

2022-2023 Texas Medicaid Provider Procedure Manual

School Health and Related Services (SHARS)

SHARS is a Medicaid service. SHARS allows local school districts or shared services arrangements to obtain Medicaid reimbursement for certain health-related services included in the student's IEP. SHARS providers are reimbursed the federal share of the payment when services are provided to students who meet all of the following requirements:

- Are Medicaid eligible and under 21 years of age
- Meet eligibility requirements for special education
- Have IEPs that prescribe the needed services

2.3.8 Special Transportation Services

Transportation services in a school setting may be reimbursed when they are provided on a specially adapted vehicle and if the following criteria are met:

- Provided to or from a Medicaid-covered service on the day for which the claim is made
- A child requires transportation in a specially adapted vehicle to serve the needs of the disabled
- A child resides in an area that does not have school bus transportation, such as those in close proximity to a school
- The Medicaid services covered by SHARS are included in the student's IEP
- The special transportation service is included in the student's IEP

Transportation services are provided on a specially adapted school bus to or from the location where the school-based service is provided.

A specially adapted vehicle is one that has been physically modified (e.g., addition of a wheelchair lift, addition of seatbelts or harnesses, addition of child protective seating, or addition of air conditioning).

If an LEA already provides a modification for all students, then the modification is not considered a special adaptation. For example, if air conditioning is already provided to all students then air conditioning is not considered a specially adapted modification.

Bus monitor or other personnel accompanying children on the bus is not considered an allowable special adaptive enhancement for Medicaid reimbursement under SHARS specialized transportation.

The student's IEP must document the need for transportation to be provided on a specially adapted vehicle.

Specialized transportation services reimbursable under SHARS requires the Medicaid-eligible special education student has the following documented in his or her IEP:

- The student requires a specific physical adaptation or adaptations of a vehicle in order to be transported
- The reason the student needs the specialized transportation

If a SHARS student rides the regular school bus to and from school with other nondisabled students, then that student is not required to have specialized transportation services listed in their IEP.

The cost of the regular school bus ride cannot be billed to SHARS.

The fact that a child may receive a service through SHARS does not necessarily mean that transportation services may be reimbursable.

Reimbursement for covered transportation services is on a per-student one-way trip basis. If the student receives a billable SHARS service (including personal care services on the bus) and is transported on the school's specially adapted vehicle, the following one-way trips may be billed:

- From the student's residence to school
- From the school to the student's residence

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Transportation Services (continued)

- From the student's residence to a provider's office that is contracted with the LEA
- From a provider's office that is contracted with the LEA to the student's residence
- From the school to a provider's office that is contracted with the LEA
- From a provider's office that is contracted with the LEA 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

Covered transportation services from a child's residence to school and return are not reimbursable if, on the day the child is transported, the child does not receive Medicaid services covered by SHARS (other than transportation). This service must not be billed by default simply because the student is transported on a specially adapted bus.

Transportation services procedure code T2003 is limited to a total of four one-way trips per day.

2.3.8.1 Documentation for Special Transportation Services

Documentation of each one-way trip provided must be maintained by the LEA (e.g., trip log).

Trip logs must be maintained daily to record one-way specialized transportation trips. This documentation must also include the number of one-way trips per day and the time for each trip (can be indicated using AM/PM).

At a minimum, trip logs should also include the following:

- Name of the LEA
- Route name or number
- Bus driver's name
- Bus aid or bus monitor aid name (if applicable) and initials for each one-way trip
- Dates of service and indicate day of the week
- If a service is not provided on a school day, Monday-Friday, mark the student as absent
- Copy of the school district's calendar (to be submitted once during the annual desk review)
- Indication if a bus aid or monitor was needed. Schools may only bill for a bus aid/monitor if this service is prescribed in the child's IEP.
- If Personal Care Services are provided on the bus, documentation of the type of personal care service (type of activity and group/individual) that was performed must be included.
- Student's full name, and Medicaid number
- Dated signature of the bus driver and bus aid/monitor (if applicable)

Note: *If the Medicaid number is not in the log, a separate ledger detailing student name, date of birth, and Medicaid status and number must be provided.*

Note: *Dated signatures should be captured after all trips have been documented.*

Reminder: *LEAs must adhere to all HIPAA and FERPA guidelines when documenting and submitting special transportation logs.*



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