

Transportation

For School Based Services funded by Medicaid



Claiming for Transportation

Reimbursement:

- The student must have an IEP that has the “requires special transportation” box checked.
- In order for the trip to be reimbursable, the student must have received a health service (nursing, OT, PT, ST, behavioral health) documented in their IEP at school that day.



Transportation

- Only program in the school based Medicaid program that **requires an IEP**.
- No interim claims - cost based only.
- Medicaid status is accounted in the trip ratio calculation.

I
E
P



IEP

Services

Services	Date to Begin	Duration	Frequency	Indiv / Group	Regular Class		Community / Home		Special Class	
					Minutes	Sessions	Minutes	Sessions	Minutes	Sessions
Adapted Physical Education	1/23/2023	1 year		Both	30	1	0	0	30	1
Occupational Therapy	1/23/2023	1 year	Yearly	Both	0	0	0	0	20	4
Special Education Instruction	1/23/2023	1 year		Both	0	0	0	0	311	5
Speech/Language Pathology Services	1/23/2023	1 year		Both	0	0	0	0	20	1

Total Number of Minutes in Special Setting per week :

Special Transportation

No Yes

Due to student's cognitive level and disability, the student requires special transportation.

Justify

Medical need for physical or environmental modification justified:

- Harness
- Wheelchair lift
- Air conditioning if medically necessary and bus is adapted from your fleet



Allowable Costs

- All costs claimed for Special Transportation are included in your Annual Financial Report (AFR) as Special Transportation costs:
 - provided on vehicles listed in the AFR as Special Transportation.
 - Costs must be paid for with general fund dollars.



Reimbursement Methodology Factors

- 1 Cost Spent on Special Transportation**
Cost include in AFR as special transportation cost
- 2 Louisiana FMAP***
Statewide percentage
- 3 Indirect Cost Rate**
Assigned each year by LDOE
- 4 Trip Ratio**
Determined by trips of Medicaid eligible services

* FMAP = federal Medicaid assistance percentage



Medicaid Reimbursable Trip Requirements

STUDENT
MEDICAID
ELIGIBLE

STUDENT
HAS
IEP

IEP
TRANSPORT

STUDENT
RODE BUS

DIRECT
IEP
HEALTH
SERVICE



Determining the Trip Ratio

Total Annual Medicaid Reimbursable Trips (meet criteria)
Total Annual Trips on Special Transportation Vehicles



Documentation to Support Trip Ratio

- The IEP with “special transportation” checked.
- The service documentation of the student receiving a service that day.
- A **signed bus log** that demonstrates the student was on the bus for that trip.
- The [Bus Log Spreadsheet](#)
- Attendance records.
- Proof of a student’s Medicaid status.



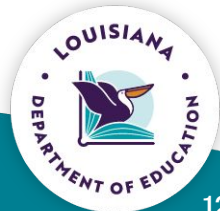
Bus Log Elements

- Accurate bus number
- Date of trip
- List all students riding the bus each trip
- Signed by bus driver
- Legible
- Maintained for entire school year



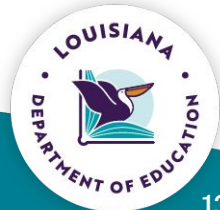
Bus Log Spreadsheet

Date	Last Name	First Name	Bus Number	Medicaid Eligible	Bus to School	Bus Home	Received an IEP required Service	IEP Transportation	Trip to School	Trip From School
									0	0
									0	0
									0	0
									0	0
									0	0
									0	0
									0	0
									0	0
									0	0
									0	0



Transportation Monitoring

- IEP
- Service documentation
- Bus log
- Financial Reports
- Student Medicaid eligibility
- Student attendance record for day of trip
- [Special Transportation Internal Audit Form.](#)



Documentation Key Points

- Document on program service page in the special transportation section.
- Note the reason the student requires special transportation in the comment section.
- Handwritten amendments are required to be entered into eSER and made official.
- Handwritten amendments will not be accepted when audited by Medicaid.
- Bus logs must be maintained throughout the entire school year for all of the special transportation fleet.



Questions

- For more information regarding preparing for Medicaid audits please contact elizabeth.duncan@la.gov
- For more information on the transportation covered service: andrea.perry@la.gov
- Questions specific to EisnerAmper transportation monitoring: jason.coker@eisneramper.com.

