

**School-Based ACCESS  
Program (SBAP)  
FY25-26 Annual Training  
SBAP 101: Program Basics**

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# Key Topics

- **Overview of the School-Based ACCESS Program (SBAP)**
- **Steps to program participation**
- **Requirements of program participation**
- **Avenues for reimbursement through SBAP**
- **Resources to support your participation**





# SBAP Overview



## SBAP History

- **The foundation of school-based medical services can be found in these key areas:**
  - Section 1905(a) of the Social Security Act, establishing the Medicaid program
  - The Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit for children enrolled in Medicaid
  - The Individuals with Disabilities Education Act (IDEA), specifically Part B, that allows for all children to receive a free and appropriate public education in the least restrictive environment
  - Section 1903(c) of the Social Security Act, allowing for Medicaid payment of services in an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP)



## SBAP History (cont.)

- **SBAP has operated in Pennsylvania since 1991.**
- **Through participation in the SBAP, Local Education Agencies (LEA) have the opportunity to receive reimbursement of some of the costs they incur each year in delivering medical services to students.**
- **In 2015, SBAP began to operate under a cost-based payment methodology, which requires LEAs to reconcile interim payments to certified costs each fiscal year.**
- **The Department of Human Services (DHS), as the state Medicaid agency, manages the contract for support of the SBAP.**
- **DHS manages the SBAP in cooperation with the Pennsylvania Department of Education (PDE).**



## SBAP Partners

- **The Department of Human Services (DHS)** manages and provides policy oversight for the Pennsylvania SBAP, a Medical Assistance (MA) program.
- **The Pennsylvania Department of Education (PDE)** manages financial disbursements into and out of LEA financial accounting information (FAI) accounts and provides guidance to meet requirements of the Individuals with Disabilities Education Act (IDEA).
- **Local Education Agencies (LEAs)** provide services to students and participate in all program requirements to receive reimbursement.
- **Sivic Solutions Group (SSG)**, the current SBAP contractor, provides system solutions and technical support for direct service documentation and submission, the Random Moment Time Study (RMTS), and cost reporting for quarterly Medicaid Administrative Claiming (MAC) and annual Cost Settlement



## SBAP Structure

- **To effectively manage the SBAP and assure compliance with state and federal regulations and statutes, the SBAP partners work together to support the primary program activities.**
- **The cornerstones of LEA participation are:**
  - Claiming for direct services and specialized transportation
  - Participating in the RMTS
  - Reporting costs quarterly for MAC and annually for Cost Settlement
  - Creating, assembling, and maintaining supporting documentation for each aspect of the program



## Relevant Stats

- **There are 528 LEAs, including School Age and Early Intervention programs, that are participating in SBAP for the FY25-26 School Year.**
- **There are approximately 847,000 students in Pennsylvania, aged 3 through 20 years, that are MA-enrolled.**
- **In FY23-24, Pennsylvania's LEAs received \$15,196,211.43 in reimbursement for Medicaid administrative activities.**
- **In FY23-24, Pennsylvania's LEAs received \$136,441,166.47 in reimbursement for Medicaid direct service activities.**





# Steps to SBAP Participation

## How do I start?

- **Notify DHS of your intent to participate by sending an email to [RA-PWSBAP@pa.gov](mailto:RA-PWSBAP@pa.gov)**
- **DHS and SSG will walk you through the steps of the onboarding process.**



## How do I start? (cont.)

### **DHS and SSG will help you get started with:**

- Enrolling in the MA Program as a Provider Type (PT) 35, Public School
- Submitting a signed LEA Agreement to Participate for the relevant Fiscal Year (FY) to [RA-PWSBAPforms@pa.gov](mailto:RA-PWSBAPforms@pa.gov)
- Identifying contacts for your LEA, and submitting a Contact Form to [RA-PWSBAPforms@pa.gov](mailto:RA-PWSBAPforms@pa.gov)
- Providing information needed by SBAP vendor for system setup and access
- Any additional steps needed





# Requirements of SBAP Participation



# Review Your LEA Agreement

## Participation requirements are outlined in the LEA Agreement to Participate:

- **Enroll** in the Medical Assistance (MA) Program as Provider Type 35 (Public School) and maintain enrollment through revalidation application required every five years; **and**
- **Review and comply** with all State and Federal statutes and regulations applicable to enrolled providers of the Pennsylvania MA Program; **and**
- **Review and comply** with policies established through the Medicaid State Plan and the SBAP Provider Handbook which direct participation in the SBAP; **and**
- **Assure** at least one representative of the LEA participates in SBAP training provided throughout the year by DHS and its vendor (attendance at trainings will be tracked by LEA name); **and**
- **Participate** in the Random Moment Time Study (RMTS) by submitting and certifying quarterly calendars and staff pool lists, responding to moments and follow-up questions, maintaining participants, and submitting quarterly costs; **and**
- **Submit** and monitor compensable direct service claims throughout the fiscal year; **and**
- **Complete** annual cost reconciliation/cost settlement of direct service claiming; **and**
- **Notify** DHS immediately if your participation status changes after this agreement is signed.

## But What Does It All Mean?

- **As an MA Provider, documentation must meet billing requirements\* and be provided in the case of a review**
- **Participate in all areas of the program and complete requirements timely**
- **Monitor your own participation**
- **DHS and SSG will send regular reminders, tips, and additional outreach to LEA staff on the contact list when action is needed.**
- **Notify DHS and SSG if you wish to end participation or need assistance – we are here to help!**

*\* See Section 4 of the SBAP Handbook for detailed information about billing requirements.*





# Avenues for Reimbursement through SBAP

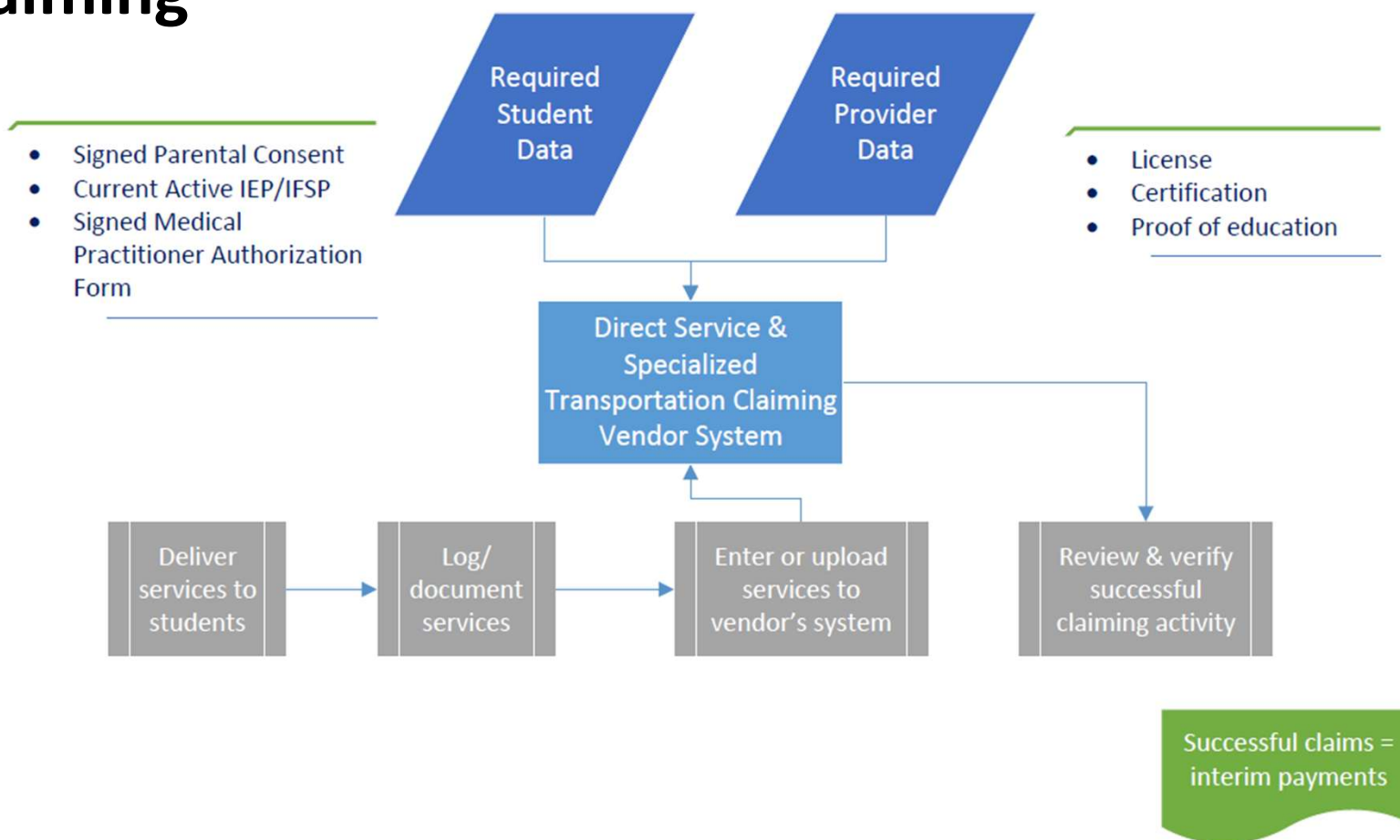


## Reimbursement through Claiming

- **Direct Service Costs are reimbursed through a combination of Interim Payments and annual Cost Settlement.**
  - Interim Payments are received by the LEA once services have been logged into the vendor system and subsequently submitted as a claim to the Medicaid Management Information System.
  - Interim payments are based on LEA-specific rates established for each service type.
  - PDE initially receives the funds for any approved and paid claims and then moves the funds to the LEA's FAI account.
  - Interim payments allow the LEA to have a flow of reimbursement throughout the entire school year.

# Reimbursement through Claiming (cont.)

## Claiming

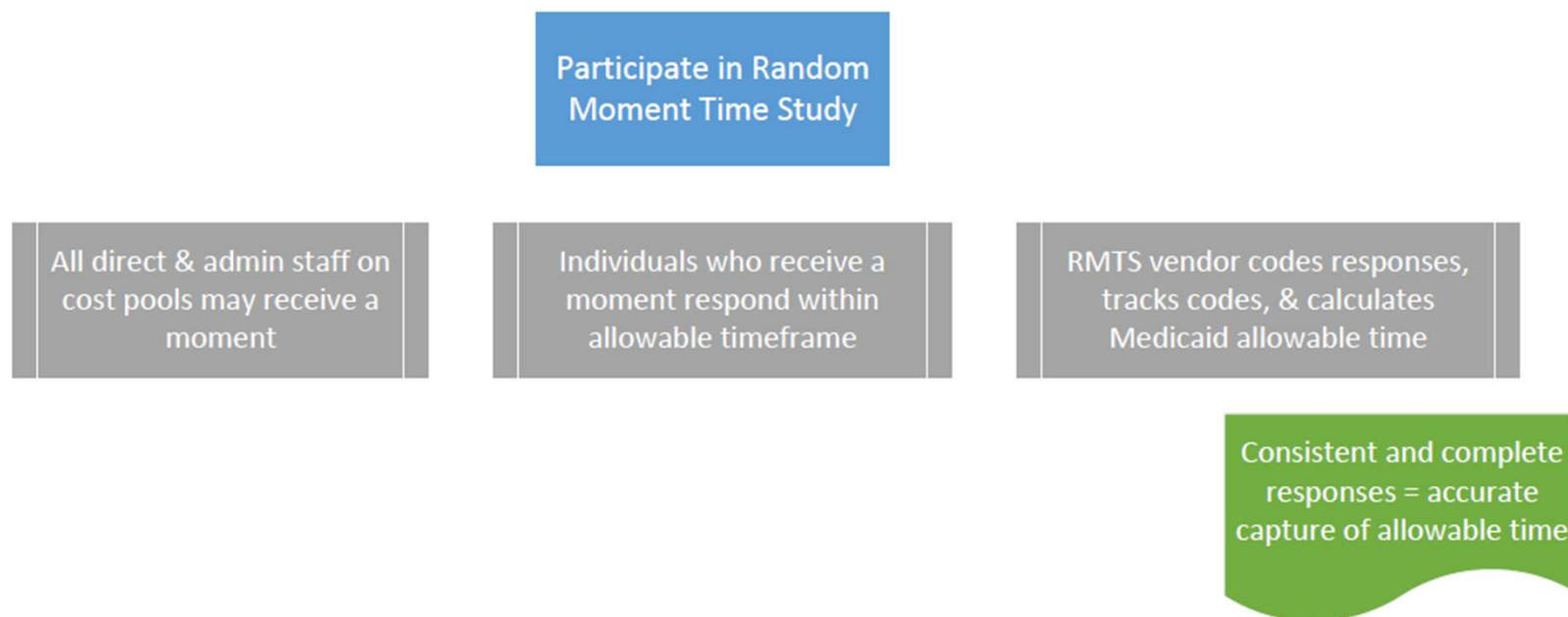


## Reimbursement for administrative activities

- **Administrative Costs are reimbursed quarterly through the Medicaid Administrative Claim (MAC).**
  - These funds are available only after the LEA submits a report of the costs associated to staff on the cost pool lists.
  - The costs are allocated based on the percentage of time that LEA staff from across the state spent completing Medicaid-allowable activities.
  - This is where your responses to random moments come into play. The RMTS is a federally-approved mechanism to determine the percentage of time (and therefore costs) that are eligible for reimbursement.
  - MAC payments are direct deposited into the LEA's bank account – so be sure to keep your banking information up to date.

# Reimbursement for administrative activities (cont.)

## Participating in RMTS



## Cost-Based Reimbursement

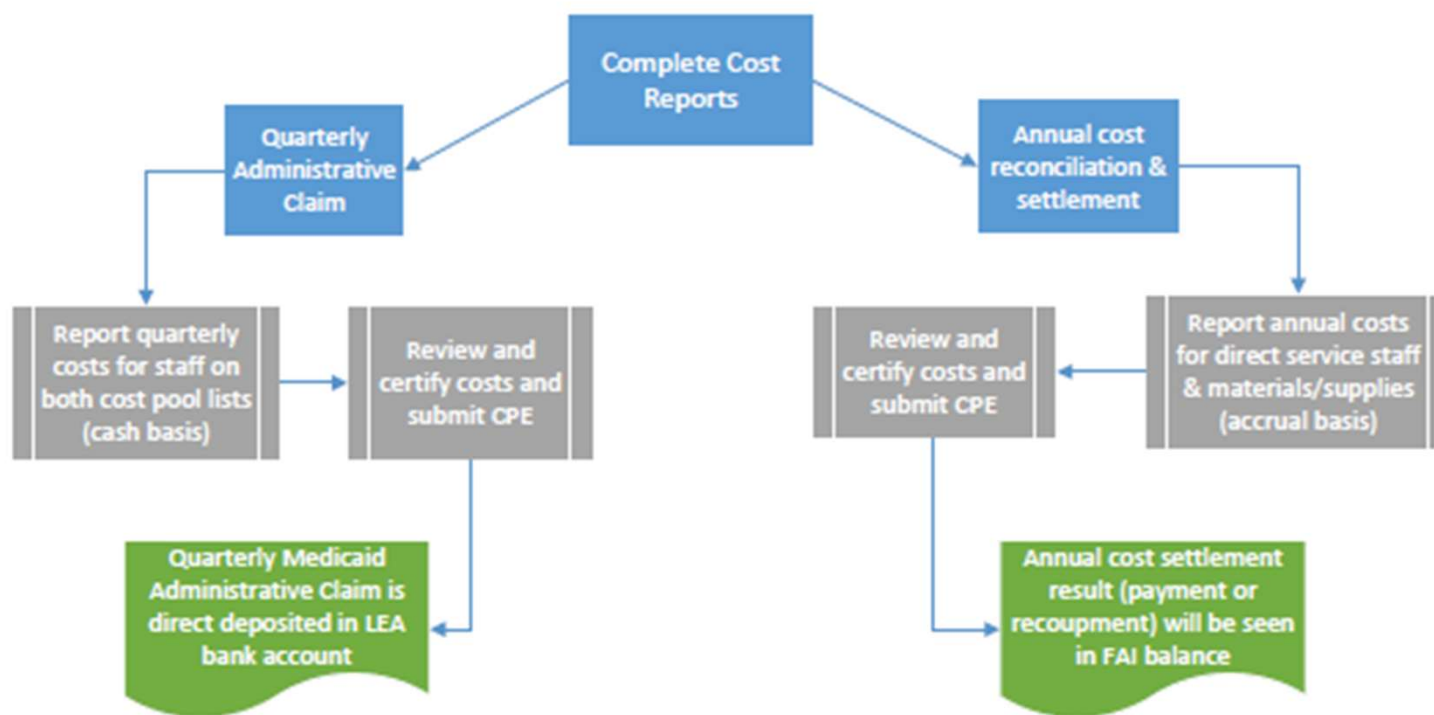
- **Because the SBAP operates on a cost-based payment methodology, at the end of each fiscal year LEAs are required to reconcile the funds received through interim payments with the cost to provide the services.**
- **The reconciliation process can result in an overpayment or an underpayment to the LEA.**
  - If the total of interim payments received by the LEA during the year is greater than the Medicaid allowable costs, then the LEA will be required to pay back the overage (recoupment).
  - If the total of interim payments received by the LEA during the year is less than the Medicaid-allowable costs, then the LEA will receive the difference in a cost settlement payment deposited into its FAI account.
  - The ideal is a balance, where neither a payment nor a recoupment is too high.

## Cost-Based Reimbursement (cont.)

- **Reimbursement the LEA receives through SBAP includes only the Federal Financial Participation (FFP) amount.**
- **For each quarterly MAC claim and the annual cost settlement, LEAs are required to sign a Certified Public Expenditure (CPE) form.**
  - CPEs are a Medicaid financing mechanism that allows units of government (e.g., LEA) to participate in financing the non-federal share.
  - The LEA certifies that it has expended amounts during a defined period that constitute a Medicaid expenditure for Medicaid-covered services and allowable activities.
  - When CPEs are used, the Medicaid payment must be limited to the actual cost that the certifying entity incurs in providing the Medicaid-covered services and conducting the allowable activities.

# Cost-Based Reimbursement (cont.)

## Reporting Costs



## Final thoughts on reimbursement

- **Funds received by LEAs through SBAP are reimbursement for dollars already spent by LEAs to provide medical services to MA-enrolled students.**
  - These funds are NOT a grant.
  - The reimbursement cannot cover an expense already covered by federal dollars.
  - LEAs must accurately document and certify the state funds spent to match the federal funds received (CPE).
- **Reimbursement requires successful claiming activity throughout the year (no paid claims = no allowable costs).**
- **Reimbursement requires participation in the RMTS (costs can only be reported for individuals included on the staff pool lists).**





# Resources to Support SBAP Participation



## When you have a specific question

- **Knowing where to go for answers is half the battle:**
  - For help with MA enrollment questions: 1-800-537-8862 or [RA-ProvApp@pa.gov](mailto:RA-ProvApp@pa.gov)
  - For help with starting participation or other policy support: [RA-PWSBAP@pa.gov](mailto:RA-PWSBAP@pa.gov)
  - For SSG system access and support: [pasupport@sivicsolutionsgroup.com](mailto:pasupport@sivicsolutionsgroup.com)
  - For assistance with the Medicaid Management Information System, known as PROMISe™ : 1-800-248-2152 (Provider Assistance Center) or [promise@pa.gov](mailto:promise@pa.gov)



## Helpful Links and Resources

- **DHS SBAP Website:**

<https://www.pa.gov/agencies/dhs/resources/for-providers/ma-for-providers/sbap>

- **2024 SBAP Handbook:**

<https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/providers/documents/school-based-access-program/2024-sbap-handbook.pdf>

- **SSG Website**

- System Access Links:

<https://pasbap.ssghosting.com/MAIN/Home.aspx?m=0>

- Program and Training Calendars:

<https://pasbap.ssghosting.com/MAIN/Home.aspx?m=1>

# Contacts

- **DHS Contacts**

- SBAP Questions: [RA-PWSBAP@pa.gov](mailto:RA-PWSBAP@pa.gov)
- MA Provider Enrollment: 1-800-537-8862 or [RA-ProvApp@pa.gov](mailto:RA-ProvApp@pa.gov)
- PROMISe™ Help: 1-800-248-2152 or [promise@pa.gov](mailto:promise@pa.gov)

- **PDE Contacts**

- FAI Account Questions: [RA-EDSBAPFunding@pa.gov](mailto:RA-EDSBAPFunding@pa.gov)
- IEP Writing Questions: Your LEA's Bureau of Special Education (BSE) contact

- **SSG Contacts**

- Help Desk: [pasupport@sivicsolutionsgroup.com](mailto:pasupport@sivicsolutionsgroup.com)
- Eastern LEA Liaison: [pasbapeast@sivicsolutionsgroup.com](mailto:pasbapeast@sivicsolutionsgroup.com)
- Central LEA Liaison: [pasbapcentral@sivicsolutionsgroup.com](mailto:pasbapcentral@sivicsolutionsgroup.com)
- Western LEA Liaison: [pasbapwest@sivicsolutionsgroup.com](mailto:pasbapwest@sivicsolutionsgroup.com)



Thank you for participating!

