



School-Based Individualized Education Plan (IEP) Specialized Transportation Services Manual

Missouri Department of Social Services
MO HealthNet Division

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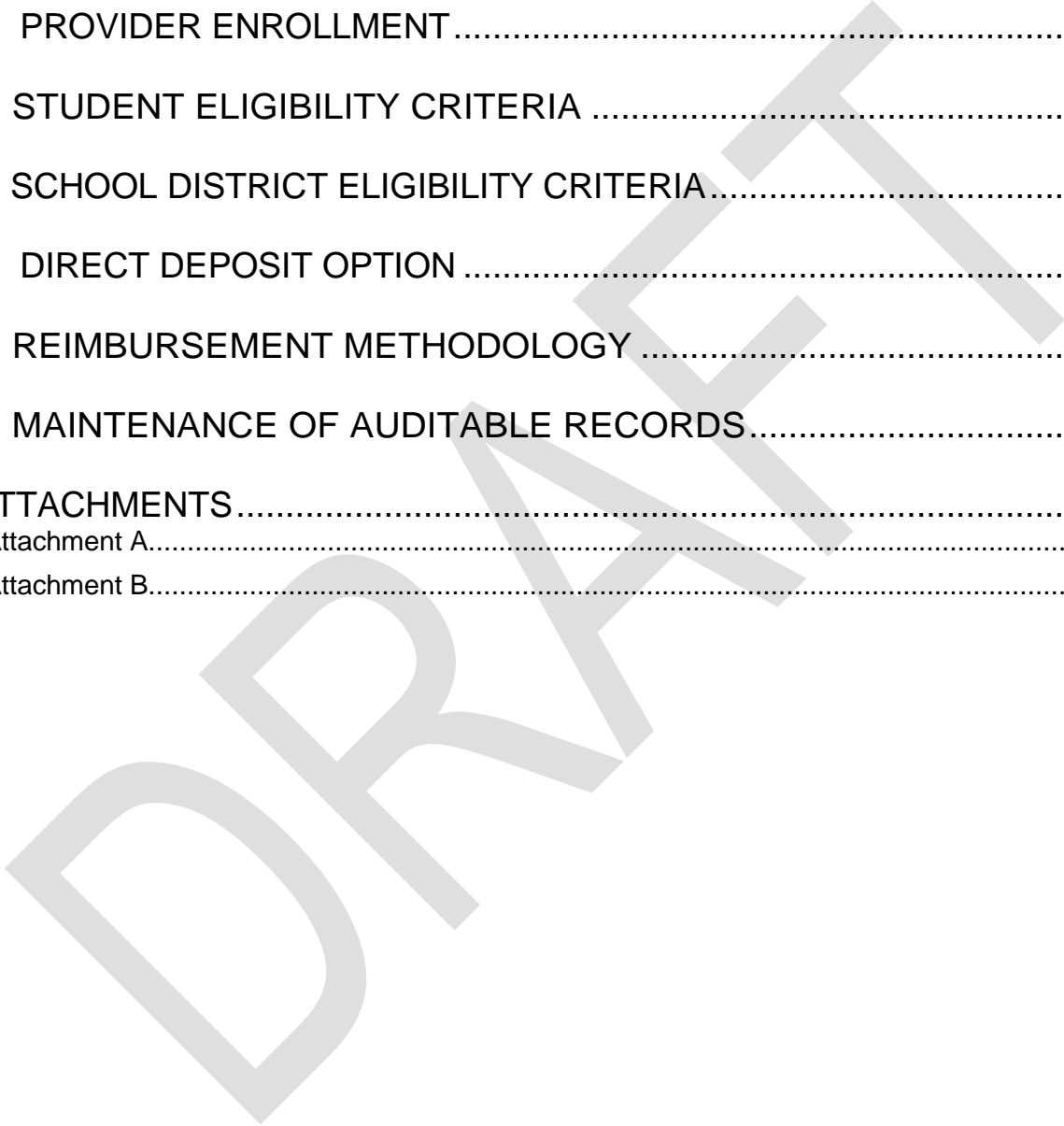
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INTRODUCTION

The Missouri MO HealthNet program is administered by the Department of Social Services (DSS), MO HealthNet Division (MHD). The MHD is located at 615 Howerton Court, P.O. Box 6500, Jefferson City, Missouri 65102-6500. The Division's main telephone number is (573) 751-3425.

MHD works with the Department of Elementary and Secondary Education (DESE) to coordinate MO HealthNet Early Periodic Screening, Diagnosis and Treatment (EPSDT) services. DESE represents approximately 530 Missouri public school districts that educate almost 885,000 children, ages 0-20, throughout Missouri. MHD and DESE provide technical assistance to public school districts to implement EPSDT programs specifically designed to assist public school districts to aid student health outcomes.

School-based Individualized Education Plan (IEP) direct services (hereafter referred to as direct services) in Missouri include the provision of occupational, physical and speech evaluation and therapy services, private duty nursing, personal care, audiology and behavioral health services for children. School districts providing such direct services which have been found to be medically necessary and included in the IEP of a current MO HealthNet eligible child may be reimbursed by the MO HealthNet program. School districts may also participate in the MO HealthNet school district administrative claiming (SDAC) program that seeks to link MO HealthNet eligible participants ages 0-20 with health care providers for delivery of MO HealthNet-approved services.

This manual provides information to public school districts that provide transportation services to certain MO HealthNet participants in conjunction with the provision of MO HealthNet reimbursed, medically necessary direct services. School district participation in this program is voluntary. If a school district participates and claims reimbursement for school-based individualized education plan specialized transportation services (hereafter referred to as specialized transportation), they must also participate in the direct service program by submitting claims for MHD approved school-based services supported with specialized transportation.

The intent of this and related efforts on behalf of children served by public school districts is the improvement and expansion of health care services to students. Public school districts are strongly encouraged to consider the benefits and feasibility of participating in all MO HealthNet sponsored programs that may benefit their students.

For more information, about the MO HealthNet specialized transportation program for school districts, please contact:

Missouri Department of Social Services
MO HealthNet Division
Program Operations Unit
615 Howerton Court
P.O. Box 6500
Jefferson City, Missouri 65102-6500
(voice) 573-751-9290
(fax) 573-526-3946
Email: MHDSchoolPrograms@dss.mo.gov

1. INTERAGENCY AGREEMENT

School districts that want to participate with the MO HealthNet program to receive reimbursement for approved specialized transportation services provided to MO HealthNet participants must sign and conform to the provisions of a cooperative agreement with the Missouri DSS/MHD as well as enroll as a provider with the MHD. A sample cooperative agreement is included as Attachment A. Sample Cooperative Agreement. School districts interested in participating in the specialized transportation program should contact the Program Operations Unit for a copy of the cooperative agreement by writing or calling the MHD. Inquiries should be addressed to:

Department of Social Services
MO HealthNet Division
Program Operations Unit
P.O. Box 6500
Jefferson City, Missouri 65102-6500
573-751-9290
Email: MHDSchoolPrograms@dss.mo.gov

The school district should complete and return the cooperative agreement to the MHD. The cooperative agreement may be returned via mail, fax, or email. If assistance is needed, contact the Program Operations Unit at the above phone number. MHD considers the superintendent to be authorized to sign the agreement. The school district must notify MHD, in writing, of any superintendent changes.

A copy of the completed, signed cooperative agreement with an approval date will be returned to the school district for their file.

2. PROVIDER ENROLLMENT

School districts participating in specialized transportation must also enroll as a MO HealthNet provider to submit fee-for-service claims if not already enrolled. This enables the school district to access MO HealthNet eligibility information and reimbursement amounts. Enrollment allows the school district to receive direct deposit of reimbursement and to bill electronically.

Online Application

The MO HealthNet application is available online at <https://peu.momed.com/peu/momed/presentation/commongui/PeHome.jsp>.

At the bottom of this page choose the Continue box. On the next page choose NEW Provider Enrollment Applications then select your provider type from the drop down box.

Before hitting submit, please be sure to print out the signature page. Once it has been signed/dated, please send it with any additional documentation to 573-634-3105. If you do not fax your signature page to 573-634-3105, your application will not be received or processed. Additional Missouri Medicaid enrollment information is available at <https://peu.momed.com/peu/momed/presentation/providerenrollmentgui/Internetman121103.htm>.

3. STUDENT ELIGIBILITY CRITERIA

Specialized transportation charges may be claimed only for qualifying students. It is imperative to comply with the student selection criteria defined below when determining billable days of specialized transportation services. MO HealthNet payments will not be made to school districts for specialized transportation services delivered to ineligible students as those services would not be considered reimbursable.

Students for whom specialized transportation costs are billed to the MO HealthNet program must meet ALL of the following criteria:

1. The student must be MO HealthNet eligible at the time the service is provided. MO HealthNet participants who are eligible for State-only-funded programs are not eligible for specialized transportation services. Participants identified by ME codes 02, 08, 52, 55, 57, 59, 64, 65, 73, 74, 75, 80, 82, 89, 91, 92, 93 and 97 are not eligible for specialized transportation services.
2. The student must be receiving a MO HealthNet covered direct services identified through the students Individualized Education Programs (IEP). A school district may provide only the specialized transportation service necessary to support the delivery of the MO HealthNet approved direct service(s) it provides a student. (i.e., occupational therapy, speech therapy, etc.). Specialized transportation services associated with a MO HealthNet participant receiving assessment procedures conducted by or on behalf of the school district are billable only when the student is found to have a disability and an IEP is developed.
3. The student's IEP must specify the need for a MO HealthNet covered direct service as well as specialized transportation, and at least one of the three criteria from a-c below must be met. Specialized transportation must be specified in the IEP as a related service. For the provision of specialized transportation services, the IEP serves as the plan of care and authorization for the need for service. School districts are reminded of their obligation to provide, at no cost to the parent, any service agreed to be educationally necessary on an IEP.
 - a. An IEP team has determined and documented the student to be unable to independently perform at an age-appropriate level one or more of the following functions associated with transportation to/from school or other on-site/off-site location at which the MO HealthNet covered service is provided:
 - arrive to the site normally used by children of similar chronological age to board transportation; or
 - board and be seated in the transportation vehicle for the trip; or
 - disembark from the transportation vehicle; or
 - following delivery of the MO HealthNet covered service, re-board the transportation vehicle, be seated, disembark at the appropriate location, and return home.
 - b. An IEP team has determined and documented the presence of a specialized medical need which may or may not accompany the functional limitation described in criteria "a".
 - c. An IEP team has determined and documented the requirement that the student must be attended by an aide during transportation. The fact that a student uses some type of

prosthetic device to assist with mobility would not alone meet the qualification for eligibility for specialized transportation under this program.

4. SCHOOL DISTRICT ELIGIBILITY CRITERIA

Program participation is limited to public and charter school districts recognized by DESE. School districts that report specialized transportation costs must submit specialized transportation Medicaid claims through the Medicaid Management Information System (MMIS) and maintain documentation of services provided. Billable specialized transportation services may be provided through one or both of the following arrangements:

- a. Directly by the school district via its own vehicle and employees, and/or
- b. A contracted transportation vendor, regardless of relation to the student(s) being transported. Contract transportation providers must have a legal contract in effect at the time transportation services are provided and that are billed to the MHD.

Participating school districts must operate specialized transportation services in accordance with all applicable federal and state laws and regulations. Failure to do so may result in the disallowance of payments and recoupment of funds.

5. DIRECT DEPOSIT OPTION

MO HealthNet providers *must* complete an Electronic Transfer of Funds Authorization Agreement <https://mmac.mo.gov/wp-content/uploads/sites/11/2015/07/EFT-Paper1.pdf> to receive reimbursement for services through direct deposit into a checking or savings account. The application should be downloaded, printed, completed and faxed or mailed along with a voided check or letter from the provider's financial institution to:

FAX: 573-634-3105

Missouri Medicaid Audit and Compliance (MMAC)
Provider Enrollment Unit
P.O. Box 6500
Jefferson City, MO 65102

Direct deposit begins following a submission of a properly completed authorization agreement to MMAC, the successful processing of a test transaction through the banking system and the authorization to make payment using direct deposit. The state conducts direct deposit through the automated clearing house system, utilizing an originating depository financial institution. The rules of the National Clearing House Association and its member local Automated Clearing House Association shall apply, as limited or modified by law.

The MMAC will terminate or suspend the direct deposit for administrative or legal actions, including but *not* limited to: ownership change, duly executed liens or levies, legal judgements, notice of bankruptcy, administrative sanctions for the purpose of ensuring program compliance, death of a provider, and closure or abandonment of an account.

All payments are direct deposited.

For questions regarding direct deposit or provider enrollment issues, please send an email to mmac.providerenrollment@dss.mo.gov.

The MO HealthNet Remittance Advice is available online. The provider *must* apply online via the [Application for MO HealthNet Internet Access Account](#) link.

Once a user ID and password is obtained, the www.emomed.com website can be accessed to retrieve current and aged remittance advices.

Please be aware that any updates or changes made to the emomed file will *not* update the provider master file. Providers should complete a [Provider Update Request form](#) and fax it to 573-634-3105 to initiate changes to their Provider Master file. This form and others are available at www.mmac.mo.gov.

6. REIMBURSEMENT METHODOLOGY

School districts will be reimbursed on a Fee-For-Service (FFS) basis for specialized transportation, and additionally report eligible and allowable costs on an annual cost report. This reimbursement is part of a cost based methodology that will include a reconciled settlement. On an annual basis, a cost reconciliation and cost settlement will be processed comparing the amount of FFS interim payments to the costs reported on the annual cost report in accordance with the criteria set forth by CMS.

1. Specialized transportation is specifically listed in the IEP as a required service;
2. An eligible direct medical service, listed in the IEP, is provided on the day that specialized transportation is provided; and
3. The service billed only represents a one-way trip (and subsequent mileage, if applicable)

Under the IDEA, IEPs must include only specialized medical transportation services that a child would not otherwise receive while attending school. A child with special education needs under the Individuals with Disabilities Education Act (IDEA), who rides the standard school bus to school with children without disabilities and who does not meet all of the criteria under 3. STUDENT ELIGIBILITY CRITERIA must not have the cost of that bus ride billed to MO HealthNet as specialized transportation.

School districts may submit claims for specialized transportation services to MO HealthNet using a daily one-way trip base rate with the appropriate procedure code for covered specialized transportation services. The first 10 miles of the trip are included in the daily one-way trip base rate. The daily one-way trip base rate is equal to one unit. The daily one-way trip units billed should equal the number of one-way trips for the participant for the date of service. FFS claims must follow timely filing requirements. The requirements can be referenced in Section 4 of the Therapy Manual at http://manuals.momed.com/collections/collection_the/print.pdf.

For specialized transportation services of more than 10 miles, school districts may submit claims using a mileage specific procedure code in addition to the one way trip procedure code. School districts may bill the first 10 miles using the base rate procedure code and then bill the remaining miles of the trip using the appropriate mileage procedure code with each additional mile equal to one unit. For those services of more than 10 miles, school districts are required to indicate the pickup and drop-off locations and total miles in the child's record. School districts may also choose to bill only the base rate code for children whose mileage exceeds 10 miles. School districts are responsible to bill Medicaid on a FFS basis throughout the school year for eligible services. Partial mileage should not be rounded up.

In addition to FFS billing, specialized transportation costs will be reported annually through the annual

cost report. The two main components of this process are (1) reporting eligible specialized transportation costs and (2) completing relevant transportation ratios. Medicaid-covered specialized medical transportation services must be performed by a school district or school-contracted transportation provider.

The components of this process include the following costs and ratio data:

- Transportation payroll information
- Transportation other costs
- Transportation equipment depreciation
- Specialized transportation for IEP students' one-way trips
- Transportation vehicle ratio

Specialized transportation costs included on the cost report will only include those personnel and non-personnel costs associated with specialized transportation. The costs identified in the cost report include the following:

- Drivers
- Aides/Monitors
- Mechanics
- Substitute Drivers
- Fuel
- Repairs and Maintenance
- Rentals
- Contracted Use Cost
- Insurance
- Vehicle Depreciation

School districts must select to report costs under one of two categories: only specialized transportation or not only specialized transportation. A school district can only choose one category or the other per fiscal year report.

School districts should report costs under the only specialized transportation category if they can identify all costs (payroll, maintenance and repairs, insurance, fuel, etc.) tied solely to the specially adapted vehicles. School districts must have a concrete understanding and sufficient documentation to support the expense reported of each specially adapted vehicle and associated costs and maintain sufficient documentation showing how these costs are tracked, reported, and expensed. School districts may not report a percentage or use any school district approved allocation method to identify the portion of total school district transportation costs associated with school district specialized transportation costs.

School districts that are not able to explicitly identify specialized transportation costs from the general education transportation costs will report not only specialized transportation. School districts will use this categorization when costs cannot be discretely identified as specialized transportation and/or when costs are unidentifiable between student services for general education and special education needs.

Transportation Payroll:

School districts may report payroll costs for allowable aides, drivers, and mechanics that fit the only specialized transportation or not only specialized transportation categories. Note: transportation personnel are not a part of the Random Moment Time Study staff pool lists and are only reported once, yearly on the annual cost report. School districts must follow the same policies and procedures as when

reporting payroll costs for direct medical service providers. If a nurse, attendant care provider, or other staff member serving as a transportation aide is listed as a direct medical service provider on the annual cost report, they will not be listed under transportation payroll.

Transportation Other Costs:

School districts may report other costs for vehicles or services that fit the only specialized transportation or not only specialized transportation categories. These other costs include:

- Lease/Rental
- Insurance
- Maintenance and Repairs
- Contract – Transportation Services and Equipment
- Fuel and Oil

Transportation Equipment Depreciation:

School districts may report transportation equipment depreciation costs for buses, cars and minivans, harnesses/seatbelts/child protective seating, light trucks and vans, vehicle air conditioning, wheelchair lifts, and any other applicable asset type if a description is provided. Costs must fit the only specialized transportation or not only specialized transportation category, respectively. The school district must complete the following fields:

- Asset Type: Buses, cars and minivans, harnesses/seatbelts/child protective seating, light trucks and vans, or “other” (please describe, i.e., vehicle air conditioning, wheelchair lift)
- Transportation Services: Only specialized transportation or not only specialized transportation
- Description of Asset: The school district should use a unique identifier that will assist in aligning the asset with the school district’s documentation
- Month/Year Placed into Service: MM/YYYY
- Years of Useful Life: This is the industry standard life-expectancy of the asset. This number should align with the school district’s documentation.
- Cost: Total purchase price of asset
- Federal Revenue: All federal funds used to purchase the asset
- Prior Period Accumulated Depreciation: This field is calculated by the system and shows how much the asset has depreciated between the time it was placed into service until the current fiscal year
- Depreciation for Reporting Period: This field is calculated by the system and shows how much the asset has depreciated during the current reporting period. This is the amount that is included in the school district’s Certified Public Expenditures.

The amount is calculated as follows:

Costs ÷ Years of useful life = Depreciation for the Current Period

Costs are prorated according to when the asset was placed into and, if applicable, out of service by month.

The source of these costs will be audited Chart of Accounts data kept at the school district level. The Chart of Accounts is uniform throughout the state of Missouri. Costs will be reported on a cash or

accrual basis, depending on the school district.

When deciding how to report transportation costs, school districts must determine the level of financial detail available for transportation. Useful documentation includes: general ledger entries, price order forms, receipts, payroll sheets, and depreciation schedules. School districts should only report costs for the sections for which they have sufficient documentation and detail. If a school district cannot isolate costs relevant to a particular section, it should not complete that section.

When school districts are not able to discretely identify the specialized transportation cost from the general education transportation costs, a specialized transportation cost discounting methodology will be applied. A ratio will be established and applied to the total transportation cost of the school district. This rate will be based on the total number of specialized vehicles divided by the total number of vehicles used by school districts to provide transportation to students. The result of the school district Transportation Costs for each of the categories listed above multiplied by this ratio will be included on the cost report.

This cost will be further discounted by a second ratio of Medicaid eligible IEP one-way trips billed divided by the total number of IEP one-way trips provided. The process will ensure that only one way trips for Medicaid eligible children with IEP's are billed and reimbursed under the Medicaid program.

The specialized transportation for IEP students' one-way trips ratio is used to allocate costs according to the Medicaid population. This ratio is applied to all transportation costs. The numerator is the total number of one-way trips for Medicaid eligible students requiring specialized transportation services also receiving a medical service that day pursuant to their IEP. The school district must maintain accurate bus logs to support the number of trips billed to Medicaid. If a school district does not maintain bus logs, they cannot receive transportation reimbursement. Bus logs should show which student took the trip on what day and how many per day. The school district may use one of two methods to calculate the denominator.

- **Method 1:** Tallying the actual number of trips taken by IEP students with transportation in the IEP. The school district must maintain accurate bus logs to support this number. Additionally, the school districts must be able to support that the bus logs maintained include both Medicaid eligible students and non-Medicaid eligible students. Using this method to calculate the denominator yields a smaller number and thus larger percentage; in turn, this method increases a school district's reimbursement.
- **Method 2:** As an alternative method of calculating the denominator, the school district may also use the maximum possible trips taken according to the total number of IEP students with transportation in the IEP. If using this alternative method, the number of trips must be calculated according to the following formula:

Total number of IEP students with transportation in IEP x Total number of school days x 2

If a school district uses method 2, they must be able to substantiate the calculation indicating they used the conservative method by providing the list of students as well as proof of the total number of days of school.

School districts must maintain bus logs in order to receive reimbursement. If a school district does not track and maintain bus logs, transportation cannot be billed and costs cannot be reported on the annual cost report. A reference bus or "transportation" log can be seen as Attachment B.

The vehicle ratio is used to allocate costs according to the specialized transportation population. This ratio is applied to transportation costs if the school district reported costs under the not only specialized transportation category. The numerator is the total number of vehicles used for specialized transportation. The denominator is the total number of vehicles used in the fleet for all school district student transportation.

7. MAINTENANCE OF AUDITABLE RECORDS

School districts must maintain related records for a period of six years after the year in which the service was delivered and billed to the MO HealthNet program and make such available to representatives of the MHD, Missouri State Auditor, Missouri Medicaid Audit and Compliance or CMS upon request. These records include: the IEP, the NEMT School District Verification Form, NEMT worksheets, invoices, Continuous Logging Forms, school district salary and benefit data, information of MO HealthNet-eligible students, and other related material. The MO HealthNet program may, upon audit of school district records, recover funds it determines unallowable.

DRAFT

Attachments

Attachment A

Sample Interagency Agreement

**COOPERATIVE AGREEMENT BETWEEN
THE DEPARTMENT OF SOCIAL SERVICES, MO HealthNet Division
and
The__School District for the Provision of
Specialized Transportation for School-Based Individualized Education Plan (IEP) Direct
Services**

**I
STATEMENT OF PURPOSE**

This agreement between The Missouri Department of Social Services (DSS) through its MO HealthNet Division and the _____ school district (hereafter referred to as "school district") concerns the administration of specialized transportation for children eligible for Title XIX (MO HealthNet) to obtain medically necessary school-based Individualized Education Plan (IEP) direct services (hereafter referred to as direct services) provided as a result of a child's Individual Education Plan (IEP). MO HealthNet reimbursement for administration of specialized transportation (to and from school, or to and from a service provided off school grounds or both) may be made when all of the following conditions are met:

- a. The child is eligible for MO HealthNet on the date the specialized transportation is provided;
- b. The child receives a direct service covered by MO HealthNet and the direct service is provided as a result of the child's IEP; and
- c. The IEP specifies the need for specialized transportation and contains at least one of the following determinations:
 - (1) An IEP team has determined and documented the student to be unable to independently perform at an age-appropriate level one or more of the following functions associated with transportation to/from school or other site at which the MO HealthNet -covered service is provided:
 - arrive to the site normally used by children of similar chronological age to board transportation; or
 - board and be seated in the transportation vehicle for the trip; or
 - disembark from the transportation vehicle; or
 - following delivery of the MO HealthNet-covered service, reboard the transportation vehicle, be seated, disembark at the appropriate location and return home; or
 - (2) An IEP team has determined and documented the presence of a specialized medical need which may or may not accompany the functional limitation described in 1; or
 - (3) An IEP team has determined and documented the requirement that the student must be attended by an aide during transportation.

II RESPECTIVE RESPONSIBILITIES

DSS agrees to:

1. Reimburse the School District the Title XIX federal share of actual and reasonable costs established for administration of medically necessary transportation provided by the school district. Reimbursement, for transportation costs related to the provision of occupational, physical, and speech evaluation and therapy services, private duty nursing, personal care, audiology, and behavioral health services provided on the school site, is based upon the approved Medicaid state plan amendment methodology and will be in accordance with the provisions of 2 CFR 200 and 45 CFR parts 74 and 95. Reimbursement for transportation costs related to the provision of direct services provided off the school site is based on the actual cost of transportation necessary to transport the student to or from or to and from a MO HealthNet-covered direct service. Upon finalizing the cost reconciliation calculation, DSS will draw down and make payments to the school district in the amount equal to the appropriate Federal Financial Participation (FFP) for this program less DSS administrative costs associated with administration of this program.
2. Provide the School District access to the information necessary to properly provide and seek reimbursement for administration of medically necessary specialized transportation.
3. Develop and conduct periodic quality assurance and utilization reviews in cooperation with the School District.
4. Provide written instructions, technical assistance, and necessary consultation to staff of the School District regarding the responsibilities assumed within the terms of this agreement.

The School District agrees to:

1. Provide professional, technical, and clerical staff to conduct administrative functions necessary for the proper and efficient administration of medically necessary specialized transportation.
2. Provide as requested by MHD or its designee, the information necessary to request federal funds. This includes reporting allowable costs and ratio information according to the Medicaid state plan amendment and other guidance provided by DSS.
3. Maintain the confidentiality of client records and eligibility information received from DSS and use that information only in the administration, technical assistance and coordination of activities authorized under this agreement.
4. Certify to DSS or its designee the provisions of allowable specialized transportation costs and ratio information. An appropriate representative of the school district will certify, by his or her signature, that the school district has accurately reported transportation costs and ratio information. Furthermore, that this information is substantiated by the applicable documentation

requirements. Districts will find this form and complete this action within the online cost reporting system.

5. Accept responsibility for disallowances and incur the penalties of same resulting from the activities associated with this agreement. Return to DSS any federal funds which are deferred ultimately disallowed arising from the administrative claims submitted by DSS on behalf of the School District.
6. Consult with the MO HealthNet on issues arising out of this agreement. Conduct all activities recognizing the authority of the single state Medicaid agency in the administration of state MO HealthNet Plan on issues, policies, rules and regulations on program matters.
7. Maintain all necessary information for a minimum of six (6) years to support the claims and provide MO HealthNet any necessary data for auditing purposes.
8. Meet or consult with DSS to exchange information regarding policy and procedure relating to the efficient administration of medically necessary transportation.
9. Use reimbursement received, as a result of this agreement, to maintain or expand non-emergency medical transportation services for Missouri MO HealthNet eligible individuals. Reimbursement received as a result of this agreement shall not be used to reduce the amount allowed for non-emergency medical transportation of Missouri MO HealthNet eligible individuals.
10. Submit FFS specialized transportation claims adhering to timely filing requirements. The requirements can be referenced in Section 4 of the Therapy Manual at http://manuals.momed.com/collections/collection_the/print.pdf.

**III
TERMS OF THIS AGREEMENT**

The period of this Cooperative Agreement shall begin July 1, 2019. This agreement may be canceled at any time upon agreement by both parties or by either party after giving thirty (30) days prior notice in writing to the other party provided, however, that reimbursement shall be made for the period when the contract is in full force and effect.

(Directors Name), Director
MO HealthNet Division

Date

Authorized School
Representative

Date

Title

SCHOOL-BASED INDIVIDUALIZED EDUCATION PLAN (IEP) SPECIALIZED TRANSPORTATION SERVICES MANUAL

Attachment B
Transportation Log

**STATE OF MISSOURI
NONEMERGENCY MEDICAL
TRANSPORTATION**

Month:
Year:

Circle One Services
Provided On-site Services
Provided Off-site

Bus Number:	Monday		Tuesday		Wednesday		Thursday		Friday	
	MM/DD/YYYY		MM/DD/YYYY		MM/DD/YYYY		MM/DD/YYYY		MM/DD/YYYY	
Student Name	To	From	To	From	To	From	To	From	To	From

Staff Member Name & Job Title Printed	Staff Signature	Date

SCHOOL-BASED INDIVIDUALIZED EDUCATION PLAN (IEP) SPECIALIZED TRANSPORTATION SERVICES

