GREENBUSH
THE EDUCATION SERVICE CENTER

Transportation Logging User Guide
CompuClaim System
Greenbush Medicaid Billing
September 2020

This logging feature allows stand-alone districts and those in a cooperative or interlocal the option to enter one and two way bus logs for Transportation Reporting for School District Administrative Claiming (SDAC).

The Transportation Summary Report provides the data needed to report trip ratios for SDAC.

To access your Transportation login please contact:
Amy Geier at 888-654-8701 or email amy.geier@greenbush.org.

Log in to the Service Portal with your Transportation login

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

Build Transportation Caseload

Go to Manage Caseload

Select students that
have Transportation included in their IEP.
Select "Add" based upon the student's district and correct demographic information.

	District	State StudentID	Local Student ID	Last Name	First Name	Middle Initial	Birthdate	Gender	School	Grade	Active
Add	KS Demo	E1234		Bjorgman	Kristoff		3/12/2013	Male			True
Add	KS Demo	A1234		Frozen	Elsa		10/23/2012	Female			True
Add	KS Demo	TMP9878789	65655	Kupz	Yeti	K	4/20/2001	Female			True
Add	KS Demo	TMP1122222		Llama	Ima	a	10/19/2011	Female		1st Grade	True
Add	KS Demo	D1234		Lyon	Simba		12/14/2005	Male			True
Add	KS Demo	B1234		Mermaid	Ariel		1/25/2010	Female			True
Add	KS Demo	C1234		Ryder	Flyn		4/11/2001	Male			True
Add	KS Demo	1113335689		Student	Ima	l	2/11/2009	Female			True
Add	KS Demo	2255998989		Student	KSDEMO		2/11/2009	Female		1st Grade	True
Add	KS Demo	99999999		Study	Liketa		8/1/2019	Female			True

1 2

Export to Excel

When all students with transportation in their IEP are added, review the list by selecting "Only show students on my caseload".

☑ Only show students on my caseload   ☑ Only show active students

If the list is correct, then select "Export to Excel" at the bottom of the Manage Caseload page.

Export to Excel

Retain a copy for your records and then share the list with Greenbush Medicaid (see below)

Notify Greenbush Medicaid to Flag Students

Please send the list of Transportation students from the excel download to your Greenbush Medicaid Contact through your Greenbush Health Google Drive.

Your Greenbush Medicaid contact will flag these students as Transportation in the Service Portal.

Please note, if this step is skipped the final report will not include any data.

Log Student Trips

Select Wizards on Toolbar

🏠 Home   ✏️ Wizards   📄 Reports   🔍 Manage Caseload   ❓ Help

Select Transportation Wizard.

Wizards

Transportation Wizard
Use this wizard to enter transportion logs

Select "Only show students on my caseload".

Search by student Last Name and First Name. Click in the box to the left of the district name to select a student.

You can select one student at a time or multiple students.

#	District Name
✓	KS Demo

Select Next when you are ready to enter the transportation logs.

NEXT

(Please note, if Greenbush has not been notified to Flag the student with Specialized Transportation, the final report will be inaccurate. Please be sure to send any updates throughout the year to your Greenbush Medicaid Contact.)

If you selected multiple students, you will see arrows on either side of the student names. Be sure you are logging on the correct student.

Transportation Wizard

◄ Barrell, Betti (7/10/2005) ►

The calendar defaults to the current month and year. You may change the date by using the arrows or by selecting the drop down arrow within the month or year.

◄ | August ▾ | 2020 ▾ | ►

The calendar allows for single day, entire week or entire month logging.

Select either a single day by selecting the box in the date field. Select an entire week by choosing "Select Week".

To choose the entire month, select "Check All".

Once you have the selected dates, choose "1 Way" or "2 Way" transportation.


This will complete your transportation log for that student. You will see the transportation trip(s) on the calendar. You can use this view to review if the log was entered correctly.

To enter a transportation log on another student repeat the above steps for the next student. If multiple students were selected, utilize the arrows next to the student names.

When all logs are entered click Logout on the toolbar in the right hand corner.
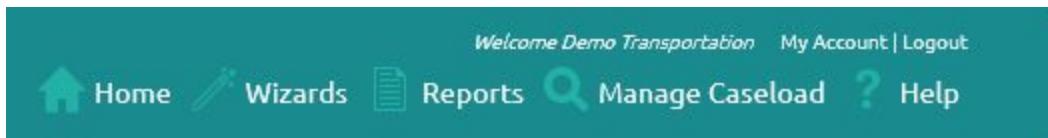
To Delete a Transportation Log

On the Transportation Wizard Calendar scroll to the bottom left hand corner of the page. A display of the logs entered is visible. To delete the log(s), click the box to the left of "Log Type". When all logs are selected then click "Delete Selected Logs".

| ■	Log Type	Service Date	Status
☐	Service Log	8/7/2020	Pending
☐	Service Log	8/7/2020	Pending
☐	Service Log	8/6/2020	Pending
☐	Service Log	8/6/2020	Pending
☐	Service Log	8/5/2020	Pending
☐	Service Log	8/5/2020	Pending
☐	Service Log	8/4/2020	Pending
☐	Service Log	8/4/2020	Pending
☐	Service Log	8/3/2020	Pending
☐	Service Log	8/3/2020	Pending

Delete Selected Logs

View Reports
Log into the Service Portal using your District Administrator login. If you do not have this level of access, please contact Amy Geier or Marlene Willis for assistance.

Step 1:

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

🏠 Home　✎ Wizards　▤ Reports　🔍 Manage Caseload　❓ Help
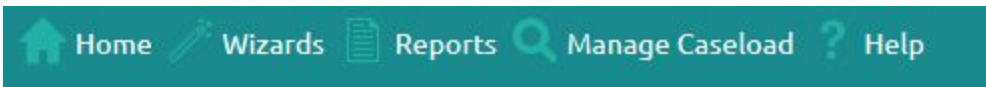
Reports

Transportation Summary LEA Only

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.

Transportation Summary
LEA only

| Export to PDF | Export to XLS |

Month:Dates of Service	Start Date	End Date	District
September 2020 ∨	8/1/2020	9/30/2020	KS Demo ∨

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

Search

Select 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. Also, to be accurate service providers must have entered all eligible student services for the year.

Rows Returned: 115

District ▲	Student Name ▲						
Service Date	Service	Service Type Desc	Trans Flag	Med Elig	Service Match	TEM	
District: KS Demo (All Trips: 115, Transp Elig: 33, Med Elig: 0, Match: 16, TEM: 0, TM: 5)							
All Trips: 115		Transp Elig: 33		Med Elig: 0	Match: 16	TEM: 0	

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

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

District ▲	Student Name ▲							
Service Date	Service	Service Type Desc	Trans Flag	Med Elig	Service Match	TEM	TM	
District: KS Demo (All Trips: 115, Transp Elig: 33, Med Elig: 0, Match: 16, TEM: 0, TM: 5) (Continued on the next page)								
Student Name: Barrell, Betti (All Trips: 28, Transp Elig: 0, Med Elig: 0, Match: 0, TEM: 0, TM: 0) (Continued on the next page)								
8/3/2020	Specialized Transportation	Specialized Transportation	0	0	0	0	0	
8/3/2020	Specialized Transportation	Specialized Transportation	0	0	0	0	0	

An alternate view is available by clicking on the "Student Name" box, then dragging and dropping it next to "Service Date". With this view, all student names will be seen by clicking the (+) plus sign on the left side of the District name.

This report can be exported as an Excel or PDF.

Step 3:
Retain a copy of the final Transportation Summary report for audit purposes.