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

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, your local Regional Information Center representative, or the NYS Education Department, Medicaid Unit at medined@mail.nysed.gov.