



This PDE Bulletin has been sent by the following:

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2024-25 School-Based ACCESS Program Statewide Training Sessions

The Pennsylvania Department of Human Services (DHS) and the Pennsylvania Department of Education (PDE) are announcing the schedule for annual statewide training sessions offered to all participating School-Based ACCESS Program (SBAP) teams. Local educational agencies (LEAs) that are interested in beginning to participate in the SBAP are also welcome to participate in annual training.

Live trainings are scheduled across two dates, which will be recorded and made available through the SBAP Website. You may register to attend the sessions based on your location and availability. Registration is required; (instructions below).

Participation is strongly encouraged. LEAs are encouraged to assign at least one representative to attend each training session in order to receive important SBAP information.

LEAs are encouraged to submit questions in advance to DHS at RA-PWSBAP@pa.gov with "Fall Training Question" included in the subject of your email. Presenters will address as many of these as possible during relevant sessions, and they will be used in compiling a list of Frequently Asked Questions to be issued after the annual trainings are complete.

Itinerary

DAY ONE

WEDNESDAY, SEPTEMBER 18, 2024 – PROGRAM BASICS

General Participation Requirements and Compliance (8:30 AM – 10 AM)

- This session will be presented by DHS with both Policy and Program Integrity staff.
- This session will cover a general overview of the SBAP, including participation

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- This session is recommended for any new staff supporting the SBAP within their LEA and any LEAs which are new or returning to participation.

Random Moment Time Study (RMTS) and Reimbursement (10:15 AM – 11:45 AM)

- This will be a joint session presented by staff from DHS and Sivic Solutions Group (SSG).
- This session will cover a general overview of RMTS participation requirements and how Medicaid-allowable activities boost statewide reimbursement. This information will help inform what staff are appropriate to include on RMTS cost pool lists.
- This session is recommended for any staff who certify cost pool lists for RMTS and any LEAs which are new or returning to participation.

LUNCH BREAK 11:45 - 12:45

SBAP Systems (12:45 PM – 2:15 PM)

- This session will be presented by SSG staff.
- This session will provide high-level overviews of MAXCapture and e-SivicMACS, including system demonstrations and explanations of how each system supports the various areas of the SBAP.
- This session is recommended for any staff who report costs, certify cost pool lists, or document direct services, as well as any LEAs which are new or returning to participation.

SBAP Handbook Updates (2:30 PM – 4 PM)

- This session will be presented by DHS Policy staff.
- This session will cover updates to the SBAP Handbook from the last version which was issued in 2022.
- This session is recommended for any staff who oversee SBAP operations within their LEA, as well as any LEAs which are new or returning to participation.

DAY TWO

THURSDAY, SEPTEMBER 19, 2024 – PROGRAM DEEP DIVES

Direct Services (8:30 AM – 10 AM)

- This will be a joint session presented by staff from DHS and SSG.
- This session will cover the SBAP's covered services (service types, credentialed providers, individual/group distinctions, service limits) as well as all components required for a successful claim (IEP, Medical Practitioner Authorization Form, etc.) including tips for particular service types. This session will include a brief system demonstration of documenting direct services through MAXCapture.
- This session is recommended for any staff who support direct service claiming and/or track reimbursement for interim payments and cost settlement.

SBAP Reports and How to Use Them (10:15 AM – 11:45 AM)

- This session will be presented by SSG staff.
- This session will cover reporting capabilities within MAXCapture and e-SivicMACS, including how to generate reports and tips for how to use the data provided in various reports to better serve your students through the SBAP.
- This session is recommended for any staff who oversee SBAP operations within

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LUNCH BREAK 11:45 - 12:45

SBAP Reimbursement and Business Management (12:45 PM – 2:15 PM)

- This will be a joint session presented by staff from DHS and SSG.
- This session will cover a general overview of SBAP reimbursements including interim payments, Medicaid Administrative Claiming (MAC), and annual cost settlement. This session will include brief system demonstrations of cost reporting through e-SivicMACS, including what areas of the SBAP these systems are tied to. It will also address best practices for reporting costs and maintaining appropriate documentation and provide an overview of the cycle of reimbursements through SBAP.
- This session is recommended for Business Managers and any staff who report costs or certify public expenditures for their LEA.

Behavioral Health and Mental Health Services in Schools (2:30 PM – 4 PM)

- This session will be presented by DHS staff from the Office of Medical Assistance Programs and the Office of Mental Health and Substance Abuse Services (OHMSAS).
- This session will cover general findings from the Behavioral Health survey LEAs completed earlier this year and current options for supporting behavioral health needs through SBAP. Additionally, OHMSAS staff will share current initiatives outside of SBAP that can also support LEA needs for behavioral health, including suicide prevention and awareness, crisis initiatives, and the use of Board Certified Behavior Analysts to support students with autism spectrum disorder. The session will also cover some of Pennsylvania's plans for expansion of behavioral health services within SBAP.
- This session is recommended for Directors of Student Services and other administrators of behavioral health services.

Registration is required. Registration is available for each live session online via the Pennsylvania Training and Technical Assistance Network (PaTTAN) at <https://www.pattan.net/events/>. Recorded trainings will be made available on the SBAP Website for any who are not able to attend at the time of the live training.

Please contact Sharon Kennedy at skennedy@pattan.net with any registration questions. For content questions, please contact DHS at RA-PWSBAP@pa.gov or the SBAP vendor at PAsupport@sivicsolutionsgroup.com.

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