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PA SBAP NEWSLETTER

FALL 2016



School-Based ACCESS Program Fall 2016 Newsletter

On behalf of the Pennsylvania Department of Human Services (DHS), Pennsylvania Department of Education (PDE), Public Consulting Group (PCG) and Sivic Solutions Group (SSG), we are pleased to kick off the 2016-2017 quarterly newsletters for the Pennsylvania School-Based ACCESS Program (SBAP). This year marks the 25th anniversary of the SBAP!

1. LEA Agreement to Participate FY 2016-2017

LEAs planning to participate in the SBAP for the current school year must sign and return the annual agreement *AS SOON AS POSSIBLE*: [Local Education Agency Agreement to Participate FY 2016 - 2017](#)

Send your completed LEA Agreements to PCG via email SBAPsupport@pcgus.com or fax (717) 884-7799.

2. New Vendor – Sivic Solutions Group (SSG)

Announced via Penn*Link on April 26, 2016, DHS has two vendors contracted to administer the SBAP starting July 1, 2016. LEAs are familiar with PCG, as the vendor during the prior contract period. PCG is now the vendor for Lot 1 services, which includes conducting the Random Moment Time Studies (RMTS), submitting quarterly claiming for Medicaid administrative activities to DHS, and operating and maintaining a third party billing system to submit claims to DHS for direct services and special transportation.

The new vendor is Sivic Solutions Group (SSG) for Lot 2 services, which includes performing annual cost reconciliation and settlement tasks and conducting quarterly RMTS coding reviews.

Contact information for both vendors is included at the bottom of the newsletter.

3. Enrollment of Ordering/Prescribing Providers – Impact on the SBAP

All physicians and other prescribing practitioners who sign the Medical Practitioner Authorization Forms for the SBAP must enroll as MA providers.

Please reference the DHS Memo [HERE](#) and the [Frequently Asked Questions](#) for important details about the requirement set forth in Medical Assistance Bulletin 99-16-07 "Enrollment of Ordering, Referring and Prescribing Providers."

Both the SBAP Medical Practitioner Authorization Form and EasyTrac will soon be updated to require the 13-digit Medical Assistance (MA) Provider number and the 10-digit National Provider Identifier (NPI) number for the physicians and other practitioners who order or refer items or services for MA. More details will be available in the upcoming weeks.

4. Random Moment Time Study (RMTS) – Compliance Tips and PCA Moment Examples

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!

LEAs just completed their Calendars and Staff Pool Lists for the October – December 2016 quarter, which is the first active quarter of the year. All positions identified on the two Staff Pool Lists (Direct Service Providers and Administrative Support) are eligible to receive an assigned moment during the LEAs' individual Calendars and identified Shifts.

Ensure your LEA's participants are 1) responding timely to their assigned moments and 2) providing a clear picture of what activity is occurring during their assigned moments.

- 1) **Response Rate Compliance:** Pennsylvania must maintain a minimum 85% response rate. In August, DHS issued warning letters to 36 LEAs not meeting individual compliance. LEAs in default over multiple quarters may not be able to continue participation in the SBAP.

Helpful Tip: Prior to and during each quarter, use the *Compliance Report on the PCG Claiming System* as a tool to display all moments assigned to your LEA and monitor whether your participants are responding timely.

Best Practices from LEAs: This edition features Allegheny IU 3 ... click [HERE](#) for their step by step guidance on RMTS Compliance.

- 2) **Complete Responses:** Remember that responses can be brief, but must include sufficient detail so the coder can easily understand the activity occurring during the assigned moment.

Please review these REAL examples from Personal Care Assistants when answering the question “What were you Doing?”:

Response #1 – “I provided a direct service per the student’s IEP.”

Response #1 is NOT clear. It does not give the coder information about what type of direct service is being provided to the student.

Response #2 – “I was transitioning my student through hallways and on stairs to his next period class, to observe for safety and proper conduct, per his IEP.”

Response #2 provides a clear picture of the activity occurring during the assigned moment.

Response #3 – “Assisted student in math class per IEP.”

Response #3 is NOT clear. It does not give the coder information about how the student was specifically being assisted in class.

Response #4 – “Assisting the student with motor skills and multiple directions during a science experiment in his 3rd grade classroom, per the student’s IEP.”

Response #4 provides a clear picture of the activity occurring during the assigned moment.

Response #5 – “Lunch room duty per student’s IEP.”

Response #5 is NOT clear. It does not give the coder a description of whether a service was being provided to the student during lunch.

Helpful Tip: Providers should answer all RMTS follow-up questions! If a participant receives a follow-up question, additional information is needed to clarify their original response. This would apply to the Responses #1, #3 and #5 above.

5. Medicaid Administrative Claiming (MAC) – April-June 2016 Quarter

Certified Public Expenditure (CPE) Forms for the April-June 2016 quarter will be available in the next few weeks. Please look for their delivery.

A few reminders:

- ✓ Quarterly costs for MAC are reported on a cash basis.
- ✓ 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 employee in the Federal Offset section. Whatever amount that is included in the Federal Offset section will be deducted from your total costs as these Federal dollars aren't allowable as a cost to the LEA.
- ✓ Failure to submit a signed copy of the Certification of Public Expenditure 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.
- ✓ Quarterly MAC payments are never deposited into the LEA's FAI account; these are paper checks mailed to the LEA.

The deadline to submit MAC certifications for the FY2015-16 quarters is September 30, 2016.

6. Annual SBAP Statewide Training Dates

The FY2016-2017 Statewide Training Sessions are scheduled! All trainings will be held 9:00am – 3:00pm. Participation is strongly encouraged to ensure your LEA has the latest SBAP information.

October 11 (Tuesday)	PaTTAN-Harrisburg, 6340 Flank Drive, Harrisburg
October 17 (Monday)	Ramada/Mountain View Country Club, 100 Elks Club Road, Boalsburg
October 18 (Tuesday)	Northeastern Educational IU 19, 1200 Line Street, Archbald
October 19 (Wednesday)	PaTTAN-East, 333 Technology Drive, Malvern
October 24 (Monday)	Tri-County IU 5, 252 Waterford Street, Edinboro
October 25 (Tuesday)	PaTTAN-Pittsburgh, 3190 William Pitt Way, Pittsburgh

Please register online via the Pennsylvania Training and Technical Assistance Network (PaTTAN) at <http://www.pattan.net>.

7. FY2015-16 Annual Cost Reconciliation Process

Meet the SSG team at the Statewide Trainings in October! Introduction to the new Cost Settlement system, “e-SivicMACS”, will be included in the afternoon portion of the FY2016-2017 Statewide Trainings. This session will be led by the new vendor for Cost Settlement, SSG, and will review the system to be used by LEAs for completing their required Medicaid Cost Reports, due annually on December 31.

Cost Settlement for FY2015-16 will open November 1, 2016 for LEAs to begin entering costs. More details will be available in the upcoming weeks.

8. Commitment to Compliance: Prescribed vs. Documented Services

In order to be in compliance with Medical Assistance regulations, the units of service billed must be equal or less than the units of service authorized on the Medical Practitioner Authorization Form (MPAF). The Bureau of Program Integrity within DHS continues to find instances where there are more units of service billed than are authorized.

EasyTrac does not have an edit check to ensure the units of service equal the units of service authorized, but has the ability for the provider to be able to see the duration and frequency of each related service as they are logged. You are highly encouraged to verify through the self-audit process that the duration and frequency of the services billed are equal or less than the duration and frequency recommended in the IEP and authorized on the MPAF.

Benefits:

- Identify incorrect payments. (These payments need to be refunded to Medical Assistance)
 - Service not provided, but billed (example student absent from school)
 - Billed for more units than authorized and/or provided
- Identify missed opportunity (Did not receive payment for provided service)
 - Service provided but not billed
 - Billed for less units than provided and/or authorized

Please click [HERE](#) to see how EasyTrac can assist you.

9. New School Year Updates and Reminders for Direct Service Claiming in EasyTrac

1. **While transitioning into the new school year, we wanted to highlight a few items to keep in mind during this time:**

Students Transitioning from Early Intervention to School Age

- When logging EI services you must use the EI designated service in EasyTrac (eg., EI-Speech/Language/Hearing is used to log speech services delivered to an EI student; use Speech/Language/Hearing to log services for an SA student)
- If a student receives Special Transportations services, they should be logged as EI or SA appropriately as their Direct services are logged. For example, EI-Speech/Language/Hearing and EI-Special Transportation.
- When transitioning a student from EI to SA you do not need to make any changes to the student's information. Schools can continue to log for EI services while beginning to log for SA services. Both EI and SA services can be logged for the same student, simultaneously. This can occur, as noted above, due to the fact that the Early Intervention identifier is specific to the related service chosen.

Students who Transfer to a Different School - Students who move to a new school or change schools within a district should be inactivated within the original districts EasyTrac site. All service logs will continue to be processed that have the necessary compliance information and timely filing limits.

Administrators and Providers that no longer work with a School- If there are any administrators or providers that no longer work with and/or provide services within your school, the user account can be inactivated. All service logs will continue to be processed that have the necessary compliance information and timely filing limits.

Changing Grades - When a student changes grades, for example transitioning from 2nd grade to 3rd grade, this change is not automatically applied in the system. It will need to be made by the LEA for each student. However, this is a change that can be accommodated by using the import feature.

2. Importing Data into EasyTrac

LEAs are encouraged to utilize the import functionality versus manually entering service log information. Imports into EasyTrac provide a straightforward, simple way to insure that student data integrity is maintained across multiple software systems while reducing duplicate data input effort. Use the [How to Guide](#) and [Import Template](#) as resources.

3. Weekly Webinars

Weekly webinar trainings for all components of the SBAP are available for participating LEAs to attend as their schedules allow. You can register for one of these training sessions by clicking on the following link: [PCG SBAP Training/Event Calendar](#)

4. Dates of Service

It is recommended as a best practice to enter service logs into EasyTrac by the 15th of each month. Due to timely filing limits of 180 days from the date of service to bill Medicaid, LEAs could miss reimbursement opportunities if services are not entered timely into EasyTrac, which is a required step before they can be submitted to Medicaid.

5. FY2016-2017 Service Provider Paper Logs

Service Provider Paper Logs for the 2016-2017 school year are available on PCG's Document Library [Service Provider Paper Logs 2016-2017](#). LEAs may modify the forms according to preference (i.e. portrait vs. landscape orientation), but must be sure to include the required information necessary to meet documentation requirements.

6. New to SBAP? Check out the SBAP 101 Section of the Website!

If you are new to the School-Based Access Program or know someone who is, please refer them to the ["SBAP 101"](#) section of the SBAP Website. This will provide you will all of the necessary documents to get you up and running.

10. SBAP Contact Information

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

To ensure receipt of SBAP updates and communications, please remember to update your LEA's contact information with the SBAP Vendors as information changes or new people join your team!