

New York Early Intervention System (NYEIS) Transportation Targeted Resource Resolution of Transportation Claiming and Authorization of Transportation Services in Preparation of the EI-Hub Launch

The Bureau of Early Intervention (BEI) released a guidance document related to “Transportation under the Early Intervention Program” on December 29, 2020. The guidance document explains that due to a change in the Medicaid State Plan included in approved Medicaid State Plan amendment (SPA) 18-39, transportation to and from early intervention services will no longer be considered an administrative cost and will be reimbursed for each one-way trip on a fee-for-service basis as non-emergency medical transportation (NEMT) at the established Medicaid rate.

Additionally, BEI is in the process of replacing the current Early Intervention Program (EIP) data system, New York Early Intervention System (NYEIS), with a vendor-hosted solution known as the EI-Hub. To implement the guidance described in “Transportation under the Early Intervention Program” guidance document and to ensure a smooth transition to the EI-Hub, this NYEIS targeted resource is to assist municipalities with the processes needed to:

- Record transportation services utilizing the Medicaid Transportation Manager (MTM)
- Authorize transportation services with start dates of September 1, 2022, to ensure a smooth transition and data migration to the EI-Hub and to implement fee-for-service billing to Medicaid
- Reconcile transportation claims billed as Medicaid Administration Claims in NYEIS for all dates of service on or before August 31, 2022
- Reconcile transportation claims for non-Medicaid children in NYEIS for all dates of service on or before August 31, 2022

There will be a period of EIP data system down time prior to the launch of the EI-Hub. In order to accommodate this transition, municipalities should refrain from entering claims for **transportation services** in NYEIS for any date of service on or after 9/1/2022 as NYEIS has not been configured to process transportation via fee-for service Medicaid claiming methodology. **Service authorizations with dates prior to September 1, 2022, will not be migrated to the EI-Hub case management user interface. The authorizations will be available to view via reports in the EI-Hub, however, no claiming activities can occur on service authorizations prior to September 1, 2022, in the EI-Hub.**

While transportation should still be authorized and provided as needed, municipalities should continue working with vendors and/or families to collect paperwork/confirmation that transportation was provided, and municipalities **MAY** reimburse vendors or families outside of the system based on the service authorized until the EI-Hub launches. At that time, claims for transportation services with dates of service on or after September 1, 2022, can be entered into the EI-Hub for processing.

Transportation:

Record transportation services utilizing the Medicaid Transportation Manager (MTM)

As described in the “Transportation under the Early Intervention Program” guidance document, effective January 1, 2021, counties may add in the use of a Medicaid Transportation Manager (MTM) for Medicaid-eligible children. The transportation would be documented in the child’s individualized family service plan (IFSP) and approved by the EIO/D in the current EI Information System, and the method would be documented as service outside of EI, through the MTM. As an example, this may be documented under the “Transportation Needs” and “Non-EI Services Needed” cluster on the IFSP in NYEIS:

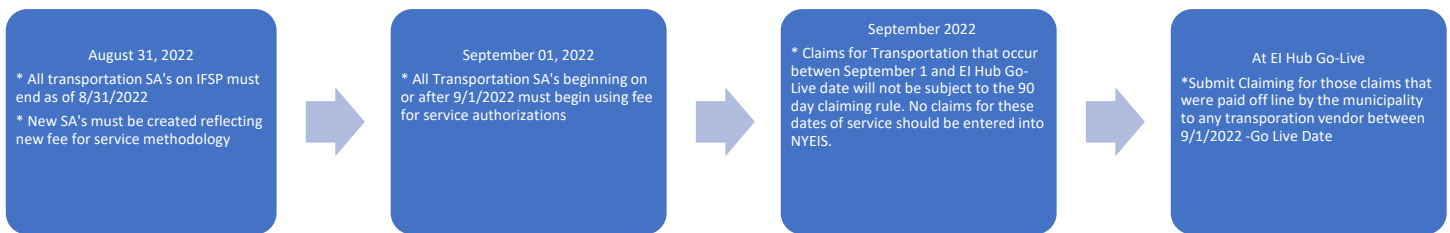
Transportation Needs	
Transportation Needed?:	Yes
Caregiver Able to Provide Transportation?:	Caregiver cannot provide
Unable to Provide Transport Reason:	No personal vehicle

Non-EI Services Needed	
Enter any Non-EI Services Needed by Child/Family	
Transportation 2x per week to facility based service - transport to be provided by Medicaid via the "Medicaid Transportation Manager".	

Note: There will be similar fields available in the EI-Hub to record transportation needs and the use of the MTM upon system launch.

Authorize transportation services based on one-way trips effective September 1, 2022, to ensure a smooth transition and data migration to the EI-Hub and to implement fee-for-service billing to Medicaid

Effective upon implementation of the successor EI Information System, the EI-Hub, claiming for transportation on a fee-for-service basis for each one-way trip for transportation vendors (excluding family reimbursement) when the child is enrolled in Medicaid would process through the EI-Hub. BEI is advising that all service authorizations beginning on or after 9/1/2022 or spanning over 9/1/2022 should begin utilizing this authorization method **for all** Medicaid eligible children when the transportation service included in the child’s IFSP will be provided by the EIP. Any service authorizations currently in place at that time that would cross over the 9/1/2022 date should be end dated as of 8/31/2022 and a new authorization created with a 9/1/2022 effective date.



When creating a service authorization for Transportation Vendors (non-family in NYEIS):

- Service Category: Transportation
- Service Type/Method: Transportation (Vendor)
- Enter the Vendor to provide the transportation
- Service authorizations should have a start date on or after 9/1/2022
 - It is important to note that separate service authorizations are necessary for dates of service ending/spanning 8/31/2022 and new authorizations created beginning 9/1/2022; service authorizations using these different methods should not cross over the 9/1/2022 date and new authorizations created beginning 9/1/2022 with an end date reflecting the original transportation service authorization end date
- “Total Authorized Amount” should reflect the rates approved in Medicaid SPA 18-39, which are currently the same rates utilized under the Preschool Supportive Health Services Program (PSHSP) for each one-way trip (http://www.oms.nysed.gov/medicaid/resources/transportation_rates/sshsp_special_trans_rates_august_5_2013.pdf)
 - Please note, if the municipality authorizes payments to vendor that exceed the Medicaid rate, the EI-Hub will only bill Medicaid at the Medicaid rates
- Payment Type should be “Round Trip.”
 - During data conversion to the EI-Hub, this “Round Trip” payment type will be converted to a “One-Way” billing method in the EI-Hub by doubling the number of trips in this field.

NYEIS Integrated Case - 8654089 Initial - 8654092 Transportation (Vendor) - 8654093

Vendor Transportation Service Authorization Home: Transportation (Vendor) - 8654093

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Service Authorization Details

Service Authorization Reference:	8654093	Service Type:	Transportation (Vendor)
Child's Name:	Jerome Lamar	Date Authorization Issued:	
Child's Reference Number:	682360	Transportation Type:	Early Intervention Vendor
Provider Name:	Progressive, Transportation	Service Coordinator:	To Be Assigned
EI Transport Method:	School Bus	Accepted by Vendor?:	No
Status:	Draft		

Primary Child Transportation Details

Start Date:	9/1/2022	End Date:	11/1/2022
Days of the Week:	Mon, Wed, Fri	Total Days per Week:	3
Total Weeks:	9	Total Units:	27
Type of Payment:	Roundtrip	Total Authorized Amount:	17.27
Child Transportation Needs:	Infant Seat	If Other is selected, provide a description:	

- **Please note: No claims for transportation should be entered in NYEIS for any date of service on or after 9/1/2022. NYEIS is not configured to process fee-for-service Medicaid claiming therefore claims entered in NYEIS for dates of service on or after 9/1/2022 cannot be processed for payment.** Municipalities should work with vendors outside of the system to ensure transportation services are being provided and reimburse vendors as applicable. Claims must be entered first in the EI-Hub upon launch and will be one claim per each one-way trip. Claims with dates of service between 9/1/2022 and EI-Hub **launch will not be subject to the 90-day claiming rule.** The 90-day claiming rule will take effect for all dates of service beginning with the EI-Hub launch date.

When creating a service authorization for Family Reimbursement if utilizing public transportation including bus, cabs, tokens, etc.:

- Service Category: Transportation
- Service Type/Method: Transportation (Caregiver)
- Enter the Family to provide the transportation
- Service authorizations should have a start date on or after 9/1/2022
 - It is important to note that separate service authorizations are necessary for dates of service ending 8/31/2022 and new authorizations created beginning 9/1/2022; service authorizations using these different methods should not cross over the 9/1/2022 date and new authorizations created beginning 9/1/2022 with an end date reflecting the original transportation service authorization end date
- “For public transport, total amount authorized” should reflect the total up to amount the parent may be reimbursed during the new authorization period.

Service Authorization Details

Service Authorization Reference:	391176	Date Authorization Issued:	
Child's Name:	Clayton Delaney	Service Type/Method:	Transportation (Caregiver)
Child's Reference Number:	200642	Status:	Draft
Transportation Type:	Caregiver	Accepted by Vendor?:	No
Service Coordinator:			

[Change Vendor](#)

Transportation Details

Parent/Caregiver Name:		Caregiver Transport Method:	Caregiver - public transport
Start Date:	9/1/2022	End Date:	11/1/2022
Days per Week:	Mon, Wed, Fri	Total Days per Week:	3
Total Weeks:	9	Total Units:	27

Transportation Rate

For private car, estimate mileage:	0	Private Car Mileage Rate:	0.00
Fixed Roundtrip Rate:	0.00	For public transport, total amount authorized:	800.00

- Please note: **No claims for transportation should be entered in NYEIS for any date of service on or after 9/1/2022. NYEIS is not configured to process fee-for-service Medicaid claiming. Therefore, claims entered in NYEIS for dates of service on or after 9/1/2022 cannot be processed for payment.** Municipalities should work with families/caregivers outside of the system to ensure transportation services are being provided and reimbursed as applicable. The initial entry of these claims must occur in the EI-Hub upon (or following if you prefer) launch. Claims with dates of service between 9/1/2022 and EI-Hub launch **will not be subject to the 90-day claiming rule.** The 90-day claiming rule will take effect for all dates of service beginning with the EI-Hub launch date.

When creating a service authorization for Family Reimbursement if utilizing the family's private car including mileage reimbursement, etc.:

- Service Category: Transportation
- Service Type/Method: Transportation (Caregiver)
- Enter the Family member name to provide the transportation
- Service authorizations should have a start date on or after 9/1/2022
 - It is important to note that separate service authorizations are necessary for dates of service ending 8/31/2022 and new authorizations created beginning 9/1/2022; service authorizations using these different methods should not cross over the 9/1/2022 date and new authorizations created beginning 9/1/2022 with an end date reflecting the original transportation service authorization end date.
- Either the "Fixed Roundtrip Rate" or the "For private car, estimated mileage" and "Private Car Mileage Rate" values need to be recorded depending upon the method the municipality is utilizing to reimburse the family.

Transportation Details			
Parent/Caregiver Name:		Caregiver Transport Method:	Caregiver - private car
Start Date:	9/1/2022	End Date:	11/1/2022
Days per Week:	Tues, Fri	Total Days per Week:	2
Total Weeks:	20		
Transportation Rate			
For private car, estimate mileage:	5	Private Car Mileage Rate:	.55
Fixed Roundtrip Rate:	2.00	For public transport, total amount authorized:	

- **Please note: No claims for transportation should be entered in NYEIS for any date of service on or after 9/1/2022. NYEIS is not configured to process fee-for-service Medicaid claiming. Therefore, claims entered in NYEIS for dates of service on or after 9/1/2022 cannot be processed for payment.** Municipalities should work with families/caregivers outside of the system to ensure transportation services are being provided and reimbursed as applicable. Claims must be entered first in the EI-Hub upon launch. Claims with dates of service between 9/1/2022 and EI-Hub launch **will not be subject to the 90-day claiming rule.** The 90-day claiming rule will take effect for all dates of service beginning with the EI-Hub launch date.

Reconcile transportation claims billed as Medicaid Administration Claims for all dates of service on or before August 31, 2022

Since 1993, municipal EI programs were instructed to have written agreements in place with local social services districts in order to be able to obtain reimbursement for Medicaid-related Early Intervention administrative costs including transportation. A Local Commissioners Memorandum (LCM) was issued from the New York State Department of Social Services on March 3, 1994. The LCM provided a model cooperative agreement and information related to claiming to Medicaid through the Local Department of Social Services (LDSS) for Medicaid administration expenditures of the Early Intervention Program including reimbursement of transportation services for children enrolled in Medicaid.

Instructions on how claiming can be completed using NYEIS in order to print claim reports to send to the LDSS are included in the NYEIS User Manual Unit 12: Municipal Financial. Municipalities who have a cooperative agreement in place between the Local Early Intervention Program and their LDSS for reimbursement of transportation claims should

be utilizing the available reports, sending to their LDSS, and should be receiving 100% of the claim amount up to their transportation cap, if applicable.

For all transportation **dates of service** on or before 8/31/2022 for children with Medicaid, municipalities should ensure they have:

- Entered claims into NYEIS
- Released claims to pay vendors (NYEIS User Manual Unit 12: Municipal Financial “Claims Payment”)
- Produced a provider/vendor payment file (NYEIS User Manual Unit 12: Municipal Financial “Sending Payment File to Municipal Finance”)
- Reconciled the payment file (NYEIS User Manual Unit 12: Municipal Financial “Reconcile Provider Payment”)
 - Note that this is a critical step. If this is not completed, a voucher will not be produced.
- Produced a Medicaid Transportation Claim report for LDSS (NYEIS User Manual Unit 12: Municipal Financial “Access the Transportation Claim Report”)
- Recorded a payment received from Medicaid/LDSS (NYEIS User Manual Unit 12: Municipal Financial “Claiming Payment from Local District Social Services (LDSS)”).

Claims paid via Medicaid/LDSS administration do not proceed to a State voucher as payment has been provided by Medicaid. **All** of these steps must be completed prior to the launch of the EI-Hub in order for municipalities to utilize NYEIS to produce a Medicaid transportation report as this data will not be available to process using the EI-Hub. To ensure there is ample time for these claims to be processed, it is recommended that this information is processed through NYEIS no later than **September 15, 2022**.

Please note: You must submit claims, release claims for payment to the provider/vendor, and reconcile the provider/vendor payment file for transportation for all dates of service on or before August 31, 2022 no later than September 9, 2022. Claims entered in NYEIS after this date may not be able to be processed.

Reconcile transportation claims for non-Medicaid children in NYEIS for all dates of service on or before August 31, 2022, no later than September 15, 2022

Transportation claiming for non-Medicaid children for all dates of service on or before August 31, 2022, must be fully reconciled in NYEIS prior to the transition to the EI-Hub, including submitting a voucher to the Department. To ensure all steps are completed utilizing NYEIS, municipalities should ensure that:

- Claims for transportation for all dates of service prior to 9/1/2022 are entered in NYEIS in advance of September 9, 2022
 - The Department understands that municipalities may not receive invoices/logs from vendors in a timely fashion. However, this is critical to work closely with vendors to ensure claims can be processed.
- Release claims to pay vendors (NYEIS User Manual Unit 12: Municipal Financial “Claims Payment”)
- Produce a provider/vendor payment file (NYEIS User Manual Unit 12: Municipal Financial “Sending Payment File to Municipal Finance”)
- Reconcile the payment file (NYEIS User Manual Unit 12: Municipal Financial “Reconcile Provider Payment”)
 - Note that this is a critical step. If this is not completed, a voucher will not be produced.
- Initiate the NYEIS voucher process (NYEIS User Manual Unit 12: Municipal Financial “Voucher Management”)
 - Note that this voucher batch is run once a week on Saturday and the voucher is typically available the following Monday. The last voucher batch to run that would provide ability to successfully submit a voucher will be September 15, 2022. After that date, vouchers may not be processed through NYEIS and there will not be a way to process these claims in the EI-Hub.
- Print the voucher from NYEIS, sign and send to NYSDOH and submit the voucher in NYEIS

If all of these steps outlined above are not completed and no voucher is created prior to transition to the EI-Hub, the EI-Hub may not be able to process these claims for payment. Municipalities should review the NYEIS User Manual Unit 12 to ensure all steps are completed.

Please note: No claims for transportation should be entered in NYEIS for any date of service on or after 9/1/2022. NYEIS is not configured to process fee-for-service Medicaid claiming; therefore, claims entered in NYEIS for dates of service on or after 9/1/2022 cannot be processed for payment.

Contact

If you need further information regarding NYEIS, please contact the NYEIS help desk at nyeis@cma.com, by phone at 518-640-8390 or toll-free at 1-833-395-7058.

For additional assistance with NYEIS or further questions on how to record the above details in NYEIS, please contact the BEI NYEIS team at nyeista01@health.ny.gov.

For assistance with vouchers please contact the BEI Fiscal Team at EIP.Fiscal@health.ny.gov.