

# Medicaid in Education Alert

New York State Department of Health (DOH), Office of Health Insurance Programs (OHIP)  
New York State Education Department (NYSED)  
Preschool/School Supportive Health Services Program (SSHSP)  
Medicaid in Education

Issue #16-05

TO: All SSHSP Medicaid Providers

FROM: NYS DOH OHIP SSHSP &  
NYSED Medicaid in Education Unit

DATE: May 24, 2016

SUBJECT: Record Keeping Requirements for Special Transportation  
Services Provided by **Contracted Entities**

This Medicaid Alert provides guidance to Preschool/School Supportive Health Services Program (SSHSP) providers regarding the recently published, [December 2015 Medicaid Update](#) articles about requirements for documentation of transportation services. The December 2015 Medicaid Update articles are located on the Department of Health website at [http://www.health.ny.gov/health\\_care/medicaid/program/update/2015/2015-12.htm](http://www.health.ny.gov/health_care/medicaid/program/update/2015/2015-12.htm)

There are four transportation articles included in the December 2015 Medicaid Update. However, only one is relevant to SSHSP providers, *Attention Ambulette and Taxi/Livery Providers Record Keeping Requirements Have Been Updated*. This article explains requirements which need to be followed by contracted ambulette and contracted taxi/livery companies that provide special transportation services to SSHSP providers. *This new requirement does not apply to district/county-owned and operated school buses.*

**For dates of service on and after July 1, 2016** all SSHSP providers that contract with an Ambulette and/or a Taxi/Livery company (contracted entity) to provide special transportation services must ensure that the driver of the contracted ambulette, taxi or livery includes in the transportation log his/her full printed name and signature attesting that the referenced trip was completed.

To be Medicaid reimbursable, special transportation services provided by a contracted entity must also follow all existing special transportation documentation requirements:

- The Individualized Education Program (IEP) must include the specific medical need for special transportation to accommodate the student's disability.
- An explanation as to how the transporting vehicle has been specially modified to serve the needs of that student with a disability must be documented in the IEP. See [Medicaid Alert #13-10](#) for additional information, including specific exceptions.
- The bus/transportation log must include:
  - The student's name;
  - Both the origination of the trip and time of pickup;
  - Both the destination of the trip and time of drop off;
  - Bus number or the vehicle license plate number; and
  - The full printed name of the driver providing the transportation.

Note: Special transportation can only be billed on a day that a Medicaid reimbursable service (other than transportation) was delivered and may only be billed at the rate for each one-way trip.

Only special transportation services provided by contracted entities must include in the transportation log the signature of the driver attesting that the referenced trip was completed. **There has been no change to documentation requirements for district/county-owned and operated school buses or other vehicles.**

If you have any questions or comments regarding this alert, please contact the NYS Department of Health at (518) 473-2160 or at [SSHSP@health.ny.gov](mailto:SSHSP@health.ny.gov), your local Regional Information Center representative, or the NYS Education Department, Medicaid Unit at [medined@mail.nysed.gov](mailto:medined@mail.nysed.gov).