

**PENNSYLVANIA SCHOOL-BASED ACCESS PROGRAM (SBAP)
MAXCAPTURE DATA ENTRY OF DIRECT HEALTH-RELATED SERVICES AGREEMENT**

This Agreement addresses the use of electronic signatures in MAXCapture for service documentation and/or service submission as part of the documentation required for compliance with Pennsylvania’s School-Based ACCESS Program (SBAP) requirements.

Whereas _____, the SBAP-participating Local Education Agency (LEA) (hereinafter referred to as “the LEA”), located in _____, Pennsylvania utilizes the MAXCapture system as a service documentation and/or service submission tool; and

Whereas Sivic Solutions Group (SSG) is responsible for creating MAXCapture user accounts for each participating LEA; and

Whereas SSG allows designated LEA staff, referred to below as ACCESS Coordinator(s), to access MAXCapture to enter service documentation of services provided by the actual service providers; and

Whereas the LEA has chosen to authorize the ACCESS Coordinator(s), to log SBAP service documentation into MAXCapture and/or approve logged services for submission to the Medicaid Management Information System for billing;

By signature of its authorized representative below, the LEA agrees and acknowledges that:

1. SSG will provide the LEA-designated ACCESS Coordinator(s) user accounts to enter documentation of direct health-related services provided by service providers. These users are additionally required to sign an “Electronic Signature Verification Statement.”
2. All actions performed by the LEA-designated ACCESS Coordinator(s) are recorded under the unique combination of their MAXCapture login name and secure password.
3. The LEA will use its best efforts to ensure that users with this MAXCapture access will only log services which were provided and documented by the service providers.
4. Services entered into MAXCapture by the ACCESS Coordinator(s) must actually have been performed by the service provider.
5. The LEA will retain original service documentation signed and dated by the service provider on file to support any services in accordance with State Medicaid Regulations in [55 Pa. Code § 1101.51](#) and will make the documentation available in the event of a review or audit.
6. If services are logged into MAXCapture under a user’s unique login name and password, the presumption will be that the owner of the password logged it and was authorized to do so.

Signature of LEA Representative	Title of LEA Representative	Date

Retain this document for your records in the case of an audit or review.