

## **Medicaid Coordinator Guidance on Transportation Services Cost Reports Virginia Department of Medical Assistance Services (DMAS)**

This guidance describes the steps school divisions need to follow to complete the approved transportation cost reports for the 2012-2013 school year, which will be due by November 30, 2013. Please share this information with other staff responsible for transportation cost reports.

Presentations on these instructions and changes and further information will be discussed at the annual DOE conference in Charlottesville, Virginia on October 2-3, 2013. The rest of the memorandum outlines the specific steps that need to be completed and timelines that need to be met so that the cost reports for the 2012-2013 school year can be submitted by November 30, 2013.

Revised cost reports and instructions for the 2012-13 cost reports are available on the DMAS web site at <http://www.dmas.virginia.gov/pr-sbs.htm> and the DOE web site at [http://www.doe.virginia.gov/support/health\\_medical/medicaid/index.shtml](http://www.doe.virginia.gov/support/health_medical/medicaid/index.shtml). (Control plus click to link.)

### Transportation Cost Report

#### 1. Personnel Costs

School divisions are responsible for reporting personnel costs for specialized transportation on Section 3. If personnel, such as mechanics, furnish services for both specialized and regular transportation, only costs for specialized transportation should be reported. See instructions for how to allocate costs to specialized transportation.

#### 2. Non-Personnel Costs

The school division will be responsible for reporting non-personnel costs on Section 2 based on the instructions.

#### 3. Reimbursable Cost Percentages and Transportation Log

The transportation cost report does not use the eligibility percentages used in the medical services cost report. Instead the transportation cost report calculates reimbursable cost percentages by dividing Medicaid, Medicaid Expansion and FAMIS reimbursable trips as a percentage of total trips on specialized buses. School divisions must be able to document total trips for all students on specialized buses, not just the reimbursable trips. The transportation log available on the DOE web site has been developed to assist school divisions in complying with the documentation requirements. Please refer to the instructions for additional information. It is not necessary to report these percentages separately to DMAS, but they must be included on Section 1 of the transportation cost report and the school must maintain documentation supporting these percentages. These percentages will be used to complete Sections 2 and 4 of the cost report.

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### 4. Eligibility Percentages

Eligibility percentages do not play a part in the transportation cost reporting process because the cost allocation calculations are based on the results of the transportation logs. The eligibility files may be relevant in identifying Medicaid, Medicaid Expansion and FAMIS students with IEPs who would be eligible for special transportation. The most important element in the eligibility area of transportation is the identification and tracking of students receiving Medicaid covered medical services and transportation services on the same day.

### 5. Identification of Students

The identification of students with IEPs calling for Medicaid billable services is the most important part of transportation billing. This is the first step in the matching of trips with services.

### 6. Filing of Claims

It is very important to file all claims for all billable trips even though the cost report is the final determinant of your school district's payment for the fiscal year. Trips on the cost report are adjusted to actual per the Medicaid Paid Claims report as of March 31, 2014. Please remember that all claims must be filed within one year from the date of service.

### 7. Interim Payments

Claims for transportation services provided in the 2012-2013 school year should be submitted for payment by the end of September so that school divisions can prepare payment reports on interim payments. School divisions should prepare interim payment reports from their remittance advices. Interim payments are needed for settlement in Section 6 of the Transportation Cost Report reconciliation. Any claims for the 2011-2012 school year that were not paid by March 31, 2013 should also be included. Any claims for the 2012-2013 school year that are submitted and paid after March 31, 2014 will be included in the FY 2014 payment report.

### 8. Cost Report Submission

Transportation cost reports will be due to Myers and Stauffer LC (MSLC) [formerly PHBV Partners] by November 30, 2013. MSLC will settle cost reports within 180 days of submission (May 31, 2014 if submitted and deemed materially complete on or before November 30, 2013).

DMAS, DOE and MSLC are committed to assisting school divisions in this reporting process. Chandra Shrestha will be the DMAS contact for school cost reports for the 2012-2013 school year. If you need assistance please feel free to contact:

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