

Transportation Billing Guidelines

For Commute transportation, a Commute toolbox is available on the DDP website for providers to use (not mandatory) to calculate the billing amount to enter into AWACS invoicing screens under Commute transportation. The file is: **Commute Billing Tool Box.xls**

The Trans Site Tab Example:

Example

TRANSPORTATION - COMMUTE Toolbox						
date revised		7/01/2018				
Transportation Work/Day Commute Trans Provider						
Provider	AWACS ID	Fund Code	Weekly Commute miles from residence to and from work/day	Does the individual reside in a congregate living residence?	Does the individual require a wheelchair lift vehicle to transport?	Notes
Individuals Name			Y or N	Y or N		

- This site tab needs to contain all individuals for which the provider currently providing the commute transportation service to. This tab will be the first tab. Each month, you should make sure that this tab is up-to-date with the information required in each of the columns, as it will affect the amount that will be calculated for you to bill. Provider service changes to the invoicing toolboxes should only be made if the Case Manager has made the same change to the AWACS ICP and it has been authorized in the ICP system. Please check with the case manager or regional office before changing information. Additional lines at the bottom make it easy to add members and you may delete the contents of the lines where members have left services and replace them with new ones.
 - Column Explanations:
 - Work/Day Commute Miles from Residence – (example)--Enter the round-trip miles per average week that the member will be taken from their residence to and from their community job, or DDP funded Day or SE service or site using the most direct route. Do not add in miles for a SE job that involves miles for work crews or enclave. You may add miles if the individual has more than one community job for which they are being transported.

- ***Congregate Living Residence*** - 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 congregate living definition toward the beginning of this document).
- ***Wheelchair Lift Vehicle*** - Use drop down menu to enter whether or not the individual is in a wheelchair and requires a specialized wheelchair van in order to transport them.

The commute monthly billing tab:

- File: Commute Billing Tool Box.xls
This is where you will be entering the billable units to calculate the amount to bill for work/day commute in MMIS.

Invoice for Month/Year									
TRANSPORTATION - WORK/DAY COMMUTE									
Provider Name								**Invoice bus passes, taxi and misc. fees from the ICP service Trans OTHER	
								Monthly Transportation Charges	
Individual's Name	AWACS ID	If Person rode this month enter 1, otherwise enter 0	congregate living residence (shared commute)	wheel chair access required?	rate per mile (rounded)	total miles paid (rounded)	miles over monthly maximum	Work/Day ICP Detail Code	TOTAL Work/Day ICP CHARGE
0	0		0.00	0	FALSE	0.00	0.00		\$ -
0	0		0.00	0	FALSE	0.00	0.00		\$ -

- Type in the month/year you are invoicing.
- This tab is mostly pre-filled based on the information in the trans site tab.
- On this tab, fill in is the “Units Billed”. All that needs to be done is for the provider to provide one documented ride to OR from their community job, or DDP funded work or day site per month to receive full transportation compensation for that month of service. Thus you will be entering either **1** in the yellow column if the individual did have at least ONE documented ride **or 0** if the individual did not receive at least one ride during the month.
- Enter the Total Commute ICP charge found in the green box of the toolbox into the MMIS using billing code T2002. 1 month is one unit for this service. For AwC Commute transportation, the provider will use the toolbox and enter an SC for the modifier on the claim. (See below for more information on self- directed transportation and AwC Commute.)
- Save your file separately each month for justification on what you have billed on your claim.

- **Residential Integration and Work/Day Integration:** These services have been incorporated into rates. Bill procedure code T2003 for both of these. If you are billing both kinds on the same claim, you will use only 1 claim line. Add the units together for total units. For the amount, calculate the amount for each 'kind' using the units for each times the rate for each one and add them together. (Example: For a monthly date span, you are billing 2 Res Integration units and 1 Day Integration unit. 2 Res Integration units = \$77.58. 1 unit of Work/Day Integration = \$11.93. Total units for the claim = 3. Total cost = \$89.51) See below for AwC billing of Integration services.
- **Mileage Reimbursement:** For traditional mileage reimbursement, use the documented miles transported and use procedure code S0215. Each mile is 1 unit. For SD Mileage Reimbursement and AwC Mileage Reimbursement, The same applies but make sure to add the modifier SC on the claim line.
- **TRANSPORTATION OTHER:** This allocation is for non-transport costs, bus passes, taxis, and miscellaneous fees that can't be integrated with rates. (it can be compared to Goods & Services). Since you are procedure code of T2004, it will have its own claim line. This is almost exactly the same for Trans OTHER – SD, except you will add the modifier SC on the claim. See below for billing the AwC OTHER category.
- **Transportation – AwC Commute, Integration, Other :** This is what the ICP category is named and includes AwC Commute, AwC Residential Integration, AwC Work/Day Integration, and AwC OTHER. When you bill these, however, you will separate each category on its own claim line by the procedure code assigned. For example, you are billing AwC Commute, and AwC Other. Use the commute toolbox to get the dollar amount for that service, and do a line on the claim for T2002 with an SC modifier. Figure out the unit/cost for the AwC Other, and do a separate claim line for T2004 with an SC modifier.

***Note: Prior toolboxes for transportation services are available by request. Please contact your Regional Manager.