



## 2025-26 School-Based ACCESS Program Statewide Training Sessions

The Pennsylvania Department of Human Services (DHS) and the Pennsylvania Department of Education (PDE) are announcing the schedule for annual statewide training sessions offered to all participating School-Based ACCESS Program (SBAP) teams. Local educational agencies (LEAs) that are interested in beginning to participate in the SBAP are also welcome to participate in annual training.

Live trainings are scheduled across two dates, which will be recorded and made available through the SBAP Website. You may register to attend the sessions based on your location and availability. Registration is required; (instructions below).

**Participation is strongly encouraged.** LEAs are encouraged to assign at least one representative to attend each training session in order to receive important SBAP information.

LEAs are encouraged to submit questions in advance to DHS at [RA-PWSBAP@pa.gov](mailto:RA-PWSBAP@pa.gov) with “Fall Training Question” included in the subject of your email. Presenters will address as many of these as possible during relevant session, and they will be used in compiling a list of Frequently Asked Questions to be issued after the annual trainings are complete.

**Dates: September 9 & 10**

Method: In-Person in Harrisburg and Via Zoom

### Session Descriptions

#### Day One: September 9, 2025

**SBAP 101** – (9:00-10:00) This session is for LEA staff new to SBAP or those wanting a refresher. We will cover program basics including:

- An overview of the program,
- how to get started if you've never participated before,
- what your commitment is as a participating LEA,
- how and when your LEA can receive reimbursement, and
- resources and contacts for getting the information you need to be successful.

**SBAP 102** – (10:15-11:15) This session will look more closely at the LEA tasks and responsibilities to keep funds coming in, including the importance of bringing budget and HR staff to the table before cost reporting. We will look at the annual calendar with key dates and milestones and identify areas to investigate if your LEA is not receiving interim payments as you are expecting.

**Documentation & Compliance** – (12:30-1:30) This session will provide an overview of SBAP documentation requirements, situations where your LEA's documentation may be reviewed, and how you can be prepared. The three primary oversight activities are: 1) QARs – a one-on-one conversation with your LEA Liaison to review your participation in the SBAP; 2) O&M reviews – a review of the correctness of one fiscal year's cost settlement; and 3) BPI reviews – standard reviews of a small sampling of claims submitted by your LEA.

**Direct Service Reports Management** – (1:45-2:45) Staff from DHS and SSG will provide a review of available direct services reports, discuss how to access and maintain the reports, and explain why it's important to keep up

with this data. We will cover how these reports can help with compliance and with assuring your LEA receives, and keeps, funding. In addition, we will review a few basic Excel functions that can help you to easily compile, sort, and filter information in the reports.

## Day Two: September 10, 2025

**Where Are We Now, Where Are We Going** – (9:00-10:00) In this session, DHS will share results of surveys collected and stakeholder feedback sessions and provide status on the CMS grant and updates on the anticipated changes to the State Plan Amendment and the Random Moment Time Study. We will also discuss the goals for implementation of these changes.

**Intersection of PDE & MA** – (10:15-11:15) In this session, staff from DHS and PDE will discuss how the requirements for writing an IEP and obtaining medical authorization align – as well as how sometimes they don't align and what your LEA needs to do about that. This discussion will include recent clarifications from CMS regarding specialized transportation. PDE will address common questions about parental consent, including best practices. We will also discuss the use of funds from your FAI accounts and how to determine which funding source is the most appropriate in any given circumstance.

**RMTS** – (12:30-1:30) this session, DHS will provide updates for FY25-26 school year, including- the beginning of the 2-day response window, and the kickoff of an active summer quarter in 2026. In addition, this session will address how to ensure you receive RMTS communications, how to manage/ respond to notifications and follow-up communications, and tips for maintaining compliance.

**SSG System Updates** – (1:45-2:45) In this session, staff from SSG will demonstrate enhancements and updates to MAXCapture and e-SivicMACS that are, or will be, available for the FY25-26 school year.

**Registration is required.** Registration is available for each live session online via the [Pennsylvania Training and Technical Assistance Network \(PaTTAN\)](#). Recorded trainings will be made available on the [SBAP Website](#) for any who are not able to attend at the time of the live training.

Please contact Sharon Kennedy at [skennedy@pattan.net](mailto:skennedy@pattan.net) with any registration questions. For content questions, please contact DHS at [RA-PWSBAP@pa.gov](mailto:RA-PWSBAP@pa.gov) or the SBAP vendor at [PAsupport@sivicsolutionsgroup.com](mailto:PAsupport@sivicsolutionsgroup.com).



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