

## Frequently Asked Questions

### What should be submitted?

Individualized Education Program (IEPs), Permission to Evaluate (PTEs), and Permission to Reevaluate (PTREs) should be submitted to the ACCESS office. The entire form does not need to be submitted, only pages used for our program. These forms also need to be submitted in English. If the parent is signing in another language, signature pages can be in the relevant language. IEPs should be submitted with the IEP student info page (page 1), the IEP team signature page (page 2), the IEP summary info (≈page 5), Section VI (Related Services, Section B), and Section VII (Explanation of Participation). PTEs/PTREs should be submitted with the signed parental consent form (Unless a yes is already on file), a signed, dated and checked PTRE consent form, and documentation to support evaluation. PTREs can also be submitted the current IEP information.

### What shouldn't be submitted?

Only required ACCESS documents should be submitted. Any other forms generated when going through the IEP process should be kept for your records. Forms that should not be submitted include IEP/PTE/PTRE in another language without English version, IEP/PTE/PTRE that is not finalized, Evaluation Report, Reevaluation Report, NOREP, Procedural Safeguards, Invitation to Participate, Functional Behavior Assessment, and Positive Behavior Support Plan.

### Does the PA Medical Assistance Billing One Time Consent Form need to be submitted?

The parental consent form only needs to be submitted if there is not a 'yes' form on file. This can be verified by looking for the purple line in the student's student history page in EasyIEP. If a new form is submitted and there is a 'yes' on file, the new form will override the older form. If the form is not correctly signed or dated, the form will be entered as a 'no' and will remain until a new form is signed.

### What is a Medical Authorization Form?

The Medical Authorization is not the same as the Medicaid Parental Consent Form. The Medical Authorization is the Rx for the service signed by the CRNP that allows for claiming under the Affordable Care Act. It is never signed by a parent as it is a medical document. It is obtained when the PTE, PTRE, or IEP is sent to ACCESS office for sign off. It is not retroactive and is only valid when signed by a licensed Medicaid provider.

### What is an Error Report?

Error Reports are sent out on a monthly basis. If the student record is incomplete or the recorded services have required elements that have expired, an error report will generate. Error Reports should be reviewed and corrected immediately to minimize disruption in claiming eligibility. Some errors cannot be corrected as they contain dates prior to the receipt of signature. Some errors may have been corrected before receiving the report. If you do not normally submit student forms, you should coordinate with the student's case manager or SPECM.

**What should be included in the submission E-Mail?**

All emails should contain the student's name and id number. This makes it easier to find students and verify when forms have been submitted. All required pages should be included. When submitting IEPs, all the required pages should be included. IEPs cannot be submitted without related services. Forms need to be filled out correctly before submission. Incorrectly submitted forms delay sign-off. Only PDFs should be submitted. Forms should not be submitted as pictures or as any other file type. Incorrect file types cannot be opened and delay sign-off. We are **NOT** EasyFax. We do not upload documents.

This information, as well as contact information, is always available at <https://www.philasd.org/treasury/divisions-of-special-finance/access/>.