



FY25-26 SBAP Session: SBAP 102: All Hands On Deck

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Key Topics

- **Annual Calendar: Considering *who* should do *what* and *when* for successful SBAP participation**
- **Logging vs. Claiming vs. Reimbursement: How many steps does it take to reach actual reimbursement?**
- **Retaining Reimbursement**
- **Frequent pitfalls & how to avoid them**
- **Need Help? We've got you covered!**
 - Training opportunities
 - Informational/Q&A opportunities
 - Support through Resources & Contacts





Annual Calendar – Considering *who* should do *what* and *when* for successful participation



Who, What, When

- **The School-Based ACCESS Program (SBAP) is cyclical, and you may think that your “part” of SBAP is only relevant once or twice per school year.**
- **For your Local Education Agency (LEA) to be successful in SBAP, there are many times throughout the year for you to be involved and ongoing communication is key!**
- **Here are a few of the administrative personnel who should be “in the know” about SBAP in your LEA:**
 - ACCESS Coordinator
 - Business Manager
 - Superintendent
 - Principal
 - Director of Student Services
 - Director of Special Education
 - Others (each LEA is a little different)



Annual Participation Requirements

Daily/Monthly

- **Submit direct service & specialized transportation claims**
- **Respond to assigned random moments**
- **Review income from interim payments in Financial Accounting Information (FAI) account and administrative claiming funds (LEA bank account)**

Quarterly

- **Certify calendars, shifts, & staff pool lists for Random Moment Time Study (RMTS)**
- **Submit & certify quarterly costs for direct service & administrative staff on a cash basis for Medicaid Administrative Claim (MAC)**

Annually

- **Sign LEA Agreement**
- **Request Unrestricted Indirect Cost Rate**
- **Submit & certify fiscal year direct service costs on an accrual basis for Cost Settlement**
- **Calculate ratios**
- ***Revalidate every 5 years***



Project Calendar

With these September dates in mind:

Date	Activities & Deadlines for September 2025
9/12/25	Medicaid Administrative Claim (MAC): Certified Public Expenditure (CPE) form available for download and signature
9/25/25	April – June quarterly MAC signed CPE due
9/30/25	Last opportunity to submit any signed CPE for MAC quarters within FY24-25

- Did your **ACCESS Coordinator** verify the accuracy of the individuals on the staff pool lists?
- Who provided the financials (salary/benefits, contract costs) for MAC?
- Were they verified by **Human Resources** and/or the **Business Office**?
- Were MAC costs reported on a cash basis (dates of payment)?
- Did the **business manager, superintendent**, or other staff responsible for your LEA's SBAP performance review the data before signing the CPE?

October – December 2025

Date	Key Activities & Deadlines
10/1/25	- Begin entering costs for the July-September MAC - Interim Rates for FY25-26 will be released
10/15/25	System opens to begin Cost Report for FY24-25
10/31/25	July – September quarterly costs due
11/17/25	Changes to calendar or work schedules for January-March RMTS are due.
11/17-28/25	Desk Review for July-September MAC claim – review and respond to any flags
12/1/25	RMTS participant lists are due
12/11/25	CPE form for July-September MAC are available for download and signature
12/24/25	July-September quarterly MAC signed CPE due
12/31/25	Completed annual cost report due

- The same questions from the prior slide apply here, too. Financial staff should be actively involved in cost reporting processes.
- With the release of updated interim rates, **ACCESS Coordinators and providers should be logging & submitting services.**
- **ACCESS Coordinator is preparing for January-March RMTS**
- **Make sure costs for settlement are reported on an accrual basis (costs incurred for the fiscal year)**



January – March 2026

Date	Key Activities & Deadlines
1/1/26	Begin entering costs for the October-December MAC
1/20/26	Oversight & Monitoring system is live for selected LEAs
1/30/26	October-December MAC quarterly costs due
2/2/26	Desk review for annual cost settlement begins
2/17/26	<ul style="list-style-type: none"> - Changes to calendar or work schedules for April-June RMTS are due - October-December MAC desk review begins
2/27/26	<ul style="list-style-type: none"> - April-June RMTS participant lists are due - October-December MAC desk review ends
3/2/26	Desk review for annual cost settlement ends
3/18/26	CPE form for October-December MAC are available for download and signature
3/23/26	October-December quarterly MAC signed CPE due
3/31/26	Oversight & Monitoring data and documentation are due for selected LEAs

- **Desk review for cost settlement is the opportunity for fiscal staff to ensure data was entered correctly.**
- **ACCESS Coordinators and fiscal staff are working through quarterly MAC requirements.**
- **LEAs selected for Oversight & Monitoring are gathering required documentation**



April – June 2026

Date	Key Activities & Deadlines
4/1/26	Begin entering costs for the January-March MAC
5/1/26	- January-March MAC quarterly costs due - Request for 2026-2027 Annual Calendar
5/18 – 5/29/26	Desk Review for January-March MAC claim – review and respond to any flags
5/**/26	Changes to calendar or work schedules for July-September RMTS are due (exact date TBD)
Early to mid-May	Annual cost settlement results released, CPE form available for download and signature.
5/26/26	2026-2027 Annual Calendar due to SSG
*/**/26	July-September RMTS participant list due (exact date TBD)
6/10/26	CPE form for October-December MAC are available for download and signature
6/23/26	October-December quarterly MAC signed CPE due

- **This “end of year” quarter includes the release of the cost settlement CPE.**
- **In 2026, LEAs will also need to be looking for dates associated to the ACTIVE July-September RMTS.**
- **Providers and ACCESS Coordinators should work toward submitting any remaining services for FY25-26 into MAXCapture.**





Logging vs. Claiming vs. Reimbursement



SBAP Partners

DHS, PDE, and SSG all work together to support the process of turning the LEAs logged services into claims and reimbursement.

- **The Department of Human Services (DHS)** manages and provides policy oversight for the Pennsylvania SBAP, a Medical Assistance (MA) program.
- **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
- **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).

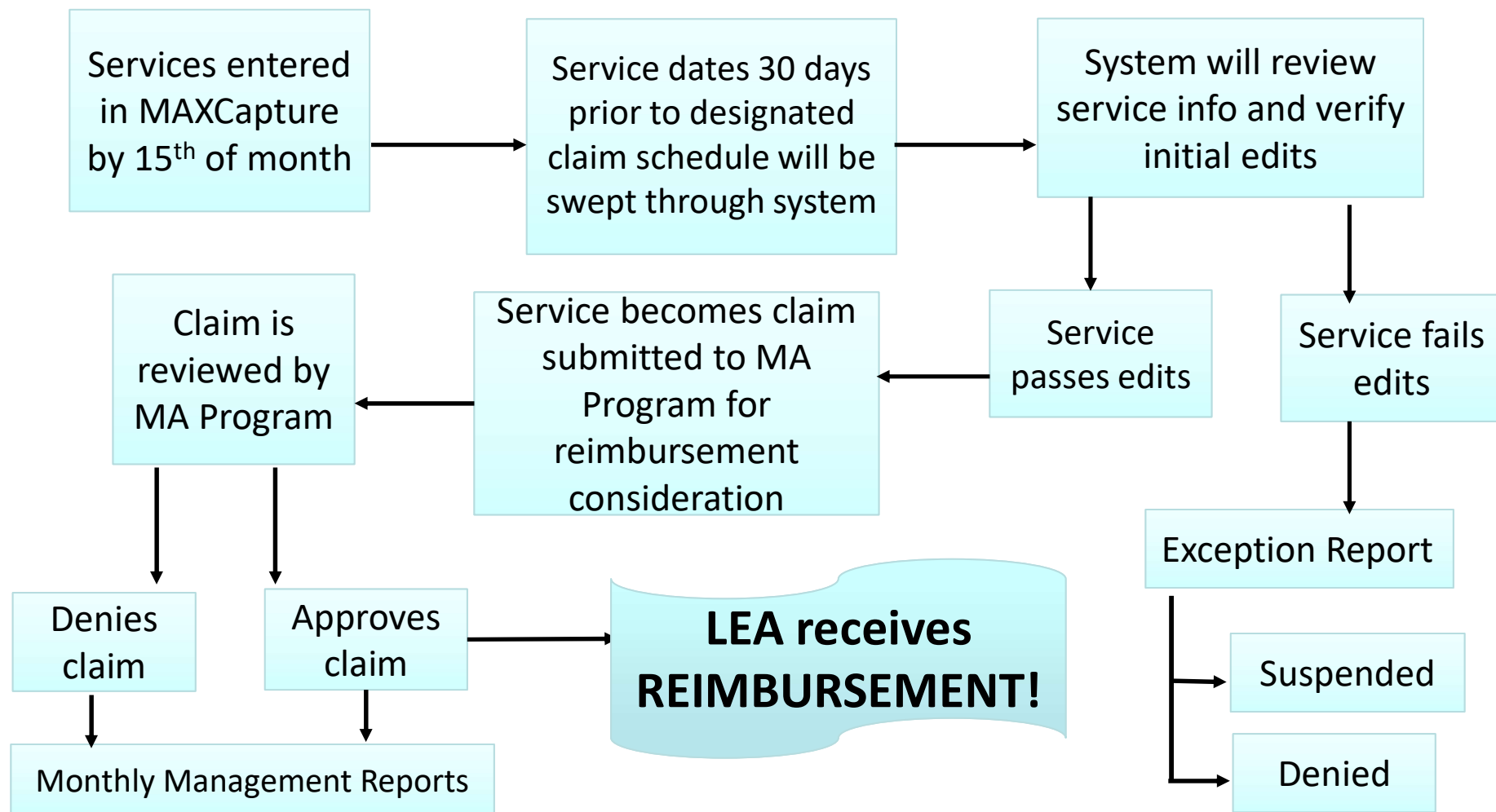


Logging vs. Claiming

- **Logging a service \neq submitting a claim.**
- **Submitting a claim doesn't always equal reimbursement.**
- **As an LEA, you are required to deliver services documented in a student's IEP, regardless of whether that service can or will be reimbursed by the MA Program.**
- **The purpose of the SBAP is to help LEAs access Federal Financial Participation (FFP) to support the work they do in providing health-related services to students.**



Claim Schedule = Service Sweep Process



Reaching Reimbursement

There are quite a few steps from the point that a provider delivers a service to the point that the LEA receives reimbursement through SBAP.

- 1. Service is delivered**
- 2. Service is documented in MAXCapture (*does your LEA log in a different system first?*)**
- 3. Service is swept for SSG review (*occurs on a monthly schedule*)**
- 4. Service may be submitted to PROMISE™ (*check your exception reports*)**
- 5. Service may be approved for payment to PDE (*check your monthly management reports*)**
- 6. Reimbursement provided to PDE, broken down by LEA**
- 7. Claims payments are distributed by PDE into LEA FAI accounts**

Even when services are logged on a consistent basis, the cycle from service to reimbursement takes months.

➤ Reaching Reimbursement (cont.)

Check SSG's SBAP Direct Service Claim Schedule to see when your LEA's services are going to be swept.

- **Only services older than 30 days (from the date of service) are included in each sweep cycle.**
- **Exceptions from each sweep are released eight (8) days after the sweep.**
- **Management Reports are posted in the month after the services were submitted to and processed by the MA Program.**
 - **Example: October 2025 submissions will include dates of service through the end of August 2025 and will appear in your management reports posted in November.**
- **All services must be submitted to the MA Program within 180 days of the date of service to be considered timely.**

Reaching Reimbursement (cont.)

Activity	Sample Timeline	Responsible Party
Provider delivers service	October 2 nd	LEA providers
Provider documents service	October 3 rd	Providers and ACCESS Coordinators
Service is entered or uploaded into MAXCapture	By October 15	Providers, ACCESS Coordinators & third-party systems
Service is “swept” in MAXCapture (monthly)	December (according to sweep schedule)	SSG
IF the service successfully passes through all edit checks, then:		
MMIS receives claim and adjudicates	December	DHS
If claim is approved, payment made to PDE	Late December to early January	DHS/PDE
PDE moves funds to LEA’s FAI account	January	PDE (After SSG provides detailed report of paid claims)



How to Retain Reimbursement



Reimbursement Basics

- **Direct Service Costs are reimbursed through a combination of Interim Payments (paid claims throughout the year) and annual Cost Settlement.**
 - These costs are reported using accrual-based accounting. Only staff in the Direct Service Cost Pool of RMTS are included in this type of reimbursement.
- **Administrative Costs are reimbursed quarterly and are not cost settled.**
 - These costs are reported using cash-based accounting. All staff in the RMTS are included in this type of reimbursement.
- **ALL reimbursement is contingent on having successful direct service claiming activity throughout the year.**
- **ALL reimbursement is contingent on participation in the RMTS.**

Direct Service Claiming - Troubleshooting

ALL reimbursement is contingent on having successful direct service claiming activity throughout the year.

What should you do if your LEA doesn't have paid claims?

- **Ensure LEA is currently enrolled as MA Provider Type (PT) 35**
- **Ensure authorizing practitioner is currently enrolled in the MA Program and can authorize that service type.**
- **Check PAH-106 Monthly Management Report in MAXCapture.**
 - What denial reasons are showing up, if any?
 - If you have no denials, are services passing exceptions?
- **Check Service Exceptions Report in MAXCapture.**
 - What suspension and denial reasons are showing up, if any?
 - If you have no exceptions, are services being entered?

RMTS Participation - Troubleshooting

ALL reimbursement is contingent on participation in the RMTS.

What should you do to maintain a good RMTS response rate?

- **Ensure your cost pool lists are accurate, with currently employed staff.**
- **Ensure your calendar and work schedules are accurate.**
- **Follow up on assigned moments.**
 - Having multiple backup contacts for each participant will help ensure notifications are sent to someone who can follow-up with the participant.
 - Notifications are sent from pasbap@sivicsolutionsgroup.com, a non-monitored account.
 - Use the RR440 report in e-SivicMACS and review whether assigned moments are outstanding.
 - Updates in staffing must be sent to pasupport@sivicsolutionsgroup.com within the response window to avoid a non-response.





Frequent Pitfalls and How to Avoid Them

Relying on one lump sum at cost settlement

- **Cost settlement is designed to be a balancing of what the LEA received throughout the year in interim payments with the Medicaid-allowable costs that were spent to deliver the services represented by those claims.**
- **Consistent claiming leads to more accurate rates which means the LEA receives the funds it needs throughout the year while it needs them.**
- **Low claiming levels can lead to lost reimbursement at settlement when the handful of claims submitted are denied.**
- **Looking out for just an annual “bump” in the FAI account can result in the LEA missing major claiming issues until it’s too late in the fiscal year to recover.**

Ignoring Emails, Updates and Reminders

- **It's important to remember that emails sent to LEAs from DHS and SSG contain important and useful information.**
- **Policy changes can be confusing, and DHS regularly provides policy clarifications based on questions received from LEAs.**
- **MAXCapture and eSivicMACS can and do change, often because of LEA-requested enhancements, and this information is provided via email.**



Missed Training Opportunities

- **If you're listening today – we're happy you're here!**
- **DHS offers training in the fall every year and began offering a mid-year training this past February.**
- **SSG has extensive training opportunities, all of which are posted on their annual training calendar.**
- **Selected for a Quality Assurance Review? Don't miss it! It's another training opportunity, and any LEA staff that support the SBAP can and should participate.**
- **Finally, don't miss out on Coffee Hours. These are hosted by SSG and attended by DHS staff and are a great opportunity to find out what's new and ask questions live!**



Establish Good Practices Up Front

- **Document, Document, Document!**
 - Would your claiming activity be supported during an audit or review? Conduct regular self-audits to find and correct documentation shortcomings.
- **Monitor direct services in MAXCapture for consistent claiming**
 - Exception reports and monthly management reports in MAXCapture can let you know about serious claiming problems up front.
- **Monitor RMTS response rates in e-SivicMACS**
 - Follow up on assigned moments and notify SSG of any changes.
- **Monitor cost reporting and certification deadlines**
 - Ensure you are including accurate information and submitting it timely!
- **Participate in relevant trainings and read our communications.**



Resources

Finding the Help You Need

- **SSG has many system reports to support each LEA in their responsibilities.**
- **Knowing how to use SSG's systems and who to reach out to for support is critical to your success.**
 - Use the “Resources” section within e-SivicMACS and MAXCapture
 - For system support: pasupport@sivicsolutionsgroup.com
 - For help understanding reports and data: your regional LEA liaison:
 - SSG Eastern LEA Liaison: PASBAPEast@sivicsolutionsgroup.com
 - SSG Central LEA Liaison: PASBAPCentral@sivicsolutionsgroup.com
 - SSG Western LEA Liaison: PASBAPWest@sivicsolutionsgroup.com



Finding the Help You Need

For help with policy questions:

- DHS SBAP Policy Resource Account: RA-PWSBAP@pa.gov

To keep your contacts up to date:

- DHS SBAP Form Submissions: RA-PWSBAPforms@pa.gov

To be sure you receive all important communications, mark this email address as “safe”:

- DHS SBAP Communications: RA-PWSBAPno-reply@pa.gov (not monitored)

For questions about your SBAP reimbursement funds and how to access them:

- PDE FAI Accounts and PDE-352: RA-EDSBAPFunding@pa.gov



▶ Thank you for participating!

