

School Based ACCESS Program (SBAP)

Overview for Early Intervention (EI)

School Based ACCESS Program (SBAP)

SBAP Definition

The School-Based ACCESS Program (SBAP) is a program where schools can recover federal Medicaid funds for providing certain health-related services to special education students who are enrolled in the Medical Assistance (MA) Program.

- School districts
- Intermediate units
- MAWAs
- Charter schools
- Approved private schools

Collaborative Effort

SBAP is a collaborative effort among:

- PA Department of Education
- PA Department of Public Welfare
- Public Consulting Group (*statewide contractor*)

SBAP Recent History

- PA SBAP Program competitively bid late 2011
 - PCG Contract award: May 14, 2012
 - Contract start date: 7/1/2012
- PCG PA Offices: Harrisburg and Philadelphia
- PDE Penn Links sent to LEA's
 - PCG New Vendor (6/22/12)
 - Leader Services Extension Sept 30- for 2011 services processing (7/6/12)
 - August Trainings (7/6/12)
 - CMS Changes: cease IEP billing, daily log requirement, cease paper submission (7/23/12)
 - Website announcement (8/12)

SBAP Covered Services

Assistive Devices

Audiology

Nursing (RN & LPN)

Occupational Therapy

Orientation & Mobility

Personal Care Assistant

Physical Therapy

Physician

Psychiatry

Psychology

Social Work

Speech/Language

Teacher of Hearing
Impaired

Special Transportation

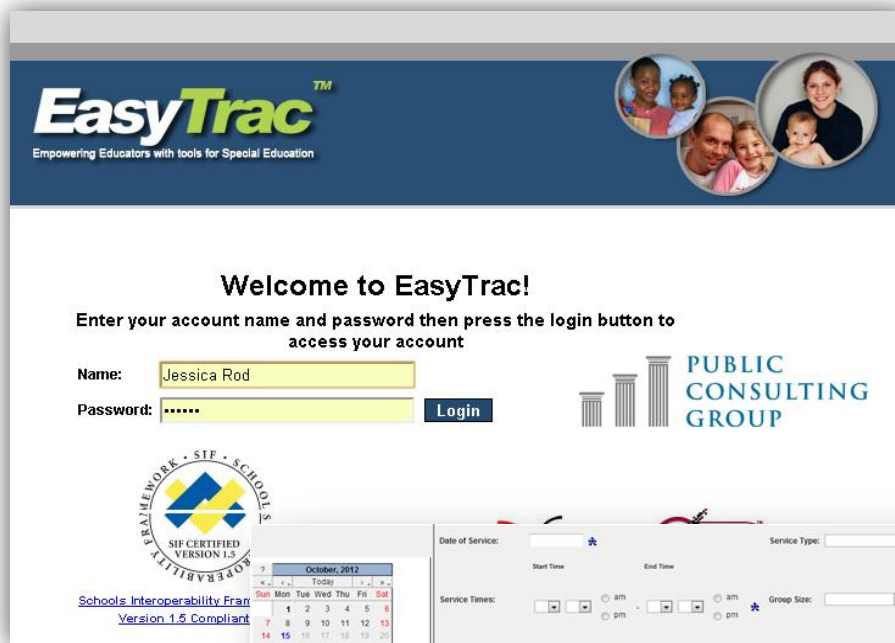
Documentation Requirements

Proper documentation is critical to program compliance.

- Paper documents must be:
 - Maintained for at least six (6) years
 - Be available for review and copying by state and federal officials
- Can now be digital documents with electronic signature
- Service Log is accepted EI Session Notes used for verification

EasyTrac

EasyTrac




EasyTracTM
Empowering Educators with tools for Special Education


Welcome to EasyTrac!

Enter your account name and password then press the login button to access your account

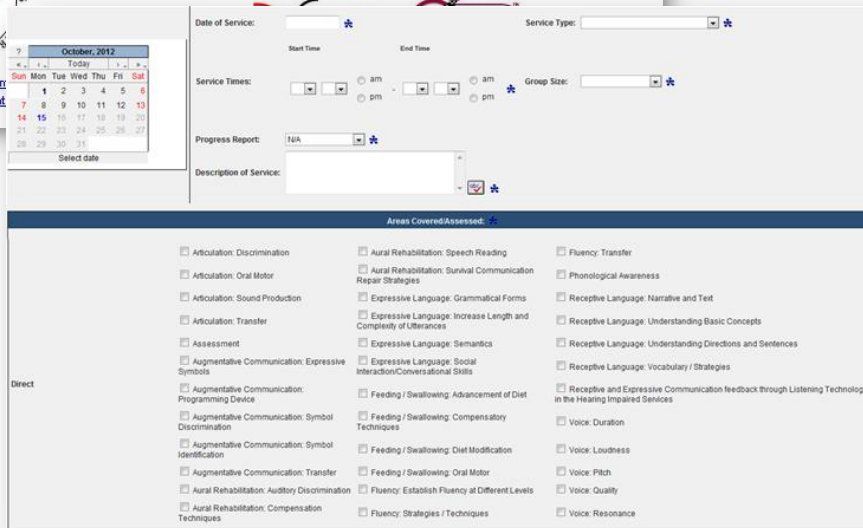
Name:

Password:





[Schools Interoperability Framework Version 1.5 Compliant](#)



Date of Service: Service Type:

Start Time: End Time:

Service Times: am pm am pm Group Size:

Progress Report:

Description of Service:

Areas Covered/Assessed:

<input type="checkbox"/> Articulation: Discrimination	<input type="checkbox"/> Aural Rehabilitation: Speech Reading	<input type="checkbox"/> Fluency: Transfer
<input type="checkbox"/> Articulation: Oral Motor	<input type="checkbox"/> Aural Rehabilitation: Survival Communication Repair Strategies	<input type="checkbox"/> Phonological Awareness
<input type="checkbox"/> Articulation: Sound Production	<input type="checkbox"/> Expressive Language: Grammatical Forms	<input type="checkbox"/> Receptive Language: Narrative and Text
<input type="checkbox"/> Articulation: Transfer	<input type="checkbox"/> Expressive Language: Increase Length and Complexity of Utterances	<input type="checkbox"/> Receptive Language: Understanding Basic Concepts
<input type="checkbox"/> Assessment	<input type="checkbox"/> Expressive Language: Semantics	<input type="checkbox"/> Receptive Language: Understanding Directions and Sentences
<input type="checkbox"/> Augmentative Communication: Expressive Symbols	<input type="checkbox"/> Expressive Language: Social Interaction/Conversational Skills	<input type="checkbox"/> Receptive Language: Vocabulary / Strategies
<input type="checkbox"/> Augmentative Communication: Programming Device	<input type="checkbox"/> Feeding / Swallowing: Advancement of Diet	<input type="checkbox"/> Receptive and Expressive Communication feedback through Listening Technology in the Hearing Impaired Services
<input type="checkbox"/> Augmentative Communication: Symbol Discrimination	<input type="checkbox"/> Feeding / Swallowing: Compensatory Techniques	<input type="checkbox"/> Voice: Duration
<input type="checkbox"/> Augmentative Communication: Symbol Identification	<input type="checkbox"/> Feeding / Swallowing: Diet Modification	<input type="checkbox"/> Voice: Loudness
<input type="checkbox"/> Augmentative Communication: Transfer	<input type="checkbox"/> Feeding / Swallowing: Oral Motor	<input type="checkbox"/> Voice: Pitch
<input type="checkbox"/> Aural Rehabilitation: Auditory Discrimination	<input type="checkbox"/> Fluency: Establish Fluency at Different Levels	<input type="checkbox"/> Voice: Quality
<input type="checkbox"/> Aural Rehabilitation: Compensation Techniques	<input type="checkbox"/> Fluency: Strategies / Techniques	<input type="checkbox"/> Voice: Resonance

- ✓ Enables oversight
- ✓ Ensures compliance
- ✓ Minimizes errors
- ✓ Saves time
- ✓ Saves paper
- ✓ Saves storage space

Use of Your Data

- PCG understands and complies with all HIPAA and FERPA confidentiality requirements
- All PCG employees receive training on the confidentiality required by HIPAA and FERPA when dealing with student and healthcare records
- PCG uses the data maintained in EasyTrac to support and administer PA SBAP

Benefits of EasyTrac

Item	Previous Process	Current Process	Benefit to Districts
<ul style="list-style-type: none"> ● Claim Edits Prior to Submission 	District responsibility to store and retain all information needed for billing, district responsibility to determine claim compliance and submission. Charge applied each time an entry was done in the system	PCG responsibility, all edits are completed and only claims that are submitted to MMIS/Promise for processing are charged.	Districts no longer have to devote the time to this task
Medicaid Eligibility	File provided monthly, exact match conducted, lookup system for districts	File provided at start of school, additional students added on a monthly basis, exact and enhanced matched provided	Districts no longer have to perform manual lookups
Electronic Signature	All entries had to be printed, signed and retained	Electronic record and entry policy implemented, no more paper	Districts no longer have to pay for paper, printer toner, staff time, storage, retrieval upon audit
Price per transaction	\$1.65 per service	\$.77 per service	Less than half the previous cost
Single System	District responsibility to store and retain all information needed for billing, district responsibility to determine claim compliance and submission.	PCG's EasyTrac system is provided and can be utilized to capture and store all required claiming data	Districts no longer have to maintain other systems or processes to store this data

EasyTrac Service Log Wizard

Date of Service: * **Service Type:** *

Start Time: am pm **End Time:** am pm * **Group Size:** *

Service Times: am pm * **Group Size:** *

Progress Report: NIA * **Description of Service:** *

Areas Covered/Assessed: *

Direct

<input type="checkbox"/> Articulation: Discrimination	<input type="checkbox"/> Aural Rehabilitation: Speech Reading	<input type="checkbox"/> Fluency: Transfer
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EasyTrac Compliance Checks

Age	Parent Consent	Service Documentation
Bill Rate	Physician Authorization	Service Limit
Client Information	Placement	Service Requested for Deletion
Holiday/Weekend	Primary Disability	Service Type
IEP Implementation Date	Procedure Code	Student Demographic Info
Medicaid Eligibility	Provider Certification/Licensure	Supervisor Sign-Off
Non-Billable Service	Provider Number/NPI	

Running compliance checks prior to claiming minimizes the potential for submitting invalid claims

Getting Your Data Into EasyTrac

- 
- **Data Imported from previous vendor**
 - (Student Names & User Names)

- 
- **Finalize Imported data**
 - (Add information, i.e., PA Secure ID & Compliance Data)

- 
- **Import your new data**
 - (Student Data, Compliance Data)

PA Secure ID

- PA Secure ID will be used as a unique identifier for Easy Trac
- PA Secure ID can be obtained in the Data Warehouse

DPW > * Group Folders * > EI Ad-Hoc Reports
> Preschool Reports

Report Name: PS Children - PA Secure ID

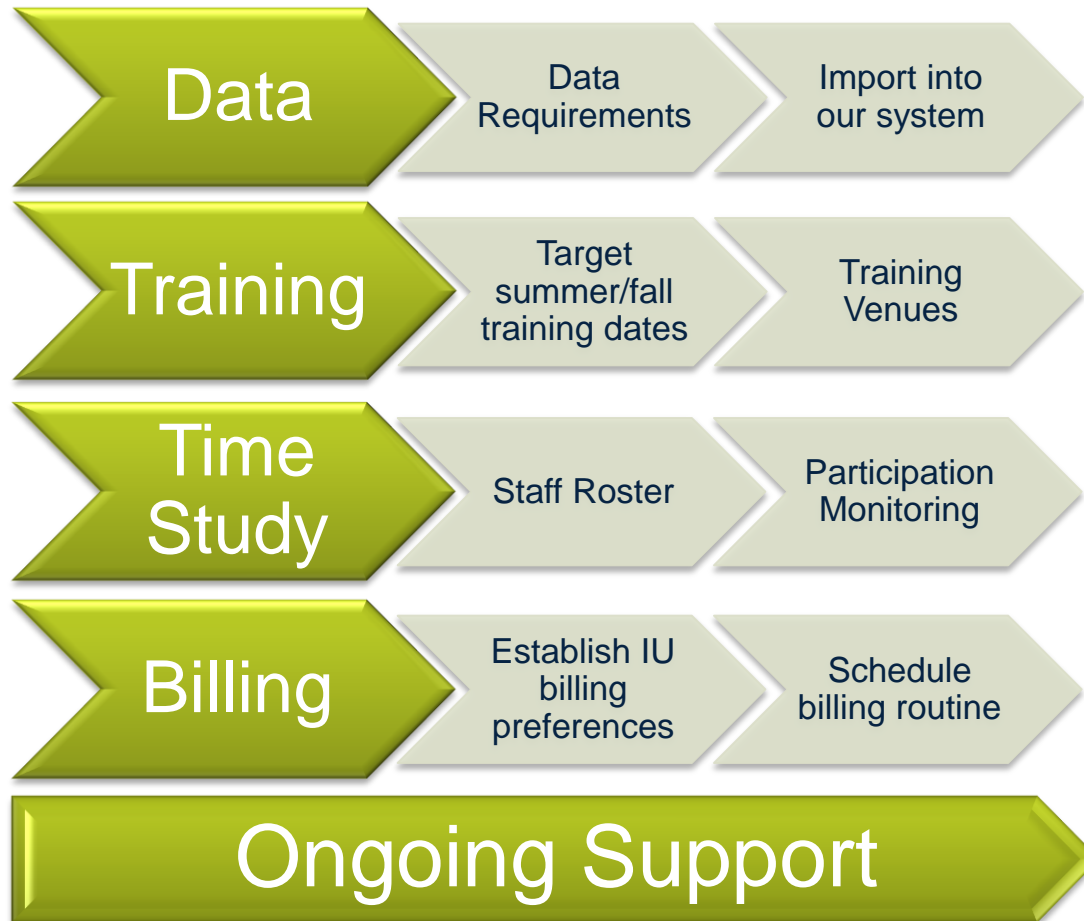
EasyTrac Reports

Student Reports	User Reports
(None Available)	(None Available)
Service Reports	Service Log Reports
(None Available)	Service Documentation Review
Scheduled Reports	
Active Student Listing (PDF) Projected IEP Meetings (PDF) Projected Eligibility Meetings (PDF) Projected IEP Meetings (txt) Projected Eligibility Meetings (txt) Service Log (xls) Deleted Log Report (xls) Deleted Log Report new ServiceExtract for Billing Missing Monthly Summary Admin Report (xls) User Information (xls) Percent of Students Receiving Services.	Percent of Providers logging Services. Provider Caseload Services. Printable Service Report. UsageReport (txt) Hours Logged per User. Recent Logins. Caseloads Report. Logged Related Services Summary. Prescribed vs Delivered Prescribed Vs Delivered Report Parental Consent to Bill Medicaid Provider Caseload Report

EasyTrac Training

- **Administrator**
 - Live webex training ([Check Training Calendar](#))
 - Recorded webex training ([SBAP website](#))
- **Service Provider (User)**
 - Live webex training ([Check Training Calendar](#))
 - Recorded webex training ([SBAP website](#))
- **Electronic Data Upload**
 - Live webex training ([Check Training Calendar](#))

Preparing to Use EasyTrac



Random Moment Time Study (RMTS)

- Federal PA audit mandated that SBAP use a Random Moment Time Study methodology
- Replaces previous time study approach
- **What is RMTS**
 - Requires all SBAP service providers and administrators to register
 - Direct service provider & Administrative pools
 - Schools must complete Roster and Calendar templates
 - 3,000 participants selected randomly, statewide
 - Conducted 3 quarters every year

RMTS Information

- **SBAP website** ([Document Library](#))

Random Moment Time Study

- [PA RMTS Overview for Participants](#)
- [Random Moment Time Study Roster FAQ](#)
- [RMTS Overview Training](#)
- [RMTS Template Instructions/Examples](#)
- [RMTS Calendar Entry Template](#)
- [RMTS Roster Template](#)
- [RMTS Overview Presentation \(streaming\)](#)
- [RMTS Overview Presentation \(Download\)](#)

RMTS Information

- Management of Staff Information for Time Study
- 30-days prior to the start of each quarter, administrator will be able to manage the list of RMTS participants
- Quarters begin October, January, April

EasyTrac Support

EasyTrac Support & Information

If you have questions, SBAP information & support:

- PA SBAP General Information Website:
www.publicconsultinggroup.com/client/paaccess
- SBAP program questions:
SBAPsupport@pcgus.com
- Random Moment Time Study questions:
RMTSsupport@pcgus.com
- Toll free phone number: 866-912-2976

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Questions

