



School-Based ACCESS Program Summer 2020 Newsletter

As we close the 2019-2020 School Year during these unprecedented times, 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. Completion of the FY2018-2019 Cost Reconciliation

LEAs were notified on July 6, 2020 that their FY 2018-2019 cost settlements were calculated, noting the amount due to or from the LEA. The final step of the cost reconciliation process is to submit the Certification of Public Expenditures (CPE) form. The email received by LEAs provided notification of the July 29, 2020 deadline to submit the CPE form. Cost settlement payments or withdrawals to be made to or from the LEA FAI accounts are anticipated to be transacted no later than September 30, 2020. 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.

The reconciliation/cost settlement process is delayed this year due to the COVID-19 Public Health Emergency. All questions regarding the FY 2018-2019 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

Thank you for your commitment to the SBAP in continuing to answer moments during the Public Health Emergency.

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 have now been collected:

- ✓ **October – December 2019**
- ✓ **January – March 2020**

We are happy to report a 100% completion rate for both quarters.

Reminders:

- **April – June 2020** quarter cost reporting certification will be due **July 31, 2020**.
- 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 2020-2021**

Service Provider Paper Logs for the 2020-2021 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 2020-2021 when entering or importing dates of service on or after **7/1/20**.

- **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.

- **SBAP Delivery via Telemedicine**

For more information regarding delivering approved SBAP direct service via Telemedicine please reference the 4/6/20 communication: [Providing Direct Services via Telemedicine in the School-Based ACCESS Program \(SBAP\) During the COVID-19](#)

5. SAVE THE DATES – Annual SBAP Statewide Training

The FY2020-2021 Statewide Training Sessions are being scheduled! Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

- September 29: 9:00am – 4:00pm

Save the date on your calendars...registration information will be shared in the coming months. Due to the Public Health Emergency, trainings will not occur in-person. DHS and PDE are working together to provide an effective online training experience.

6. Commitment to Compliance

During the COVID-19 Public Health Emergency, the use of electronic signatures in lieu of physical signatures may be the best option for many LEAs. This is permitted by the SBAP, provided that the electronic signature is made in accordance with the Electronic Transaction Act ([73 P. S. § 2260.101 – 2260.5101](#)). LEAs must ensure that the document cannot be altered after the signature has been affixed. Furthermore, the signature must include identification of the individual signing the document by his or her name and title and the LEA must be able to provide an audit trail that validates the signer's identity. **Please refer to section 5.3 of the SBAP Handbook for further guidance.**

7. LEA Agreement to Participate for FY2020-2021

LEAs planning to participate in the SBAP for the upcoming school year must sign and return the annual agreement for FY 2020-2021. LEA Agreements to Participate were provided by email on June 9, 2020. LEAs planning on participating must return the signed agreement by July 31, 2020.

8. 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:

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

9. 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.

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

10. 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!

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