

STATE OF MISSOURI



School-Based Individualized Education Plan Specialized Transportation Services



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INTRODUCTION

The Missouri MO HealthNet program is administered by the Department of Social Services (DSS), MO HealthNet Division (MHD). The MHD is located at 615 Howerton Court, P.O. Box 6500, Jefferson City, Missouri 65102-6500. The Division's main telephone number is (573) 751-3425.

MHD works with the Department of Elementary and Secondary Education (DESE) to coordinate MO HealthNet Early Periodic Screening, Diagnosis and Treatment (EPSDT) services. DESE represents approximately 530 Missouri public school districts that educate almost 885,000 children, ages 0-20, throughout Missouri. MHD and DESE provide technical assistance to public school districts to implement EPSDT programs specifically designed to assist public school districts aiding student health outcomes.

School-based Individualized Education Plan (IEP) direct services (hereafter referred to as direct services) in Missouri include the provision of occupational, physical and speech evaluation and therapy services, private duty nursing, personal care, audiology and behavioral health services for children. The MO HealthNet program may reimburse school districts providing such services, which are medically necessary and included in the IEP of a current MO HealthNet eligible child. School districts may also participate in the MO HealthNet School District Administrative Claiming (SDAC) program that seeks to link MO HealthNet eligible participants' ages 0-20 with health care providers for delivery of MO HealthNet approved services.

This manual provides information to public school districts that provide transportation services to certain MO HealthNet participants in conjunction with the provision of MO HealthNet reimbursed, medically necessary direct services. School district participation in this program is voluntary. If a school district participates and claims reimbursement for school-based Individualized Education Plan (IEP) specialized transportation services (hereafter referred to as specialized transportation), they *must* also participate in the direct service program by submitting claims for MHD approved school-based services supported with specialized transportation. Because participation in the direct service program requires participation in the statewide Random Moment Time Study (RMTS), which is administered through the SDAC program, participation in the school-based Individualized Education Plan (IEP) Specialized Transportation program also requires participation in the SDAC Program.

The intent of this and related efforts on behalf of children served by public school districts is the improvement and expansion of health care services to students. Public school districts are strongly encouraged to consider the benefits and feasibility of participating in all MO HealthNet sponsored programs that may benefit their students.

For more information, about the MO HealthNet specialized transportation program for school districts, please contact:

Missouri Department of Social Services
MO HealthNet Division
Program Operations Unit



615 Howerton Court
P.O. Box 6500
Jefferson City, Missouri 65102-6500
(Voice) 573-751-9290
(Fax) 573-526-3946
Email: MHDSchoolPrograms@dss.mo.gov

1. COOPERATIVE AGREEMENT

School districts that want to participate with the MO HealthNet program to receive reimbursement for approved specialized transportation services provided to MO HealthNet participants must sign and conform to the provisions of a cooperative agreement with the Missouri DSS/MHD as well as enroll as a provider with the MHD. A sample cooperative agreement is included as Attachment A. School districts interested in participating in the specialized transportation program should contact the Program Operations Unit for a copy of the cooperative agreement by writing or calling the MHD. Inquiries should be addressed to:

Department of Social Services
MO HealthNet Division
Program Operations Unit
P.O. Box 6500
Jefferson City, Missouri 65102-6500
573-751-9290
Email: MHDSchoolPrograms@dss.mo.gov

The school district should complete and return the cooperative agreement to the MHD. The cooperative agreement may be returned via mail, fax, or email. If assistance is needed, contact the Program Operations Unit at the above phone number. MHD considers the Superintendent to be authorized to sign the agreement. The school district must notify MHD, in writing, of any Superintendent changes.

A copy of the completed, signed cooperative agreement with an approval date will be returned to the school district for their file.

2. PROVIDER ENROLLMENT

School districts participating in specialized transportation must also enroll as a MO HealthNet provider to submit fee-for-service claims if not already enrolled. This enables the school district to access MO HealthNet eligibility information and reimbursement amounts. Enrollment allows the school district to receive direct deposit of reimbursement and to bill electronically.

Online Application

The MO HealthNet application is available online at:
<https://peu.momed.com/peu/momed/presentation/commongui/PeHome.jsp>.

At the bottom of this page, choose the Continue box. On the next page, select NEW Provider



Enrollment Applications, then, select your provider type from the drop-down box.

Before hitting submit, please be sure to print out the signature page. Once it has been signed and dated, please send it with any additional documentation to 573-634-3105. If you do not fax your signature page to 573-634-3105, your application will not be received or processed. Additional Missouri Medicaid enrollment information is available at:

<https://peu.momed.com/peu/momed/presentation/providerenrollmentgui/Internetman121103.htm>

3. STUDENT ELIGIBILITY CRITERIA

Specialized transportation charges may be claimed, only for qualifying students. It is imperative to comply with the student selection criteria defined below when determining billable days of specialized transportation services. MO HealthNet payments will not be made to school districts for specialized transportation services delivered to ineligible students as those services would not be considered reimbursable.

Students for whom specialized transportation costs are billed to the MO HealthNet program must meet ALL of the following criteria:

1. At the time of service, the student must be eligible for the MO HealthNet program. MO HealthNet participants who are eligible for State-only-funded programs are not eligible for specialized transportation services. Participants identified by ME codes 02, 08, 52, 55, 57, 59, 64, 65, 73, 74, 75, 80, 82, 89, 91, 92, 93 and 97 are not eligible for specialized transportation services.
2. The student must be receiving a MO HealthNet covered direct service identified through the student's Individualized Education Program (IEP). A school district may provide only the specialized transportation service necessary to support the delivery of the MO HealthNet approved direct service(s) it gives a student. (i.e., occupational therapy, speech therapy, etc.). Specialized transportation services associated with a MO HealthNet participant receiving assessment procedures conducted by or on behalf of the school district are billable only when the student is found to have a disability and an IEP is developed.
3. The student's IEP must specify the need for a MO HealthNet covered direct service as well as specialized transportation, and at least one of the three criteria from a-c below must be met. Specialized transportation must be specified in the IEP as a related service. For the provision of specialized transportation services, the IEP serves as the plan of care and authorization for the need for service. School districts are reminded of their obligation to provide, at no cost to the parent, any service agreed to be educationally necessary on an IEP.
 - a. An IEP team has determined and documented the student to be unable to independently perform, at an age-appropriate level, one or more of the following functions associated with transportation to/from school or other on-site/off-site location at which the MO HealthNet covered service is provided:



- Arrive at the site normally used by children of similar chronological age to board transportation; or
 - Board and be seated in the vehicle for the trip; or
 - Disembark from the vehicle; or
 - Following delivery of the MO HealthNet covered service, re-board the vehicle, be seated, arrive at the appropriate location, and return home.
- b. An IEP team has determined and documented the presence of a specialized medical need, which may or may not accompany the functional limitation described in criteria "a".
- c. An IEP team has determined and documented the requirement that an aide must attend the student during transportation. The fact that a student uses some type of prosthetic device to assist with mobility would not alone meet the qualification for eligibility for specialized transportation under this program.
4. The service billed only represents the costs associated with one-way trips in specially adapted vehicles for direct medical services as listed in the IEP. An adapted vehicle is defined as: "a vehicle with wheelchair lifts, other special modifications or appropriate adaptations, which are necessary to equip a vehicle to transport children with disabilities".

4. SCHOOL DISTRICT ELIGIBILITY CRITERIA

Program participation is limited to public and charter school districts recognized by DESE. School districts that report specialized transportation costs must submit specialized transportation Medicaid claims through the Medicaid Management Information System (MMIS) and maintain documentation of services provided. Billable specialized transportation services may be provided through one or both of the following arrangements:

- a. Directly by the school district via its vehicle and employees, or
- b. A contracted transportation vendor, regardless of relation to the student(s) being transported. Contract transportation providers *must* have a legal contract in effect at the time transportation services are provided and that are billed to the MHD.

Participating school districts must operate specialized transportation services by all applicable federal and state laws and regulations. Failure to do so may result in the disallowance of payments and recoupment of funds.

5. DIRECT DEPOSIT OPTION



MO HealthNet providers must complete an Electronic Transfer of Funds Authorization Agreement <https://mmac.mo.gov/wp-content/uploads/sites/11/2015/07/EFT-Paper1.pdf> to receive reimbursement for services through direct deposit into a checking or savings account. The application should be downloaded, printed, completed, and faxed or mailed along with a voided check or letter from the provider's financial institution to:

Missouri Medicaid Audit and Compliance (MMAC)
Provider Enrollment Unit
P.O. Box 6500
Jefferson City, MO 65102
Fax: 573-634-3105

Direct deposit begins following a submission of a properly completed authorization agreement to MMAC, the successful processing of a test transaction through the banking system, and the authorization to make payment using direct deposit. The state conducts direct deposit through the automated clearinghouse system, utilizing an originating depository financial institution. The rules of the National Clearing House Association and its member, local Automated Clearing House Association shall apply, as limited or modified by law.

The MMAC will terminate or suspend the direct deposit for administrative or legal actions, including but not limited to: ownership change, duly executed liens or levies, legal judgments, a notice of bankruptcy, administrative sanctions for the purpose of, ensuring program compliance, death of a provider, and closure or abandonment of an account.

All payments are direct deposited.

For questions regarding direct deposit or provider enrollment issues, please send an email to: mmac.providerenrollment@dss.mo.gov.

The MO HealthNet Remittance Advice is available online. The provider *must* apply online via the [Application for MO HealthNet Internet Access Account](#) link.

Once a user ID and password is obtained, the www.emomed.com website can be accessed to retrieve current and aged remittance advices.

Please be aware that any updates or changes made to the eMOMED file will not update the provider master file. Providers should complete a [Provider Update Request form](#) and fax it to 573-634-3105 to initiate changes to their Provider Master file. This form and others are available at www.mmac.mo.gov.

6. REIMBURSEMENT METHODOLOGY

School districts will be reimbursed on a Fee-For-Service (FFS) basis for specialized transportation, and additionally report eligible and allowable costs on an annual cost report. This reimbursement is part of a cost based methodology that will include a reconciled settlement. On an annual basis, a cost reconciliation and cost settlement will be processed comparing the amount of FFS interim payments to the costs reported on the annual cost report in accordance



with the criteria set forth by CMS.

Under the Individuals with Disabilities Education Act (IDEA), IEPs must include only specialized transportation services that a child would not otherwise receive while attending school. A child with special education needs under IDEA, who rides the standard school bus to school with children without disabilities and who does not meet all of the criteria under 3. STUDENT ELIGIBILITY CRITERIA must not have the cost of that bus ride billed to MHD as specialized transportation.

School districts may submit claims for specialized transportation services to MHD using a daily one-way trip base rate with the appropriate procedure code for covered specialized transportation services. The first 10 miles of the trip are included in the daily one-way trip base rate. The daily one-way trip base rate is equal to one unit. The daily one-way trip units billed should equal the number of one-way trips for the participant for the date of service. FFS claims must follow timely filing requirements. The requirements can be referenced in Section 4 of the Therapy Manual at:

http://manuals.momed.com/collections/collection_the/print.pdf.

For specialized transportation services of more than 10 miles, school districts may submit claims using a mileage specific procedure code in addition to the one-way trip procedure code. School districts may bill the first 10 miles using the base rate procedure code and then bill the remaining miles of the trip using the appropriate mileage procedure code with each additional mile equal to one unit. For those services of more than 10 miles, school districts are required to indicate the pickup and drop-off locations and total miles in the child’s record. School districts may also choose to bill only the base rate code for children whose mileage exceeds 10 miles. School districts are responsible to bill Medicaid on a FFS basis throughout the school year for eligible services. Partial mileage should not be rounded up.

Providers may submit claims using a medical claim type through an X12 Version 5010 electronic transaction, an internet electronic claim, or a paper claim utilizing the CMS 1500 claim form.

Codes	Description	Units	Reimbursement Rate
A0110 TM	One-way trip, first 10 miles	One unit equals 1 one-way trip	\$2.62
A0110 TR	One-way trip, first 10 miles for services provided by school district not originating the IEP	One unit equals 1 one-way trip	\$2.62
A0425 TM	Transportation services exceeding 10 miles	One unit equals 1 mile	\$0.65
A0425 TR	Transportation services exceeding 10 miles for services provided by school district not originating the IEP	One unit equals 1 mile	\$0.65

Place of Service (POS) Code is 03 (school).

All claims should be billed using the enrolled School District’s NPI number.



All transportation trips billed must be supported by documentation on the Transportation Log (Attachment B)

All transportation trips billed must have a corresponding direct services claim paid in the MO HealthNet Claims processing system.

In addition to FFS billing, specialized transportation costs will be reported annually through the annual cost report. The two main components of this process are (1) reporting eligible specialized transportation costs and (2) completing relevant transportation ratios. Medicaid-covered specialized medical transportation services must be performed by a school district or school-contracted transportation provider.

The components of this process include the following costs and ratio data:

- Transportation payroll information
- Transportation other costs
- Transportation equipment depreciation
- Specialized transportation for IEP students' one-way trips
- IEP students receiving specialized transportation as a percent of total students receiving transportation

Specialized transportation costs included on the cost report will only include those personnel and non-personnel costs associated with specialized transportation. The costs identified in the cost report include the following:

- Drivers
- Aides/Monitors
- Mechanics
- Substitute Drivers
- Fuel
- Repairs and Maintenance
- Rentals
- Contracted Use Cost



- Insurance
- Vehicle Depreciation

School districts *must* select to report costs under one of two categories: **Only Specialized Transportation** or **Not Only Specialized Transportation**. A school district can only choose one category or the other per fiscal year report.

School districts should report costs under the **Only Specialized Transportation** category if they can identify all costs (payroll, maintenance and repairs, insurance, fuel, etc.) tied solely to the vehicles used to transport students eligible for services under IDEA who require transportation as a necessary related service. School districts *must* have a concrete understanding and sufficient documentation to support the expense reported of each specially adapted vehicle, and associated costs and maintain sufficient documentation showing how these costs are tracked, reported, and expensed. School districts may *not* report a percentage or use any school district approved allocation method to identify the portion of total school district transportation costs associated with school district specialized transportation costs.

School districts that are *not* able to explicitly identify specialized transportation costs from the general education transportation costs will report **Not Only Specialized Transportation**. School districts will use this categorization when costs cannot be discretely identified as specialized transportation and/or when costs are unidentifiable between student services for general education and special education needs.

TRANSPORTATION PAYROLL:

School districts may report payroll costs for allowable aides, drivers, and mechanics that fit the **Only Specialized Transportation** or **Not Only Specialized Transportation** categories. NOTE: transportation personnel are not a part of the Random Moment Time Study staff pool lists and are only reported once, yearly on the annual cost report. School districts must follow the same policies and procedures as when reporting payroll costs for direct medical service providers. If a nurse, attendant care provider, or other staff member serving as a transportation aide is listed as a direct medical service provider on the annual cost report, they will not be listed under transportation payroll.

TRANSPORTATION OTHER COSTS:

School districts may report other costs for vehicles or services that fit the **Only Specialized Transportation** or **Not Only Specialized Transportation** categories. These other costs include:

- Lease/Rental
- Insurance
- Maintenance and Repairs



- Contract – Transportation Services and Equipment
- Fuel and Oil

TRANSPORTATION EQUIPMENT DEPRECIATION:

School districts may report transportation equipment depreciation costs for buses, cars and minivans, harnesses/seatbelts/child protective seating, light trucks and vans, vehicle air conditioning, wheelchair lifts, and any other applicable asset type if a description is provided. Costs must fit the **Only Specialized Transportation** or **Not Only Specialized Transportation** category, respectively. The school district must complete the following fields:

- Asset Type: Buses, cars and minivans, harnesses/seatbelts/child protective seating, light trucks and vans, or “other” (please describe, i.e., vehicle air conditioning, wheelchair lift)
- Transportation Services: Only specialized transportation or not only specialized transportation
- Description of Asset: The school district should use a unique identifier that will assist in aligning the asset with the school district’s documentation
- Month/Year Placed into Service: MM/YYYY
- Years of Useful Life: This is the industry standard life expectancy of the asset. This number should align with the school district’s documentation.
- Cost: Total purchase price of the asset
- Federal Revenue: All federal funds used to purchase the asset
- Prior Period Accumulated Depreciation: This field is calculated by the system and shows how much the asset has depreciated between the time it was placed into service until the current fiscal year
- Depreciation for Reporting Period: This field is calculated by the system and shows how much the asset has depreciated during the current reporting period. This is the amount that is included in the school district’s Certified Public Expenditures.

The amount is calculated as follows:

Costs ÷ Years of useful life = Depreciation for the Current Period

Costs are prorated according to when the asset was placed into and, if applicable, out of service by month.



The source of these costs will be audited Chart of Accounts data kept at the school district level. The Chart of Accounts is uniform throughout the state of Missouri. Costs will be reported on a cash or accrual basis, depending on the school district.

When deciding how to report transportation costs, school districts must determine the level of financial detail available for transportation. Useful documentation includes: general ledger entries, price order forms, receipts, payroll sheets, and depreciation schedules. School districts should only report costs for the sections for which they have sufficient documentation and detail. If a school district cannot isolate costs relevant to a particular section, it should not complete that section.

When school districts are not able to discretely identify the specialized transportation cost from the general education transportation costs, specialized transportation cost discounting methodology will be applied. A ratio will be established and applied to the total transportation cost of the school district. This rate will be based on the total IEP students receiving specialized transportation divided by total students receiving transportation. The numerator is the total IEP students receiving specialized transportation. The denominator is the total students receiving transportation. The result of the school district Transportation Costs for each of the categories listed above multiplied by this ratio will be included on the cost report.

This cost will be further discounted by the second ratio of Medicaid eligible IEP one-way trips billed divided by the total number of IEP one-way trips provided. The process will ensure that only one-way trips for Medicaid eligible children with IEP's are billed and reimbursed under the Medicaid program.

The specialized transportation for IEP students' one-way trips ratio is used to allocate costs applicable to the Medicaid population. This ratio is applied to all transportation costs. The ratio will be calculated based on the total number of Medicaid Enrolled IEP/IFSP One Way Trips divided by the total number of IEP/IFSP One Way Trips. The numerator is the total number of one-way trips for Medicaid eligible students requiring specialized transportation services also receiving a medical service that day pursuant to their IEP. The denominator is the total number of one-way trips for eligible students requiring specialized transportation services also receiving a medical service that day pursuant to their IEP.

School districts must maintain accurate bus logs to support the number of trips billed to Medicaid. If a school district does not track and maintain bus logs, transportation cannot be reimbursed, and costs cannot be reported on the annual cost report. Bus logs should show which student took the trip on what day and how many per day. A reference bus or "transportation" log can be seen as Attachment B.

7. MAINTENANCE OF AUDITABLE RECORDS

PRODUCTION : 04/07/2020



School districts must maintain related records for six years after the year in which the service was delivered and billed to the MO HealthNet program and make such available to representatives of the MHD, Missouri State Auditor, Missouri Medicaid Audit and Compliance or CMS upon request. These records include: the IEP, the NEMT School District Verification Form, NEMT worksheets, invoices, Continuous Logging Forms, school district salary and benefits data, information of MO HealthNet-eligible students, and other related material. The MO HealthNet program may, upon an audit of school district records, recover funds it determines unallowable.



Attachments



Attachment A
Sample Cooperative Agreement

**COOPERATIVE AGREEMENT BETWEEN
THE DEPARTMENT OF SOCIAL SERVICES, MO HealthNet Division
And**

**The _____ School District for the Provision of
Specialized Transportation for School-Based Individualized Education Plan (IEP)
Direct Services**

**I
STATEMENT OF PURPOSE**

This agreement between The Missouri Department of Social Services (DSS) through its MO HealthNet Division (MHD) and the _____ school district (hereafter referred to as "school district") concerns the administration of specialized transportation for children eligible for Title XIX (MO HealthNet) to obtain medically necessary school-based Individualized Education Plan (IEP) direct services (hereafter referred to as direct services) provided as a result of a child's Individual Education Plan (IEP). MO HealthNet reimbursement for administration of specialized transportation (to and from school, or to and from a service provided off school grounds or both) may be made when all of the following conditions are met:

- a. The child is eligible for MO HealthNet on the date the specialized transportation is provided;
- b. The child receives a direct service covered by MO HealthNet and the direct service is provided as a result of the child's IEP; and
- c. The IEP specifies the need for specialized transportation and contains at least one of the following determinations:
 - (1) An IEP team has determined and documented the student to be unable to independently perform at an age-appropriate level one or more of the following functions associated with transportation to/from school or other site at which the MO HealthNet -covered service is provided:
 - arrive to the site normally used by children of similar chronological age to board transportation; or
 - board and be seated in the transportation vehicle for the trip; or
 - disembark from the transportation vehicle; or
 - following delivery of the MO HealthNet-covered service, reboard the transportation vehicle, be seated, disembark at the appropriate location and return home; or
 - (2) An IEP team has determined and documented the presence of a specialized medical need which may or may not accompany the



functional limitation described in 1; or

(3) An IEP team has determined and documented the requirement that an aide *must* attend the student during transportation.

- d. The service billed only represents the costs associated with one-way trips in specially adapted vehicles for direct medical services as listed in the IEP. An adapted vehicle is defined as: “a vehicle with wheelchair lifts, other special modifications or appropriate adaptations, which are necessary to equip a vehicle to transport children with disabilities”.

II RESPECTIVE RESPONSIBILITIES

DSS agrees to:

1. Reimburse the School District the Title XIX federal share of actual and reasonable costs established for administration of medically necessary transportation provided by the school district. Reimbursement, for transportation costs related to the provision of occupational, physical, and speech evaluation and therapy services, private duty nursing, personal care, audiology, and behavioral health services provided on the school site, is based upon the approved Medicaid state plan amendment methodology and will be in accordance with the provisions of 2 CFR 200 and 45 CFR parts 74 and 95. Reimbursement for transportation costs related to the provision of direct services provided off the school site is based on the actual cost of transportation necessary to transport the student to or from or to and from a MO HealthNet-covered direct service. Upon finalizing the cost reconciliation calculation, DSS will draw down and make payments to the school district in the amount equal to the appropriate Federal Financial Participation (FFP) for this program less DSS administrative costs associated with administration of this program.
2. Provide the School District access to the information necessary to properly provide and seek reimbursement for administration of medically necessary specialized transportation.
3. Develop and conduct periodic quality assurance and utilization reviews in cooperation with the School District.
4. Provide written instructions, technical assistance, and necessary consultation to staff of the School District regarding the responsibilities assumed within the terms of this agreement.

The School District agrees to:

1. Provide professional, technical, and clerical staff to conduct administrative functions necessary for the proper and efficient administration of medically necessary specialized transportation.
2. Provide as requested by MHD or its designee, the information necessary to request



federal funds. This includes reporting allowable costs and ratio information according to the Medicaid state plan amendment and other guidance provided by DSS.

3. Maintain the confidentiality of client records and eligibility information received from DSS and use that information only in the administration, technical assistance and coordination of activities authorized under this agreement.

4. Certify to DSS or its designee the provisions of allowable specialized transportation costs and ratio information. An appropriate representative of the school district will certify, by his or her signature, that the school district has accurately reported transportation costs and ratio information. Furthermore, that this information is substantiated by the applicable documentation requirements. Districts will find this form and complete this action within the online cost reporting system.

5. Accept responsibility for disallowances and incur the penalties of same resulting from the activities associated with this agreement. Return to DSS any federal funds which are deferred ultimately disallowed, arising from the administrative claims submitted by DSS on behalf of the School District.

6. Consult with the MHD on issues arising out of this agreement. Conduct all activities recognizing the authority of the single state Medicaid agency in the administration of state MO HealthNet Plan on issues, policies, rules and regulations on program matters.

7. Maintain all necessary information for a minimum of six (6) years to support the claims and provide MHD any necessary data for auditing purposes.

8. Meet or consult with DSS to exchange information regarding policy and procedure relating to the efficient administration of medically necessary transportation.

9. Use reimbursement received, as a result of this agreement, to maintain or expand non-emergency medical transportation services for Missouri MO HealthNet eligible individuals. Reimbursement received as a result of this agreement shall *not* be used to reduce the amount allowed for non-emergency medical transportation of Missouri MO HealthNet eligible individuals.

10. Submit Fee for Service (FFS) specialized transportation claims adhering to timely filing requirements. The requirements can be referenced in Section 4 of the Therapy Manual at http://manuals.momed.com/collections/collection_the/print.pdf.

III TERMS OF THIS AGREEMENT

The period of this Cooperative Agreement shall begin July 1, 2019. This agreement may be canceled at any time upon agreement by both parties or by either party after giving thirty (30) days prior notice in writing to the other party provided, however, that reimbursement shall be made for the period when the contract is in full force and effect.



(Directors Name), Director
MO HealthNet Division

Date _____

Authorized School Representative

Date _____

Title



INSTRUCTIONS

All transportation trips billed must be supported by documentation on the Transportation Log. Below is a list of the fields included on the log, along with a description of each field:

Field Name	Description
Month	Enter the month in which the one-way trips on the log occurred
Year	Enter the year in which the one-way trips on the log occurred
Bus Number	Enter the bus number of the vehicle used to transport the IEP student to/from provider site
Student Name	Enter the first and last name of the IEP student who was transported to/from provider site
MM/DD/YYYY	Enter the month, day and year in Cells C11 - K11 based on the day of the week (Monday - Friday) in which the one-way trip occurred
To	Enter the final destination of one-way trip (Home/School/Provider) of the IEP student or where the IEP student was transported to
From	Enter the place where the one-way trip originated (Home/School/Provider)
Staff Member Name & Job Title Printed	Enter the first name, last name and Job Title of the personnel who is responsible for the audit log documentation
Staff Signature	Personnel who is responsible for the Transportation Log documentation must sign the weekly log
Date	Personnel who is responsible for the Transportation Log documentation must date the weekly log