



### School-Based ACCESS Program Spring 2020 Newsletter

The final quarter of the 2019-2020 School Year is around the corner! 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).

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#### **1. Annual Cost Reconciliation – CPE Form Deadline May 21, 2020**

The Desk Review process for the Annual Cost Settlement will be completed mid-March. If data submitted by your LEA was “flagged” during Desk Reviews, be sure to carefully review your data and ensure its accuracy before the deadline. All corrections made to your LEA’s cost report must be completed and submitted **no later than March 13, 2020**.

In the weeks that follow, the final cost settlement will be calculated. In late April, LEAs will receive notice that their final cost settlement is ready for review and approval. Upon notification that your LEA’s Cost Settlement is ready for review, LEAs will have until May 21, 2019 to complete their CPE form and upload it into the cost settlement system. Please remember that when completing your CPE form, you need to fill out both the account code and signature section prior to uploading.

#### **2. Random Moment Time Study (RMTS)**

1. **Calendars and Staff Pool Lists for the April – June 2020 quarter are due March 6, 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 begin to close out the school year, make sure your staff are answering moments before they depart for the summer.

#### **It is also important to ensure your LEA's participants are:**

- Responding timely to their assigned moments,
- Providing a clear picture of what activity is occurring during their assigned moments,
- Answering all RMTS follow-up questions, if received.

#### **Reminders for LEA Admin:**

- Maintain supporting documentation of the activity identified during moment response.

- Be sure direct service providers hold the appropriate and valid certification or licensure for the service they provide.
- Create and assign participants to an appropriate shift that covers the time they are working.
- Delete or replace positions if the participant is no longer working before certifying the next quarter's staff pools.
- If a provider is unlikely to provide or is not providing direct services to a SBAP student do NOT include them on the direct service staff pool list.

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.

Remember, failure to maintain an 85% response rate across the state will result in lower reimbursement for all participating LEAs. While direct service cost pool response rates for FY18 and FY19 were around 96%, the first quarter of FY20 had a direct service response rate of only 90% and response rates for the current quarter continue to be lower than expected.

For additional information please reference the recent communication on 11/12/19: [Random Moment Time Study – Important Reminder](#)

## 2. LEA Recommendations to Achieving 100% (or close to it!) Response Rate

- Maintain a current list of participants, including contracted staff, and note changes as received so you are prepared for the next quarter's update.
- Facilitate communication regarding the program with participants as part of professional development presentations regarding SBAP.
- Monitor moments daily and send Urgent/Time Sensitive reminder notices to participants within 24 hours of the missed moment.
- Copy the principal or supervisor on the follow-up notice when the moment remains outstanding after 2 days.
- Do not use a vacancy position holder unless you are certain the position will be filled during the quarter.
- Assign a single point of contact in the district or IU to oversee the program, answer questions and assure compliance.
- Work with the SBAP support team to identify staff out on medical leave or no longer employed.
- Strive for 100% -- Do not settle for less.

## **3. Medicaid Administrative Claiming (MAC)**

Certified Public Expenditure (CPE) Forms for the **October – December 2019 quarter** will be available late Spring. Please look for their delivery.

Failure to submit a signed copy of the CPE 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.

**Reminders:**

- LEAs must receive direct service claiming reimbursement in order to receive and retain MAC reimbursement within the same fiscal year.
- **ALWAYS REPORT 100% of what was paid to employees** listed in the claiming system for the quarter you are reporting for.
- **Report any Federal dollars used to offset the cost of the employee in the Federal Offset section.** The 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.
- Quarterly costs for MAC are reported on a **cash basis**.

**MAC Reimbursement:**

- **January - March 2020** quarter cost reporting certification will be due **April 30, 2020**.
- *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.*
- **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](#)

**4. Commitment to Compliance:**

**Specialized Transportation**

An LEA has 180 days from the date of service to bill the MA Program. 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.

*Key to Remember:* Since specialized transportation requires a paid health-related service on the same day, if the health-related service is not entered until the end of the timely filing window, there is no opportunity for the specialized transportation service to pay.

**5. Unrestricted Indirect Cost Rate (UICR):**

**Reminder:** LEAs that resubmitted their FY17-18 AFR by 10/1/19 and requested and received a certified UICR from PDE, had that UICR applied starting with the July to September 2019 quarter for Medicaid Administrative Claims (MAC). If the AFR was submitted and UICR requested after 10/1/19, any new or updated FY19-20 UICRs provided by PDE will be applied starting with the second quarter MAC: October to December 2019 moving forward.

**LEAs for which DHS did not receive a PDE certified UICR by February 15, will not receive indirect costs for MAC or Cost Settlement in that Fiscal Year.** Therefore, LEAs are strongly encouraged to **complete the application process between September and November of each year** in order to receive a certified UICR from PDE.

For more information on how to complete the schedules and general information regarding indirect cost rates, please contact PDE: [RA-EDPDEINDIRECTCOST@pa.gov](mailto: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](ftp://copaftp.state.pa.us/pub/PDE_PUBLIC/Indirect_Cost_Training).

#### **6. Revalidation:**

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](#).

#### **7. 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.

*New to SBAP or need a refresher? Various Training Webinars are available throughout the week. You can sign up [HERE](#)*

#### **8. LEA Contact Information – Update Your forms!**

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](mailto:RA-PWSBAP@pa.gov) as information changes or new people join your team!

Questions? Contact the SBAP Vendors!

**PCG Help Desk: 1-866-912-2976 or [SBAPSupport@pcgus.com](mailto:SBAPSupport@pcgus.com)**

\*Support for RMTS, MAC and Direct Services/Special Transportation Claiming

**SSG Help Desk: 1-877-916-3222 or [PAsupport@sivicsolutionsgroup.com](mailto:PAsupport@sivicsolutionsgroup.com)**

\*Support for Cost Settlement/Cost Reconciliation and Interim Rate Adjustments