

# The SBAP Quarterly

School-Based ACCESS Program (SBAP) Quarterly Newsletter

September 2025/Issue Seven  
Department of Human Services (DHS)  
Sivic Solutions Group (SSG)



## Starting Strong for the 2025-2026 School Year

Additional resources are now available to help Local Education Agencies (LEA) navigate the SBAP.

- The SSG SBAP Website at [pasbap.ssghosting.com](https://pasbap.ssghosting.com) is updated with resources to help navigate the school year under "Basic Info", including:
  - Program calendar, with important dates related to the quarterly Medicaid Administrative Claiming (MAC) and annual cost settlement cost reporting timelines, completion of Certified Public Expenditures (CPE) forms, and Random Moment Time Study (RMTS) certification deadlines.
  - Training Calendar, with registration links to live sessions.
  - Claiming Schedule, with dates related to the sweep cycle and postings for Exception Reports and Management Reports.
- The DHS SBAP Website at [www.pa.gov/agencies/dhs/resources/for-providers/ma-for-providers/sbap](https://www.pa.gov/agencies/dhs/resources/for-providers/ma-for-providers/sbap) is updated to include FY25-26 Provider Logs and an updated Self-Audit Review Document.

### IMPORTANT DATES & DEADLINES

#### SEPTEMBER

- October - December 2025 RMTS Participant Lists Due - 09/10
- Annual Statewide Trainings - 09/10 and 09/11
- April - June 2025 MAC CPEs available for signature - 09/12 thru 09/25
- Final Deadline for all FY24-25 MAC CPEs - 09/30

#### OCTOBER

- FY25-26 Interim Rates Released - 10/01
- FY24-25 Annual Cost Report Opens - 10/15
- July - September 2025 MAC Cost Reporting Due - 10/31

#### NOVEMBER

- July - September 2025 MAC Desk Review - 11/17 thru 11/28



## Have you Registered for the Annual Statewide Trainings?

In-Person in Harrisburg & Virtual  
September 9 - September 10, 2025

Register here: <https://www.pattan.net/Events/Inservices-workshops/Course-3520/Events/Session-41334/?location=Multiple%20Locations>

# SBAP Evaluation Billing

In case you missed it, DHS has made two significant changes to the policy and claiming for evaluations that were made effective October 1, 2024:

1. There is no longer a distinction between an initial evaluation and a reevaluation for purposes of the SBAP.
2. Evaluations do not need to result in the ongoing need of a health-related service to be billable.
  - a. First-time psychological evaluations for special education services can now be billed even when the student does not need ongoing health-related services. However, the evaluation MUST result in an Individualized Education Program (IEP) to be billed.

All other billing requirements must still be met for the date of service for billing (See Section 4.8.b of the SBAP Handbook):

- Student has IEP or IEP developed from evaluation results
- Active authorization for evaluation
- Signed Parental Consent
- Student is MA-eligible and enrolled

Additional information about these changes can be found:

- in the SBAP Handbook Session of FY24-25 Fall Training (recording and materials on the DHS SBAP website)
- in a training specific to the updated Medical Practitioner Authorization Form (MPAF), which included specific scenario examples (recording available in the Resources Section of MAXCapture, and materials on the DHS SBAP website).

# RMTS Response Windows

According to the Centers for Medicare & Medicaid Services' (CMS) 2023 Comprehensive Guide to Medicaid Services and Administrative Claiming, states are to reduce notification and response windows. See <https://www.medicaid.gov/sites/default/files/2023-07/sbs-guide-medicaid-services-administrative-claiming-ud.pdf>.

CMS is allowing a phased approach, so LEAs will continue to see adjustments in the 2025-2026 school year.

To support the transition toward a two-day response window as required by CMS, the notification timeframes for each moment have been updated, as described in the August 2025 communication from SSG regarding e-SivicMACS enhancements. Participants are encouraged to respond within 48 hours of their sampled moment, but still have five days to respond, and moments answered within five business days will still be valid responses.

## Annual Quality Assurance Reviews (QARs)

The annual QARs will begin in October and continue through May. Each year, LEAs are randomly selected to participate. If your LEA is selected, you will receive a notification in the month prior to your scheduled review.

To prepare, ensure that all individuals involved in supporting the SBAP are present at the review meeting. Remember, the LEA is responsible for their own participation in the SBAP. If your LEA works with an Intermediate Unit (IU) to support SBAP activities, please ensure at least one person from the LEA is present in the QAR and aware of all SBAP activities and requirements.

It is also helpful to prepare questions in advance. The QAR is a conversational process designed to identify opportunities for improving SBAP compliance and to offer additional support to participating LEAs.

## Apply for your Unrestricted Indirect Cost Rate!

As part of the Annual Financial Report (AFR) your LEA must submit to the Pennsylvania Department of Education (PDE), you have the option to apply for an Unrestricted Indirect Cost Rate (UICR). DHS strongly encourages that you apply for this rate – it can boost the reimbursements you receive through the SBAP. Information on how this UICR is applied to your reimbursement can be found in Section 9.4 of the SBAP Handbook.

# We are here to help!

Our SBAP Team is here to assist along the way. Please don't hesitate to reach out.

## SSG SBAP Support Help Desk

Email: [pasupport@sivicsolutionsgroup.com](mailto:pasupport@sivicsolutionsgroup.com)

Phone Number: 877-916-3222

## LEA Liaisons

Jy Rexrode

Regions: North Central & South Central

Email: [PASBAPCentral@Sivicsolutionsgroup.com](mailto:PASBAPCentral@Sivicsolutionsgroup.com)

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Regions: Northeast & Southeast

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Katheen McDermott

Regions: Northwest & Southwest

Email: [PASBAPWest@Sivicsolutionsgroup.com](mailto:PASBAPWest@Sivicsolutionsgroup.com)

Phone Number: 412-742-0846

## DHS SBAP Resource Accounts - Mark ALL as "Safe"!

Policy Questions: [RA-PWSBAP@pa.gov](mailto:RA-PWSBAP@pa.gov)

Form Submissions: [RA-PWSBAPforms@pa.gov](mailto:RA-PWSBAPforms@pa.gov)

Non-monitored Communications: [RA-PWSBAPno-reply@pa.gov](mailto:RA-PWSBAPno-reply@pa.gov)

## DHS Enrollment Contact

Email: [RA-ProvApp@pa.gov](mailto:RA-ProvApp@pa.gov)

Phone Number: 800-537-8862

# Compliance Corner

LEAs are required to screen employees and contractors for exclusion from participation in federal health care programs, prior to hire and monthly thereafter. Specific requirements are outlined in MA Bulletin 99-11-05, available at:

[https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/docs/publications/documents/forms-and-pubs-omap/d\\_005732.pdf](https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/docs/publications/documents/forms-and-pubs-omap/d_005732.pdf).

Preclusion/exclusion checks apply to any individual listed on the LEA's RMTS staff pool lists, and to any individual or entity employed or contracted by the LEA which directly or indirectly supports a service or item payable by Medicaid. This additionally includes vendors, such as Durable Medical Equipment suppliers used to purchase Assistive Devices. See Section 5.4 of the SBAP Handbook for specific details regarding preclusion/exclusion checks.

# SBAP Team Spotlight



Paula Schmitt, who has been a valued member of Sivic Solutions Group since June 2019, serves as a Project Manager and currently works full-time on the Pennsylvania SBAP. She oversees several key components of the program, including RMTS, MAC, and Cost Settlement.

Throughout her time with SSG, Paula has supported a range of initiatives, including projects with Washington, D.C. Health & Human Services and the Pennsylvania DHS.

Paula resides in Crystal River, Florida. Outside of work, Paula enjoys camping with her husband and their two miniature schnauzers, Schatzi and Willow. She also stays active through gym workouts and aerobic fitness. Paula is married, has one daughter, and is a proud grandmother to one granddaughter.