

ODDS Transportation Worker Guide Authorizing Community Transportation

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Authorizing Community Transportation

The intent of community transportation

- This guide applies to individuals enrolled in the following Service Elements:
 - Comprehensive In-Home Support Services for adults – 49
 - Children's Intensive In-Home Services – 145
 - Support Services for Adults Brokerage – 149
 - Family Support Services – 150
 - In Home Support for Children – 151
- Community Transportation is intended to allow individuals the choice of gaining access to non-medical Community First Choice (K Plan) or Waiver funded services, including locations where K-Plan or Waiver services or supports are provided within the community.
- “Community” is defined as the area surrounding the home of the individual commonly used by people in the same area to access ordinary goods and services.
- Refer to OAR 411-435-0020(9) for more detailed information about the community transportation definition.
- Transportation should be to the location that meets the goal or need identified within the Individual Support Plan (ISP) and which does not cause unnecessary travel. This may be in the individual’s home community or in the community closest to the individual’s home where resources are available to meet the identified goal or service.
- Individuals should have flexibility in their transportation monthly service planning to meet their self-determined monthly transportation needs.

Community transportation eligibility

Community transportation eligibility information for both adults and children can be found in the Ancillary Rule - OAR 411-435-0050(6)

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How to authorize community transportation

All transportation authorizations must be made using the most cost-effective means of transportation appropriate for the individual that also meets the individual's needs.

- Case managers work with individuals to identify community transportation needs to access supports and services.
- Transportation for a child that is not typically a parental responsibility is limited to transportation:
 - i. Concurrent with the delivery of relief care as described in OAR 411-450-0060; or
 - ii. Included in a Behavior Support Plan.

Authorizing and Monitoring Community Transportation

Under \$350.00	<ul style="list-style-type: none"> • Individuals using less than \$350.00 per month are presumed to be using the most cost-effective means of transportation available. • Services Coordinators and Personal Agents have authority to approve transportation up to \$350.00. • SC/PAs use their professional judgement to authorize transportation and monitor billing. • SC/PAs should monitor authorized mileage logs to ensure that the individual is accessing supports as identified within the ISP that transportation is meeting the identified needs (goals and preferences)
Between \$350- \$500	<ul style="list-style-type: none"> • The SC/PAs must review the individual's transportation usage, considering the individual's needs as well as cost-effectiveness. • SC/PAs have authority to approve transportation up to \$500.00 per month. • SC/PAs should monitor authorized mileage to ensure that the individual is accessing supports as identified within the ISP, that the location is the nearest to the individual and within the community.
Over \$500	<ul style="list-style-type: none"> • The SC/PA must submit an exception request to ODDS for transportation costs exceeding \$500 per month.

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Community Transportation Rates:

- Reimbursable rates for transportation must include both mileage and transportation hours authorized in the ISP as follows:

Mileage Rate:¹

OR 553:	OR 003, OR554:	OR 004-W4:
\$.485/mile or Agency rate as established by the Department.	Cost of bus pass, voucher, etc., including any processing fees applied by the vendor.	\$.485/mile for mileage only (Including CIIS mileage reimbursement) ²

- Hourly Transportation Rate: The ONA assesses an individual’s support needs while traveling and being transported. The time for transporting an individual is based on identified needs and must be drawn from the hours assessed by the ONA.

¹Refer to the [ODDS Expenditure Guide](#) – Community Transportation. Also, this reflects the published mileage rate negotiated in the Home Care Commission’s collective bargaining agreement with SEIU Local 503, OPEU. IRS regulations state that mileage reimbursement is a reimbursement for an expense incurred as an employee. Due to this, mileage reimbursement must be connected to an hourly wage earned by the PSW at the time of travel. Paying a PSW mileage reimbursement alone may result in problems with insurance coverage and tax reporting.

²For individuals who received Community Transportation (mileage) utilizing the POC Code 004-W4, during 1:1 ADL/IADL (OR526) as primarily a DSA service, this may continue under OR542-R1 until the new DSA rates are released which include transportation in the 1:1 DSA rate. For anyone newly entering OR542-R1, no mileage may be authorized at this time. No other DSA service allows for mileage billing during the service, as it is included in the group rate. Only to/from DSA may be billed.

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What needs to be known when authorizing community transportation

➤ Authorize in ISP

The SC/PA must authorize community transportation in the ISP before the service can be used. Documentation to support the authorization for transportation must include but not be limited to:

- Information about how the transportation service relates to the assessed ADL/IADL/Behavioral support need either during transportation or how ADL/IADL/Behavioral supports are required at the destination.³
- Information demonstrating that the mode of transportation chosen is the most cost effective means possible.

Example: While many communities have access to public busing systems, rural communities or communities where public busing is not available past the common hours of business experience transportation gaps. Therefore, whereas taxis in general are not the most cost-effective means of transportation, in the circumstances where taxis are the only means for an individual to access a K-Plan or waiver service, the funding of a taxi may be reasonable.

- Information regarding the Natural Supports available either during transportation or at the destination.

➤ Identify Support Needs

Community Transportation may be authorized to meet the following service and support needs:

- To and from a location that is meeting an individual's support needs and goals.

In general, the location should be to the nearest site that meets the need. However, infrequent trips outside of the individual's community may be reimbursable if the ISP team determines that traveling outside of the community is the most cost-effective solution to access a support need and it is identified in the ISP.

- To and from a location where an individual is participating in Day Support Activities, when the site and/or goal is clearly written in the ISP. This does not include transportation during a day support activity. The cost of transportation during a DSA activity is included in the DSA budget. Individuals enrolled in brokerage support

³ Documentation includes but is not limited to: ISP, ANA/CNA, PBSP, Case Management Progress Notes.

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services do not have access to DD53 non-medical transportation funding and therefore may only utilize Community Transportation through the K-Plan for transportation to and from an employment service.

Example: Robert wants to attend The Valley Day Support Center, a facility-based day support provider five days a week. His ISP team has identified this in his ISP as a desired activity. Robert receives a monthly bus pass to take the community bus to and from The Valley Day Support Center.

- To and from a destination where supports and services related to an individual’s assessed needs are provided by Natural Supports and if the Natural Supports were no longer available K-plan or waiver services would provide funded supports.
 - To and from a location where the individual is working with paid or natural supports. This includes paid self-advocacy work.
 - During transit related to an assessed ADL/IADL or Behavioral support need.
- Most cost effective
- As stated above, transportation which remains under \$350.00/month is considered to be the most cost effective;
 - Prior to authorization of any amount the CME should consider and document all available forms of transportation, identifying why the chosen transportation type is the most cost effective form of transportation.

Transportation Contracting Matrix		
Service Element	Type/Purpose	Contract Element
49: In-Home	Community (Linked to ADL/IADL/Behavioral Need)	Plan of Care
49: In-Home	Employment	SE 53 – Vocational Transportation
50: Residential	Community	Included in monthly Service Payment
50: Residential	Employment	SE 53 – Vocational Transportation
51: Supported Living	Community	Included in monthly Service Payment

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51: Supported Living	Employment	SE 53 – Vocational Transportation
58: Adult Foster Care	Community	Included in monthly Service Payment
58: Adult Foster Care	Employment – Transporting non-AFH Residents	Plan of Care SE 53 – Vocational
58: Adult Foster Care	Employment - Transporting AFH Residents	Plan of Care SE 257 – Vocational ⁴
149: Support Brokerages	Community/Employment (Linked to ADL/IADL/Behavioral Need)	Plan of Care
150: Children’s Family Support	Community	General Fund
151: Children’s In-Home Support	Community (Linked to relief care or behavioral need)	Plan of Care
54: Employment	Employment	SE 53 – Vocational Transportation
142: Children’s Residential	Community	Included in monthly Service Payment
145: CIIS	Community	Plan of Care – Reimbursement is at .485 /Mile

⁴ Refer to [APD-PT-17-049](#)

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Available Provider Types:

Transportation is offered through contracted transportation providers.

Provider types include:⁵

Community Transportation – Commercial

1. Bus passes (OR554)
2. Taxi rides (OR003)

Community Transportation – Mileage

PSW (OR004)

PSWs must be reimbursed for both mileage and transportation hours when the individual is in the vehicle. The hours used during transportation are included in the assessed needs of the individual reflected in either the Adult Needs Assessment (ANA) or Child's Needs Assessment (CNA). As transportation hours are needed, those hours must be drawn from the hours assessed by the ANA/CNA; in other words, the hours necessary for a PSW to transport an individual are not in addition to the total assessed support hours.

Agency provider (OR004)

Agencies must be reimbursed for both mileage and transportation hours when the individual is in the vehicle. The hours used during transportation are included in the assessed needs of the individual reflected in either the Adult Needs Assessment (ANA) or Child's Needs Assessment (CNA). As transportation hours are needed, those hours must be drawn from the hours assessed by the ANA/CNA; in other words, the hours necessary for an agency to transport an individual are not in addition to the total assessed support hours.

Community Transportation – DD Provider

- Agency transportation when a per-ride rate is in place (OR553)
- Beginning January 1, 2018, OR553 will no longer be available for those individuals who live in foster care and their foster providers are providing to/from work transportation. The new OR code will be SE 257. Refer to Policy Transmittal [APD-PT-17-049](#): Foster Care Transportation Moving into Plan of Care.

⁵ See [ODDS Expenditure Guidelines](#)

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Service Element 53 (Foster Care) – Vocational Transportation

Enrolling a Foster Care provider to deliver transportation

Starting January 1, 2018, for adults who are living in a foster care setting in which the foster care provider is enrolled as a DD53 provider, transportation services to and from an individual's work or DSA site (currently captured within Service Element 53), the Client Prior Authorization (CPA) moved to Plan of Care - Ancillary Services using Service Element 257. This only pertains to individuals receiving Foster Care. Refer to transmittal [APD-PT-17-049](#).

Bus Passes

For individuals living in a foster care setting in which the foster provider is not paid to provide transportation to/from work or day services, a bus pass may be funded. The CDDPs are the “pay to” provider for the generic provider to get a bus pass authorized in ancillary services. Currently, this is only implemented for foster residents to/from work or day services transportation.

What may not be authorized

- To and from locations that do not meet needs identified in the ISP and are not meeting ADL/IADL/Behavioral support needs or other K-plan or waiver funded services.
- To and from appointments to a physician, hospital, clinic, or other medical service provider. Medical transportation costs are not reimbursed through community transportation. Accessing medical transportation is done through the individual's insurance card or health plan.⁶
- To compensate the service provider for travel to or from the service provider's home when the supported individual is not in the car during the accrual of mileage.
- Routine vehicle maintenance, repair, insurance, or fuel.
- Ambulance services.
- Purchase of an individual or family vehicle.
- Community transportation cannot be authorized for purely diversion purposes (i.e. driving in the country side for purely recreational purposes).

⁶ It is expected that the individual's health insurance will cover medical transportation needs. For individuals receiving Oregon Health Plan benefits, this is covered under non-Emergent Medical Transportation.

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- Mileage for a vehicle owned by the individual.
- Mileage that is not for the sole benefit of the individual.
- Vacation costs for transportation, food, shelter, and entertainment that are normally incurred by a person on vacation, regardless of disability, and are not strictly required by the individual's need for personal assistance in all home and community-based settings.⁷
- Refer to OAR 411-317-000(121) for more detailed information about natural supports
 - For a child, the parental responsibilities for the child and the voluntary resources available to the child from their relatives, friends, neighbors, and the community, that are not paid for by the Department.
 - For an adult, the voluntary resources available to an adult from their relatives, friends, significant others, neighbors, roommates, and the community, that are not paid for by the Department.
- Some areas may have transportation resources often referred to as “volunteer transportation” which may be able to cover transportation needs unrelated to K-Plan or waived services and the individual's ISP. These organizations often request a donation from the individuals they serve. DHS cannot fund these supports or donations, but the SC/PA should document these providers as a natural support available to meet the individual's general transportation needs in the individual's ISP.

The Funding Review and Exceptions Request process

- If it is determined that an individual requires community transportation that exceeds \$500.00 per month, the Services Coordinator / Personal Agent (SC/PA) agent must submit a Funding Review request to the Office of Developmental Disabilities Services (ODDS) prior to authorizing community transportation budgets over \$500.00 per month within an individual's plan year.
- Funding requests must include the following:
 - a) The Funding Review Request form [0514DD](#).
 - b) Documentation and analysis to show the requested funding provides transportation in the most cost-effective manner possible.⁸

⁷ See [OAR 411-450-0050\(8\)\(e\)](#)

⁸ Documentation includes but is not limited to: ISP, ANA/CNA, Case Management Progress Notes.

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- c) Documentation must show the alternate, most cost-effective modes of transportation considered and why those modes do not meet the assessed need.
 - d) For children under 18, explanation of how the transportation does not fall within the scope of activities that a parent/legally responsible person would perform on behalf of a minor child.
- Send the 0514DD form and accompanying documents [via secure email](#) to the following email address:
ODDS.FundingReview@state.or.us
 - Once the ODDS Funding Review Committee receives the documentation detailed above, a Subject Matter Expert (SME) will be assigned to review the request and accompanying documents. If the SME requires additional information for a decision to be made, the SME will contact the SC/PA who submitted the exceptions request. The ODDS Funding Review Committee will then render a decision and a Funding Review Memo will be emailed to the SC/PA and their manager with the decision.

Notice of Planned Action

- If a CDDP/Brokerage denies an individual's transportation request or reduces or terminates the individual's transportation services, a Notice of Planned Action must be given to the individual or the individual's legal representative.

Receiving and Resolving Complaints

- Individuals who want to lodge a formal complaint about community transportation policy, authorization or service denial may contact the ODDS complaints coordinator either directly or through the assistance of the Services Coordinator or Personal Agent.
- For individuals, their representatives or advocates who want to file a complaint may review the process for doing so on the [ODDS complaints website](#). A link to the complaint form may be found on this website.