

PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES
PENNSYLVANIA DEPARTMENT OF EDUCATION

August 22, 2022

PENN*LINK

TO: School District Superintendents
School District Special Education Directors
School District Business Managers
Intermediate Unit Executive Directors
Intermediate Unit Special Education Directors
Intermediate Unit Business Managers
Charter School Chief Executive Officers
Charter School Special Education Directors
Charter School Business Managers
Approved Private School Executive Officers
Chartered Schools for the Deaf and the Blind Executive Directors
Preschool Early Intervention Supervisors
Fiscal Administrators Responsible for School-Based ACCESS Program Billing

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Office of Medical Assistance Programs
Pennsylvania Department of Human Services

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Bureau of Special Education
Office of Elementary and Secondary Education
Pennsylvania Department of Education

SUBJECT: 2022-23 School-Based ACCESS Program Statewide Training Sessions

The Pennsylvania Department of Human Services (DHS) and the Pennsylvania Department of Education (PDE) will provide this year's annual statewide training for all participating School-Based ACCESS Program (SBAP) teams on September 20, 2022.

This training will be offered one day only. Registration is required. Attendees may attend in person or online. See instructions below.

Participation is strongly encouraged. Local educational agencies (LEAs) are encouraged to assign at least one representative to attend this annual training to receive important SBAP information.

WHAT TRAINING IS OFFERED?

SBAP General Session

The General Session will be led and presented by DHS. DHS team members will review updates to the Provider Handbook which include Medical Assistance-reimbursable use of telemedicine within SBAP, updates to the credentialing requirements of Orientation and Mobility Specialists, SBAP annual performance and claiming levels, and other important information and reminders including the enrollment revalidation process.

Compliance Session

The Compliance Session will be led and presented by DHS. DHS team members will review documentation requirements, credentialing, overbilling, and common errors found during SBAP record reviews.

Ways to Optimize Your SBAP Potential

This session will be led and presented by Public Consulting Group (PCG). PCG team members will focus on assisting participating LEAs in achieving compliance within the SBAP and managing operational changes associated to virtual requirements. Different areas will be identified that LEAs are able to focus on to increase their reimbursement.

LEA responsibilities impacting compliance include the following:

- **Related Service Documentation:** Monitoring of service log entry, compliance information, and reimbursement levels;
- **Random Moment Time Study (RMTS):** Ensuring the quality of staff pool positions, moment responses, and shifts; and
- **Medicaid Administrative Claiming (MAC):** Participant activity and the impact of the annual Unrestricted Indirect Cost Rate on MAC.

Navigating the SBAP Cost Reconciliation/Cost Settlement Process

This session will be led and presented by Sivic Solutions Group (SSG). SSG team members will provide an overview of Pennsylvania's SBAP Cost Reconciliation and Cost Settlement program. SSG will focus on the details of the cost report including a discussion on how the direct billing and RMTS drive the annual cost settlement. In addition, the training will review some of the frequently asked questions received during the process and common mistakes identified during Desk Review.

WHO SHOULD ATTEND?

These sessions are intended for ACCESS coordinators, special education directors and supervisors, business managers, and anyone else involved in SBAP.

WHEN AND WHERE WILL TRAINING SESSIONS BE HELD?

<u>Date</u>	<u>Time</u>	<u>Location</u>
September 20, 2022	9:00 a.m. – 3:00 p.m.	Live at PaTTAN Harrisburg or via Webinar

Registration is required. Please register online via the Pennsylvania Training and Technical Assistance Network (PaTTAN) at <http://www.pattan.net>. Go to the training calendar for September 20, 2022 to register.

Please contact Sharon Kennedy at skennedy@pattan.net with any registration questions. For content questions, please contact DHS' vendors at SBAPsupport@pcgus.com or PAsupport@sivicsolutionsgroup.com.

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