

**Cheat Sheet for Transportation Logging
Compuclaim System
Greenbush Medicaid Billing
January 2019**

This logging feature allows stand alone districts and those in a cooperative or interlocal the option to enter one and two way bus logs.

A summary report provides the data needed to determine trip ratios.

To access your Transportation login please contact:

Amy Geier at 888-654-8701 or email amy.geier@greenbush.org.

IMPORTANT FIRST STEP:

Please contact Amy Geier at 888-654-8701 or email her at amy.geier@greenbushhealth.org and let her know:

- Students name
- State student ID
- Date of birth
- District

Please notify her of all students that will have Specialized Transportation in their IEP. She will flag the student to allow Transportation reporting.

Next Step:

Log in to the Service Portal with your Transportation login:

<https://serviceportal.compuclaim.com/login.aspx>

Select Wizards on Toolbar



Select Transportation Wizard



Transportation Wizard

Use this wizard to enter transportation logs

Search by student Last Name and First Name. Click Select.
 (Please note, if Greenbush has not been notified to Flag the student with Specialized Transportation, the final report will be inaccurate.)

	District	Last Name	First Name	Middle Initial	Birthdate	Gender
Select	Transylvania	Adams	George		10/3/2012	Male

On calendar click a single day or an entire week. Then select 1 way or 2 way.

Check All | Check None | Inverse Selection | September 2014 | Specialized Transportation | Log Selected Days:1 Way | Log Selected Days:2 Way | Return to Student Search

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>

Select Week | Clear Week

This will complete your transportation log for that student. To enter a transportation log on another student repeat the above steps for the next student.

When all logs are entered click Logout on the toolbar in the right hand corner.

To Delete a Transportation Log

On the Transportation Wizard Calendar, at the bottom left hand corner of the page it will display the logs entered. To delete the log, click the box to the left of the log and then click Delete Selected Logs.

<input type="checkbox"/>	Log Type	Service Date	Status
<input type="checkbox"/>	Service Log	1/11/2019	Pending
<input type="checkbox"/>	Service Log	1/11/2019	Pending
<input type="checkbox"/>	Service Log	1/10/2019	Pending
<input type="checkbox"/>	Service Log	1/10/2019	Pending
<input type="checkbox"/>	Service Log	1/9/2019	Pending
<input type="checkbox"/>	Service Log	1/9/2019	Pending
<input type="checkbox"/>	Service Log	1/8/2019	Pending
<input type="checkbox"/>	Service Log	1/8/2019	Pending
<input type="checkbox"/>	Service Log	1/7/2019	Pending
<input type="checkbox"/>	Service Log	1/7/2019	Pending

Delete Selected Logs

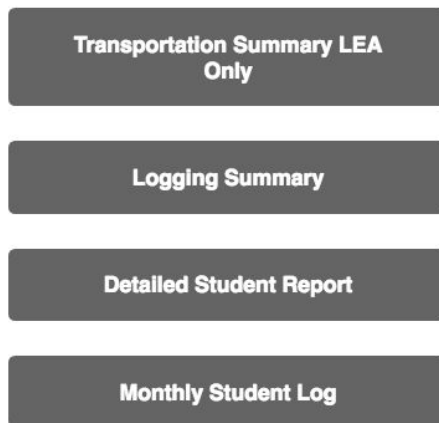
To review reports:

Step 1:

Select Reports on the Toolbar then select Transportation Summary LEA Only.



Reports



Select either Month: Date of Service by using the drop-down option or enter a Start Date and End Date.

Select the correct District from the drop-down option.

Select Search.

Transportation Summary LEA only



Month:Dates of Service	Start Date	End Date	District
January 2019 ▾	1/1/2019	1/31/2019	[All] ▾

Select Date range from pulldown or enter the date range, make the District selection and then click 'Search'.

Search

Step 2:

The report is now visible on the screen. The following is a list of the report fields you will see.

- All Trips: Counts all transportation logs that have been entered.
- Transp Elig: Student has been flagged transportation. *
- Med Elig: Student is Medicaid Eligible for that time period.
- Service Match: There is a matching service on that day.
- TEM: Transportation in IEP, Eligible for Medicaid, and Matching service
- TM: Transportation in IEP, Matching Service

***Please note:** in order for this report to be accurate, Greenbush must be notified to Flag the student as Transportation Eligible.

To view a list of students with data, click on the (+) plus sign on the left side of the District name.

Search

Rows Returned: 28

District	Student Name	Service Date	Service	Service Type Desc	Trans Flag	Med Elig	Service Match	TEM	TM
[-] District: KS Demo (All Trips: 28, Transp Elig: 18, Med Elig: 0, Match: 6, TEM: 0, TM: 6)									
		All Trips: 28		Transp Elig: 18		Med Elig: 0		Match: 6 TEM: 0 TM: 6	

To view individual student data, click the (+) plus sign to the left of the student name.

Rows Returned: 28

District	Student Name	Service Date	Service	Service Type Desc	Trans Flag	Med Elig	Service Match	TEM	TM
[-] District: KS Demo (All Trips: 28, Transp Elig: 18, Med Elig: 0, Match: 6, TEM: 0, TM: 6) (Continued on the next page)									
[-] Student Name: Bjorgman, Kristoff (All Trips: 8, Transp Elig: 8, Med Elig: 0, Match: 6, TEM: 0, TM: 6)									
		1/1/2019	Specialized Transportation	Specialized Transportation	1	0	0		
		1/1/2019	Specialized Transportation	Specialized Transportation	1	0	0		
		1/2/2019	Specialized Transportation	Specialized Transportation	1	0	1		
		1/2/2019	Specialized Transportation	Specialized Transportation	1	0	1		
		1/3/2019	Specialized Transportation	Specialized Transportation	1	0	1		
		1/3/2019	Specialized Transportation	Specialized Transportation	1	0	1		
		1/4/2019	Specialized Transportation	Specialized Transportation	1	0	1		
		1/4/2019	Specialized Transportation	Specialized Transportation	1	0	1		
		All Trips: 28		Transp Elig: 18		Med Elig: 0		Match: 6 TEM: 0 TM: 6	
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This report can be exported as an Excel or PDF.

Export to PDF

Export to XLS