2023 LEA Billing for Providers Question and Answers:

1. **Question**: The mileage on the transportation reimbursement sheet is developed by the secretary at our Transportation Dept -- she fills in the pick up and drop off location and figures the mileage.   Is this ok?? -- or do our teachers need to write the number of miles on the IEP services page??

**Answer**: Mileage does not have to be written into the IEP services page. Minutes only matter for escorts.

1. **Question**: 2 or more miles, 3 or more miles: "Can we bill a round trip of less than this State allotment? --- say .6 mile RT?

**Answer**: Yes if the type of vehicle allows for billing, then the amount less than the state "allotment" is billable. Billing does not need to round up or round down to the nearest whole number. Nor is there a minimum distance to be billable, like a minimum of minutes to bill a unit of care.

1. **Question**: Can you give an example of narrative services?

**Answer**: Iowa Medicaid is recognizing that documentation does not have to be narrative and that check boxes and other shortcuts are acceptable. The time for narrative would be if there was a situation or incident that needed to be reported for consideration by the teacher and/or nurse and/or mental health professional. Examples: "student eloped from classroom"; "student assaulted a peer"; "student refused hygiene assistance".

1. **Question**: Do we need case notes on each line of service? Each time a para logs?

**Answer**: Not necessarily on each line of service. Yes for each time a para logs. For each line of service you can use a checkbox or shorthand such as PH for Personal Hygiene, or NFD for Not following directions or R for Redirection or C for Compliant but please identify what the shorthand stands for somewhere on the log form.

1. **Question**: Does this cover behavior summaries? Are these no longer required?

**Answer**: The Weekly Progress Notes-Behavior Services Summary is still required for Behavior Para billing. If there have been problems in transportation it would be helpful to report that in the Summary.

1. **Question**: Could you give us an example of where billing is appropriate and where billing is not?

**(Multiple) Answer**: Billing is appropriate if ordered in the current IEP, and if service was for behavior para there is a Behavior Intervention Plan (BIP) and one of the authors is amental health professional, and daily service and weekly progress note is documented. Billing is not appropriate if ordered in the current IEP, and if service was for behavior para there is a Behavior Intervention Plan (BIP) but NONE of the BIP authors is a mental health professional, even if daily service and weekly progress note is documented.

1. **Question**: Can we bill transportation services for a student receiving behavior para services? If their IEP requires transportation?

**Answer**: Yes, if a student has specialized transportation ordered and student is receiving behavior para services, the behavior para is billable and transportation by other than a yellow student bus service can be billed. See **(Multiple) Answer** for a more detailed explanation.

1. **Question**: Can a student’s transportation be based on weather? The child wants to walk when possible, but disability is such that impediments to walking are dangerous (snow, rainy, slick). This is documented in the IEP, but seems different.

**Answer**: If IEP team wants to recommend specialized transportation, but student will only use that when weather has created a possibly dangerous situation. See **(Multiple) Answer** above: as it is applicable to this scenario as well. The IEP should indicate the medical need for the transportation during the inclement weather/dangerous situations.

1. **Question**: Can we bill door to door if the bus is a gen ed bus on a regular route?

**Answer**: This applies to situations where the IEP ordered door to door because the special education student would have difficulty getting to the nearest bus stop. Imagine a student with Cerebral Palsy and some of the days the weather is snowy or rainy. However it would need to be identified on the IEP that the service is available on weather risk days.

1. **Question**: What about a behavior or medical billable student that gets transportation via school district suburban with an escort due to safety concerns? It the transportation billable? Does the IEP need to list the suburban need specifically? Or the school is transporting students to an outside district for specialized services (self-contained and therapy classrooms)?

**Answer**: If the vehicle is a Suburban or other non yellow bus vehicle, and specialized transportation and escort are ordered in the IEP, then mileage billing and escort billing can occur.

1. **Question**: If they have door to door, they have to have an escort also?

**Answer**: The provider manual indicates "Escort services are a separate billable service allowed only in connection with medical transportation." and "If an IEP student is able to ride on a regular school bus, but requires escort assistance, the transportation cost is not billable, but the escort service can be paid if it is noted on the IEP."

1. **Question**: Describe the 15 minute rounding for billables. Please give examples.

**Answer**: To bill a unit there must have been a minimum of 8 minutes of service. To bill 2 units there must have been a minimum of 23 minutes. Here is how it breaks out. Units: 1(8-22 minutes); 2(23-37); 3(38-52); 4(53-67); 5(68-82); 6(83-97); 7(98-112); 8(113-127); 9(128-142); 10(143-157) and so on.

1. **Question**: What if the IEP states the parents will transport student to school and the district will reimburse the family for mileage? Is this billable as a vehicle type #4?

**Answer**: Yes it can be billed as vehicle type #4. From the provider manual:

Regardless of IEP ordered medical services, the Department will arrange nonemergency medical transportation (NEMT) or reimburse the member under

certain conditions for transportation costs to receive necessary medical care.

This will be facilitated through the broker designated by the Department.

When a member needs transportation or reimbursement for transportation,

the member must contact the broker 72 business hours in advance for

approval and scheduling. Modes of transportation may include:

♦ Bus tokens

♦ Volunteer services

♦ Mileage reimbursement, or

♦ Other forms of public transportation.

1. **Question**: What about the special stop on a reg ed bus to accommodate the IEP students need?

**Answer**: The Department "reimburses for transporation to receive necessary medical care". The needs of the student should be in the IEP. Special stops on a regular school bus would not be payable, please provide examples for further consideration.

1. **Question**: Can a “driver” also be the “escort”?

**Answer**: No. Not for the purpose of billing. Also, this would not be safe. The escort is to support and keep safe the student.

1. **Question**: Is the LEA Enrollment form something that has to be done once or yearly?

**Answer**: Once the initial enrollment is done, then re0enrollment is every 5 years thereafter. To locate the correct address for your district or AEA, go to the Iowa Department of Education website directories page.

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1. **Question**: So we have Four Oaks that many students live there from other districts. So they are bused to Pinecrest the behavior school on the other side of town but they are on a regular bus with an attendant and 2 or 3 paras due to high behaviors plus a suburban is following behind the bus to get the students either to school and back. so what's billable.    Just needing clarification on this.   and how should it be written in their IEP?  All just say an attendant.

**Answer**: If student is living at Four Oaks in Mason City, and is attending Pinecrest Center school at Roosevelt Elementary in Mason City, because they are on a regular bus for the trip to Pinecrest , the mileage is not billable. However the escort minutes are billable. If the return trip is on a suburban, then the mileage is billable. The need for type of transportation and escort services should be clearly documented in the IEP. If an escort is needed on a regular school bus, only the escort service is paid. If transportation services is provided in the suburban, only the mileage is reimbursable. A driver can not be the escort. Not for the purpose of billing. Also, this would not be safe. The escort is to support and keep safe the student,

1. **Question**: For example, we have a student that is transported by parent due to behavior issues and we reimburse the parents mileage.  Can we turn around and bill Medicaid for that mileage?

**Answer**: Yes you can bill Medicaid for the costs you reimburse the parent. Parent is the escort in this situation, Parent's mileage is payable.

1. **Question**: Some of our SpEd teachers write in their IEPs transportation required in minutes per day, not miles.  Is this allowed?

**Answer**: The teacher may not have the correct mileage home to school so even if written in minutes, billing will need to be for the mileage direct from home to school and back.

1. **Question**: "The mileage on the transportation reimbursement sheet is developed by the secretary at our Transportation Dept -- she fills in the pick up and drop off location and figures the mileage.   Is this, ok?? -- or do our teachers need to write the number of miles on the IEP services page??"

**Answer**: Mileage does not have to be written into the IEP services page. Minutes only matter for escorts.

1. : 2 or more miles, 3 or more miles: "Can we bill a round trip of less than this State allotment? --- say .6-mile RT?"

**Answer**: Yes, if the type of vehicle allows for billing, then the amount less than the state "allotment" is billable. Billing does not need to round up or round down to the nearest whole number. Nor is there a minimum distance to be billable, like a minimum of minutes to bill a unit of care.

1. **Question**: What transportation billable services exactly  are allowed on a "Regular" bus? -- in other words, what does the Services page on the IEP need to say to bill on a yellow bus?

**Answer**: The Department "reimburses for transportation to receive necessary medical care. Expenses for transportation of a student to and from the site of medical services are covered when the medical need for transportation is on the child’s IEP. Transportation may be billed only once per day. The child must have received a medical service on that day." If the student is transported by school bus to receive medical care, that would be payable along with the escort (if there was a medical need or an exception to policy).

**Question**: Here is what I am understanding: If a student is out of the "walk zone" and would receive bussing no matter what, then we can bill a bus monitor, but not the bus.

**Answer**: Correct

**Question**: Can we bill for a student who receives behavior para services that is transported on a regular bus within our district -- say from a bus stop to school, round trip daily? -- it's written in the IEP that transportation services are needed.

**Answer**: Transportation on a regular bus is not billable. The IEP order still must be met, and the service delivered.

**Question**: The LEA Agreement Form -- is that something that Timberline Billing Services would do for us?  How do I know if this has been completed?

**Answer**: No. That would be done by the district in their application to Iowa Medicaid to be enrolled as a provider. If your district's Medicaid claims are getting paid, you can know it has been completed.

**Question**: In regard to the State's rules of K-8 must be 2 miles or more, and 9-12 must be 3 miles or more .... can we bill a round trip of less than this State allotment?

**Answer**: If specialized transportation is ordered and provided in a non-yellow bus vehicle, then yes you can bill a round trip of less than the 2 or 3 miles.

**Question**: When you say if we provide free transportation to all students we cannot bill. Does that mean we can't bill for any of our Medicaid student where transportation services are written in their IEP? I am clearly confused.

**Answer**: I believe that the thinking is that transportation on a yellow bus does not generate additional expenditures for the district. Because of that there are no individualized transportation vehicle expenses for the student.

**Question**: What if an IEP student is able to ride on a regular school bus but the IEP states, they require a special route on that bus?

**Answer**: Per the Local Education Agency Iowa Medicaid provider manual Chapter III. Provider-Specific Policies (as of June 1, 2017) states the following:

15. Transportation Services to Receive Medical Care

To help ensure that members have access to medical care within the scope of the program, the Department reimburses for transportation to receive necessary medical care. Expenses for transportation of a student to and from the site of medical services are covered when the medical need for transportation is on the child’s IEP.

1. Transportation may be billed only once per day.

2. The child must have received a medical service on that day.

3. If an IEP student is able to ride on a regular school bus, requires escort assistance, the transportation cost is not billable, but the escort service can be paid if it is noted on the IEP.