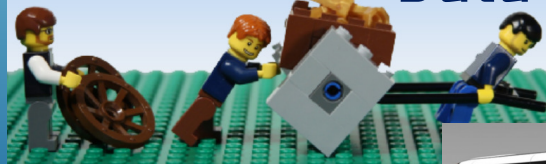


## SCHOOL BASED SERVICES (SBS): SPECIALIZED TRANSPORTATION



# Policy and Data Collection



### THE GOAL OF THIS SESSION IS TO ANSWER THE FOLLOWING QUESTIONS:

- Where can I find the most up-to-date Medicaid School Based Services policy?
- What is required before a district can bill for student transportation?
- What documents are required to comply with policy when billing transportation?
- What data collection methods are other school districts using?
- Which method of data collection is best for your district?
- How is the data used to determine districts reimbursement?

## WHERE CAN I FIND THE MOST UP-TO-DATE MEDICAID SCHOOL BASED SERVICES POLICY?

The policy can be found at:



MDCH > PROVIDERS

### Medicaid Provider Manual

#### Medicaid Provider Manual

Due to the size of this document (approximately 14MB), you may experience a delay before it opens. If you are using a dial-up modem, we recommend you use the CD version of the Manual. All other documents on this website are accessible using a dial-up modem. A smaller [zipped copy](#) (10MB) is also available.

[Supplemental Medicaid Bulletins](#) - bulletins that have not been incorporated into the manual and must still be retained for reference will appear on the Supplemental Bulletin List.

[About the Manual](#)

[Using the Manual](#)

[Printing the Manual](#)

#### About the Manual

The electronic Medicaid Provider Manual contains coverage, billing, and reimbursement policies for Medicaid, Healthy Michigan Plan, Children's Special Health Care Services, Maternity Outpatient Medical Services (MOMS), and other healthcare programs administered by the Michigan Department of Health and Human Services (MDHHS).

[http://www.michigan.gov/mdch/0,1607,7-132-2945\\_5100-87572--\\_00.html](http://www.michigan.gov/mdch/0,1607,7-132-2945_5100-87572--_00.html)

The policy manual is updated quarterly: January 1, April 1, July 1, December 1

## WHERE CAN I FIND THE MOST UP-TO-DATE MEDICAID SCHOOL BASED SERVICES POLICY?

Policy version date can be found at the lower left of each page.

Changes from the prior quarter are highlighted in yellow.

Special Education Transportation is found in School Based Services section of the manual.

Michigan Department of Health and Human Services	
Medicaid Provider Manual MDHHS	
SCHOOL BASED SERVICES	
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## WHAT IS REQUIRED OF MY DISTRICT BEFORE WE ARE ABLE TO BILL MEDICAID FOR STUDENT TRANSPORTATION?

Understanding the Definition

"Special education specialized transportation services include transport to and from the beneficiary's pick-up and drop-off site where Medicaid services are provided. It includes no more than two one-way trips on a date of service."

## Specialized Transportation

 Must be included in the Beneficiary's IEP/IFSP

## Table Example


Keyword	Code	Description
T0	0	None, Walk, or, Regular Bus
T1	1	Auto or Taxi
T2	2	Regular Bus & Specialized Plan
T3	3	Special Bus
T4	4	Special Bus with Lift
T5	5	Special Bus with Lift
T6	6	Regular Bus with Restraints
T7	7	Special Bus with Restraints
T8	8	Special Bus with Lift & Restraint
T9	9	Other

## WHAT IS REQUIRED OF MY DISTRICT BEFORE WE ARE ABLE TO BILL MEDICAID FOR STUDENT TRANSPORTATION?


### Understanding the Definition

"Special education specialized transportation services include transport to and from the beneficiary's pick-up and drop-off site where Medicaid services are provided. It includes no more than two one-way trips on a date of service."

### One-way Trip

 An "allowable" one-way trip is one that is provided to a Medicaid beneficiary and fulfills the following requirement:

 Trip logs for one-way rides is on file


 Record rides for ALL students, not just those that are Medicaid eligible

## WHAT IS REQUIRED OF MY DISTRICT BEFORE WE ARE ABLE TO BILL MEDICAID FOR STUDENT TRANSPORTATION?

### Understanding the Definition

"Special education specialized transportation services include transport to and from the beneficiary's pick-up and drop-off site where Medicaid services are provided. It includes no more than two one-way trips on a date of service."

### Medicaid Services

 One-way trips can be billed to Medicaid only on those days in which the beneficiary received a **direct health-related service** that is listed on their IEP/IFSP.

### DIRECT HEALTH-RELATED SERVICES ON IEP/IFSP



### MSA BULLETIN 14-09, EFFECTIVE APRIL 1, 2014: TRANSPORTATION POLICY CLARIFICATION

BONUS: Taxi or Family Vehicle Expenses are now an Allowable Transportation Expense....but, with a few restrictions.



## MSA BULLETIN 14-09, EFFECTIVE APRIL 1, 2014: TRANSPORTATION POLICY CLARIFICATION

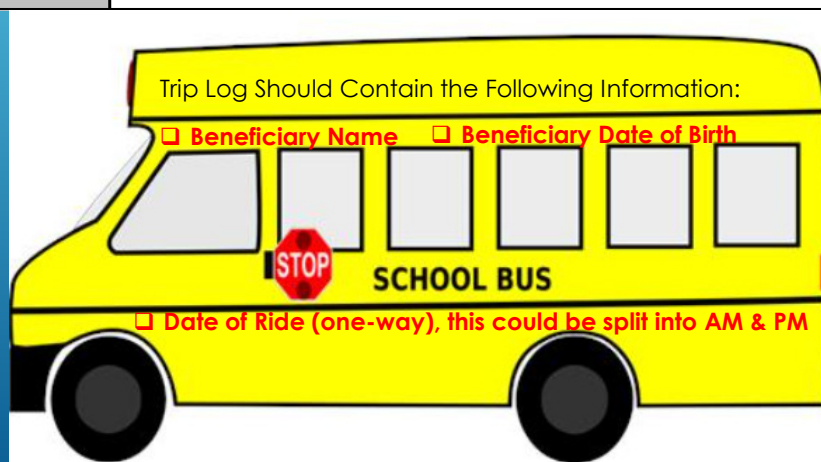
Additional documentation needed for taxi/family owned vehicle expense:

- Dates and times of each trip
- Statement from beneficiary's doctor as to why this transportation mode is needed
- Additional statement justifying the need for taxi/family vehicle
  - Ongoing transportation: once per student, per school year.
  - One-time or occasional use transportation: required each trip, or trip period per beneficiary
- Trips claimed must be include in the Special Education Trip Count on the MAER

## DOCUMENTATION OF RIDERSHIP

### Documentation

Federal requirements include documentation for transportation service claims that must be maintained for purposes of an audit trail, such as an ongoing trip log maintained by the provider of the special education transportation. Ridership must be documented for each one-way trip.





## COMMUNICATION, COMMUNICATION, COMMUNICATION

When creating transportation log sheets, the lines of communication need to be open between the school Medicaid SBS office and school transportation department.

- ❖ Train bus drivers on log sheet use
- ❖ Know your contacts in the transportation department and via versa
- ❖ Creating and generating the transportation log sheets is a group effort
- ❖ Ensure that staff know where to send the completed log sheets



## RIDERSHIP LOG SHEET OPTIONS

Depending on the size of the district, there are multiple way in which the recording of student rides can be accomplished.

- ❖ Basic log sheet
- ❖ Teleform log sheet (bubble sheet)
- ❖ Radio Frequency Identification System (RFID)

We will demonstrate how these two options worked for Macomb ISD



## Student Ride Attendance during the Stone Age at Macomb ISD

- Drivers would mark Student Absences on their Student Attendance Sheet.
- Student's daily Attendance was added to a quarterly spreadsheet.
- Data Entry of the Student Attendance was a two week process.
- Student Attendance Quarterly Spreadsheet was sent to billing vendor.

### Macomb ISD **Prior** Transportation Logging Method:

Student Attendance was recorded daily for both AM and PM routes (one-way trips) for a two week period.

**Student Attendance by Route**  
Rte: S

Run ID: 0001350.301  
Last name, First name: MARIO

Run ID: 0001350.401  
Last name, First name: MARIO

Run ID: 1201883.001  
Last name, First name: ALEXANDER, MITCHELL, HUNTER, NATHAN, ANTHONY, JACOB, DANIEL

Run ID: 1201883.201  
Last name, First name: DANIEL, JACOB, ANTHONY, HUNTER, MITCHELL, ALEXANDER

Run Description: S54 S/T DALOU IN  
Week of: 7-12

Run Description: S54 S/T DALOU OUT  
Week of: 7-12

Run Description: S54 RODGERS/TAYLOR AM  
Week of: 7-12

Run Description: S54 RODGERS/TAYLOR PM  
Week of: 7-12

Legend: A=Absent

Student Name	7-12	7-19
ALEXANDER		
MITCHELL		
HUNTER		
NATHAN		
ANTHONY		
JACOB		
DANIEL		



### Macomb ISD **Prior** Transportation Logging Method:

Student's Daily Attendance was added (one ride at a time) to a Quarterly Spreadsheet. There were approximately 400 students who receive transportation on a daily basis each month.

Students On Bus Per Day	One-way Rides Per Day	Avg. # of Days Per Month	Avg. # of Days Per Qtr	Avg. Total # of One-way Rides Per Quarter
400	800	20	60	48000

This was a tedious and daunting process ... time to streamline the method!!

LastName	FirstName	OCT 1 am	OCT 1 pm	OCT 2 am	OCT 2 pm	OCT 5 am	OCT 5 pm	OCT 6 am	OCT 6 pm	OCT 7 am	OCT 7 pm	OCT 8 am	OCT 8 pm	OCT 9 am	OCT 9 pm	OCT 12 am	OCT 12 pm	OCT 13 am	OCT 13 pm	OCT 14 am	OCT 14 pm	OCT 15 am	OCT 15 pm	OCT 16 am	OCT 16 pm	OCT 19 am
M	Donna			1																1	1	1	1			
					1									1						1	1					
																				1	1					
					1			1						1		1									1	
			1					1						1		1						1	1	1	1	
M	Tony								1					1		1						1	1			1
M	Jonathan			1	1	1	1			1	1	1	1	1	1	1				1	1	1	1	1	1	1
M	Paul			1	1	1								1	1					1	1					
		1						1	1	1	1									1	1					

A team was formed and they brainstormed and conducted research for several months before finally settling with Teleform Technology.





## TELEFORM READER

Anything within these four brackets is read by the scan station

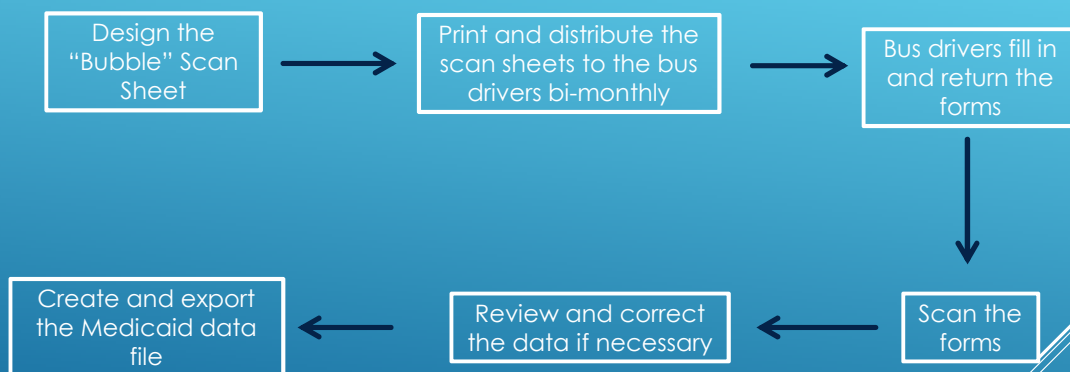
Student Attendance by Route

Run ID: 120.000 Run Description: 001 BOVENSCHEN AVE Rte: 1 Week1: 10/04/2010 Week2: 10/11/2010

Run ID	Last Name	First Name	Date of Birth	M	T	W	Th	F	S	Sa	Su
120.000	MACYACK	JOHN	1/4/1990	O	O	O	O	O	O	O	O
120.000	MACYACK	TONY	7/11/1991	O	O	O	O	O	O	O	O
120.000	MACYACK	JONATHAN	3/22/2001	O	O	O	O	O	O	O	O
120.000	MACYACK	PAUL	12/1/2007	O	O	O	O	O	O	O	O
120.000	MACYACK	GORDAN	11/8/1996	O	O	O	O	O	O	O	O
120.000	MACYACK	HAROLD	10/8/1987	O	O	O	O	O	O	O	O
120.000	MACYACK	JENNIFER	3/15/1991	O	O	O	O	O	O	O	O
120.000	MACYACK	CHRIS	11/13/1996	O	O	O	O	O	O	O	O

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## TELEFORM PROCESS



## NEW & IMPROVED PROCESS...WE HAVE SUCCESS!!

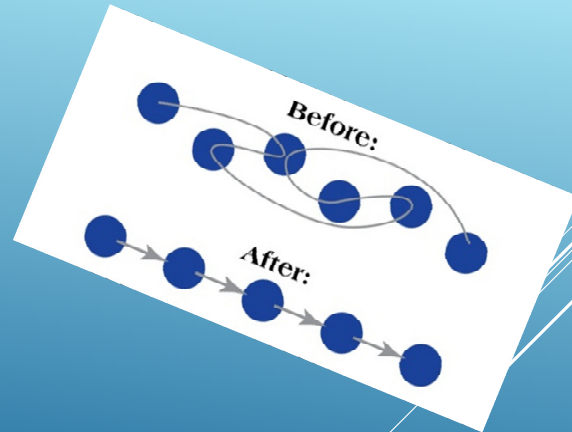
Drivers color in the bubble on the day a student is absent.

The Route sheets are scanned and verified using the imaging software.

The sheets are downloaded and a data file is sent to vendor.

The complete process takes about 2 days verses 2 weeks using the previous system.

MISD usually averages about 400 runs a day.



All data from scan sheets is stored in an Access database. A copy of the Access database is sent to the billing vendor after the information is verified. There are usually between 45,000 and 48,000 entries in the Access database each month.

AttendanceLogs												
Attendance ID	prvRunid	RouteNbr	Runid	Distictcode	Studentcode	LastName	FirstName	DateOfBirth	SrvDate	ProcedureCode	Am P	ProcessedFlag
1881526	12095	001	0001363.001			MACYAC	RACHEL	02-27-1990	01/05/2015		AM	Y
1881527	12095	001	0001363.001			MACYAC	RACHEL	02-27-1990	01/06/2015		AM	Y
1881528	12095	001	0001363.001			MACYAC	RACHEL	02-27-1990	01/07/2015		AM	Y
1881529	12095	001	0001363.001			MACYAC	RACHEL	02-27-1990	01/08/2015		AM	Y
1881530	12095	001	0001363.001			MACYAC	RACHEL	02-27-1990	01/12/2015		AM	Y
1885374	12186	103	CLD-MCG.001			MACYAC	KOBE	08-06-2008	01/07/2015		AM	Y
1885375	12186	103	CLD-MCG.001			MACYAC	KOBE	08-06-2008	01/09/2015		AM	Y
1885376	12186	103	CLD-MCG.001			MACYAC	KOBE	08-06-2008	01/12/2015		AM	Y
1885377	12186	103	CLD-MCG.001			MACYAC	KOBE	08-06-2008	01/13/2015		AM	Y
1885378	12186	103	CLD-MCG.001			MACYAC	KOBE	08-06-2008	01/14/2015		AM	Y
1885379	12186	103	CLD-MCG.001			MACYAC	KOBE	08-06-2008	01/15/2015		AM	Y
1885380	12186	103	CLD-MCG.001			MACYAC	KOBE	08-06-2008	01/16/2015		AM	Y
1885381	12186	103	CLD-MCG.001			MACYAC	JOSEPH	08-23-2007	01/05/2015		AM	Y
1885382	12186	103	CLD-MCG.001			MACYAC	JOSEPH	08-23-2007	01/06/2015		AM	Y

❖ Radio Frequency Identification System (RFID) – Another Student Ridership Tracking Method

No log sheets needed – each student issued unique RFID card

Real-Time Answers

Web-Based Reporting

Student Report

Bus Report

Of school districts in the nation, only about 3% have this type of technology



❖ Busing Vendor for Cincinnati Schools: Use of RFID Technology

Nearly 33,000 students use the RFID cards

Cost for hardware was about \$125,000 and \$8,000 for the RFID cards

73 cards lost in the first year // only 4 lost in the second year

## Reimbursement for Specialized Transportation

### Section 6.2 of School Based Services Policy

Specialized transportation costs reported on the Michigan Department of Education Transportation Expenditure Report (form SE-4094) are only the costs associated with the special education buses, taxis or private vehicles used for the specific purpose of transporting only special education children. This report does not include any federal dollars.

Allowable Costs  
Sec. 52 & 53a

2014-15 TRANSPORTATION EXPENDITURE REPORT (SE-4094)								
District Code: _____ District Name: _____								
LINE	Account Code Description	Reg/Voc Ed		Special Ed - Sec 52		Special Ed - Sec 53a		Total
		FTE (1)	Expenditure (2)	FTE (3)	Expenditure (4)	FTE (5)	Expenditure (6)	
<b>1000 - SALARIES</b>								
1	1190 Supervisor							
2	1610 Bus Drivers							
3	1620 Secretarial/Clerical							
4	1630 Aides							
5	16xx Other Support							
6	<b>TOTAL SALARIES</b>							
7	2000 Employee Benefits							
<b>3000/4000 - PURCHASED SERVICES - NON VEHICLE RELATED COSTS</b>								
8	Local Expenses							
9	34xx Telephone/Postage							
10	38xx/55xx Other Utilities							
11	31xx Purchased Services - Staff							
12	Other Non-Veh Purch Serv.							
13	<b>TOTAL NON-VEH RELATED P/S</b>							
<b>3000/4000 - PURCHASED SERVICES - VEHICLE RELATED COSTS</b>								



Allowable Costs

Sec. 52 &amp; 53a

2014-15 TRANSPORTATION EXPENDITURE REPORT (SE-4094)							
			No. of Vehicles		No. of Vehicles		No. of Vehicles
14	3310	Pupil Trans Common Carrier					
15	3310	Pupil Trans Com Carrier (b/v)					
16	3330	Pupil Trans Family Veh Cost					
17	3310	Pupil Trans Taxi Cab					
18	3930	Pupil Trans Fleet Insurance					
19	4230	Contracted/Leased Buses					
20	4xxx	Other Vehicle Related Costs					
21	TOTAL VEHICLE RELATED P/S						
	5000 - SUPPLIES						
22	5710	Gasoline/Fuel					
23	5710	Oil/Grease					
24	5720	Tires/Batteries					
25	57xx	Other Supplies/Repair Parts					
26	5910	Office Supplies					
27	TOTAL SUPPLIES						
28	7000	Other Expense/Adjustment					
29		Bus Amortization					
30	TOTAL EXPENDITURES						
	MILEAGE DATA						
31	Total Annual Miles						
32	Total Riders Per the Count Week						
33	Total Fuel Consumed (in gallons)						
34	Miles Per Gallon						

Only the costs associated with adjustments to allowable costs

## Reimbursement for Specialized Transportation

## Section 6.2.B Specialized Transportation Reconciliation &amp; Settlement

On an annual basis, the cost per trip is calculated by dividing the total Medicaid allowable costs (including indirect cost) by the total ISD-reported special education (specialized) one-way transportation trips. The cost per trip is multiplied by the quantity of Medicaid "allowable" one-way trips gleaned from CHAMPS to arrive at the Medicaid allowable cost.

Macomb Intermediate School District FYE: 06/30/2014							
Transportation Costs - Macomb Intermediate School District (50000)							
Line	Object Code	Title	FTE (1)	Expenditure (4)	Expenditure (6)	Total Direct Costs (9)	Total Indirect Costs (11)
1	1610	Bus Driver					
2	1630	Aides					
3	2000	Employee Benefits					
4	3310	Pupil Trans Common Carrier					
4.5	3310	Pupil Trans Common Carrier (black/yellow)					
5	3330	Pupil Trans Family Veh Cost					
6	3310	Contracted Taxis					
7	3930	Pupil Transp. Fleet Insurance					
8	4230	Contracted/Leased Buses					
9	4000	Other Vehicle Related Costs					
10	5710	Gasoline					
11	5710	Oil/Grease					
12	5720	Tires/Batteries					
13	5700	Other Supplies/Repair Parts					
15	7000	Other Expenses/Adjustment					
16		Bus Amortization					
17	Total Expenditures						
18	Total Number Of One Way Trips		445,200				
19	Estimated Medicaid Billable Trips		72,129				

**Michigan Department of Health and Human Services**  
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