

The SBAP Quarterly

School-Based ACCESS Program (SBAP) Quarterly Newsletter

December 2025/Issue Eight
Department of Human Services (DHS)
Sivc Solutions Group (SSG)



Updated SBAP Handbook

On November 18, 2025, DHS issued Medical Assistance (MA) Bulletin 35-25-01 with a revised SBAP Handbook for participating Local Education Agencies (LEA). The MA Bulletin and the Handbook are available on the DHS SBAP Website, linked below.

Notable changes to the updated SBAP handbook include, but are not limited to:

- Updated enrollment information;
- New procedure codes for services rendered by Certified Registered Nurse Practitioners (CRNP). (See page 3 of this newsletter for information on how this will affect MAXCapture);
- New procedure codes for hearing aid checks and maintenance, for the Speech, Language and Hearing group of service types;
- Changes to information around the Random Moment Time Study (RMTS), particularly the July - September quarter;
- Clarified language around the Medicaid Administrative Claiming (MAC) process, including desk reviews and Certified Public Expenditures (CPE).

IMPORTANT DATES & DEADLINES

DECEMBER

- Coffee Hour Session - 12/09
- January-March 2026 RMTS Participant Lists Due - 12/10
- July-September 2025 MAC CPE Forms Due - 12/24
- FY24-25 Annual Cost Reports Due - 12/31

JANUARY & FEBRUARY

- Coffee Hour Session - 01/14
- October-December 2025 MAC Cost Reports Due - 01/30
- FY24-25 Annual Desk Review - 02/02 to 03/02
- Coffee Hour Session - 02/03
- Mid-Year Trainings - TBA

2025 Updated SBAP Handbook MA Bulletin: <https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/providers/documents/school-based-access-program/mab-35-25-01.pdf>

2025 SBAP Handbook: <https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/providers/documents/school-based-access-program/2025-sbap-handbook.pdf>

This year's mid-year trainings will include a session on the 2025 SBAP Handbook updates. Date to be announced!

Coffee Hour Recap

The monthly coffee hours always cover a wide range of interesting topics and discussions. Attendance is highly encouraged to ensure you receive all the latest SBAP news and information. Below are just a few of the common discussion topics from the latest coffee hours.

Cost Settlement

- **Materials & Supplies:** Be sure to retain detailed invoices for all materials and supplies.
- **IEP Ratio Update:** The description of the IEP ratio was updated in the 2025 SBAP Handbook. Continue to use the existing process in the 2024 SBAP Handbook for FY24-25 cost reporting.
- **Cost Report Documentation:** As you are completing the cost report, LEAs are responsible for keeping all financial information that accurately supports the costs being submitted.

Service Documentation & Billing

- **Vehicular Accommodations:** To be supported at audit, these must be documented in both the IEP and Medical Authorization, including the medical need and the vehicular adaptation.
- **Transportation Documentation:** This is always considered an individual service for the SBAP, regardless of whether other students were present on the bus. The person who signs the logs is responsible for accurately verifying that the students were in attendance on the bus.
- **Assistive Devices:** Any device purchased with LEA funds is considered property of the LEA; however, if a school submits a claim using the student's MA coverage and receives reimbursement, the ownership transfers to the student. Initial shipping charges for the device can also be reported.
- **Psychological Evaluations:** Evaluations can consist of multiple encounters and may span several weeks; however, an evaluation is reimbursed by encounter within an allowable time frame. (Refer to Section 4.8 of the SBAP Handbook.) All original documentation must be maintained, and only one date of service should be marked as "billable" within MAXCapture.
- **Evaluations & Billing:** Evaluations are billable only if they result in an IEP or an IEP is in place at the time of the evaluation, regardless of whether it includes a health-related service. All other billing requirements detailed through Section 4 of the SBAP Handbook must also be met, including Medical Authorization, Parental Consent, student MA enrollment, etc.
- **MAXCapture User Guide:** Updated user guides have been published in the "resource section" on the MAXCapture homepage.

Reminders

- **Financial Accounting Information (FAI) Questions:** Please contact Pennsylvania's Department of Education at RA-EDSBAPFUNDING@pa.gov
- **IEP Questions:** Please contact your LEA's Bureau of Special Education advisor directly.

SBAP Evaluation Billing

As a reminder, 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 IEP to be billable.

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 2024 SBAP Handbook Update 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).

New ListServ

SBAP notifications are now managed and sent through a ListServ system. The Contact Update Form will no longer be used to add, change, or delete a contact for your LEA.

A test notification was sent on **November 25, 2025**. If you did not receive that test notification and want to receive SBAP communications moving forward, click the link below to subscribe:

<https://maestro.pa.gov/list/subscribe.html?mContainer=863&mOwner=G1k1k&>

Changes to CRNP Billing

Nurse Practitioner Services are now documented under "Nursing Services", both in the DHS SBAP Handbook and through MAXCapture.

Please ensure the correct information is documented from credentialing and RMTS all the way through to service documentation submission for MA reimbursement consideration.

Federal Guidance

DHS continues to review the 2023 guidance from the Centers for Medicare & Medicaid Services (CMS) titled, "Delivering Services in School-Based Settings: A Comprehensive Guide to Medicaid Services and Administrative Claiming". Changes such as the requirements for an active July-September summer time study and shortened RMTS response period will be submitted to CMS for review and approval. These updates are designed to streamline administrative claiming processes and support states and LEAs in maximizing Medicaid reimbursement while maintaining program integrity.

DHS will announce any CMS approved changes to the LEAs to allow time for updates to procedures and implementation.

Cost Report Important Deadlines

The recommended deadline for submitting the 2024-2025 cost report is December 17, 2025. If a LEA has not submitted their report by this date, a notification letter will be sent to the superintendent on December 22, 2025, indicating that the recommended deadline has passed. This communication is intended to ensure awareness of the final submission deadline on December 31, 2025.

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

Phone Number: 877-916-3222

LEA Liaisons

Jy Rexrode

Regions: North Central & South Central

Email: PASBAPCentral@Sivicsolutionsgroup.com

Phone Number: 717-881-5365

Maggie Kiene

Regions: Northeast & Southeast

Email: PASBAPEast@Sivicsolutionsgroup.com

Phone Number: 610-737-0213

Katheen McDermott

Regions: Northwest & Southwest

Email: PASBAPWest@Sivicsolutionsgroup.com

Phone Number: 412-742-0846

DHS SBAP Resource Accounts

Policy Questions: RA-PWSBAP@pa.gov

Form Submissions: RA-PWSBAPforms@pa.gov

DHS Enrollment Contact

Email: RA-ProvApp@pa.gov

Phone Number: 800-537-8862

Compliance Corner

Cost reporting for materials and supplies

DHS no longer issues a list of "approved" materials & supplies; rather, it is recommended that LEAs follow the guidance for allowable costs outlined in the Code of Federal Regulations (CFR) at 2 CFR 200.453:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.453>.

Additional helpful guidance can be found through 2 CFR 400.454 regarding memberships, subscriptions, and professional activity costs. This topic was also addressed in the Winter 2024 Newsletter, which is still available on the SBAP website.

Cost reporting depreciation

The difference between assets and expenses is significant when it comes to accounting.

Depreciation is a tax accounting method by which a physical asset's cost is allocated over the duration of its useful life.

SBAP Team Spotlight



Amanda Sagastume started work with the Department of Human Services in 2017. Amanda provides oversight to the School-Based ACCESS Program team as their section chief and has enjoyed getting to know the program more. Prior to that she worked as an elementary teacher and then a program manager in a non-profit organization. She has a love for learning and advocating for the less fortunate or marginalized communities.

Amanda lives in Montgomery County, PA, with her husband, three children (ages 21, 18, and 14), and a mischievous Cavalier King Charles Spaniel puppy. She also works part-time with her husband with his non-profit to provide medical care and education to low-income families in Honduras. In her free-time, she loves to read, go for walks, and play games with her kids when they have time.