

# The SBAP Monthly

School-Based ACCESS Program (SBAP) Monthly Bulletin

February 2024



## Parental Consent Clarification

To accurately record parental consent in MAXCapture, an LEA should only be entering the receipt date of the original parental consent. If an LEA chooses to collect parental consent on an annual basis, they should not re-enter the parental consent date in MAXCapture. For example, the original date of consent was April 1, 2022, and is entered into MAXCapture. Even though the LEA chooses to capture parental consent on an annual basis, the date entered in MAXCapture should remain the same. If at any time, a parent chooses to revoke consent, the LEA will now update MAXCapture with the date it is revoked, and claims will no longer be processed, as claims may not be submitted to PROMISe™ once consent has been revoked. Changes made to this information will prevent services from being submitted through the claiming service for the school year of the date entered. For example, parent revokes consent on 12/1/2023 but the original consent was 8/1/2023, all services from 8/2023 on which have not been previously submitted/paid will be suspended with error code PA004.

## Documenting Evaluations Clarification

Two new service codes have been added to MAXCapture to assist LEAs in properly documenting nonbillable evaluation/reevaluation services. These service codes are "Non-billable EVAL" and "Non-billable REEVAL". These service codes will be used to document in/direct service activities that are completed during the evaluation process. Once the evaluation/reevaluation has been completed, per the SBAP Handbook (page 43), the date of service for billing will be as follows: for Early Intervention students, evaluation completion date will be the IEP meeting date or the child's third birthday whichever is latest; for School Age students, evaluation completion date will be the IEP meeting date (initial evaluations) or the last date the evaluation activities with the student were performed (re-evaluations). The final activity that occurred on these dates will be marked using the "\*Initial Evaluation" or "\*Re-Evaluation" service code respectively. Any re-evaluation services leading up to the final direct evaluation activity are not to be billed, and documentation through MAXCapture should use the new non-billable markers. The implementation of this process, which will ensure that evaluation related services will not be swept for billing until the final activity is completed, will be effective March 1, 2024.

## RMTS Response Rate

DHS and SSG want to congratulate you and thank you for excellent response rates in the October-December 2023 time study! We are excited to see this trend continue in the January-March 2024 time study. Remember, if your LEA has snow days, please let us know immediately at [pasupport@sivicsolutionsgroup.com](mailto:pasupport@sivicsolutionsgroup.com). In addition, we need all participants to answer their moments as soon as possible. Lastly, please utilize the No response Report – RR440, which can be pulled daily to monitor any outstanding moments for your LEA.

## SBAP Calendar Updates

All RMTS Calendars will now be directly uploaded into MAXCapture except for the LEAs that currently participate in both the EI and SA for SBAP, as calendars may differ between programs. This change will ensure that the calendars for all facets of the SBAP program are consistent. Coordination at the LEA level is needed when updating annual calendars. Please note that if an LEA has a shortened day, they should not be listed as a non-working day. Remember, any days that staff are present are considered working days, regardless of whether students are present.