



SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

**COMMUNITY FIRST CHOICE
Policy Manual**

Section: SERVICE REQUIREMENTS

**Subject: Shopping, Community Integration
and Mileage**

Reference: 37.40.1002, 37.40.1111

PURPOSE

This policy outlines the circumstances when a member may direct a personal care attendant (PCA) to provide escort for shopping and community integration and when the provider agency may provide mileage reimbursement to the attendant. It also provides direction on how these services may be combined with Home and Community Based Waiver Services (HCBS) to support extended trips into the community.

SHOPPING

1. Shopping is limited to items essential to the member's health care and nutritional needs (groceries and pharmaceuticals). Shopping should be done at an in-town (i.e., local) grocery store or pharmacy or in conjunction with medical escort or community integration (CFC-only).
2. Shopping should be done with the member present unless the member's health condition prevents him/her from traveling and/or shopping safely. Personal care attendants (PCA) may not shop for the entire household or for items not associated with the member's specific health care or nutrition (i.e., stop by bank, post office, video store etc.).

Note: Shopping should be provided only when a family member or other informal caregiver is unavailable.

3. Mountain Pacific Quality Health (MPQH) will authorize shopping on the member's Service Profile by indicating an "A" for authorization of the task "shopping".

Note: If a member does not have shopping authorized on their Service Profile, they cannot receive the service unless the provider agency approves a temporary authorization based on a member's change in condition or circumstance.

4. The attendant's time for shopping must be tracked on the Service Delivery Record (SDR). Tracking must include the total time to and from the

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appointment and the specific destination where the shopping occurred with the name of store and location (i.e., address and town).

5. If a member lives in a community where there isn't a local grocery store, or the store does not provide affordable options, the member may travel outside the community for shopping. The member's Service Plan (SLTC-170) should document appropriate use of shopping and take into consideration the needs of the member, the nearest grocery store and the total time the member has authorized for instrumental activities of daily living. A member may have to limit the frequency of shopping trips; depending on the location of the store and the member's other IADL needs and total time authorized for IADL.
6. A member may use shopping in conjunction with CFC community integration. In these circumstances the provider agency should document both shopping and community integration as tasks that has been completed on the SDR. The location of both the shopping destination and the community integration activity should be documented. The provider agency may track the time for shopping and community integration as one outing on the SDR.

Example: A member leaves the house for shopping at a grocery store, leaves the grocery store and goes to the library and then goes back home.

The CFC/PAS SDR would reflect the time-in when the member leaves the home and time-out when the member returns home.

7. A member may use shopping in conjunction with home and community based (HCBS) waiver extended personal assistance services. In these circumstances the CFC/PAS shopping services must be used prior to the use of HCBS waiver personal assistance service. HCBS waiver service should be used as an extension of the State Plan CFC/PAS. The provider agency should ensure that the use of waiver services falls within the parameters as authorized by the waiver case manager. The provider agency must document the time for waiver personal assistance service separate from CFC/PAS.

Example: A member leaves the house for shopping at a grocery store, leaves the grocery store and goes to the mall to shop for clothes.

In this case the provider agency must document the following on the CFC/PAS SDR:

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1. Time-out when the member leaves the home for the grocery store and time-in when the member leaves the grocery store for the mall.
2. On the HCBS waiver SDR: total time spent taking the member from the grocery store to the mall and back home.

Note: A provider cannot bill partial hours to CFC/PAS and HCBS waiver for one single activity (i.e. bill half the hours for an activity to CFC/PAS and half to HCBS waiver).

COMMUNITY INTEGRATION

1. Community integration is designed to encourage and facilitate member integration into the local community. The service is authorized when a member is isolated or unable to participate in community activities without hands-on assistance.
2. Community integration activities must be in the community and cannot occur in the member's home. Community integration includes attendant time taking the member to and from the community activity; however, it cannot be used as transportation only. The member must have a need for the PCA during the activity in order to receive transportation for community integration.
3. The member's preferences for the kinds of activities they would like to receive through community integration should be identified on the member's Service Plan (SLTC-170) and discussed during the annual re-authorization visit.
4. MPQH will authorize community integration on the member's Service Profile by indicating an "a" for authorization of the task "community integration".

Note: If a member does not have community integration authorized on their MPQH Service Profile they cannot receive the service. A provider agency cannot implement community integration on a temporary authorization.

5. The PCA's time for community integration must be tracked on the SDR. Tracking must include the total time to and from the appointment and the specific destination where the shopping occurred with the name of store and location (i.e. address and town).

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6. A member may use shopping in conjunction with CFC community integration. Refer to “Shopping” item 6 for more details.
7. A member may use community integration in conjunction with HCBS waiver extended personal assistance services when the member is extending a trip in the same town (or within the same town) to participate in two separate activities. In this circumstance CFC/PAS community integration should be used for the first activity prior to the use of HCBS waiver personal assistance service. The HCBS waiver service should be used as an extension of the State Plan CFC/PAS to add an additional activity or event to the trip. In this circumstance CFC/PAS provides the attendant time for the first activity and waiver provides the attendant time for the other activity.

Example: If a member lives out of town and wants to travel to town to visit the library and then go shopping at the mall, the member may use CFC/PAS services to travel to library and use HCBS waiver extended personal assistance to go shopping at the mall. In this case the provider agency must document the following:

1. On the CFC/PAS SDR: time-out when the member leaves the home for the library and time-in when the member leaves the library for the mall.
2. On the waiver SDR: total time spent taking the member from the library to the mall and back home.

Note: A provider agency cannot bill partial miles to CFC/PAS and HCBS waiver for one single activity.

SHOPPING AND COMMUNITY INTEGRATION MILEAGE

1. Mileage reimbursement is available when an attendant uses their car to take a member on an authorized CFC/PAS trip to complete a shopping trip or a community integration activity.
2. ➤ Mileage may only be billed when the time it takes the member to get to, from, and during the activity can be covered under the hours

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authorized on the member's Service Plan for shopping and community integration.

Trip that is Eligible for Mileage Reimbursement.

Example: A member and his attendant travel to the library and spend a total of three. Three hours of attendant time is on the member's Service Plan and is billed to Medicaid. This trip is eligible to be reimbursed for mileage if the PCA transports the member in his/her car.

Trip that is NOT Eligible for Mileage Reimbursement.

Example: A member and his attendant travel out of town to a wedding and stay overnight. Three hours of attendant time is on the member's Service Plan and is billed to Medicaid. The additional time the member spends traveling and during the trip is "donated" by the PCA. This trip is NOT eligible to be reimbursed for mileage because the entire trip was not covered under the hours authorized on the member's Service Plan.

3. ➤ Mileage must be tracked on an escort/mileage form. Tracking must include odometer readings at the beginning and end of the trip (last three digits of the odometer are acceptable) and the specific destination of the shopping and community integration trip with the name of the store or building and location (i.e. address and town).
4. When HCBS waiver extended personal assistance service is used in conjunction with shopping and community integration the HCBS waiver program should be billed for mileage.

Note: A provider agency cannot bill partial hours to CFC/PAS and HCBS waiver for one single activity (i.e. bill half the hours for an activity to CFC/PAS and half to HCBS waiver).