

# Commonwealth of Virginia

## Medicaid and Schools Program: Specialized Transportation Reimbursement



**Department of Medical  
Assistance Services**



**Cardinal Care**  
Virginia's Medicaid Program

<https://www.dmas.virginia.gov/for-providers/school-based-services/>

October 2023

# Welcome and Housekeeping Notes

## Presenters:

***Casie Pulley***, Medicaid Coordinator,  
Isle of Wight Public Schools

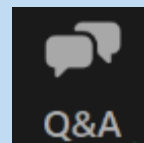
***Emily Hall***, ForHealth Consulting at  
UMass Chan Medical School. UMass  
Chan administers the Medicaid and  
Schools Program on behalf of DMAS in  
Virginia.



Please remain on mute during the presentation to reduce background noise.



If you're accessing audio via your phone, \*6 will mute and unmute.



Please take a moment to locate the Q&A feature on the Zoom toolbar where you can post questions.

# Transition Period

- Where we are today: transition period
- Through 6/30/22: old specialized transportation reimbursement process
- Effective 7/1/22: new specialized transportation reimbursement process
- Today's presentation objectives:
  - Prepare school divisions for the changes
  - Explain what happens with any transportation interim claims submitted
  - Do not submit any more interim claims!
  - No need to retract claims that you have submitted.

# Why revise the methodology?

- Desire to increase LEA participation in this reimbursement program
  - In FY21, only 47 out of 105 LEAs claimed specialized transportation reimbursement
- Desire to ease administrative burden
- Desire to remove unnecessary limitations
- Desire to ensure cash flow opportunity throughout the year continues

# Major Changes

## **Prior Process thru 6/30/22**

- LEAs required to submit interim claims for specialized transportation trips
- LEAs reimbursed via interim payments throughout the year and annual cost settlement
- Detailed and complicated “trip logs” required to track all student trips and match to days when student received qualified services

## **New Process eff. 7/1/22**

- LEAs not required to submit interim claims for specialized transportation
- LEAs reimbursed quarterly, based on costs reported in section of Administrative claim
- Records of students being transported by specialized buses simplified

# Specialized Transportation Definition



- Transportation to a medically necessary service provided in a specially-adapted vehicle.
- The need for specialized transportation must be included in the student's IEP.

# Specialized Adapted Vehicle Definition



A specially adapted vehicle is

- a bus, van, etc. that has been physically-adjusted or designed (e.g., wheelchair lifts, ramps, etc.) to accommodate special needs.

# Administrative vs. Direct

**The new quarterly process continues to separate reimbursement for the Medicaid Administrative work around arranging and coordinating specialized transportation from the reimbursement for the provision of specialized transportation as a service.**

- LEAs continue to choose to participate in one or both reimbursement opportunities
- Administrative reimbursement for work to arrange/coordinate/schedule specialized transportation continues to be reimbursed through the AAC by:
  - Including staff who perform this work in the RMTS
  - The RMTS quantifies the time and it “counts” as reimbursable Administrative work
  - The reimbursable time percentage is applied to the staff costs included in the AAC



# Administrative vs. Direct

## **Provision of Specialized Transportation will continue to be reimbursed as a direct service.**

- Timing changing from annual to quarterly, but reimbursement not being combined with Administrative costs
  - Separate quarterly payments for your Administrative Claim and the Transportation Direct Services
  - Different FFP rates apply to direct services vs. Administrative costs
  - State share retained by DMAS is different for direct services vs. Administrative costs

# High-level Overview: Reimbursement for Direct Provision of Specialized Transportation

$$\text{\$} \times \% \times \% \times \% = \text{\$}$$

Allowable  
Costs to  
Provide Spec.  
Transportation

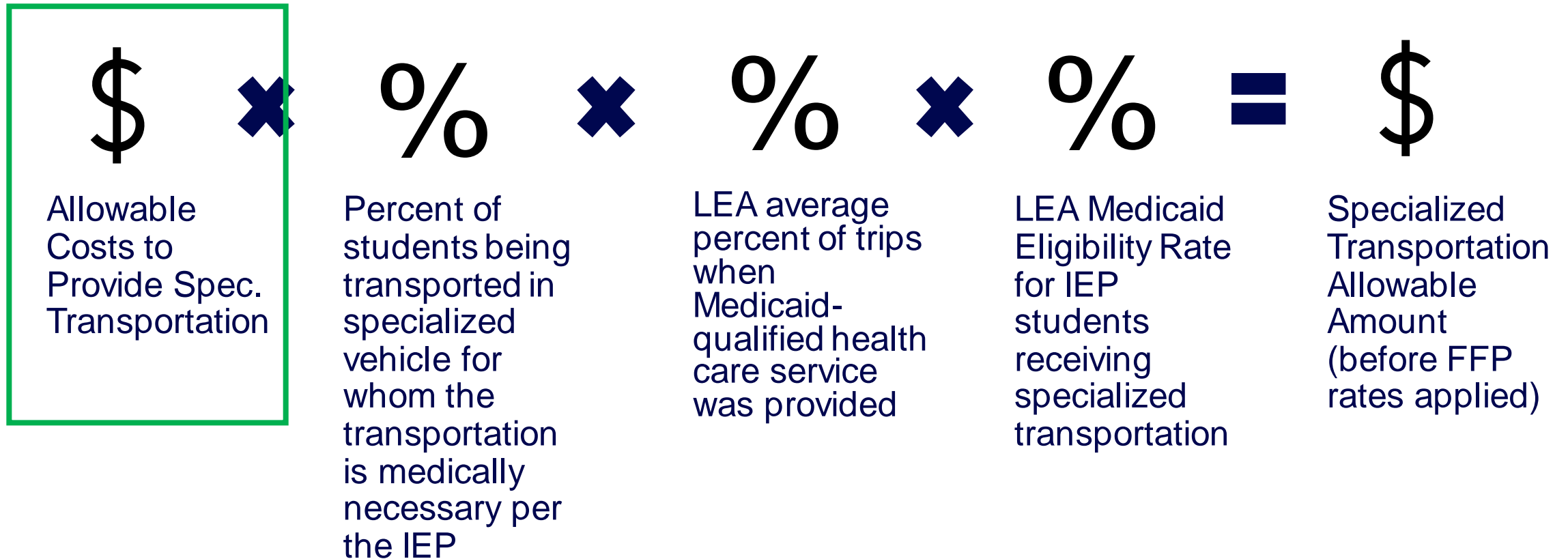
Percent of  
students being  
transported in  
specialized  
vehicle for  
whom the  
transportation  
is medically  
necessary per  
the IEP

LEA average  
percent of trips  
when  
Medicaid-  
qualified health  
care service  
was provided

LEA Medicaid  
Eligibility Rate  
for IEP  
students  
receiving  
specialized  
transportation

Specialized  
Transportation  
Allowable  
Amount  
(before FFP  
rates applied)

# High-level Overview: Reimbursement for Direct Provision of Specialized Transportation



# What do LEAs need to track and report?

## Allowable Costs (Expenditures):

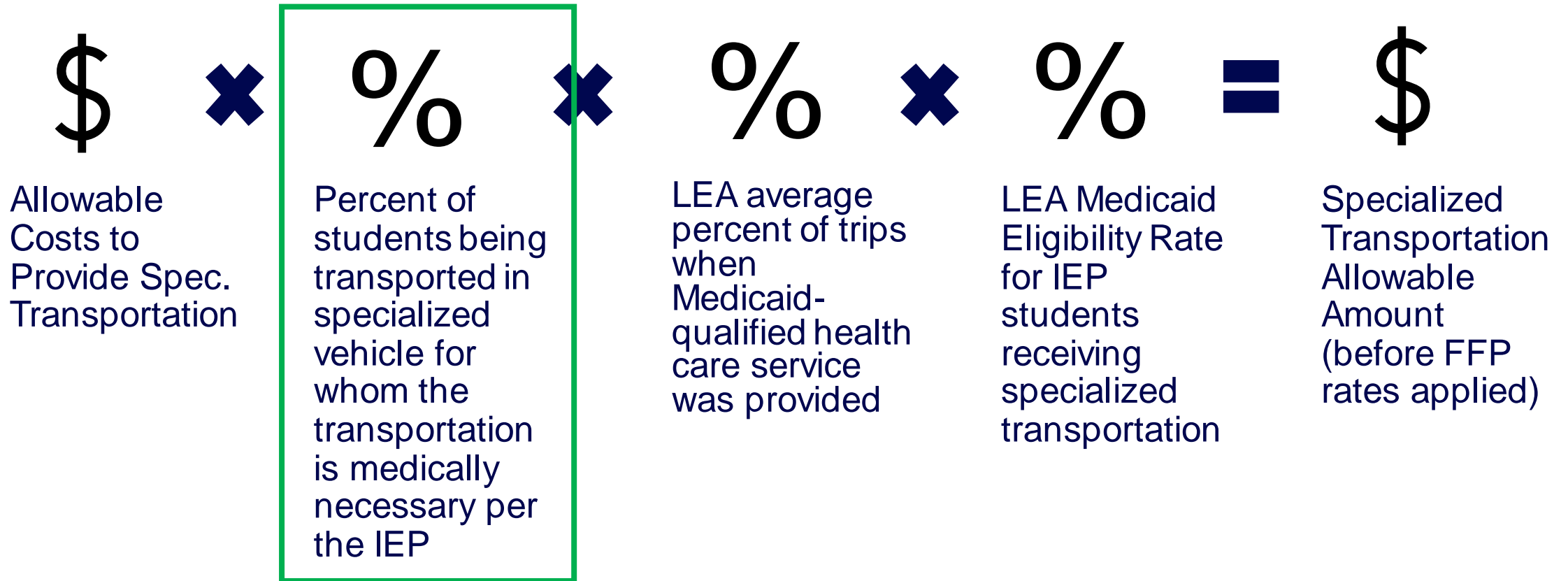
- Transportation personnel
  - Drivers and repair / maintenance staff
  - Transportation contractor costs
- Transportation capital costs
  - Depreciation costs of capital assets during their useful life (buses, capital equipment, e.g. chair lift purchased separately)
- Non-personnel costs
  - Fuel, insurance, repair/maintenance, rentals, contract bus use

# What do LEAs need to track and report?

## Cost Allocation:

- For all costs (except capital) the division must report the percent of cost that is related to specialized transportation
  - Drivers and repair / maintenance staff
  - Transportation contractor costs
  - Fuel, insurance, repair/maintenance, rentals, contract vehicle use
- LEAs may use any standard allocation method, according to GAAP and in compliance with the Super Circular accounting standards
  - consult your division's Finance Director, accountant
  - Retain the back-up to support any allocation method used

# High-level Overview: Reimbursement for Direct Provision of Specialized Transportation



# What do LEAs need to track and report?

## Specialized Transportation Population:

- All students who were transported during the quarter in a vehicle that is specially equipped or adapted to accommodate students with specialized medical needs, regardless of whether the students themselves have specialized medical needs. This means that all students riding in that vehicle for any reason are counted in the Specialized Transportation Population.
- The Specialized Transportation Population is a subset of the total LEA enrollment for the quarter – from the quarterly “snapshot” used to calculate the LEA’s overall eligibility percentages in the AAC.
- Example: Q3 / March 1st “snapshot”
- LEA-wide total student population snapshot = 7,542
- Of that 7,542, 268 students were transported in a specialized vehicle

# What do LEAs need to track and report?

## **Students with Medically Necessary Specialized Transportation in IEP:**

- From the Specialized Transportation Population for the quarter, identify the students who have medically necessary specialized transportation included in their IEP along with at least one other Medicaid-covered service in the IEP.
- This statistic is a subset of the Specialized Transportation Population for the quarter

### ***Example:*** Q3 / March 1st “snapshot”

- LEA-wide total student population snapshot = 7,542
- Of that 7,542, 268 students were transported in a specialized vehicle
- Of the 268 students receiving specialized transportation, 149 received medically necessary specialized transportation pursuant to their IEP, along with at least one other covered service

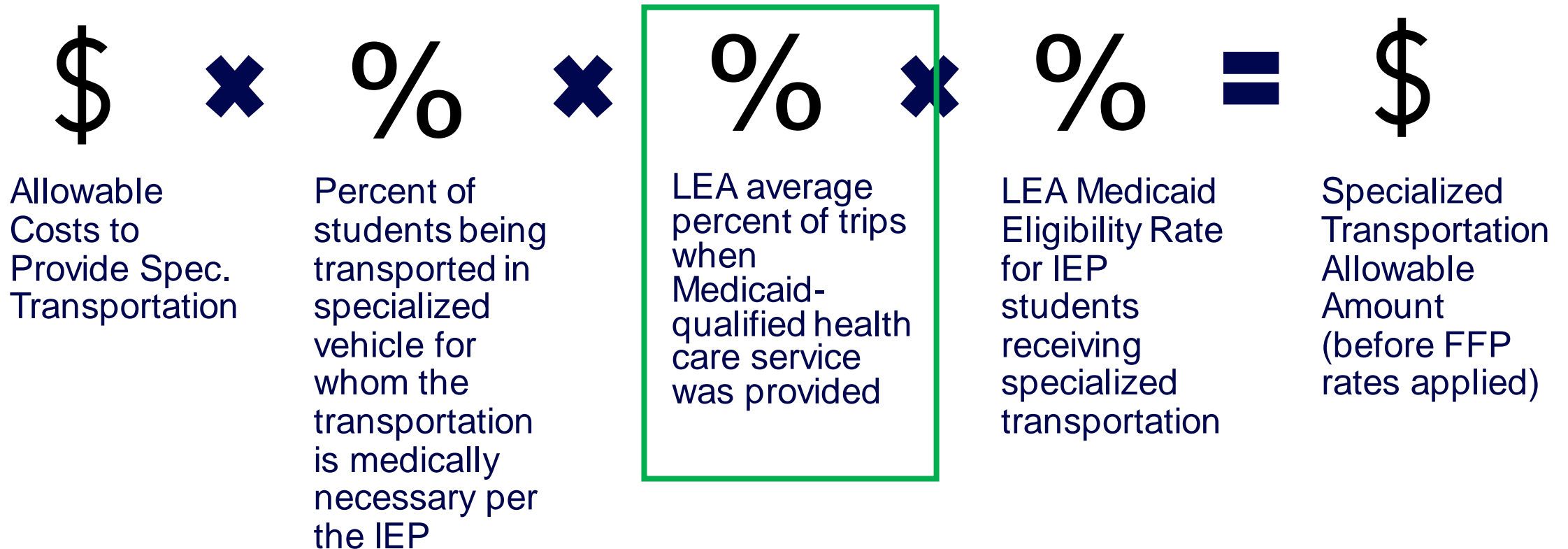


# Calculated by UMass

## Percent of students being transported in specialized bus for whom the transportation is medically necessary per the IEP

$$\frac{\text{Students with Medically Necessary Specialized Transportation in IEP}}{\text{Specialized Transportation Population}} = \frac{149}{268} = 55.6\%$$

# High-level Overview: Reimbursement for Direct Provision of Specialized Transportation



# Calculated by UMass

## LEA percent of trips when Medicaid-qualified health care service was provided

- UMass will calculate this percentage, per LEA, quarterly
- Interim claim data will be used to match students receiving specialized transportation to paid interim claims for Medicaid-covered health care services (other than transportation)

**Note:** Due to the “interim billing lag” which allows a 1-year timely filing limit, UMass will also review transportation claims annually, aligned with cost settlement process, and will initiate amendments for increased reimbursement due to the LEA if additional medical claims were submitted after the quarter’s transportation report was originally processed, if applicable.

# High-level Overview: Reimbursement for Direct Provision of Specialized Transportation

\$

×

%

×

%

×

%

=

\$

Allowable  
Costs to  
Provide Spec.  
Transportation

Percent of  
students being  
transported in  
specialized  
vehicle for  
whom the  
transportation  
is medically  
necessary per  
the IEP

LEA average  
percent of trips  
when  
Medicaid-  
qualified health  
care service  
was provided

LEA Medicaid  
Eligibility Rate  
for IEP  
students  
receiving  
specialized  
transportation

Specialized  
Transportation  
Allowable  
Amount  
(before FFP  
rates applied)

# What do LEAs need to track and report?

## Medicaid/FAMIS Eligibility Matching for Specialized Transportation:

- LEAs must determine which students with Medically Necessary Specialized Transportation Pursuant to an IEP (from slide 16) are Medicaid or FAMIS eligible for the quarter by completing a match using the UMass Eligibility Matching online system.
- The results of the match (count of students in each category) are reported in the claim.

### ***Example:*** Q3 / March 1<sup>st</sup> “snapshot”

- Specialized Transportation Population: 268
- IEP students with medically necessary specialized transportation: 149
- Results of eligibility match completed using the 149 students:
  - Number of Medicaid IEP Spec. Transportation students: **47**
  - Number of Expansion IEP Spec. Transportation students: **12**
  - Number of FAMIS IEP Spec. Transportation students: **10**

# Calculated by UMass

## Medicaid Eligibility Percentages for Specialized Transportation

- UMass will calculate the percentages based on the statistics reported by the LEA

Category	Count of Eligible Students from Match	Medicaid/FAMIS Eligibility Percentage
Number of Medicaid IEP Specialized Transportation students	47	31.54%
Number of Expansion IEP Specialized Transportation students	12	8.05%
Number of FAMIS IEP Specialized Transportation students	10	6.71%

# What happens with interim billing?

- Interim billing for specialized transportation is NOT REQUIRED.
- If you did already bill specialized transportation claims, it's OKAY, but STOP and please do not submit any additional transportation claims.
- Do NOT retract the claims.
- UMass will subtract any interim claims payments from your quarterly report(s).

# Samples

- Let's look at some samples of what this actually will look like.
- Samples are included as slides at the end of this presentation so that you'll have them for reference if you download the presentation from the DMAS website.



# Timelines

- Deadlines for submitting quarterly Specialized Transportation reports align with your quarterly Administrative Activity Claims:

Quarter (FY)	Quarter Dates	Earliest Deadline to Submit AAC & Transportation	Certification Deadline
1	July 1 <sup>st</sup> - Sept 30 <sup>th</sup>	Jan 15 <sup>th</sup>	Jan 22 <sup>nd</sup>
2	Oct 1 <sup>st</sup> - Dec 31 <sup>st</sup>	April 15 <sup>th</sup>	April 22 <sup>nd</sup>
3	Jan 1 <sup>st</sup> - March 31 <sup>st</sup>	July 15 <sup>th</sup>	July 22 <sup>nd</sup>
4	April 1 <sup>st</sup> - June 30 <sup>th</sup>	October 15 <sup>th</sup>	October 22 <sup>nd</sup>

# Questions?



[RMTSHelp@umassmed.edu](mailto:RMTSHelp@umassmed.edu)

1-800-535-6741

[Cpulley@iwcs.k12.va.us](mailto:Cpulley@iwcs.k12.va.us)

757-357-0810

# Handouts / Samples

# Personnel Costs

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	<b>Specialized Transportation Personnel Costs Report</b>																			
2	LEA Name:	ABC Public Schools										indicate fields entered/submitted by LEA								
3	LEA NPI:	1234567890																		
4	Type:	Original																		
5	Quarter	12/31/2022																		
6																				
7																				
8	<b>Transportation Employees (Drivers and Repair/Maintenance Staff):</b>																			
9	Staff Last Name	Staff First Name	Staff Unique ID	FTE	Job Position	State/Local Funded %	IDEA Funded %	Federally Funded %	Other Funding %	Quarterly Salary	Employer Retirement Contribution	Group Health Insurance - Employer	Dental - Employer	Medicare Tax - Employer	FICA - Employer	Other Benefits	Total Quarterly Salary + Benefits	State/Local Salary + Benefits	% Specialized Transportation	Personnel Cost Exclusively for Specialized Transportation Services
10	Peanut	Sam	123456	1.00	Bus Driver	50.00%	0.00%	50.00%	0.00%	\$21,354.30	\$2,466.63	\$3,024.00	\$0.00	\$198.66	\$846.90	\$191.43	\$28,081.92	\$14,040.96	100%	\$14,040.96
11	Butter	Robert	123457	1.00	Bus Driver	100.00%	0.00%	0.00%	0.00%	\$23,280.60	\$1,900.50	\$1,296.00	\$0.00	\$145.52	\$620.41	\$147.50	\$27,390.53	\$27,390.53	100%	\$27,390.53
12	Grape	Gloria	123458	0.72	Substitute Bus Driver	100.00%	0.00%	0.00%	0.00%	\$8,551.00	\$1,358.74	\$1,296.00	\$0.00	\$93.94	\$400.45	\$138.44	\$11,838.57	\$11,838.57	6.88%	\$814.49
13	Jelly	Stanley	123459	1.00	Repair / Maintenance Staff	100.00%	0.00%	0.00%	0.00%	\$29,654.21	\$907.14	\$2,466.00	\$0.00	\$45.56	\$194.21	\$92.44	\$33,359.56	\$33,359.56	6.88%	\$2,295.14
14	White	Thomas	123460	1.00	Repair / Maintenance Staff	100.00%	0.00%	0.00%	0.00%	\$28,635.25	\$1,762.00	\$1,296.00	\$0.00	\$127.14	\$541.99	\$136.74	\$32,499.12	\$32,499.12	6.88%	\$2,235.94
15	Bread	Barbara	123461	1.00	Bus Driver	50.00%	50.00%	0.00%	0.00%	\$21,354.30	\$2,466.63	\$3,024.00	\$0.00	\$198.66	\$846.90	\$191.43	\$28,081.92	\$14,040.96	100%	\$14,040.96
16	Chocolate	Jamie	123462	1.00	Bus Driver	100.00%	0.00%	0.00%	0.00%	\$23,280.60	\$1,900.50	\$1,296.00	\$0.00	\$145.52	\$620.41	\$147.50	\$27,390.53	\$27,390.53	100%	\$27,390.53
17	Milk	Alice	123463	1.00	Bus Driver	15.00%	0.00%	0.00%	85.00%	\$23,280.60	\$1,900.50	\$2,466.00	\$0.00	\$145.52	\$620.41	\$147.50	\$28,560.53	\$4,284.08	100%	\$4,284.08
18	Candy	George	123464	0.63	Bus Driver	100.00%	0.00%	0.00%	0.00%	\$7,823.55	\$786.50	\$1,296.00	\$0.00	\$52.78	\$224.99	\$80.14	\$10,263.96	\$10,263.96	100%	\$10,263.96
19	Cane	Michael	123465	0.58	Repair / Maintenance Staff	100.00%	0.00%	0.00%	0.00%	\$11,822.22	\$1,575.12	\$1,296.00	\$0.00	\$114.64	\$488.77	\$122.24	\$15,418.99	\$15,418.99	6.88%	\$1,060.83
20	<b>Transportation Employee Total</b>			<b>8.93</b>						<b>\$199,036.63</b>							<b>\$242,885.63</b>	<b>\$190,527.25</b>		<b>\$103,817.42</b>
21																				
22																				
23	<b>Total Specialized Transportation Personnel Cos</b>																			<b>\$ 103,817.42</b>

*\* see slides 12 & 13*





# Non-Personnel Costs

	A	B	C	D	E	F	G
1	<b>Specialized Transportation Report</b>						
2	LEA Name:	ABC Public Schools				indicate fields entered/submitted by LEA	
3	LEA NPI:	1234567890					
4	Type:	Original					
5	Quarter Ending:	12/31/2022					
6							
7							
8		<b>Quarterly Specialized Transportation Costs</b>		<b>% Specialized Transportation</b>		<b>Costs Exclusively for Specialized Transportation</b>	
9		Fuel	\$110,425.00	6.88%		\$7,595.37	
10		Repair and Maintenance	\$35,625.00	6.88%		\$2,450.40	
11		Insurance	\$8,962.00	100.00%		\$8,962.00	
12		Rentals	\$0.00	0.00%		\$0.00	
13		Contract Vehicle Use	\$0.00	0.00%		\$0.00	
14			<b>\$155,012.00</b>				
15							

*\* see slides 12 & 13*





# Trip Log / Transportation Report Sample

Trip Log for Transportation Reimbursement	
School Division: SUNSHINE COUNTY SCHOOLS	
Bus Route Number: <b>14</b>	
Name of Driver or Bus Attendant:	
Signature _____	Date _____
By my signature, I attest to the accuracy of the information on this transportation log.	
Name of Transportation Staff:	
Signature _____	Date _____
Week Ending:	
By my signature, I attest to the accuracy of the information on this transportation log.	
Driver should complete the number and dates of trips and sign the logs.	

A new trip log is to be created weekly. Each AM and PM trip is to be marked accurately for each student, as appropriate. Each trip log is due to the transportation department weekly by the end of the business day the Monday following each week. Transportation will forward transportation logs to the SPED office by the end of the business day each Wednesday.

Medicaid Coordinator Signature: _____
Date: _____

*Trip Log should include all students riding the bus.*

	Monday		Tuesday		Wednesday		Thursday		Friday		Sat./Sun.		TOTAL TRIPS FOR WEEK
	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date		
Enter the month/date/year for each day. >	10/02/23	10/03/23	10/04/2023	10/05/23	10/06/2023								
Enter a check mark ✓ for AM and PM, as appropriate for each student. >													
Student's Name (Print Last name, First name)	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Apple, Amelia													
Ashe, Chloe													
Banana, Brianna													
Cool, Cameron													
Cox, Connie													
Deel, Daron													
Epps, Emily													
Fushia, Fred													
Green, Larry													
Happy, Hank													
Jolly, Rachel													

# Transportation Student Tracking Summary Sample

## 2023-2024 Student/ IEP Services Total

	BUS	BUS	BUS	VAN	BUS	BUS	BUS	BUS	BUS	BUS	BUS	
	<b>14</b>	<b>17</b>	<b>18</b>	<b>21</b>	<b>24</b>	<b>25</b>	<b>43</b>	<b>44</b>	<b>127</b>	<b>301</b>	<b>303</b>	<b>TOTAL Students/ IEP Services</b>
Sept												
Oct	27/14	28/13	27/13	11/14	27/14	26/10	26/15	26/13	25/16	20/9	26/18	269/149
Nov												
Dec												
Jan												
Feb												
Mar												
April												
May												
June												