



### School-Based ACCESS Program Summer 2022 Newsletter

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As everyone works towards closing the 2021-2022 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).

#### **1. Completion of the FY2020-2021 Cost Reconciliation**

Thank you for all of your work on the 2020-2021 Cost Reconciliation and meeting the deadline for the Certified Public Expenditure (CPE) forms. SSG will continue to partner with DHS to ensure that the Local Education Agencies (LEAs) receive their Cost Settlement in a timely manner. DHS will send out an official Cost Settlement notice later this summer. Thank you for helping to ensure that the 2020-2021 Cost Settlement was successful.

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

##### **RMTS Participation**

**Please remind staff to answer any assigned moments before they depart for the summer!** This includes 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 may issue 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.

**Reminder** that the July to September quarter is inactive, therefore no moments are issued. In preparation for the Fall, you should still track:

- Positions where a participant is no longer working and may need to be replaced before the next quarter's staff pools are certified.

- Any positions that remained vacant at the end of the last quarter. Whether a vacancy position was created and never filled or the position was vacated during the quarter and a replacement was not made, vacancies should be reviewed. Remember, these positions are still eligible for moments.

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

Certified Public Expenditure (CPE) Forms for the below quarters will be collected in the next few weeks:

- ✓ **October – December 2021**
- ✓ **January – March 2022**

#### **Cost Reporting Reminders:**

- **April - June 2022** quarter cost reporting certification will be due **July 29, 2021**.
- LEAs must receive direct service claiming reimbursement 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 employees in the Federal Offset section.** The amounts that are included in the Federal Offset section will be deducted from the 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:**

- *Quarterly MAC payments are directly deposited into the bank account identified by your LEA. If no bank account is identified, a paper check will be sent.*
- **Reminder** to LEAs to keep bank account information updated. Failure to do so will also result in receiving a paper check.
- **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](#)

#### **Contractor Responsibility Program Blocks**

The Contractor Responsibility Program (CRP) is intended to ensure that those agencies that do business with the Commonwealth (including LEAs) uphold their responsibilities regarding Commonwealth obligations. CRP blocks are usually initiated by the Department of Revenue or the Department of Labor and Industry due to outstanding tax obligations or failure to file a required tax report. This obligation must be resolved by the LEA; neither DHS nor its vendors can assist with resolving the block.

If you do not have regular contact with these agencies through your role, you may need to work with other school district staff to resolve the block. It is important to know who the business or financial manager is for your school district so that you can reach out in the event you are notified of one of these blocks.

DHS and PCG will notify the LEA of any outstanding CRP block. Once notified of a CRP block, the proper LEA contact should reach out to the contact(s) indicated in that notification.

Once the LEA receives notification that the block has been cleared, that notice should be forwarded to PCG and to DHS.

**Please note:** if an LEA has a CRP block with the Commonwealth, MAC reimbursement will not be received until the block is resolved.

#### **4. Direct Service Reimbursement and Telemedicine**

##### **1. Backup Service Documentation**

When printing service logs for backup documentation, EasyTrac has the ‘**ACCESS Billing**’ document that can be generated under the ‘Documents’ tab in a student’s profile. Simply enter the start date for month of the services logged you want to print, and a PDF will generate.

All required information is included:

- The first and last name of the student who received the service on every page.
- Student’s date of birth and PA Secure ID.
- Name and title of the service provider who rendered the service. (And whether the service was entered in EasyTrac on behalf of the provider)
- Group Size.
- The student’s diagnosis or a description of the medical condition.
- The date and start/end or duration of time which the service was rendered.
- A treatment code or narrative description that corresponds to the direct service rendered.
- The printed signature(s) of the service provider.
- Progress indicators or narrative that describes the effectiveness and outcome of the treatment.

##### **2. NEW Service Provider Paper Logs for FY 2022-2023**

Service Provider Paper Logs for the 2022-2023 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 2022-2023 when entering or importing dates of service on or after **7/1/22**.

##### **3. 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 60 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 Training**

The FY2022-2023 Statewide Training Session is scheduled! Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

- **September 20: 9:00am – 3:00pm** - PaTTAN-Harrisburg, 6340 Flank Drive, Harrisburg, PA 17112

*Save the date on your calendars...registration information will be shared in the coming months. Training will include an in-person option this year! For LEAs unable to travel to Harrisburg for the SBAP Fall Training a Zoom link will be available to allow LEAs to participate virtually. Recorded versions of the presentations will be available after the date of the training.*

## **6. 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.

Section 2 of the [SBAP Handbook](#) outlines the enrollment process, including revalidation. Please remember that only paper applications may be used for Provider Type 35.

### **Reminder to each provider that:**

1. LEAs MUST use the pre-printed application found at the link on the DHS SBAP website to ensure that appropriate and accurate information is provided. Do NOT make any changes to the pay-to address information on that pre-printed application.
2. LEAs MUST submit their paper application to either the mailing address or the email address. Please note that email submission may reduce processing time.
3. If the LEA is late in submitting an application for revalidation, their location will auto-close, which could result in missed claiming opportunities until the LEA is able to reestablish an active location.

**Note:** If your LEA has changes to information such as physical address or tax ID number, those changes should be reported to enrollment staff when the change occurs to avoid issues with revalidation.

Please note that due to high application volume, there is a backlog in processing revalidation applications. LEAs should allow at least 90 days for processing but may encounter longer processing times. LEAs are encouraged to monitor their revalidation process.

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

[https://www.dhs.pa.gov/docs/Publications/Documents/FORMS%20AND%20PUBS%20MAP/c\\_228794.pdf](https://www.dhs.pa.gov/docs/Publications/Documents/FORMS%20AND%20PUBS%20MAP/c_228794.pdf)

## **7. SBAP Handbook – Updated Version**

An update to **The School-Based ACCESS Program (SBAP) Handbook** was released in **May 2022** and is available as a resource [HERE](#). Sections are highlighted which correspond to the updates.

## **8. Commitment to Compliance: Record Retention Reminders**

Per Section 5.1 Record Keeping of the SBAP Handbook, as an MA provider, an LEA is responsible for the accuracy of its documentation of health-related MA-covered services that were reimbursed by Medicaid.

**Reminder:**

When providers or ACCESS Administrators are documenting services into EasyTrac, if “See Paper Log” is used in the comments section please remember to retain these records, as they will be needed in the event of an audit. If logs are entered ‘on behalf of’ someone, the original logs **must** be maintained.

Per Section 5.2 Records Retention Requirement of the SBAP Handbook, Pennsylvania MA Regulations ([55 Pa. Code § 1101.51 \(e\)](#)) require medical and fiscal records that fully disclose the nature and extent of the services rendered to MA beneficiaries be **retained for at least four years from the last date of service**.

Failure to appropriately document services and maintain records may result in recoupment of MA reimbursement and/or termination of the written provider agreement.

**9. LEA Agreement to Participate TY2022-2023**

LEAs planning to participate in the SBAP for the upcoming school year must sign and return the annual agreement for FY 2022-2022. LEA Agreements to Participate will be emailed in the next few weeks.

By signing an LEA Agreement, the LEA is acknowledging the requirement to participate in each of the key program components:

- Direct Services and Special Transportation Claiming;
- Medicaid Administrative Claiming (MAC);
- Random Moment Time Study (RMTS); and
- Annual Cost Reconciliation and Settlement.

**10. New to SBAP? Check out SBAP 101**

In addition to the information below, LEAs are encouraged to review the LEA Participation Flowchart (Appendix D) in the [SBAP Handbook](#).

These resources will provide you with the necessary documents to get up and running:

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

**11. LEA Contact Information – Update Your Forms!**

Important email communications are being returned as “undeliverable” due to LEA failure to update contact information. To ensure receipt of SBAP updates and communications, please remember to update your LEA’s contact information using the [School-Based ACCESS Program Contact Information Form](#) and return it to [RA-PWSBAP@pa.gov](mailto:RA-PWSBAP@pa.gov) as information changes or new people join your team! LEAs should also ensure that any SPAM filters are set to allow email communications from the DHS resource account and vendor support email addresses.

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