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**Sent:** Thursday, January 14, 2016 11:00 AM

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**Subject:** 2015-16 School-Based ACCESS Program Statewide Training Sessions

PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES  
PENNSYLVANIA DEPARTMENT OF EDUCATION

January 14, 2016

PENN\*LINK

**TO:** School District Superintendents  
School District Special Education Directors  
School District Business Managers  
Intermediate Unit Executives  
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 Directors  
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

Patricia Hozella, Director  
Bureau of Special Education  
Office of Elementary and Secondary Education  
Pennsylvania Department of Education

James E. Coyle, Ed.D., Director

Bureau of Early Intervention Services  
Office of Child Development and Early Learning  
Pennsylvania Department of Education

**SUBJECT:** 2015-16 School-Based ACCESS Program Statewide Training Sessions

The Pennsylvania Department of Human Services (DHS), Pennsylvania Department of Education (PDE), and Public Consulting Group (PCG), are announcing the schedule for statewide training sessions to be offered to all participating School-Based Access Program (SBAP) teams.

These sessions are scheduled at six different locations across the state. You may register to attend a session based on your location and availability. However, you must register (instructions below).

### **WHAT TRAINING IS BEING OFFERED?**

- **SBAP Training and Update**  
These sessions will review all components of the SBAP program, implementation of best practices and provide a detailed review of the PA Cost Settlement process that all participating schools must complete annually. 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.

### **WHO SHOULD ATTEND?**

- These sessions are intended for ACCESS Coordinators, Special Education Directors and Supervisors, Business Managers and anyone else that is involved in the SBAP program.
- Training will be led, and information presented by DHS, PDE, and PCG.

### **WHERE WILL TRAINING SESSIONS BE HELD?\***

- Pennsylvania Training and Technical Assistance Network (PaTTAN) Harrisburg office – February 22 (Monday) – SBAP Training and Update – 9:00 a.m. to 1:00 p.m.
- PaTTAN King of Prussia office – February 24 (Wednesday) – SBAP Training and Update – 9:00 a.m. to 1:00 p.m.
- Northeastern Educational Intermediate Unit 19 – March 1 (Tuesday) – SBAP Training and Update – 9:00 a.m. to 1:00 p.m.
- Ramada/Mountain View Country Club, 100 Elks Club Road, Boalsburg – March 2 (Wednesday) – SBAP Training and Update – 9:00 a.m. to 1:00 p.m.

- PaTTAN Pittsburgh office – March 23 (Wednesday) – SBAP Training and Update – 9:00 a.m. to 1:00 p.m.
- Tri-County Intermediate Unit 5 – March 24 (Thursday) – SBAP Training and Update – 9:00 a.m. to 1:00 p.m.

\*Intermediate Units other than IUs 5 and 19 will be asked if they would like to be a downlink site on one of the three PaTTAN training dates. Please stay tuned to the PaTTAN site for these registration options.

## **HOW DO I REGISTER FOR THE SESSION I WANT TO ATTEND?**

Please register online at <http://www.pattan.net>.

If you experience difficulties with registration, please contact your local PaTTAN office. Registration is required for all sessions.

Please contact [SBAPsupport@pcgus.com](mailto:SBAPsupport@pcgus.com) if you have any content questions.

Please contact Sharon Kennedy at [skennedy@pattan.net](mailto:skennedy@pattan.net) if you have any registration questions.