

The SBAP Quarterly

School-Based ACCESS Program (SBAP) Quarterly Newsletter

March 2025/Issue Six
Department of Human Services (DHS)
Sivic Solutions Group (SSG)



Mid-Year Training Recap

Thank you to all who participated in the SBAP's first Mid-Year Training sessions February 27th! If you missed the live sessions or want to revisit the trainings, materials are posted to the DHS Website. Recordings will be posted soon!

Trainings covered some major project changes and updates:

- There will NOT be an active Random Moment Time Study (RMTS) run for the July - September 2025 quarter. This is being delayed until DHS has approval from CMS for its summer time study.
- RMTS moments must be answered within a 2-day response window beginning with the October - December 2025 quarter.
- The online PROMISe™ Portal has been opened for SBAP participants (PT 35)! You should now be able to complete online enrollment applications and view your revalidation dates once you have logged in.

Additionally, trainings covered existing policies and advice related to:

- Covering the costs of Assistive Devices,
- Verifying Student MA Eligibility,
- Maintaining Documentation to support your LEA's reimbursement,
- MA Enrollment and Revalidation Requirements, and
- PCA Services, including logging and supervision requirements, and RMTS compliance.

IMPORTANT DATES & DEADLINES

MARCH

MAC - October - December 2024
Desk Review Period
03/03 to 03/14

MAC - October - December 2024
CPE Forms available
03/31 to 04/11

APRIL

MAC - January - March 2025
Quarterly Cost Reporting
04/01 to 05/02

Oversight & Monitoring (selected LEAs)
Documentation Uploads due - 04/10

MAY

FY 23-24 Cost Settlement
CPE Forms available
05/12 to 05/30

MAC - January - March 2025
Desk Review Period
05/19 to 05/30

RMTS - FY25-26 Annual Calendars
Due - 05/26

Stakeholder Meetings

Register now to reserve your seat at the table - DHS is holding seven in-person stakeholder feedback sessions across the state in March and April. Each session will stop accepting registrations two weeks in advance, or when 50 participants have registered - whichever comes first! If fewer than 20 participants register for a session, it may be held virtually.

Register here!

<https://www.pattan.net/events/inservices-workshops/course-3454/events/session-40778>

Available Resources

Bookmark these resources! You will need them.

[SSG SBAP Website:](#)

From here, you can access SSG's systems:

- MAXCapture (Direct Services),
- e-SivicMACS (RMTS, quarterly MAC, and annual cost settlement), and
- the old e-SivicMACS (Cost settlement and oversight & monitoring from FY15-16 thru FY22-23).

Additional system resources can be found once logging into the appropriate system.

You can also navigate from the [bookmarked home screen](#) to "Basic Info" and find helpful calendars of information:

- Direct Service Claiming Schedule
- Program Deadlines
- Training Calendar with Registration Links

Questions about SSG's systems should be directed to SSG.

[DHS SBAP Website:](#)

This website houses important policy information, including the current version of the [SBAP Handbook](#). We recommend you bookmark that, too!

Some additional resources housed on the DHS SBAP Website:

- Sample enrollment application
- Training materials and recordings
 - Recent mid-year training materials
 - Annual fall training recordings and materials
 - & more!
- Frequently Asked Questions
- Fact Sheets and Informational Bulletins
- Provider Logs
- Fillable forms
- Monthly Bulletins
- Quarterly Newsletters
- & more!

Questions about SBAP Policy should be directed to DHS.

Extended School Year and the SBAP

The Handbook does not address billing for Extended School Year (ESY) separately from billing for other services, but there are a couple of things to keep in mind:

- If the services will be provided by regular staff of the LEA who bill throughout the year, you can log and submit services through MAXCapture as you usually do. All the usual requirements still apply - services are documented in an IEP or ISFP, services are authorized with a signed MPAF, parental consent is in place. The staff costs will be reported as usual during cost settlement.
- If the services will be provided by contracted staff who are NOT regular staff of the LEA, these would be considered contracted services. You would need to maintain all of the invoices submitted and paid for the contract provider, as well as the contract itself, and ensure that invoices clearly link to students for whom services are provided. Again, all of the usual requirements listed above apply. These costs will be reported as Health-Related Purchased Services at the time of annual cost settlement. You would NOT submit these services for payment through MAXCapture since the provider is not included on the staff pool.

ESY will be considered heavily when designing a summer time study. Provide your stakeholder feedback!

IMPORTANT REMINDER Monthly Management Reports

LEAs are responsible for downloading and saving their own service and claims data through Monthly Management Reports. The best practice is to download them every month to an easily accessible location that multiple people have access to.

We are here to help!

The 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

Phone Number: 877-916-3222

LEA Liaisons

Jy Rexrode

Regions: North Central & South Central

Email: ASBAPCentral@Sivicsolutionsgroup.com

Phone Number: 717-881-5365

Maggie Kiene

Regions: Northeast & Southeast

Email: ASBAPEast@Sivicsolutionsgroup.com

Phone Number: 610-737-0213

SBAP West Liaison

Regions: Northwest & Southwest

Email: ASBAPWest@Sivicsolutionsgroup.com

Phone Number: 412-742-0846

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

Policy Questions: RA-PWSBAP@pa.gov

Form Submissions: RA-PWSBAPforms@pa.gov

Non-monitored Communications: RA-PWSBAPno-reply@pa.gov

Compliance Corner

The [self-audit record review form](#) provides a framework to aid in periodic self-audits to ensure service logs meet compliance requirements. Some best practices & tips on self-audits are below:

- Regular self-audits can help support your LEA's compliance with program requirements, build healthy habits and procedures, and prevent future recoupments. Consider monthly or quarterly self-audits for your LEA.
- Focus on one service type or one compliance area at a time. This will enable LEAs to identify issue areas to address moving forward.
- If you identify areas of concern or have questions about logs or paid claims, reach out to BPI for support (debuffingt@pa.gov). This can reduce or eliminate the risk of audit findings that result in recoupments.
- If BPI identifies an issue, your LEA should contact the SSG SBAP Support Help Desk to void any affected claims.
- Addition information is in Section 6 of the [SBAP Handbook](#).

SBAP Team Spotlight



Susan Scott was born and raised in Philadelphia. She supports all her home teams and loves cheesesteaks. She enjoys being home with her three cockapoos (Maggie, Stewie, and Charlie, the baby). She loves walking in the park, binge-watching 90's sitcoms with her boyfriend, and cheering for the Eagles on Sundays. She has two children (a son, 17, and a daughter, 16), often referred to as Irish twins. She loves taking her family to the Jersey Shore during the summer and the Pocono Mountains in the winter. Her favorite holiday is Halloween because who doesn't love free candy? One thing she looks forward to every week is Pizza night.

She started her career in banking, worked her way up to management, and then switched to the medical field for 15 years. She worked for two major hospitals in long-term care and has now made the leap to school-based services. Her professional roles have included being a Customer Service Representative, Mortgage Processor, Legal Secretary, Assistant Business Manager, Medicaid Coordinator, and Medical Secretary. The job she is most proud of is being a mother to her two children. Her love for her children and her desire to learn and help others have brought her to PA support.