

SBAP

School-Based ACCESS Program



News for participants in the School-Based ACCESS Program

Cost Calculation Worksheet: Important Reminders

by Barbara Henry, SBAP Specialist (bhenry@leaderservices.com)

By now your Local Education Agency (LEA) should have received a 2008-2009 SBAP Start-Up Packet. Included in the packet is the 2008-2009 Direct Services Cost Worksheet. The information submitted on this worksheet determines your LEA's reimbursement rates for the new school year.

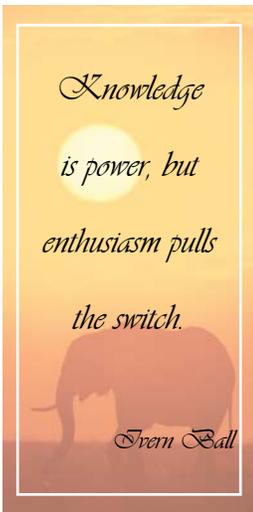
It is very important to check the worksheet for completeness and accuracy before submitting to Leader. Because we are calculating a per hour rate, costs must include total salary, total benefits, and total **hours** for all service providers qualified to participate in the SBAP. Totals for contracted costs and contracted **hours** must also be submitted, if applicable. Submitting costs without hours

or costs per IEP or per evaluation will delay calculating your rates which in turn will delay claims submission.

Do not include costs for providers who are paid entirely (100%) with federal funds or grants. For those providers who receive **part** of their salary and/or benefits from federal funds and **part** from state/local funds, use the *Partially Federally Funded Staff Form* to isolate the state/local portion of the costs. The state/local portion should be included in the totals reported on the *Direct Services Cost Worksheet*. Submit both forms to Leader.

Leader will process the figures, calculate the appropriate billing rates, and return a printed fee schedule to your LEA. This schedule should be checked, and if any of the rates appear to be too high, too low, or incorrect in any way, contact Leader immediately for a review of the calculations.

If you have any questions on submitting costs, please call me at 1(800) 360-8511. Your account manager is also available to help you with the process.



Fall Regionals Powerpoint

You can find the PowerPoint presentation used at the SBAP Fall 2008 Regional Trainings at: www.leaderservices.com/pa/fall08.asp

October 1, 2008
Vol. 1, No. 2

SBAP News is published periodically by Leader Services for participants of the PDE School-Based ACCESS Program.

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Time Study Trainings

King of Prussia - October 27, 2008
Harrisburg - October 28, 2008
Pittsburgh - October 29, 2008

Agenda:
9:00 to 9:30 a.m. - Registration
9:30 a.m to noon - Presentation

Register at:
www.leaderservices.com/ats2008

Perfecting Service Provider Procedures

by Yvonne Rupert, TPL and Eligibility Specialist (yrupert@leaderservices.com)

Before entering Service Provider information on WebSDS, please remember to search using the **All** (Active, Inactive, and Archived) drop down box to ensure the provider is not in the system. If there is a change or correction to a name, do not add the provider again. Edit the provider information by making the change or correction and then selecting the *Update Provider* button on the screen.

If the provider is not in the system, proceed by entering his/her information. If the following prompt appears:

You have entered a combination of First Name and Last Name that duplicates an existing provider's data. You must change your data before you can add a Provider,

please double check to make sure you are viewing all provider types before changing the data.

