on Reimbursable Activity X	Total Costs Entered X	Medicaid Eligibility Rate X	General Admin Overhead Factor X	= Total Gross Claim Amount
X	0.03635%	\$2,150,644	N/A	N/A	\$781
X	0.10905%	\$2,150,644	N/A	N/A	\$2,345
X	0.00000%	\$2,150,644	49.71%	N/A	\$0
X	0.00000%	\$2,150,644	49.71%	N/A	\$0
X	0.03635%	\$2,150,644	49.71%	N/A	\$388
X	0.50890%	\$2,150,644	49.71%	N/A	\$5,441
X	2.18102%	\$2,150,644	49.71%	N/A	\$23,321
X	16.21228%	\$2,150,644	N/A	1.79%	\$6,245

Administrative Providers Total Gross Claim: \$38,524

Medicaid Administrative Claiming Calculation

Application of the Unrestricted Indirect Cost Rate (UICR)

Direct Service Providers	\$	46,187
Administrative Only Providers	\$	38,524
<hr/>		
Gross Claim Subtotal 1	\$	84,712
Indirect Cost Rate (x 27.21%)	\$	23,050
Total Gross Claim Amount	\$	107,762
Federal Financial Participation (FFP) Rate		<hr/> x 50%
<u>Total Net Claim Subtotal</u>		<u>\$53,881</u>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>50% PA State Share (unreimbursed)</p> <p>\$26,940</p> </div> <div style="text-align: center;"> <p>50% District Share</p> <p>\$26,940</p> <p><u>-\$500 Processing Fee</u></p> <p>Claim: \$26,440.60</p> </div> </div>		

Medicaid Administrative Claiming Calculation

Application of the Unrestricted Indirect Cost Rate (UICR)

Direct Service Providers	\$	46,187
Administrative Only Providers	\$	38,524
<hr/>		
Gross Claim Subtotal 1	\$	84,712
Indirect Cost Rate (x 0%)	\$	0
Total Gross Claim Amount	\$	84,712
Federal Financial Participation (FFP) Rate		x 50%
<hr/>		
<u>Total Net Claim Subtotal</u>		<u>\$42,356</u>
50% PA State Share (unreimbursed)		50% District Share
\$21,178		\$21,178
		<u>-\$500 Processing Fee</u>
		Claim: \$20,678.60

Direct Service Billing

Direct Service Billing: Life of a Claim



Provider delivers service to eligible child



Provider documents delivered service



Services from all providers checked for compliance and formatted and submitted to Medicaid Agency



State Medicaid agency receives claims



State Medicaid agency reviews & processes claims



Approved claims paid

Direct Service Billing: Life of a Claim

Services Prescribed

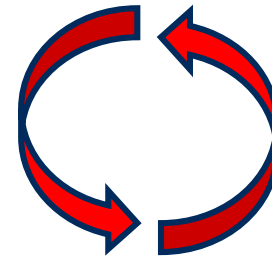
Services Provided

Services Logged into EasyTrac

Services Passed Edit Checks:

- MA Eligibility?
- Under 21?
- Logged on Weekend/Holiday?
- Within Timely Filing Window?
- IEP?
- Medical Authorization (MA/NPI)?
- PA Secure ID?
- Provider Certification?
- Supervisor Sign off?
- Parent Consent?
- Primary Disability?

Claims Submitted and Paid



Direct Service Claiming and Documentation

- A log cannot be pulled for claiming if it...

... is not **entered** into EasyTrac

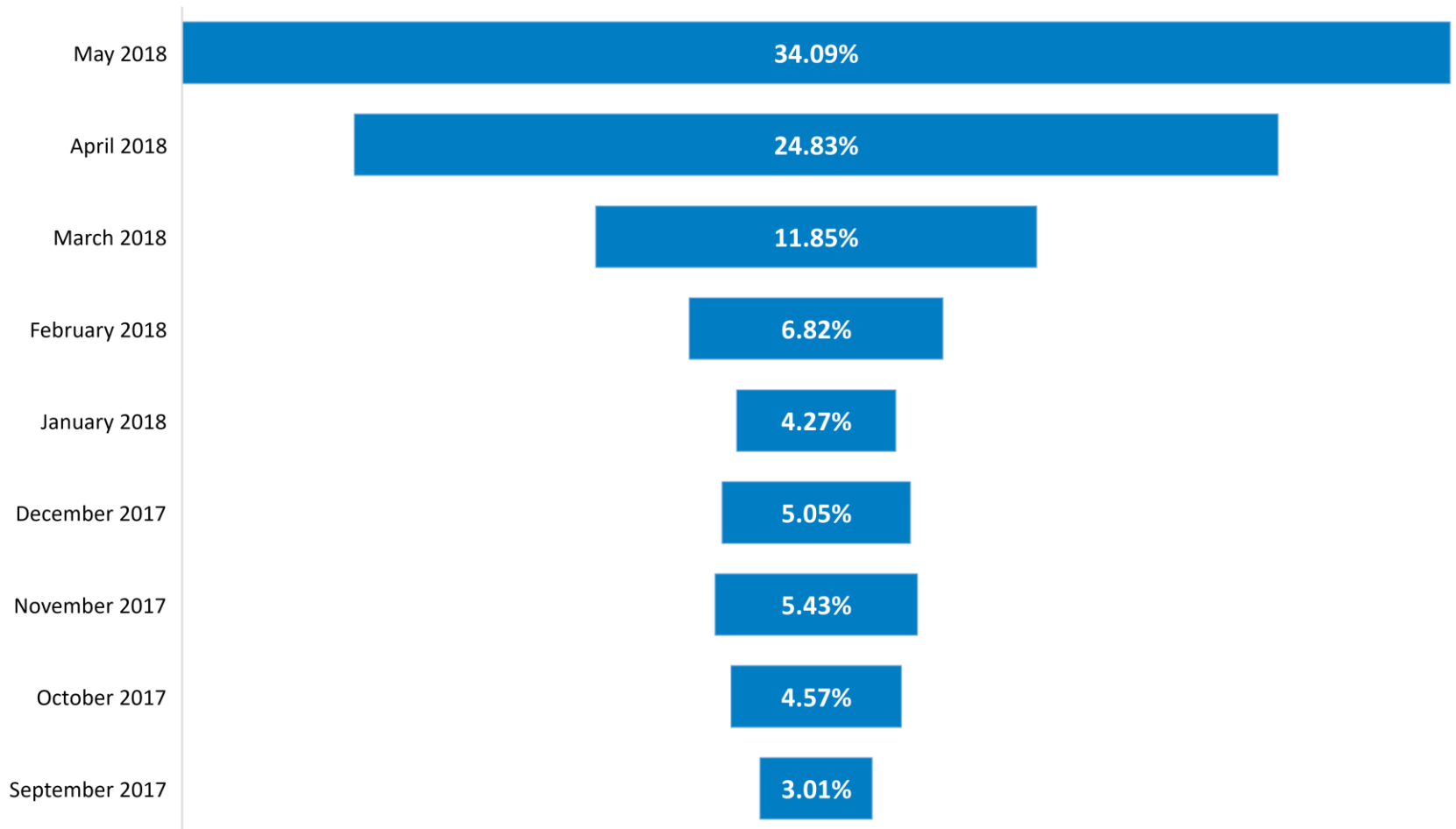
- If the service is not entered into EasyTrac, is there proof it occurred? EasyTrac used as a Service Documentation Database

... is not entered within the **Timely Filing window**

... is not **approved** until after the Timely Filing Window

Direct Service Claiming and Documentation: Timely Filing

Service Dates Entered in May 2018



Direct Service Claiming and Documentation: Timely Filing, cont'd

- Example #1:

- **January 2018** Date of Service entered into EasyTrac on **May 1st, 2018**
 - Log is not manually approved; automatic approval is applied in **July 2018**
 - Log is picked up in **July 2018** claiming cycle and Compliance Data checked
 - Required IEP Date is not in EasyTrac to cover date of service
 - Log information provided on **July 2018** Exception Report to district
 - IEP Date is updated in EasyTrac
 - Log is now outside of Timely Filing window for **August 2018** claiming

- Example #2:

- **January 2018** Date of Service entered into EasyTrac on **May 1st, 2018**
 - Log is manually approved timely upon entry: **May 5, 2018**
 - Log is picked up in **May 2018** claiming cycle and Compliance Data Checked
 - Required IEP Date is not in EasyTrac to cover date of service
 - Log information provided on **May 2018** Exception Report to district
 - IEP Date is updated in EasyTrac
 - Log is picked up in **June 2018** claiming cycle for submission to Medical Assistance

Direct Service Claiming and Compliance Data

Compliance Data Checklist

- ✓ Timely Filing
- ✓ Log approval
- ✓ Age Verification
- ✓ Medicaid Eligibility
- ✓ Logs dated on a weekend
- ✓ Logs dated on a holiday
- ✓ PA Secure ID
- ✓ Primary Disability
- ✓ Provider Certification
- ✓ IEP Date
- ✓ Parental Consent Date
- ✓ Medical Authorization

***Affects on-going Interim Payments
to the school!***

Direct Service Claiming and Compliance Data

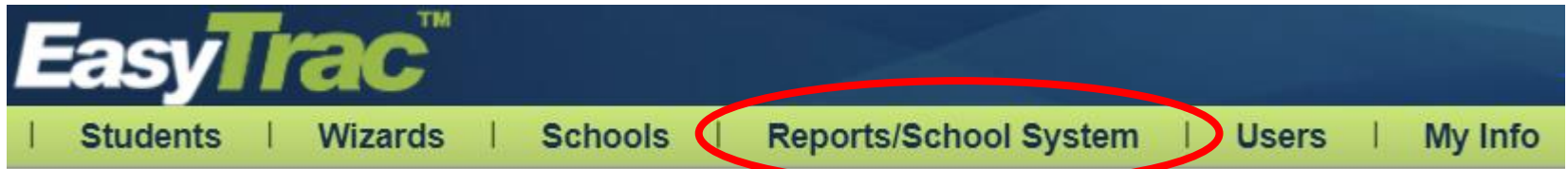
Compliance Data- Number of services withheld on most recent Exception Report

- PA Secure ID (63,029)
- Primary Disability (11,844)
- Provider Certification (52,070)
- IEP Date (100,305)
- Parental Consent Date (35,770)
- Medical Authorization (308,578)

Tools of the Trade

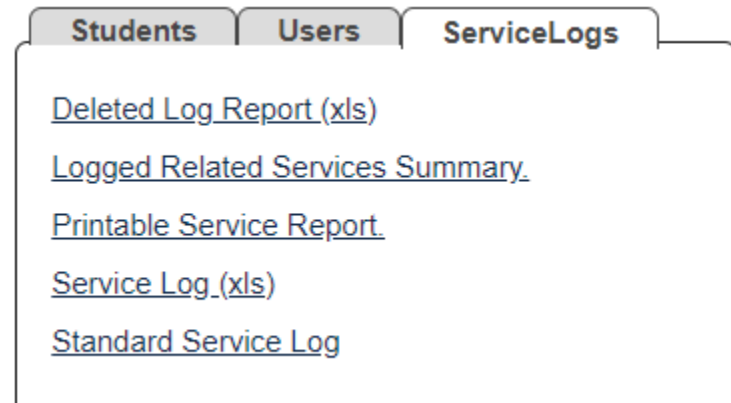
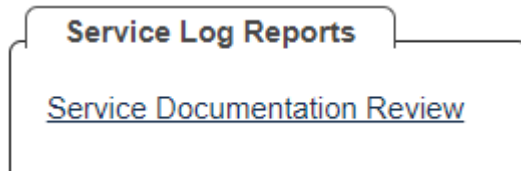
Compliance Data Toolbox: Proactive

- EasyTrac System Reports



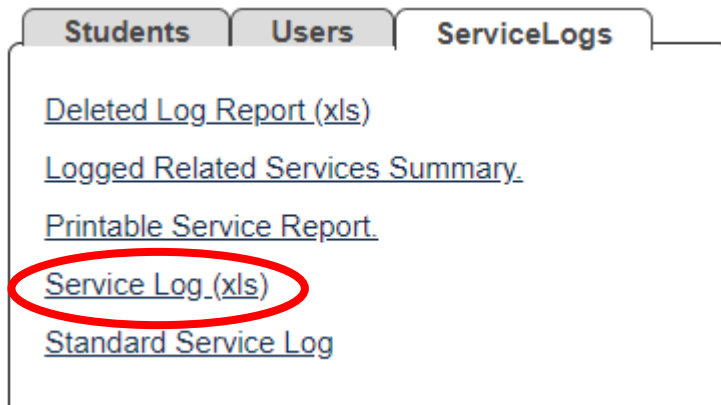
- Reports available at any given time to monitor current status of data

- Service Log Reports
- User Reports
- Student Reports
- Service Documentation Review



Compliance Data Toolbox, cont'd

- **Service Documentation Tool Box**
 - EasyTrac System Reports



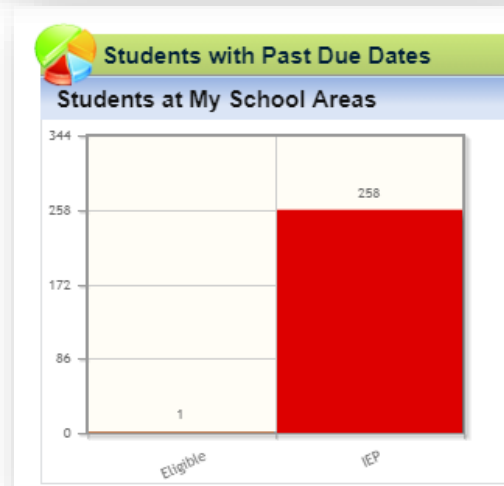
- ***Service Log Report***
 - Review of logs by Date of Service
 - Review of logs by Date of Entry (Timely Filing)
 - Customize fields to appear
 - Include Date of Approval/Approver Name

Compliance Data Toolbox, cont'd

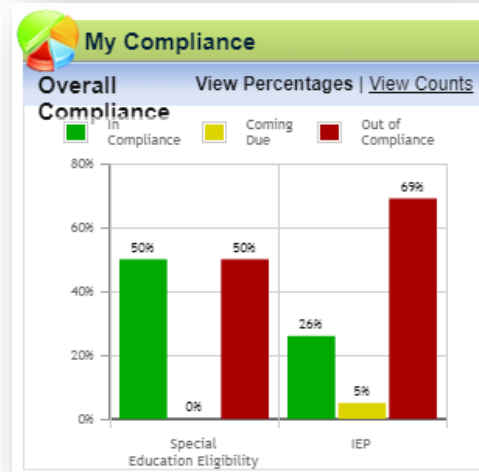
EasyTrac Dashboards



- Track Service Log Entry, and Special Education Eligibility and IEP Compliance, as applicable



- Interactive-selection will drill down to specific students



- Will be dependent on active Student Population

Compliance Data Toolbox: Reactive

- **Exception Reports**

- Provided monthly to identify what logs were not able to be submitted for processing

- District with high number of exceptions has no correlation to another district with a low number of exceptions

- Factor: Levels of Service log entry

- **Example:**

- **District A:**

- 250 logs on Exceptions
- Total logs entered: 1,000
- Exceptions represent 25% of logs entered

- **District B:**

- 250 logs on Exceptions
- Total logs entered: 333
- Exceptions represent 75% of logs entered

Questions

Lot 1 Contractor – Public Consulting Group (PCG):

1-866-912-2976

SBAPsupport@pcgus.com

PCG Representatives and Regions:

Patrick Cassidy		Don Seidel		AmyLyn Mirocco	
Matthew Bowman	Patrick Cassidy	Angela Anderson	Don Seidel	Joe O'Connell	AmyLyn Mirocco
Northwest Region	Southwest Region	North Central Region	Northeast Region	South Central Region	Southeast Region
Butler County	Allegheny County	Bradford County	Carbon County	Adams County	Berks County
Cameron County	Armstrong County	Centre County	Lackawanna County	Cumberland County	Bucks County
Clarion County	Beaver County	Clearfield County	Lehigh County	Dauphin County	Chester County
Crawford County	Bedford County	Clinton County	Luzerne County	Franklin County	Delaware County
Elk County	Blair County	Columbia County	Monroe County	Fulton County	Lancaster County
Erie County	Cambria County	Lycoming County	Northampton County	Huntingdon County	Montgomery County
Forest County	Fayette County	Montour County	Pike County	Juniata County	Philadelphia County
Jefferson County	Greene County	Northumberland County	Schuylkill County	Lebanon County	
Lawrence County	Indiana County	Snyder County	Susquehanna County	Mifflin County	
McKean County	Somerset County	Sullivan County	Wayne County	Perry County	
Mercer County	Washington County	Tioga County	Wyoming County	York County	
Potter County	Westmoreland County	Union County			
Venango County					
Warren County					

Claiming Training Survey

We want to hear from you!

Please provide feedback on our session by completing this short survey: