

# The SBAP Quarterly

School-Based ACCESS Program (SBAP) Quarterly Newsletter

March 2024/Issue Two  
Department of Human Services (DHS)  
Sivic Solutions Group (SSG)



## How Should I Prioritize my SBAP Tasks?

As we are nearing the end of the current school year, we want to make sure you are prioritizing your time appropriately to address School-Based ACCESS Program responsibilities:

- Direct Service claiming (MAXCapture): LEAs should focus their time on regularly entering services and reviewing the exception reports to ensure eligible services are able to be submitted to Medicaid.
- RMTS (e-sivicMACS): please keep a close eye on your response percentages. Utilize the No Response report (RR440) frequently to ensure responses are provided within five days.
- Cost Settlement (e-sivicMACS): Once CPE forms are released, complete the form as soon as possible.
- MAC (e-sivicMACS): Start collecting financial data needed for July - September 2023 and October - December 2023 cost reporting. April 1<sup>st</sup> starts the reporting period!

### IMPORTANT DATES & DEADLINES

#### APRIL

MAC - Enter financial data for July-September 2023 and October December 2023 - 04/01/2024 thru 04/30/2024

#### MAY

24/25 Annual Calendars- 05/01/2024 thru 05/15/2024

Cost Settlement CPE Forms - Early to Mid-May

MAC CPE Forms - late May to early June

## RMTS

### 5 Day Moment Deadline

All moments have a five-day response deadline. When a participant is on extended leave or has left a position, a coordinator must notify the SSG help desk at [pasupport@sivicsolutionsgroup.com](mailto:pasupport@sivicsolutionsgroup.com) within five business days of the assigned moment to ensure that the moment is not counted as a non-response. After five days, unanswered moments will be counted as a non-response. Non-responses have a significant impact on the statewide time study percentage in addition to the individual LEA's compliance rate. If the statewide response rate is less than 90%, DHS may impose sanctions on individual LEAs that fail to reach a satisfactory response rate.

# MAXCapture Monthly Management Reports

As you continue to familiarize yourselves with MAXCapture Monthly Management Reports, we wanted to share a few helpful tips:

- Revised Management Reports have been posted on the MAXCapture System based on your feedback:
  - Transportation claims are now listed separately from other health-related services;
  - Denials for “Needs More Information” now include the detailed denial codes from Medicaid.
- The denials report contains useful information. Please note that LEAs should focus on the claims that are able to be corrected:
  - “Incorrect NPI” can be corrected by reaching out to the authorizing provider to ensure that they updated the most current information with Medicaid;
  - “Recipient Not Eligible on Date of Service” can be corrected by reaching out to parents and ensuring that they submit the Medicaid renewal paperwork.
  - Denied Claims can be resubmitted to Medicaid by request only. If any issues are corrected and you would like claims to be resubmitted, please email the SSG Help Desk.
  - Please note that LEAs should focus on exception reports first to ensure all eligible services are submitted within timely filing limits.
- DHS is actively working on the high volume of TPL and Medication Administration denials and will keep you all updated on findings and resubmissions.

## DHS News

### Eligibility



The [Medical Assistance Eligibility Handbook](#) is publicly available and may be helpful in assisting families with understanding their eligibility. See below for some helpful tips which may affect the SBAP population:

- A student’s disability may qualify the student for the MA category PH 95, a category specific to children with special needs, even when the rest of the family is not eligible. (Chapter 315)
  - In most cases, MA for children through age 18 cannot be closed prior to annual renewal.
  - When benefits have closed at renewal: if the beneficiary is still eligible and the application was received within 90 days of closure, MA eligibility is to be opened with no gap in coverage. (Chapter 379)
    - Emergency Medical Assistance (EMA) is not ongoing MA eligibility. EMA is often assigned in the case of an individual who does not have legal residence or citizenship and covers only the identified health emergency.

## Cost Settlement CPE

The final steps in the FY22-23 Cost Settlement process are for SSG to generate cost reconciliation data and for LEAs to review that data and sign the CPE form. This process will happen in May, so be sure to keep an eye out for next steps. Make sure to include the fund, function and object codes on your CPE form for successful reimbursement. The last page must be filled out completely with the appropriate signature along with all detailed contact information (title, printed name, address, phone number).

# We are here to help!

Our SBAP Team is here to assist along the way. Please don't hesitate to reach out.

## SSG SBAP Support Help Desk

Email: [pasupport@sivicsolutionsgroup.com](mailto:pasupport@sivicsolutionsgroup.com)

Phone Number: 877-916-3222

## LEA Liaisons

Jy Rexrode

Regions: North Central & South Central

Email: [PASBAPCentral@Sivicsolutionsgroup.com](mailto:PASBAPCentral@Sivicsolutionsgroup.com)

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Gina Watson

Regions: Northwest & Southwest

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Phone Number: 412-742-0846

## DHS SBAP Resource Account

Email: [ra-pwsbap@pa.gov](mailto:ra-pwsbap@pa.gov)

# Compliance Corner

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Every LEA wants to be prepared for future SBAP audits and/or reviews. One way to increase compliancy is to create a procedure for obtaining and storing the "Electronic Signature Verification Statement for MAXCapture Data Entry" forms, which must be signed by all individuals who utilize MAXCapture.

## Medicaid Administrative Claiming (MAC):

Quarterly cost reporting is SBAP's next project priority and will be live in April. LEAs will have the month of April to enter the financial data for the July-September 2023 and October-December 2023 quarters.

# SBAP Team Spotlight



When Elmer asked his family how they would describe him in one sentence, they said he is a hard-worker, funny storyteller, jokester, bike-lover, and his cooking will send you to "flavor town". Elmer is the true embodiment of a family man.

Elmer Nietes has worked at SSG for over 20 years and is an integral part our Pennsylvania SBAP team. He has been on this project since 2016 and continues to provide support in a multitude of ways. He is one of the leads for our system, development, and operations team. We are truly honored to have Elmer as a part of our team.