

Logging Special Education Transportation Claims

When logging transportation trips in Relay, one of the requirements for Medicaid reimbursement is that the student must have "**specialized transportation**" checked **yes in their IEP**.

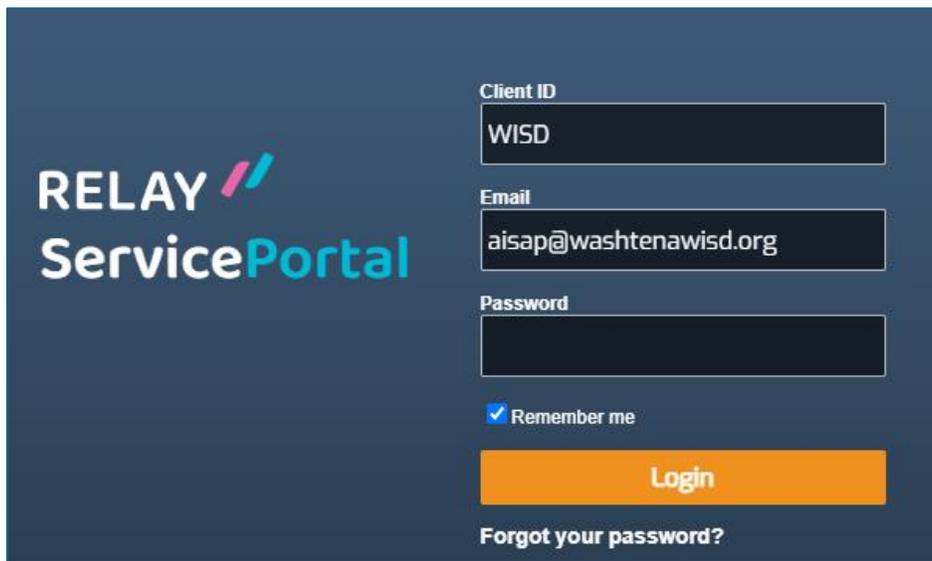
This will be under **Programs and Services - Other Considerations**, and looks like this:

<p>TRANSPORTATION PROVISIONS</p> <p>Has the IEP Team determined that the student requires special transportation?</p> <p><input checked="" type="checkbox"/> Yes, special transportation is required due to the following.</p>
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If this is not checked, please reach out to the case manager or the Special Ed. Secretary and let them know. If not checked yes, all logs will sit in a pending state instead of being billed.

Logging into Relay

- 1) Log into Relay using the following website: <https://serviceportal.compuclaim.com>
- 2) The **Client ID** is **WISD** and email address will be your **work email address**.
- 3) If you do not yet have a login for Relay. Reach out to **Anisa Isap: aisap@washtenawisd.org**



RELAY 
ServicePortal

Client ID
WISD

Email
aisap@washtenawisd.org

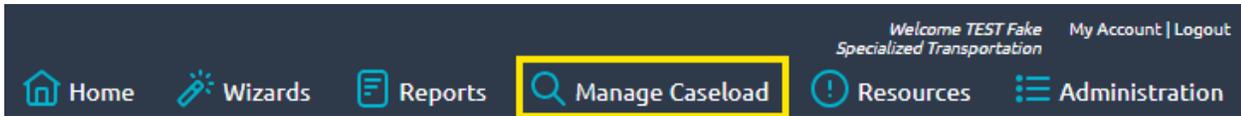
Password

Remember me

Login

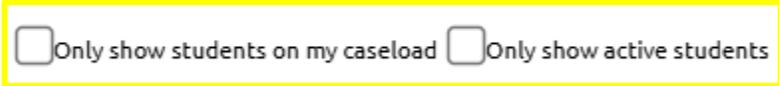
[Forgot your password?](#)

Manage Caseload



1) To Add Students to your caseload:

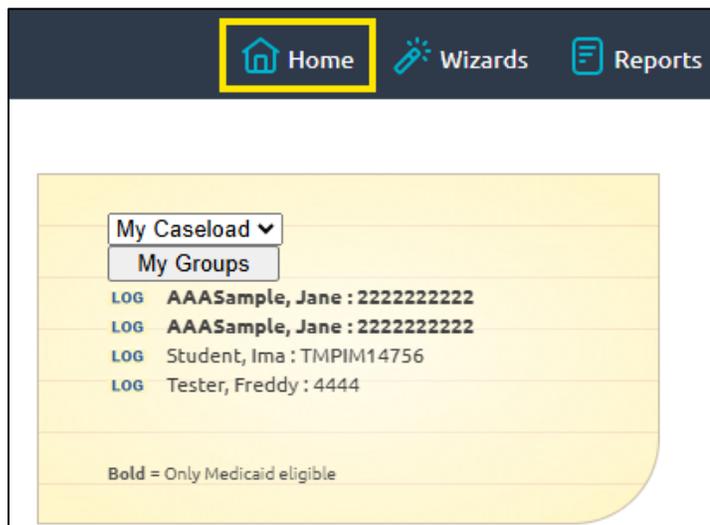
- Select **Manage Caseload** on the top blue banner.
- Ensure both “Only show students on my caseload” and “Only show active students” is **unchecked**.



- **Search for the student** you need to add by typing the first few letters of the student's last name in the search box and click on "Search". For best results, keep the search as broad as possible in order to capture more students in the search.
- When you locate the student, click on **Add** next to the students' names.

	District	State StudentID
Add	AAA Training District	222222222
Add	AAA Training District	ABCDEFGHIJ

- Click on **Home** in the toolbar when finished and you will see your updated caseload.



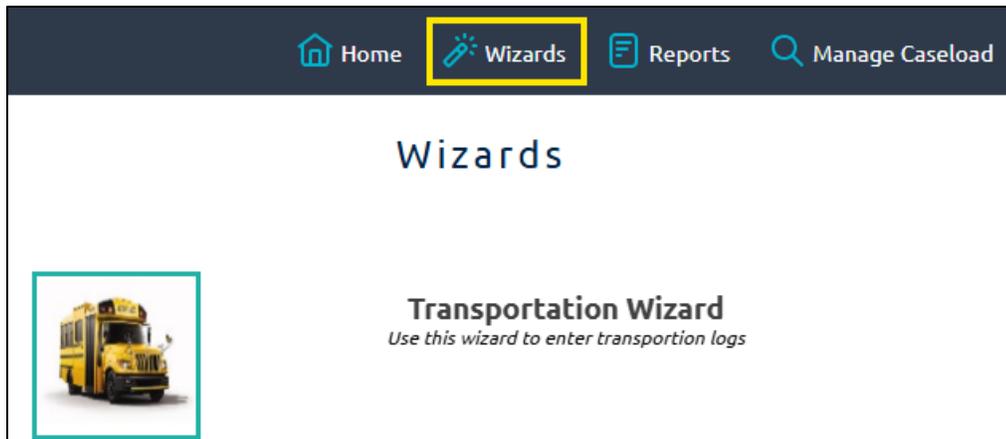
2) To **Remove Students** from your caseload:

- Click on “**Only show active students**”.
- Click **Remove** next to the student you need to remove from your caseload.

Last Name	First Name	State's Student ID	Local Student ID				
Enter student's last name here	Enter student's first name here	Enter State assigned student's ID	Student's Local ID	<input checked="" type="checkbox"/> Only show students on my caseload			
District	State StudentID	Local Student ID	Last Name	First Name	Middle Initial	Birthdate	
Remove	AAA Training District	222222222	222222222	AAASample	Jane	W	1/1/1996

Log Transportation Trips

- 1) Click **Wizards** on the top blue banner and then click **Transportation Wizard**.



- 2) Click “Only show students on my caseload” and **select the students** you will be logging and then click **Next** on the bottom of the screen.
- 3) Transportation Calendar displays to the current month; use directional arrows to scroll to previous months. Trips may be logged by the **entire month** (Check All), **week** (Select Week), or **day** (check box next to day). If the student was transported most days of the month, **Check All** will place a check box in every day of the month and then uncheck the day or days student was not transported.
- 4) Click the button to log either **1 way** or **2 way** trips for all days checked.

Transportation Wizard

Jane AAASample 1/1/1996

School: [Specialized Transportation] Log Selected Days: 1 Way Log Selected Days: 2 Way

Check All | Check None | Inverse Selection

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Select Week Clear Week					1 <input type="checkbox"/>
3 Select Week Clear Week	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>
10 Select Week Clear Week	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>
17 Select Week Clear Week	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>
24 Select Week Clear Week	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>

- 5) The logs will show up at the bottom of the screen. If you selected 2 way, you will see the dates listed twice. You can delete any mistakenly inputted logs by checking the box next to it and selecting Delete Selected Logs.

<input type="checkbox"/>	Log Type	Service Date	Status	Date Entered
<input type="checkbox"/>	Service Log	10/7/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM
<input checked="" type="checkbox"/>	Service Log	10/7/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM
<input type="checkbox"/>	Service Log	10/8/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM
<input type="checkbox"/>	Service Log	10/8/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM
<input type="checkbox"/>	Service Log	10/9/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM
<input type="checkbox"/>	Service Log	10/9/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM
<input type="checkbox"/>	Service Log	10/10/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM
<input type="checkbox"/>	Service Log	10/10/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM
<input type="checkbox"/>	Service Log	10/11/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM
<input type="checkbox"/>	Service Log	10/11/2024 12:00:00 AM	Pending	11/4/2024 11:36:48 AM

Delete Selected Logs

- 6) Then **select the next student** from the drop down at the top of the screen and repeat the process to log their trips.

Transportation Wizard

Ima Student 9/14/2018

First Name	Last Name	Birth Date
Ima	Student	9/14/2018
Freddy	Tester	5/1/1950

Reports

A **Logging Summary Report** can be pulled by selecting Reports on the blue banner. You can then filter by dates and/or students. Select **Run Report**.

RELAY wisd ServicePortal

[Home](#)
[Wizards](#)
[Reports](#)

Logging Summary For TEST Fake

Export to PDF
Export to XLS

Month: Dates of Service	Start Date	End Date	Student selection
November 2024	11/1/2024	11/30/2024	[All]

Select Date range from pulldown or enter the date range, make the Student selection and then click 'Run Report'.

Run Report