



School-Based ACCESS Program Fall 2020 Newsletter

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As we begin the 2020-2021 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). This will be a year like no other, but we will continue to provide information and updates as we are able, in order to support your students. We are excited to work with you for another year in the SBAP!

1. LEA Agreement to Participate for FY2020-2021

The Local Education Agency “Agreement to Participate” in the SBAP for the FY 2020-2021 school year were due Friday, July 31, 2020.

If you plan to participate during the FY 2020-2021 school year and have not already done so, please sign and return [Local Education Agency Agreement to Participate FY2020-2021](#).

Send completed LEA Agreements to PCG using the contact information below:

- Email: SBAPsupport@pcgus.com or
- Fax: (717) 884-7799

***Please note:** FY2020-2021 services will not be submitted to Medicaid (PROMISE) until your FY 2020-2021 LEA Agreement is submitted.*

2. SBAP Reoccurring Timeline

The [SBAP Monthly Calendar for the FY 2020-2021 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 2020 quarter is September 8, 2020.

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 2020 quarter, please consider the following:

Reminders to share with LEA participants:

- respond timely to your assigned moments
- provide a clear picture of what activity is occurring during your assigned moments
- answer all RMTS follow-up questions, if received

Reminders for LEA Admin:

- maintain supporting documentation of the activity response during moments
- hold a valid certification or licensure for direct service providers
- create and assign participants to an appropriate shift that covers the time he/she is working
- delete or replace positions if the participant is no longer working before certifying the next quarter's staff pools

Questions and Answers to Assist this Fall, provided 8/17/20: [RMTS FAQs for the October-December 2020 quarter](#)

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 has issued 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.

4. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the April – June 2020 quarter will be available in the next few weeks. Please look for notification of their availability.

A few reminders:

- Failure to submit a signed copy of the Certification of Public Expenditure 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.
- *Quarterly MAC payments are now directly deposited into the bank account identified by your LEA. If no bank account is identified a paper check will be received.*
- **ALWAYS REPORT 100% of what was paid to employees listed in the claiming system for the quarter for which you are reporting.**
- **Quarterly costs for MAC are reported on a cash basis.**
- **Report any Federal dollars used to offset the cost of the employee in the Federal Offset section of the CPE form. Whatever amount that is included in the Federal Offset section will be deducted from your total costs as these Federal dollars are not an allowable cost to the LEA.**

The deadline to submit MAC certifications for the FY2019-20 quarters is **September 30, 2020**.

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](#)

5. Unrestricted Indirect Cost Rate (UICR)

Reminder to apply for unrestricted indirect cost rates (UICR) for FY20-21: 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 (2020) of the attached SBAP Monthly Calendar to apply for a UICR when completing your Annual Financial Report (AFR) (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 10/31/2020 is the first step in receiving the rate that will apply to the FY19-20 SBAP Cost Settlement and FY20-21 MAC claims.

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 Training Dates

The FY 2020-2021 Statewide Training Sessions are scheduled! Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

- September 29: 9:00am – 4:00pm

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

Reminder: *Due to the Public Health Emergency, trainings will not occur in-person. DHS, PDE, PCCG and SSG are working together to provide an effective online training experience.*

The SBAP FY 2020-2021 Statewide Training Session Presentation handouts will be posted to the PaTTAN and DHS SBAP websites prior to the scheduled training date.

7. FY2019-2020 Cost Settlement/Annual Reconciliation

Cost Settlement for the FY2019-2020 will open on October 1, 2020 for LEAs to begin entering costs and are due on December 31, 2020. Listed below is the schedule for the upcoming Cost Settlement training webinars. We strongly encourage your participation, especially if you are new to SBAP. Please register for the date and time that works best for you. A registration email will be sent closer to the trainings.

Webinar	Day	Date	Time
1	Tuesday	10/13/20	3:00 PM
2	Tuesday	10/20/20	10:00 AM & 1:00 PM
3	Monday	10/26/20	10:00 AM & 2:00 PM
4	Thursday	10/29/20	3:00 PM
5	Wednesday	11/04/20	9:00 AM
6	Thursday	11/12/20	1:00 PM
7	Tuesday	11/17/20	1:00 PM
8	Tuesday	12/01/20	10:00 AM

8. Direct Service Reimbursement

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

Students Transitioning from Early Intervention to School Age

- ✓ 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 appropriately as their Direct services are logged. For example, EI-Speech/Language/Hearing and EI-Special Transportation.

Students who Transfer to a Different School – When students move to a new school or change schools within a district, LEAs should mark that student as inactive within the original district’s EasyTrac site. 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 marked as inactive. 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 in EasyTrac.

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
 - CRNPs **cannot** 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

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 120 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.*

Reminder of current EasyTrac Updates sent 7/27/20: [EasyTrac Enhancements Available August 3rd, 2020!](#)

FY2020-2021 Service Provider Paper Logs

Please reference the 8/27/20 email: [FY 2020-2021 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 7/1/20.

9. Commitment to Compliance – 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.

Reminder to each provider that:

1. You will NOT get paid if you are not enrolled/revalidated.
2. Payments cannot be made retroactively.

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

http://www.dhs.pa.gov/cs/groups/webcontent/documents/bulletin_admin/c_074003.pdf

10. New to SBAP? Check out SBAP 101

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. This will provide you with all the necessary documents to get up and running.

11. LEA Contact Information

Thank you to all who have already submitted updated contact information for the FY 2020-2021 season. Currently, we are asking that **ALL** LEAs update their information, even if there are no changes to your contacts. To ensure receipt of SBAP updates and communications, please remember to update your LEA's contact information using the [SBAP Contact Information Form](#) return it to RA-PWSBAP@pa.gov as information changes or new people join your team.

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