

Medicaid Transportation Billing Clarification (January 29, 2016):

Previous guidance on the Medicaid Transportation Billing form was to use the term “home” and “school” for the departure and arrival locations. While many students are picked up and dropped off at their home, others are assigned a designated bus stop location. Still others have locations that include a relative’s home, neighbor, babysitter, day care facility and/or parent work location.

The Bureau for Medical Services (BMS) has provided a legal interpretation that the use of the term home was not sufficient to cover these situations. As a result the term “designated stop” should now be used, which more accurately reflects these locations. Each modified bus route should have a designated stop for each student. This stop location must be available in case of an audit.

If there are temporary changes to the designated spot, the specific location should be listed on the form. A specific street address, intersection name, or business name would be sufficient for these alternate stop locations.

In some instances a student may ride different buses or have different locations on the same bus route, depending upon a regular schedule. An example would be a student riding bus 1A to mother’s home Tuesday through Thursday and riding bus 2B to father’s home on Monday and Friday. In this situation each bus would have a separate billing form and each has a designated location. Designated stop would be appropriate to use for both bus forms. The regular schedule and designated locations would need to be available for an audit.

Information on this change should be disseminated to drivers and aides who are completing the transportation form. An updated transportation billing form module is being posted to the WVDE Medicaid website for training and reference purposes. This clarification will also be posted to the WVDE Medicaid website. **Districts should not alter any forms that have already been completed with previous guidance.** Implementation of this new guidance should begin as soon as the information can be disseminated.

Drivers and aides should maintain a copy of the original billing form prior to submitting the original to the district office. This provides the employee documentation of what was completed at the time of their signature. Drivers and aides are only documenting the information related to the one-way trips provided to each student. Driver and aides are not completing the additional information needed to determine which trips are Medicaid billable. The driver and aide are not determining which trips are billable. District staff are required to compare multiple student billing forms to determine if a trip is billable.

Medicaid Transportation Billing Clarifications November 6, 2015:

The Bureau for Medical Services (BMS) School Based Health Services Policy Chapter 538 governs Medicaid billing in the schools. Under this policy there are two possible procedures based upon transportation. For each trip to be billable the student has to receive a Medicaid covered service that instructional day.

Procedure T2001 SE is for Non-Emergency Transportation with Bus Aide. The policy requires documentation of the date of transportation, place of departure and arrival, actual time spent providing the service by listing start and stop times. It also requires signatures and credentials from both the

driver and aide. Credential for bus driver is bus driver. Credential for the transportation aide would be their title (Aide I, Aide II etc).

Procedure T2002 SE is for Non-Emergency Transportation (without an aide). The policy requires documentation of the dates of transportation, place of departure and arrival, actual billable mileage. It also requires a signature and credential for the driver. Credential for bus driver is bus driver.

For both procedures the driver and aide (T2001 SE) are signing only to verify the student was transported. That is why the driver and aid leave the last column blank. The last column is to determine which trips can be billed for Medicaid reimbursement. If there is any concern about what is added by the county or RESA Medicaid specialist the bus driver and aide should keep a copy of the signed form before sending to the county office. This would serve as proof of what the driver and aide documented.

The driver and aide would not have knowledge of Medicaid service that were provided during each school day. That information is determined by comparing all of the other Medicaid billing forms for each student. This determines which of the trips can be billed for Medicaid reimbursement.

When a bus driver signs the form they are only verifying the student rode the bus for each trip. This in no way would constitute supervising of the transportation aide. Best practice is for the aide to handle the actual documenting and compare the information with the driver at the end of each trip. The bus driver could also handle the documentation and compare with the aide at the end of each trip.

A transportation billing form module is available on the WVDE Medicaid website. This may be helpful in how to complete form documentation.

If there are additional concerns please contact Terry Riley at tjriley@k12.wv.us or 304-957-9833 x53223.