PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES
PENNSYLVANIA DEPARTMENT OF EDUCATION

September 27, 2017

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

FROM: Rebekah Ludwick, Director
     School-Based ACCESS Program
     Pennsylvania Department of Human Services

FROM: Ann Hinkson-Herrmann, Director
     Bureau of Special Education
     Office of Elementary and Secondary Education
     Pennsylvania Department of Education

SUBJECT: 2017-18 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 to be offered to all participating School-Based Access Program (SBAP) teams.

These sessions are scheduled at eight 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 BEING OFFERED?

SBAP General Session
Training will be led and information presented by DHS. The General Session will review policy highlights of the SBAP and the Provider Handbook, SBAP annual performance and claiming levels, and lessons learned from monitoring reviews. Attendees will learn what information they will be 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): Cost Settlement
This session will be led by Sivic Solutions Group (SSG) and will focus on cost settlement. Attendees will learn more about:
- Documentation is Key
- System Updates & New Features
- What is on the Direct Medical List?

Breakout Session (B): Random Moment Time Study (RMTS)
This session will be led by Public Consulting Group (PCG) and will focus on the relationship between staff and costs and how staff pool updates in RMTS impact LEA's Medicaid Administrative Claiming (MAC) and overall SBAP reimbursement. Attendees will learn more about:
- Real Time Updates
- Does adding more staff equal more reimbursement?
- MAC

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:
- Common audit findings
- Self-audits
- Documentation and storage

WHO SHOULD ATTEND?

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

WHEN AND WHERE WILL TRAINING SESSIONS BE HELD?

Date   **Location**
October 23 (Monday)   PA Training and Technical Assistance Network (PaTTAN)-
                                 Harrisburg, 6340 Flank Drive, Harrisburg, PA
October 24 (Tuesday)   Riverview IU 6, 270 Mayfield Road, Clarion, PA
October 25 (Wednesday)   Mountain View CC, 100 Elks Club Road, Boalsburg, PA
October 30 (Monday)   PaTTAN-Pittsburgh, 3190 William Pitt Way, Pittsburgh, PA
October 31 (Tuesday)   Tri-County IU 5, 252 Waterford Street, Edinboro, PA
November 6 (Monday)   BLaST IU 17, 2400 Reach Road, Williamsport, PA
November 7 (Tuesday)   Northeastern Educational IU 19, 1200 Line Street, Archbald, PA
November 8 (Wednesday)   PaTTAN-East, 333 Technology Drive, Malvern, PA

The schedule for all trainings 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 PaTTAN webpage at http://www.pattan.net.   If you experience difficulties with registration, please contact your local PaTTAN office.

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

You are currently subscribed to the PDE Special Education e-mail list as: pennlink@pattan.net.

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To unsubscribe, send a blank email to leave-specialed-647397R@lists.cas.psu.edu