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School-Based ACCESS Program Spring 2019 Newsletter

As we work through action items and deadlines to close the 2018-2019 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). Enjoy your summer!

1. Completion of the FY 2017-2018 Cost Reconciliation

LEAs were notified on May 1, 2019 that their FY 2017-2018 cost settlements were calculated, noting the amount due to or from the LEA. The Certification of Public Expenditures (CPE) form was to have been submitted by May 21, 2019. Cost settlement payments or withdrawals to be made to or from the LEA FAI accounts are anticipated to be transacted in July 2019. Email notices from SSG will advise the LEAs of a more specific timeframe.

Remember to maintain all supporting documentation related to your LEA's reported cost data.

All questions regarding the FY 2017-2018 cost reconciliation process should be directed to SSG's Help Desk at (877) 916-3222 or Pasupport@sivicsolutionsgroup.com.

2. Random Moment Time Study (RMTS)

RMTS Participation

Please make sure your staff are answering moments before they depart for the summer! This includes answering all RMTS follow-up questions, if received.

Each participating LEA is required to take part 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 that are not meeting individual compliance of 85%. LEAs in default**

over multiple quarters may not be able to continue participation in the SBAP.

Reminder that the July to September quarter is inactive, therefore no moments are issued.

3. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the below quarters will be collected **June 3, 2019 through June 14, 2019**:

- ✓ **October – December 2018**
- ✓ **January – March 2019**

Failure to submit a signed copy of the CPE before the **10-business day deadline** (June 14, 2019) 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:

- **April – June 2019** quarter cost reporting certification will be due **July 31, 2019**.
- LEAs must receive direct service claiming reimbursement in order to receive and retain MAC reimbursement within the same fiscal year.
- MAC payments are received by electronic deposit. **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). Additionally, you may update your bank information by clicking on the following links:
 - ✓ [Add a New Bank Account](#)
 - ✓ [Change Existing Bank Account Details](#)

4. Direct Service Reimbursement

NEW Service Provider Paper Logs for FY 2019-2020

Service Provider Paper Logs for the 2019-2020 school year will be available on PCG's Document Library in the next few weeks. LEAs participating in the SBAP must use the most recent Paper Logs for the FY 2019-2020 when entering or importing dates of service on or after **7/1/19**.

Logging Dates 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.

5. SAVE THE DATES – Annual SBAP Statewide Trainings

The FY2019-2020 Statewide Training Sessions are being scheduled! Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

- **September 26: 9:00am – 12:00pm** - PaTTAN-Harrisburg, 6340 Flank Drive, Harrisburg, PA 17112
- **October 7: 1:00pm – 4:00pm** - PaTTAN-Harrisburg, 6340 Flank Drive, Harrisburg, PA 17112

Save the dates on your calendars...registration information will be shared in the coming months. For LEAs unable to make the SBAP Trainings in person a Zoom link will be available.

LEAs that do not have an approved UICR 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 an approved 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. Instruction manuals and other helpful information can be found here: ftp://copaftp.state.pa.us/pub/PDE_PUBLIC/Indirect_Cost_Training.

6. Commitment to Compliance: Participant Licensures and Certifications

Direct Service participants must hold a valid certification or licensure for their services to be compensable to LEAs. Only qualified providers as defined in [Section 3 – Covered Direct Services of the School-Based ACCESS Program Provider Handbook](#) qualify.

LEAs need to obtain copies of each employee and contracted providers' licenses, certifications and other documentation that verifies the service providers meet MA provider qualifications for the services that were reimbursed by Medicaid. Many providers are required to hold valid licenses or certifications in addition to their Pennsylvania Department of Education certificate. Providers' license information can be found on the Pennsylvania [Department of State's website](#).

7. LEA Agreement to Participate for FY2019-2020

LEAs planning to participate in the SBAP for the upcoming school year must sign and return the annual agreement for FY 2019-2020. LEA Agreements to Participate will be emailed in the next few weeks.

8. 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 of the necessary documents to get up and running.

9. 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 as information changes or new people join your team!

10. Contact Us!

Questions? Contact the SBAP Vendors!

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