

Transportation ICP Guidelines

The Waiver does not cover transportation that is medical in nature or activities that are purely recreational. In all cases of transportation, if other resources are available (State Plan, Voc Rehab, Schools, family, the person's personal resources if they have a job are examples), those should be accessed before the waiver reimburses. Please use this document in conjunction with the waiver(s), Service Category & Details document, the Rates Manual, Transportation toolboxes, and others as appropriate. Each category of transportation may be provided by different transportation providers, depending on who is transporting the member. In ALL cases, estimated activities, miles, fees, etc. should be documented in the plan of care. The categories of transportation are described below. In ALL cases the miles allowed are only when the individual is in the vehicle and is transported.

- **Work/Day Commute** (including wheelchair)- This is for rides from the individual's residence to/from a community job, a DD funded Supported Employment (SE) job, or Day/work services and can be individual or shared. This is paid to the enrolled DDP day or work provider, residential provider, or a transportation company (e.g. MET Transit, Star Cab Company, etc. contracting with DDP). The individual does not need to have DDP funded Supported Employment to receive commute dollars to get to their community job. All other reasons for commute require a correlating DDP funded service. Commute services are provided by a paid staff on shift, costs are incurred by a contracted agency, and the mileage rates include the driver's time.
 - The amount for each individual is based on the number of miles needed to transport the person from their home to a job, or DD funded SE or Day/work service and back to their residence using the most direct route. DDP implemented 33 miles per week as the MINIMUM paid.
 - The unit is billed on a monthly unit. The individual must have a minimum of one documented ride one way at least one time during the month for the provider to bill for this service for that month.
 - A shared commute is assigned for those individuals that live in a DD funded congregate setting and is \$.47 per mile.
 - An individual commute is generally assigned for commute transportation that does not fall under the shared commute definition and/or where the individual's living situation does not fall into a shared commute definition and is \$.94 per mile.
 - See bottom of page 3 for AwC Commute.

- **Work/Day Integration** (including wheelchair) - This is for community integration and activities-related transportation provided by the agency as a part of a DDP funded Supported Employment (SE) or Day/work service. The member **MUST** have DDP funded Day/work service or Supported Employment service to receive this item in their individual cost plan (ICP).
 - Each individual receives a set 12 rides per full fiscal year (or prorated rides if applicable) for Work/Day Integration. Each unit is derived using 30.6 miles at \$.39 per mile, however the miles do not need to be tracked for reimbursement.
 - The unit billed is per ride or occurrence. The individual must have a minimum of one ride, one way, for this purpose for the provider to bill for this

transportation type. Multiple rides can be billed in a single month, but will not exceed 12 annually. **There is no minimum mileage requirement to bill more than one unit in a single month.**

- **Residential Integration** (including wheelchair) - This is for integration in conjunction with residential and community activities, and are not purely recreational in nature. The member **does not need** to be receiving DDP residential services to receive this transportation type in their ICP. This is generally billed by a residential service provider staff, and covers activities to meet specific outcomes and actions, access to community events, and/or socialization activities within their community. Bus passes and taxi rides for residential integration purposes can be accommodated under Trans OTHER in the cost plan. Reasons for the rides, activities, and anticipated frequency will be noted in the person's plan of care.
 - 12 base units (or prorated units if applicable) per year are assigned through transportation funding equally to everyone. Extra units can be added if applicable.
 - Each unit is derived using 99.45 miles, at \$.39 per mile. The individual must have a minimum of one documented ride during the month for the provider to bill for this service.
 - Extra units can only be purchased for activities related to and correlating with providing other DDP funded services for that person and dollars from other parts of the cost plan are required. Extra units are acceptable when more than 99.45 miles in a month are expected to be driven (with the individual in the vehicle) and must be clearly documented in the plan of care as a need above & beyond. Extra units for longer trips or out of town can only be considered when the activity cannot be reasonably provided within their community. **If extra units are included in the ICP line, providers cannot bill an extra unit unless they document that more than 99.45 miles of transportation was delivered for that month.** These are expected to be the most direct routes.
 - For example, a unit is based on 99.45 miles and a ride was provided that month. However, let's also say an extra unit was planned/purchased for a person. For this example, let's say that 115 total miles was provided and documented during the month – in that particular month it's appropriate to bill 2 units.
 - In another example, a person received two rides in a month. 1 ride was 60 miles, the other was 32, totaling 92 miles. Only ONE unit can be billed since the miles provided did not exceed 99.45 in that month.
 - Any unusual circumstances that result in an unexpected miscellaneous transport expenses must be pre-approved in the ICP system before billing. These must be brought to the attention of the Regional Office within the month they occur, and dollars may need to be moved from other areas, with team approval.
- **Mileage Reimbursement** – This type of transportation is for both commute or integration reasons and is provided by legally responsible persons, relatives, legal guardians and other persons (including the individual if they own their own car) who are not employees of agencies with a DDP contract to be reimbursed for rides given

to individuals. Mileage reimbursement is also for the provision of transportation under both Self Direct options. The mileage allowed and reimbursed are ONLY for the miles the individual is in the vehicle, and is meant to assist with costs in operating a private vehicle.

- For traditional transportation through an Agency or the Self Direct option of Agency with Choice, the contracted provider can bill DDP at a maximum rate of \$0.39 per mile. The provider may choose to withhold a processing fee, but that fee comes within the \$0.39 and is not above and beyond. (provider needs to establish the fee they will charge per mile) If an agency is offering to route payment of non-employee mileage reimbursement as AwC, this type of transportation would be creating a Transportation AwC Mileage Reimbursement service line in the ICP.
 - For Self Direct Employer Authority transportation, the fiscal agent bills DDP at the agreed rate, up to \$0.39 per mile. The fiscal agent fee is a separate line item and is not part of this specific cost plan line. This is created under the service Transportation – SD Mileage Reimbursement in the ICP.
 - Generally mileage reimbursement is intended for additional transportation needs specific to the individual's developmental disability, and/or for rides above and beyond what a family or extended friends/family/guardians normally would provide.
- **Transportation OTHER** - This is for non-transport costs such as licensure, insurance, other costs (see waiver definition) associated with an individual's dependence on the use of a personal vehicle owned by the person. This will have its own service line in the cost plan.
 - Bus passes, taxi, etc. should also be created in the Transportation OTHER ICP category after July 1, 2018. Documentation of the ride and/or the charges from the 3rd party should be maintained by the Provider contracting with DDP.
 - This 'OTHER' category is also available in the self-directed options. Use Trans OTHER – SD for the Employer Authority (Acumen) option. Employers will obtain reimbursement using the MT SDEO Request for Payment Form for transportation reimbursements for non-transport expenses such as licensure or insurance when the individual in service owns their own car. Go to the Fiscal Agent website or call them to request forms. For AwC, use the ICP service called AwC Commute, Integration, Other.

****From the information above, it is possible that an individual could be receiving several different types of transportation services with a different provider for each of the transportation types.*

Please read more about the following service line:

- **Transportation AwC Commute, Integration, Other:** For transportation provided by, and costs incurred by a provider agency offering Agency with Choice transportation (usually in conjunction with offering other AwC services), the same rules and tools for the different transportation categories in this document apply. Using the units/rates for Integration, and the ICP Commute ICP Tool, all AwC

Commute, AwC Residential Integration, AwC Work/Day Integration, and AwC OTHER service needs should be added together and consolidated into this one service line in the individual's cost plan (ICP).

Case Managers/Regional Office ICP Creation for Commute Transportation

Residential and Work/Day Integration transportation types have been converted to rate-based services, and are integrated into the ICP system using units and a date span.

A toolbox for Regional Offices and Case Managers is available on the DDP website to determine the amounts to enter into an ICP when **setting up Commute transportation** services for members. The file is: **Commute ICP Calculator.xls**

Calculating the Work/Day Commute amount for the ICP:

Any Provider	AWACS ID	Fund Code 00=XX 01=XIX	Commute miles from residence to and from work/day, per WEEK (33 MIN) Days per week do not matter. (see instructions)	Work/Day Commute Months this fiscal year	Does the individual reside in a congregate living residence? (see Guideline document)	Does the individual require a wheelchair lift vehicle to transport?	Work/Day Commute pro-rated amount to be entered into member's ICP for CURRENT Fiscal Year	Start a NEW LINE effective 7/1 of the following FY and enter this annual amount
Individuals Name					Y or N	Y or N		
							\$ -	\$
							\$ -	
							\$ -	

The above screenshot is of Commute ICP Calculator file. (some parts of the screen shot may not be the most updated compared to the real toolbox...for visual reference) Other instructions in that document help navigate users through the process, but the following are highlights:

- Enter the name and AWACS number of the person you are adding, as well as the fund code using the drop-down menu. (Optional here but you will need the AWACS ID or name and fund code when the amount is put into an ICP in AWACS.)
- Enter the average round-trip miles per week using the most direct route from their residence that the individuals will be taken to and from their community job, or DDP funded Day or Supported Employment service. (community job does not need to have DDP supports attached to receive commute transportation) We suggest using Map Quest (<https://www.mapquest.com/>) which will help to determine miles for the most direct route. Do not add in miles for a job that

involves miles for work crews or enclave. (that transportation cost should be recouped from the provider's 3rd party revenue) You may add miles if the individual has more than one SE job for which they are getting transported or go to a work day site and then to a Supported Employment job or vice versa. Only miles the person is in the vehicle are allowed. Days per week do not matter here. Note the 33 mile minimum as a general rule.

- Enter the months of the fiscal year you need to calculate the Work/Day Commute service. If this individual is entering services part way through the year, adjust for the number of months remaining in the year. Partial months for people entering mid-month can be counted as a whole month.
- Use the drop-down menu to enter whether or not the individual resides in a congregate living residence. Answer "Y" if the individual lives in a group home or congregate Supported Living environment (see definition starting on page 1 of this document).
- Use drop down menu to enter whether or not the individual is in a wheelchair and needs a specialized wheelchair van for any of their rides. If so, mark as wheelchair.
- The amount calculated in the first green column is the amount to enter into estimated cost box when adding and/or creating the individual's ICP if you are calculating an ICP that does not start July 1st and end June 30th.
- The last green column instructs you to create another line for the next fiscal year to ensure a full year's funding.
- Save your calculations (File, Save AS, name your file and save) for documentation back up. Some details of how the dollar amount was derived should be noted in the Comment section in the ICP.