



School-Based ACCESS Program Winter 2022 Newsletter

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As we continue through the 2022-2023 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). Thank you to the LEAs for your continued dedication to your students and your participation in the program!

1. Annual SBAP Statewide Training Follow-Up

Thank you to all those who attended the annual SBAP statewide training in September! As always, we appreciate your feedback on the training surveys. It will help us in planning for future trainings and know how any changes made to the format are received.

- For any of you who were unable to attend the SBAP Fall Training, the four presentation recordings and handouts are available on the [DHS SBAP webpage](#).
- A Frequently Asked Questions document will be posted on the DHS SBAP website: SBAP Training.

2. Cost Report Deadline – December 31, 2022

- SBAP Cost Reports for the FY 2021-2022 reporting period opened October 1 and are **due by December 31, 2022**. LEAs are encouraged to complete the cost report by December 16, prior to the holiday break. LEAs must complete and submit their cost reports in the [SSG e-SivicMACS system](#) by the deadline.
- Are you new or need a refresher on the cost reconciliation process and were unable to participate in recent cost settlement training webinars? The 101, beginner’s training and the e-SivicMACS system training, and associated training materials are available under the “resource section” of e-SivicMACS.

➤ **Cost Settlement 101:**

<https://attendee.gotowebinar.com/recording/4760728544695>

[612943](#)

➤ **Cost Settlement/Cost Reconciliation using e-SivicMACS System:**

<https://attendee.gotowebinar.com/recording/3774739293422708488>

- Questions regarding the FY 2020-2021 cost reports and cost reconciliation process should be directed to the SSG Help Desk at 1-877-916-3222 or pasupport@sivicsolutionsgroup.com.

3. Random Moment Time Study (RMTS)

The deadline to certify Calendars and Staff Pool Lists for the January – March 2023 quarter was November 23, 2022.

Since winter break will soon be upon us, please make sure your staff are answering moments before they depart for the holiday season. 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 prepare for the **January – March 2023** quarter please consider the following:

It is 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 -- the quality of the moment response is just as important as responding to the moment; and
- answering all RMTS follow-up questions, if received. This means additional information is needed to clarify the original response.

For LEA Admin:

1. General Reminders

- Maintain supporting documentation of the activity identified during moment response.
- Ensure direct service providers hold the appropriate and valid certification or licensure for the services they provide.
- Do NOT include a provider on the direct service staff pool list if that provider is unlikely to provide or is not providing direct services to a SBAP student.
- Be sure to select any holidays and breaks that apply to your LEA. **Holidays have not been pre-selected.**

2. Shifts

Shifts should be created and assigned to participants so that the shift covers the time they are working and being paid.

- Shifts must cover the earliest start time and latest end time of the participant.
- LEAs with only 1 full-time shift are strongly encouraged to carefully review their shift to ensure it covers the full workday for **all their staff**. For example: 8:30am – 3:15pm.
- Shifts should be utilized for service providers (e.g., Contractors) who work at specific days/times; for example, Monday and Wednesday from 9:00am – 11:30am.

Tool: [Shift Tips and Reminders](#)

3. Vacancy Positions

All positions reported on the staff pool are eligible to be assigned a moment. **Vacancies should only be used if you expect to fill the position with a participant that quarter.** A moment received by a vacant position results in a non-response. Non-responses are missed opportunities for a working moment, which will negatively impact reimbursement.

- If you are contacting PCG to close a moment for a participant who is no longer working, be sure to delete or replace the position when certifying the next quarter's staff pool list.
- Delete or replace positions if a participant vacates their position during the quarter before certifying the next quarter's staff pools.
- LEAs where the number of vacancies exceeds 20% of the entire staff pool list when certifying will be asked for confirmation.
- LEAs where the number of vacancies significantly increased compared to the previous quarter will be asked for confirmation.

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 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.

Tool: [RMTS Response Compliance Tips and Reminders](#)

New to SBAP or need a refresher? Training Webinars are offered every Tuesday at 11am. You can sign up [HERE](#)

4. Medicaid Administrative Claiming (MAC)

Certified Public Expenditure (CPE) Forms for the **July – September 2022 quarter** will be available after the new year. Please look for their delivery.

Cost Reporting Reminders:

- 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**.
- 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.

MAC Reimbursement

- *The deadline to submit MAC certifications for late FY2021-22 quarters was October 28th, 2022.*
- **October-December 2022 quarter** cost reporting certification will be due January 31, 2022.

Receipt of 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.*

5. Unrestricted Indirect Cost Rate (UICR)

Reminder to apply for unrestricted indirect cost rates (UICR) for FY22-23. LEAs that do not have a UICR will have a zero-rate applied and no indirect costs will be included, resulting in decreased SBAP reimbursement for your LEA. **LEAs are strongly encouraged to complete the annual process for a UICR.**

Be sure to note the reference in October (2022) of the [SBAP Monthly Calendar for the FY 2022-2023 School Year](#) to apply for a UICR when completing your Annual Financial Report (due 10/31). Timely completion of the AFR, to include correctly requesting an indirect rate, helps to ensure the application of the UICR to your MAC claims and cost settlement.

Remember, the AFR you submit by 10/31/2022 is the first step in receiving the rate that will apply to:

- **Cost Settlement:** FY21-22
- **MAC claims:** FY22-23

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: <https://www.education.pa.gov/Teachers%20-%20Administrators/School%20Finances/Office%20of%20Comptroller%20Operations/Pages/AFR.aspx>

6. Direct Service Reimbursement and Telemedicine

1. 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.*

2. Service Provider Paper Logs for FY 2022-2023

Please reference the 7/6/22 email: [FY 2022-2023 Updates to SBAP Service Logging](#)

LEAs participating in the SBAP must use the information in the updated logs for entering or importing dates of service on or after 7/1/22.

3. Reminder: EasyTrac Update for Telemedicine as a Place of Service

Please reference the 9/2/22 email: [Reminder: EasyTrac Update for Telemedicine as a Place of Service](#)

7. 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. However, 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

8. SBAP Handbook – Updated Version

An update to [The School-Based ACCESS Program \(SBAP\) Handbook](#) was released in **September 2022**.

If you have not done so already, please review for updates to providers able to order/prescribe services and updates to Section 7, related to Health-Related Purchased Services.

9. Commitment to Compliance

Required documentation for nursing services provided per physician order

The Bureau of Program Integrity (BPI) requests records to verify documentation; a physician order is part of the documentation that is required. The physician order should be retained with the Medical Practitioner Authorization Form (MPAF) when a health-related service (medication, tube feeding, suctioning, catheterization, etc.) is ordered by a physician. It is acceptable to document “per physician orders” on the Individualized Education Program (IEP)/MPAF, but the actual physician order must also be included since it provides the details of the service provided. A nurse must have a physician order to perform the service that is ordered. The LEA’s medical practitioner will need the physician’s order when reviewing the IEP and completing the MPAF.

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](#)*

- Beginner Training “Cost Settlement 101” is available from the home screen of SSG’s e-SivicMACS, as well as System Training for the cost settlement process and resources such as the Allowable Health-Related Supplies and Materials list.

11. 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 [School-Based ACCESS Program Contact Information Form](#) and 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