

# SBAP

## School-Based ACCESS Program



*News for participants in the School-Based ACCESS Program*

### Eligibility Checks

Student information (name, birth date, etc.) must be uploaded (**not e-mailed**) to Leader's secured website in order to be checked for eligibility.

[www.leaderservices.com/uploads](http://www.leaderservices.com/uploads)

Lists with just a few students can be faxed to Yvonne Rupert at 570-455-4526. If you need assistance, please contact your SBAP Account Manager.



Every Leaf Speaks to me  
Fluttering from the  
Autumn tree.

-Emily Bronte

October 2009  
Vol. 2, No. 1

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

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### Welcome SBAP

participants to the beginning of the 2009-2010 school year. My staff and I look forward to working with you to ensure that your school maintains a successful program that continues to generate additional dollars for special education programs while complying with state and federal Medicaid requirements.



### Fall Regionals are Well-Attended

Attendance at this year's regional training sessions will have far exceeded that of previous years. It is imperative for a successful program that administrators, SBAP coordinators, and support staff be actively involved in ongoing

training. You can access the materials used in the regional trainings on Leader's website, including the [Building Blocks to a Successful Program](#) PowerPoint presentation and the Department of Public Welfare's handout, [Medicaid Service Delivery and Claim Submission](#).

I would like to thank Roni Russell, SBAP PDE Liaison, and Barry Decker and Cherie Dininni, Department of Public Welfare, for their input and support with the trainings.

### Review your Start-Up Materials

The SBAP start-up packets were mailed in August. Please review the information carefully and contact your Account Manager if you have questions. I wish you a successful year; be sure to take time to enjoy the beautiful fall foliage!

Gloria Grego  
Director, SBAP Program

## Financial Reports to Be Added to WebSDS

Leader is adding four new financial reports to Lists Web Service Description Slips application (WebSDS). These reports are generated directly from our billing system; therefore there will be a short delay (approximately one hour during normal business hours) from the time you request a report until it is available. The reports include:

- Students by category by month
- Students by practitioner by month
- Students by practitioner by month (match to MMR paid amount)
- Totals by category (specialty)

These reports are in Microsoft Excel format, requiring either Excel or a compatible application (Open Office, Apple Numbers, etc.) on your computer.

Note that reports requested outside of Leader's normal business hours (Mon.-Fri., 8 am-4:30 pm)

will be processed on the next business day. To access these reports:

1. Log in to WebSDS and select *Reports menu* from the left menu.
2. On the right side of the screen, there is a new heading: Financial Reports. Click the *Request reports* link under that heading, and then choose one of the four available reports.
3. Finally, select the report criteria (school year, Billed or Paid, etc.). Click Submit to request the report and add it to your report queue. The report you requested will have a status of Processing.
4. After approximately one hour, return to the screen where you requested the report (steps 1-2, above). Your report's status will change to Completed and will link to the report.

*Look for these reports around Oct. 10.*