



# Medicaid: Special Education Transportation



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## 2.11 SPECIAL EDUCATION TRANSPORTATION

<b>Definition</b>	<p>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.</p> <p>The need for special education transportation must be specified in the beneficiary's IEP/IFSP treatment plan. Medicaid may reimburse for special education transportation when a beneficiary receives a Medicaid-covered service on the same day.</p> <p>Medicaid does not reimburse for transportation provided in a regular or general education school bus. There is no additional payment for an attendant.</p>
<b>Documentation</b>	<p>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.</p>
<b>Procedure Codes</b>	<p>For a complete listing of procedure codes, refer to the School Based Services CPT code database on the MDHHS website. (Refer to the Directory Appendix for website information.)</p>
<b>Taxi and Private Vehicle Transportation</b>	<p>For a taxi or family vehicle transportation expense to be reimbursed, the following documentation must be on file at the local education agency (LEA) or intermediate school district (ISD):</p> <ul style="list-style-type: none"><li>• Specialized transportation must be included in the Individualized Education Program (IEP).</li><li>• A Medicaid covered medical service must be provided on the same day as the transportation.</li><li>• Dates and times of each trip must be listed on the LEA's or ISD's trip log.</li><li>• Documentation from the beneficiary's physician or a school provider treating the student, stating the reason taxi or family transportation is required must be retained in the student's file.</li><li>• For transportation by taxi, an additional statement justifying the need for a taxi and the reason other less costly means of transportation cannot be used must be retained in the student's file.</li><li>• For ongoing transportation needs, documentation is only required once per student per school year.</li><li>• For one-time or occasional use transportation, documentation is required for each trip, or trip period per beneficiary.</li><li>• The total number of trips claimed for taxi and family transportation must be included in the Special Education trip count on the Medicaid Allowable Expenditure Report (MAER).</li></ul> <p>Taxi and family vehicle cost reimbursement will be retroactive to July 1, 2012 if the proper documentation has been retained, and a claim for the trip has been approved through the Community Health Automated Medicaid Processing System (CHAMPS). Claims must be filed within one year from the date of service according to Medicaid timely filing requirements.</p> <p>Transportation by stretcher car is not covered. The term "stretcher car" is defined as a vehicle capable of transporting a patient (student) in a prone or supine position (e.g., Ambucab).</p>

## 2.11 Special Education Transportation

## Understanding the Policy

“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.”

# Understanding the Policy

“The need for special education transportation must be specified in the beneficiary’s IEP/IFSP treatment plan. Medicaid may reimburse for special education transportation when a beneficiary receives a Medicaid-covered service on the same day.”

## IEP/IFSP Provision EXAMPLE:

### TRANSPORTATION PROVISIONS

*Guidance: Select all that apply and specify any special transportation requirements below. Implementation of any Recommended Provision is at the discretion of the transportation department following a review of applicable rules and policies.*

Has the IEP Team determined that Wilma - AAC Sample requires **special transportation**?

- ☐ No, transportation is not required or general education transportation is sufficient to meet Wilma - AAC Sample's needs.
- ☐ Yes, special transportation is required due to the following:
  - ☐ The recommended programs/services are not available in Wilma - AAC Sample's regular attendance area.
  - ☐ The medical, health or developmental and/or behavioral needs of this student necessitate special transportation.

Are you sure the student has no programs?	<input type="checkbox"/>
Does the student require a reduced schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a need for placement with a teacher with an endorsement in a particular impairment category?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a Teacher Consultant with endorsement in the student's impairment needed to support the resource program teacher?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## **Understanding the Policy**

“Medicaid does not reimburse for transportation provided in a regular or general education school bus. There is no additional payment for an attendant.”

## Documentation

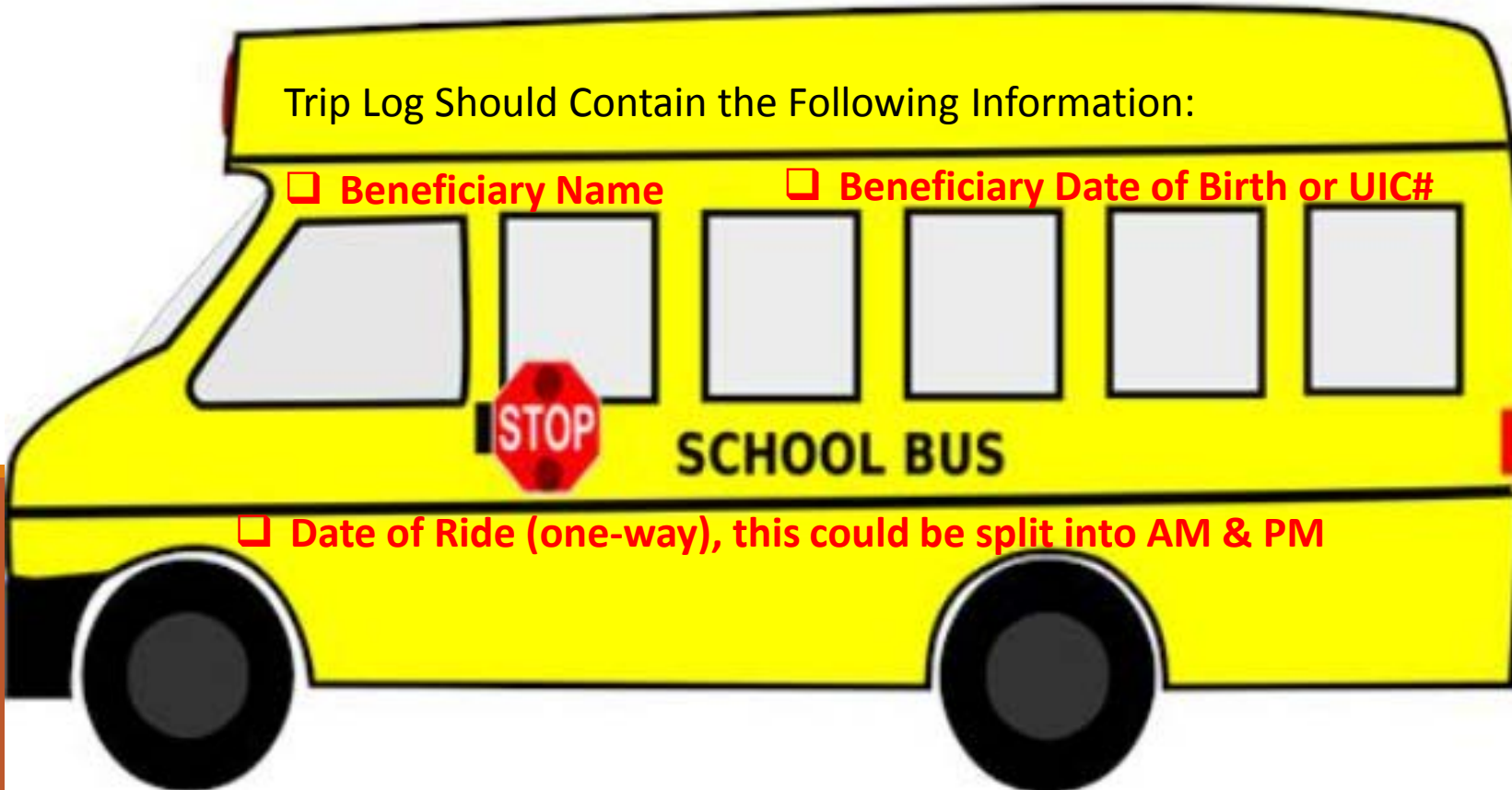
Federal requirements include documentation for transportation service claims that must be maintained for purposes of an audit trail, such as an ongoing trip log maintained by the provider of the special education transportation. Ridership must be documented for each one-way trip.

Trip Log Should Contain the Following Information:

☐ Beneficiary Name

☐ Beneficiary Date of Birth or UIC#

☐ Date of Ride (one-way), this could be split into AM & PM



## ISD'S RESPONSIBILITIES

- Maintain / distribute trip logs
- Archive trip logs
- Train bus drivers or contracted vendors to record student rides on the provided trip logs
- Gather Transportation Cost Data for Medicaid Facility Settlement Annual Cost Report from SE4094



## Example of a non-electronic trip log:

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

Student Attendance by Route		A=Absent	
Run ID: 0001350.301	Run Description: S54 S/T DALOU IN	Week of: 7-12	Week of: 7-19
Last name, First name MARIO			
Run ID: 0001350.401	Run Description: S54 S/T DALOU OUT	Week of: 7-12	Week of: 7-19
Last name, First name MARIO			
Run ID: 1201883.001	Run Description: S54 RODGERS/TAYLOR AM	Week of: 7-12	Week of: 7-19
Last name, First name ALEXANDER MITCHELL HUNTER NATHAN ANTHONY JACOB DANIEL			
Run ID: 1201883.201	Run Description: S54 RODGERS/TAYLOR PM	Week of: 7-12	Week of: 7-19
Last name, First name DANIEL JACOB ANTHONY HUNTER MITCHELL ALEXANDER			



Data entry may be required to capture the rides recorded on a non-electronic trip log, in order to generate transportation claims. Data entry could be done in Excel, Access or some other software program.

[illegible]



## WITH AN AUTOMATED TRIP LOG:

Driver's fill in for days when student is either present or absent, depending how the school district wants to capture the data.

The Route sheets are scanned and verified.

The information from the trip logs is downloaded and sent to the billing vendor. Or, if you are an ISD biller, you would upload into your billing system.

Reduces the time it takes to manually enter data from a non-electronic trip log.

The larger the district, the use of electronic trip logs is more appealing than manual data entry.

- Data from scanned trip logs can be transferred to Excel, Access or another type of database program. From there, the data file could be uploaded to the billing vendor or into your billing system.

AttendanceLogs												
Attendance ID	prvRunID	RouteNo	RunId	DistictCode	StudentCode	LastName	FirstNam	DateOfBir	SrvDate	ProcedureCo	Am P	ProcessedFl
1881526	12095	001	0001363.001						01/05/2015		AM	Y
1881527	12095	001	0001363.001						01/06/2015		AM	Y
1881528	12095	001	0001363.001						01/07/2015		AM	Y
1881529	12095	001	0001363.001						01/08/2015		AM	Y
1881530	12095	001	0001363.001						01/12/2015		AM	Y
1885374	12186	103	CLD-MCG.001						01/07/2015		AM	Y
1885375	12186	103	CLD-MCG.001						01/09/2015		AM	Y
1885376	12186	103	CLD-MCG.001						01/12/2015		AM	Y
1885377	12186	103	CLD-MCG.001						01/13/2015		AM	Y
1885378	12186	103	CLD-MCG.001						01/14/2015		AM	Y
1885379	12186	103	CLD-MCG.001						01/15/2015		AM	Y
1885380	12186	103	CLD-MCG.001						01/16/2015		AM	Y
1885381	12186	103	CLD-MCG.001						01/05/2015		AM	Y
1885382	12186	103	CLD-MCG.001						01/06/2015		AM	Y

# Taxi & Private Vehicle Transportation



Michigan Department of Health and Human Services

## Medicaid Provider Manual



### Taxi and Private Vehicle Transportation

For a taxi or family vehicle transportation expense to be reimbursed, the following documentation must be on file at the local education agency (LEA) or intermediate school district (ISD):

- Specialized transportation must be included in the Individualized Education Program (IEP).
- A Medicaid covered medical service must be provided on the same day as the transportation.
- Dates and times of each trip must be listed on the LEA's or ISD's trip log.
- Documentation from the beneficiary's physician or a school provider treating the student, stating the reason taxi or family transportation is required must be retained in the student's file.
- For transportation by taxi, an additional statement justifying the need for a taxi and the reason other less costly means of transportation cannot be used must be retained in the student's file.
- For ongoing transportation needs, documentation is only required once per student per school year.
- For one-time or occasional use transportation, documentation is required for each trip, or trip period per beneficiary.
- The total number of trips claimed for taxi and family transportation must be included in the Special Education trip count on the Medicaid Allowable Expenditure Report (MAER).

Taxi and family vehicle cost reimbursement will be retroactive to July 1, 2012 if the proper documentation has been retained, and a claim for the trip has been approved through the Community Health Automated Medicaid Processing System (CHAMPS). Claims must be filed within one year from the date of service according to Medicaid timely filing requirements.

Transportation by stretcher car is not covered. The term "stretcher car" is defined as a vehicle capable of transporting a patient (student) in a prone or supine position (e.g., Ambucab).



# How Does Your District Track Taxi Rides or Parent Transport?

<b>Taxi Receipt</b>		Taxi Receipt No.: 1001	
Pickup Spot: Student's home address		Destination Spot: xxx ISD, 111 Main St, AnyCity, MI	
Notes		Amount	\$9.35
Billie Ghoat was dropped off at school for physical therapy.  Nani Ghoat		SUBTOTAL	
		DISCOUNT(s)	
		TAX	
		TOTAL	\$9.35
Date: 06/04/2018	Taxi Driver: John Smith		

Taxi Receipt

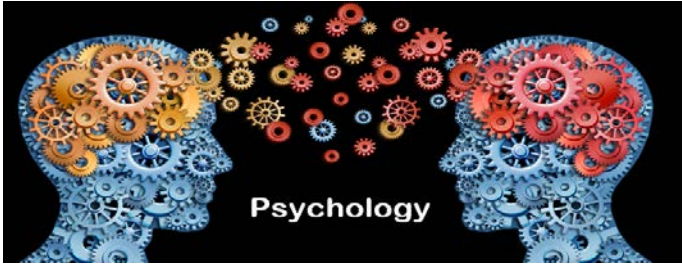


## Taxi Ride OR Parent Transport Log



Ride Log / Parent Transport for IEP/IFSP Students					June 2018				
Student	Taxi OR Parent Transport	Date	Drop off or Pickup	One-way ride	TIME	Cost of Ride	Parent Mileage	Therapy Type	Therapist
Ghoat, Billy	Taxi	6/4/2018	Drop off	1	9:30 AM	\$ 9.35		PT	Flintstone, Fred
Ghoat, Billy	Parent	6/4/2018	Pickup	1	10:30 AM		7	PT	Flintstone, Fred
Book, Rita	Parent	6/11/2018	Drop off	1	2:00 PM		3.2	OT	Kraker, Graham
Roads, Rockie	Taxi	6/29/2018	Drop off	1	11:20 AM	\$ 6.75		Speech	March, Winter
Roads, Rockie	Taxi	6/29/2018	Pickup	1	12:15 PM	\$ 6.25		Speech	March, Winter
							0.5125	Cost per mile	
			Totals	5		\$ 22.35	\$ 5.23		

BEFORE A BUS RIDE IS CONSIDERED MEDICAID BILLABLE, A DIRECT HEALTH-RELATED SERVICE MUST BE PROVIDED ON THE DAY A STUDENT HAD ONE-WAY TRIP(S)





## 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.

# Example of Blank SE-4094

SE-4094		Transportation Expenditure Report							
(PAGE 2)									
District Name:		District Code:							
LINE	L I N E	Account Code Description	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53		Total
			FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
			(1)	(2)	(3)	(4)	(5)	(6)	
<b>1000 - SALARIES</b>									
1	1190	Supervisor							\$0
2	1610	Bus Driver							\$0
3	1620	Secretarial/Clerical							\$0
4	1630	Aides							\$0
5	16xxx	Other Support							\$0
6		<b>TOTAL SALARIES</b>	0.00	\$0	0.00	\$0	###	\$0	\$0
7	2000	Employee Benefits						\$0	\$0
<b>3000/4000 - PURCHASED SERVICES - NON-VEHICLE RELATED COSTS</b>									
9	32xxx	Local Expenses							\$0
10	34xxx	Telephone/Postage							\$0
11	38xxx	Other Utilities							\$0
12		Other Non-Veh Purch Serv							\$0
13		<b>TOTAL NON-VEH RELATED P/S</b>		\$0		\$0			\$0
<b>3000/4000 - PURCHASED SERVICES - VEHICLE RELATED COSTS</b>									
			No of Veh		No of Veh		No of Veh		
14	3310	Pupil Trans Common Carrier						\$0	\$0
15	3310	Pupil Trans Comm Carr (B&Y)						\$0	\$0
16	3330	Pupil Trans Family Veh Cost						\$0	\$0
17	3310	Pupil Trans Taxi Cab						\$0	\$0
18	3930	Pupil Transp. Feet Insurance						\$0	\$0
19	4230	Contracted/Leased Buses						\$0	\$0
20	4xxxx	Other Vehicle Related Costs						\$0	\$0
21		<b>TOTAL VEHICLE RELATED P/S</b>		\$0		\$0		\$0	\$0
<b>5000 - SUPPLIES</b>									
22	5710	Gasoline / Fuel						\$0	\$0
23	5710	Oil/Grease						\$0	\$0
24	5720	Tires/Batteries						\$0	\$0
25	57xxx	Other Supplies/Repair Parts							\$0
26	5910	Office Supplies							\$0
27		<b>TOTAL SUPPLIES</b>		\$0		\$0		\$0	\$0
28	7000	Other Expense/Adjustment							\$0
29		Bus Amortization							\$0
30		<b>TOTAL EXPENDITURES</b>		\$0		\$0		\$0	\$0
31		Total Annual Miles							0
32		Total Riders Per the Count Week							0
33		Total Fuel Consumed (in gallons)							0
34		Miles Per Gallon		#DIV/0!		#DIV/0!			

# Reimbursement for Specialized Transportation

## Section 6.2.B Specialized Transportation Reconciliation & Settlement

Facility ID: IS[REDACTED]

Facility Name: [REDACTED] INTERMEDIATE SCHOOL DIST

Cost Report ID: MRIS[REDACTED]6302017A0V0

Fiscal Year Begin: 07/01/2016

Fiscal Year End: 06/30/2017

Status: Approved

Close

Save

Validate

Validation Errors

Comments

Complete Review

Worksheet Information

Total No of One Way Trips: 125,000

Estimated Medicaid Billable Trips: 25,000

SaveToXls

Transportation Cost

Line	Object Code	Description	FTE	Section 52 Expenditure	Section 53 Expenditure	Total Direct Cost	Indirect Cost Rate	Total Indirect Costs	Comments	Flagged
1	16								No	No
2	16								Yes	No
3	20								No	No
4	33								No	No
4.50	33								No	No
5	33								Yes	No
6	33								No	No
7	3930	Pupil Trans.Fleet Insurance	0.00		\$0		10.36%		No	No
8	4230	Contracted/Leased Buses	0.00		\$0					
9	4XXX	Other Vehicle Related Costs	0.00		\$0					
10	5710	Gasoline	0.00		\$0					
11	5710	Oil/Grease	0.00		\$0					
12	5720	Tires/Batteries	0.00		\$0					
13	57XX	Other Supplies/Repair Parts	0.00		\$0					
15	7000	Other Expenses/Adjustment	0.00		\$0					
16		Bus Amortization	0.00	\$	\$0	\$	10.36%	\$	No	No
17		Total Expenditure	100.00	\$1,500,000	\$0	\$5,000,000	10.36%	\$518,000	No	No

Total Cost

5,518,000

Total # of 1 way trips

125,000

Cost per 1 way trip

44.144

Est. M'aid billable trips

25,000

Allowable Costs

25,000 x 44.144 = \$1,103,600

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.

## ISD'S RESPONSIBILITIES

# Timely Filing Billing Limitation – MSA 16-37

### General Information

Medicaid FFS timely filing policy states that a claim must be initially received and acknowledged by MDHHS within 12 months from the date of service. Claims over one year old must have continuous active review to be considered for Medicaid reimbursement. A claims replacement can be resubmitted within 12 months of the latest remittance advice date or other activity.

Sections 1814(a)(1), 1835(a)(1), and 1842(b)(3)(B) of the Social Security Act, as well as the Medicare regulations at 42 CFR §424.44, specify the time limits for filing Medicare FFS (Part A and Part B) claims. Section 6404 of the Affordable Care Act (ACA) reduced the maximum period for submission of all Medicare FFS claims to no more than 12 months (one calendar year) after the date services were furnished.

## Access bulletin online, for additional information.