Medicaid and Specialized Transportation Services

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Spotsylvania Public Schools
Overview

- Medicaid and FAMIS
- Covered Services
- Provider Requirements
- Documentation Requirements
- Bus Log Review
- School Division Experience
- Billable Rates and Procedure Code
- Cost Report – Audit Tool
Specialized Transportation

- Centers for Medicare and Medicaid Services (CMS) approved reimbursement of specialized transportation:
  - Specialized Transportation is provided by local education agencies/public schools
  - For children receiving Special Education and health related services; and
    - Who are enrolled in Medicaid or FAMIS.
Covered Services

• Non-emergency transportation provided by local education agency
• Special education transportation must be documented in student’s IEP
• Specialized Transportation is reimbursed on days when the student receives a DMAS covered health related service on the same day the student rides on the Special Ed Bus/Specially Adapted Bus that has been adapted for the specific student
• Covered service must be in child’s IEP
  • Covered service MUST be billed and paid
  • Does not include field trips
Covered Services cont.

• Meets the needs of the child when the child is unable to ride a “regular” school bus
• Specialized Transportation Coverage is only for children who ride a Special Ed Bus or a Specially Adapted School Bus
• A “Regular” school bus or school division car or van is not covered.
Covered Services cont.

• Specially Adapted School Bus:
  • Does not include cars, vans, 4-wheel drive vehicles, etc.
  • If there is a modification it must be specific to that special education student to be considered a Specially Adapted School Bus.
  • Modification may include, but is not limited to a ramp, lift, seat belts or car seats when a child in special education requires the adaptation or modification in order to ride on a Specially Adapted Bus
Covered Services cont.

Specialized Transportation enables the student to receive the following services which are billable to DMAS:

- Physical therapy
- Occupational therapy
- Speech language pathology
- Audiology
- Nursing
- Psychiatric, Psychology & Mental Health
- Personal Care and
- Medical Evaluations
Covered Services cont.

• Special Education Transportation costs do not include costs for the Personal Care Assistant Services on a bus.
• The aide on the bus may be billed under personal care assistant services for that child.
• Special Education Transportation may be billed in combination with the Personal Care Assistant Services.
Covered Services cont.

- The school division bus driver personnel or contracted bus driver must perform the following functions as part of the Medicaid requirement:
  - Determine the appropriate mode of transport and delivery (e.g. curb-to-curb or door-to-door delivery)
  - Assure compliance with driver and vehicle requirements
Covered Services cont.

• Develop and implement a bus log for Medicaid/FAMIS transportation - sample Bus Log may be found on the Department of Medical Assistance Services website: https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/ProviderFormsSearch
• Provide administrative oversight of operations
• Protect recipient confidentiality
• Maintain adequate staff and facilities
Provider Requirements

• Drivers and Buses must be employed and purchased through the school division and/or have a contract with the school division; and
• Meet applicable federal and state statutes and regulations for transporting students.
Cost-Based Reimbursement

• This is a cost-based reimbursement program
• While you have the clear definition of specialized transportation in your mind – let’s discuss reporting these expenditures in your cost report
Cost-Based Reimbursement

- Report allowable expenditures for specialized transportation in the annual cost report
- Gather and track these expenditures throughout the year so that you’re ready to go when it’s time to file the cost report
Allowable Expenditures

- Cost of Specialized Buses
  - Payments to a bus company (for specialized buses only)
  - Acquisition of a specialized bus (which will be claimed as a capital expenditure)
- Cost of fuel, insurance, maintenance and repairs
Allowable Expenditures

• Cost of Drivers & Maintenance Staff
  • Salary and employer paid benefit costs for drivers and substitute drivers (related to specialized transportation only)
  • Salary and employer paid benefit costs for maintenance staff (related to specialized transportation only)
Allowable Expenditures

• All Specialized Transportation expenditures claimed for federal match in the cost report can only be claimed at the cost attributable to specialized transportation

• Cost Report training session will review options for identifying these costs appropriately, including allocation options
Interim Billing

• Interim billing for Specialized Transportation Services is a requirement of Cost-Based Reimbursement
• Claims must be submitted to MMIS for all qualified Specialized Transportation one-way trips
• The number of paid transportation claims is used in the cost settlement process
Documentation Requirements

• Specialized Transportation must be in the child’s IEP.

• Each trip must be documented on a bus log.
  • Must include all information as on Transportation Log (DMAS 49) if developing your own log.
  • Recommend using DMAS 49

• Each trip must be documented by school personnel.
Documentation Requirements

• Documentation must include:
  • Student’s name
  • Medicaid/FAMIS ID#
  • Date of service
  • Type of encounter: To/From
Documentation Requirements

• Staff documenting trip must observe student’s arrival or departure on the bus.
  • Recommend daily documentation of trips
• Documentation of the DMAS billable direct service that the student receives on the day the transportation has been billed.
Bus Log Review
Trip Log for Medicaid and FAMIS Transportation Reimbursement

<table>
<thead>
<tr>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Billing Staff Only)</td>
</tr>
<tr>
<td>Student's Medicaid or FAMIS Number</td>
</tr>
</tbody>
</table>

Driver should complete the number and dates of trips and sign the logs.
When the logs are returned, Medicaid Coordinators should complete the Medicaid, Medicaid Expansion or FAMIS number.
Medicaid Coordinators should indicate the reason for trip from medical service list above for any student with transportation in their IEP.
Medicaid or FAMIS covered services should be submitted as claims.

*Trip Log should include all students riding the bus, not only Medicaid and FAMIS students.*

If this trip log is to be viewed for audit purpose, please make a copy of the log, black out all names of students without Parental Consent.

Make a copy of that copy for the audit.

DMAS 49
RVSD10.10
Bus Log

- School Division
- Bus Route Number
- Name of Driver/Bus Attendant
- Name of Medicaid Coordinator or Billing Staff entered after the bus log by the Medicaid Coordinator or Billing Staff after bus log is returned from the driver.
- Medicaid Number only needs to be on the first log for each student. Medicaid number is added by the Medicaid Coordinator or Billing Staff after bus log is returned from the driver.
Bus Log cont.

• Driver or other staff should witness child getting on and off the bus and then complete the number of trips and date of trips and sign log (in pen!). White-out should never be used on the logs!

• Medicaid coordinator or billing staff should indicate reason for trip from medical services list on log (i.e., PT, OT, ST, PS, NS, AS, PA) for Medicaid and FAMIS students with transportation in IEP.

• Total trips out for week and total billable trips for week

• Medicaid or FAMIS covered service should be submitted as claims.
Bus Log Suggestions

• Create bus logs for each bus for the school year. Logs are updated and on DOE website each school year.

• Group sheets in Excel
  • Click the primary worksheet’s tab
  • Hold down control key while you click the tabs for all desired worksheets
  • Release control key when finished – [GROUP] will be displayed in title bar
  • Whatever you type in first worksheet will appear in all grouped worksheets
  • To un-group – click on tab of worksheet not in group
Procedure Code, Unit and Rate

• Code: T2003
• Unit = per one-way trip
  • home to school;
  • from school or home to school contracted DMAS provider;
• return trips
Procedure Code, Unit and Rate

• Schools receive federal match only
  • Medicaid/FMAP rate = 50%
  • Medicaid Expansion/FAMIS = 88%

• Schools responsible for general fund portion
  • Local / State dollars

• Interim Rate (maximum): $7.00 per trip
Special Education Transportation

• Limit of 2 units per day
• Need to exceed limits?
  • Attach documentation of need to exceed limit
  • Follow attachment requirements for claims
Transportation Cost Report

• Specialized Transportation Services are a specific section of the Annual Medicaid Cost Report
• Instructions are available on DMAS website
• Try to attend the Cost Report training session
• Sped Bus Trip Spreadsheet can be found on the DMAS website and it is a great tool to help with the cost report
• Deadline for Cost Report submission: November 30th
Transportation Cost Report

• School Divisions are responsible for reporting allowable costs (which we talked about earlier) and total Sped Bus trip numbers

• Specialized Transportation Log is required – maintain this throughout the year to be ready to go at Cost Report time

• A summary report from the logs must be submitted with your Annual Cost Report – strongly recommend using the Trip Recap Report available on the DMAS website

Transportation Cost Report

• Let’s look at how the Specialized Transportation trip statistics are entered and used in the Cost Report so that the impact of reporting these statistics accurately is clear.

• This is the most common place for errors with the Transportation Cost Report – but there’s no reason that it should be!
Transportation Cost Report

- There is only ONE NUMBER that needs to be reported from your trip log summary / Trip Recap report:
  - Total One-Way Trips by all students riding the specialized bus(es)
  - Count each one-way trip per student riding the bus, every time they ride the bus
  - Trip Recap report should support this number
Transportation Cost Report

• School Divisions report total count of one-way trips for all students, every time they ride the Special Ed Bus or Specially Adapted Bus

• Cost Report automatically populated with Medicaid & FAMIS trip counts based on MMIS paid claims

<table>
<thead>
<tr>
<th>Special Education (Exclusive) IEP Bus Trips from Logs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
</tr>
<tr>
<td>FINAL PERCENTAGE AS OF 3/31/2019</td>
</tr>
<tr>
<td>Total Medicaid FAMIS And Other:</td>
</tr>
<tr>
<td>Medicaid:</td>
</tr>
<tr>
<td>Medicaid Expansion:</td>
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<tr>
<td>FAMIS:</td>
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Cost-Based Reimbursement

- Total of all allowable costs of Specialized Transportation reported in the cost report
- Multiplied by percentage of total student one-way trips that were paid through MMIS
- Equals Gross Reimbursable Amount for Specialized Transportation
Contact Information

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DMAS website page that’s dedicated to Medicaid school-based services:

https://www.dmas.virginia.gov/#/medandadminreimbursement
Questions?