

# Specialized Transportation & Informal Review Process

Monthly SHARS Webinar Series – December 2020  
TASB Special Education Solutions

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.



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## Agenda

- SHARS Specialized Transportation
- When Not to Bill Specialized Transportation
- Cost Report – Step 4
- Informal Review Process
- Informal Review Requests
- Formal Appeal Process
- Questions



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# Specialized Transportation



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# SHARS Specialized Transportation

- Special education transportation vs. SHARS specialized transportation



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## SHARS Specialized Transportation

- Reimbursable when provided on a specially adapted vehicle if the following criteria are met:
  - The service is provided to or from a Medicaid-covered service on the same day of the trip
  - The Medicaid covered service is prescribed for the student in his/her Individualized Education Program (IEP)
  - The student’s IEP includes the need for specialized transportation
  - The student requires transportation in a specially adapted vehicle that has been physically modified to fit the needs of the disabled



*Texas Medicaid Providers Procedure Manual, Children's Services Handbook (Volume 2) – Section 3.3.10 Transportation*

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## SHARS Specialized Transportation – Billing Details

- Procedure code T2003
- Unit of Service: One-Way Trip
- Recommended maximum billable units per day is four one-way trips



*Texas Medicaid Providers Procedure Manual, Children's Services Handbook (Volume 2) – Section 3.3.10 Transportation*

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## SHARS Specialized Transportation – One-Way Trips

If a student receives a billable SHARS service (including personal care services on the bus) and is transported on one of the school's specially adapted vehicles, the following one-way trips may be billed:

- From the student's residence to school
- From the school to the student's residence
- From the student's residence to a provider's office that is contracted with the district
- From a provider's office that is contracted with the district to the student's residence
- From the school to a provider's office that is contracted with the district
- From a provider's office that is contracted with the district to the student's school
- From the school to another campus to receive a billable SHARS service
- From the campus where the student received a billable SHARS service back to the student's school



*Texas Medicaid Providers Procedure Manual, Children's Services Handbook (Volume 2) – Section 3.3.10 Transportation*

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## SHARS Specialized Transportation – Trip Logs

Documentation of each one-way trip provided must be maintained by the school district (e.g., trip log). At minimum, a transportation log should include:

- The SHARS provider name (i.e., school district name)
- First Name and Last Name of each student for each trip, along with each student's ID
- One log per vehicle, indicating the route name/number [with documentation maintained somewhere that describes each route/trip as to the start and stop locations]
- Method for identifying the number of one-way trips per day (e.g., AM and PM trips) [with documentation maintained somewhere that describes the times for each trip]
- Method for personal care services (PCS) provider, transportation aide, bus monitor, or assistant to verify own attendance for each trip and include a place for this person to sign and date the form.
- Method for driver to verify own attendance for each trip and include a place for this person to sign and date the form.
- Method for nurse to verify own attendance for each trip and include a place for this person to sign and date the form.

The log can be maintained per day and for several days, with applicable dates noted on the log. Mileage needs to be maintained but not necessarily on the log.



*SHARS FAQs – Question U8*

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## When Not to Bill Specialized Transportation

- Parental consent has not been obtained
- The student is a special education student but does not have an IEP that prescribes specialized transportation services and another SHARS covered Medicaid service
- If a student does not receive Medicaid covered services covered by SHARS on the same day of the transportation service



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## Cost Report – Step 4

- Transportation costs can be reported for reimbursement through the SHARS Cost Report in Step 4. Reportable costs include:
  - Transportation staff expenses (salary, payroll taxes and benefits)
  - Vehicle assets (for depreciation calculation purposes)
  - Other costs including:
    - Required continuing education
    - Insurance
    - Contract transportation services
    - Leases/Rentals
    - Contract transportation equipment
    - Maintenance and repairs
    - Fuel and oil
    - Other costs



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## Cost Report – Step 4

Transportation costs are reduced in the cost report using allocation ratios to arrive at the Medicaid allowable costs for the program. The two cost designations are:

- Transportation Services (Only Specialized Trans)
  - Reduced by the one-way trip ratio
- Transportation Services (Not Only Specialized Trans)
  - Reduced by the one-way trip ratio and specially adapted vehicle ratio



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## Informal Review Process



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## Informal Review Process

- “Disagree” to Step 11
- [Texas Administrative Code \(TAC\) Rule §355.110](#)
- Informal review requests must be submitted within 30 calendar days of the date of the settlement notice
  - Extension can be requested



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## Informal Review Requests - Requirements

- Should be written on district letterhead
- Should include a brief, concise statement explaining the items your district is disputing
- Should include your recommended resolution
- Must be accompanied with supporting documentation



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## Informal Review Requests - Requirements

- Contact information to address questions
- Must be signed by an individual legally responsible for the conduct of the district
- Can be submitted via email to [ra\\_shars@hhsc.state.tx.us](mailto:ra_shars@hhsc.state.tx.us) or by mail to:

Texas Health and Human Services Commission  
Rate Analysis Department, MC H-400  
P.O. Box 149030 Austin, TX 78714-9030



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## Informal Review Requests - Requirements

- [TAC Rule §355.110](#) compliance required
- Submission deadline is January 4, 2020
- [\(HHSC\) Informal Review Training Presentation](#)



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## Informal Review Process

- Expect decision from HHSC within 30 calendar days of receipt of a satisfactory informal review request and/or the date of receipt of additional information (if requested), whichever is later.
- If action has been taken, new certification forms will be required
- Districts that disagree with the results of the informal review can request a formal appeal.
  - Submission of the new certification forms does not waive the district's right to request a formal appeal.



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## Formal Appeal Process

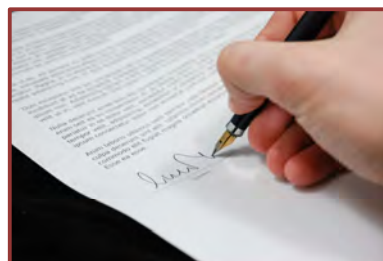
- HHSC RAD's informal review decision can be challenged through the formal appeal process
- [Chapter 357, Subchapter I](#) of the TAC
- Formal appeals are limited to issues considered in the informal review



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## Formal Appeal Process

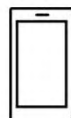
- Must be received within 15 calendar days of receipt of the written informal review decision
- Must state the reason for the appeal and include a copy of the written informal review decision
- Appeal requests must be sent to:  
HHSC Appeals Division  
Mail Code W-613  
P.O. Box 149030  
Austin, TX 78714-9030



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## Contact Information

# Questions?



**Phone**  
888.630.6606



**Website**  
<https://www.tasb.org/services/special-education-solutions.aspx>



**Email**  
[shars@tasb.org](mailto:shars@tasb.org)



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**SHARS MATTERS**

September 2020

### SHARS Amidst COVID-19

All of us have been impacted by the COVID-19 pandemic in some way, shape, or form. Even the School Health and Related Services (SHARS) program has been temporarily modified to accommodate for the changes school districts have had to implement to ensure the health and safety of their students and communities. Throughout the ongoing global pandemic, we have remained in constant contact with state and federal agencies to stay informed of all the latest



SHARS Matters quarterly e-newsletter



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**SHARS 2021**

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April 29–30, 2021

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