

Health Transportation Payment (HTP)

Protocol

General Description:

Health Transportation Payment (HTP) provides transportation to non-emergency medical appointments for persons enrolled in a Medicaid HCBS waiver program and who are receiving either residential or day support services. Transportation services are offered in order to enable persons to gain access to Medicaid State Plan services of a non-emergent nature. Persons receiving services shall be trained, assisted and provided opportunities to use regular transportation services available to the general public in their communities. Whenever possible, family, neighbors, friends, or community agencies that can provide this service without charge will be utilized, and HTP services will provide transportation only to the nearest available, willing and capable Medicaid State Plan provider of the particular service that the person requires.

Limitations:

HTP payment will not be made for transportation that is available at no charge, or as part of administrative expenditures.

Population Served:

Contractor will serve people currently receiving services from DHS/DSPD with mental retardation and related conditions (MR.RC), and acquired brain injury (ABI), as defined in Utah Administrative Code R539-1. <http://rules.utah.gov/publicat/code/r539/r539.htm>

Contractor's Qualifications:

The Contractor shall have all applicable licenses as prescribed in Utah Administrative Code R501 <http://rules.utah.gov/publicat/code/r501/r501.htm> to operate and provide the particular type of services being offered and comply with insurance requirements and any local ordinances or permits.

The Contractor shall be enrolled as an approved Medicaid provider with the Utah Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Contractor. Contractor shall also agree to participate in any DHS/DSPD provided Medicaid training.

The Contractor shall ensure that Transportation and other support staff are trained in the Staff Training Requirements as outlined in applicable Home and Community Based Waiver, rule, and statute.

The Contractor shall check driver's driving record annually and shall assure that driver's with problematic records are not allowed to continue providing HTP services. Contractor shall check annually that drivers providing transportation in their personal vehicles have current/adequate auto insurance. Contractor shall keep documentation of this review and copies of the driver's record and auto insurance in the driver's file.

Staff Qualifications:

All staff shall demonstrate competency in providing HTP services as determined by the Contractor. In addition, all applicable education and training shall be completed before the delivery of any supports to persons and before performing any work for persons without supervision.

Drivers shall be trained in the Staff Training Requirements as outlined in applicable Home and Community Based Waiver, rule, statute, and contract.

All staff rendering this service shall possess current and valid driver's licenses appropriate for the rendering of this service as required by Utah Administrative Code R708, <http://rules.utah.gov/publicat/code/r708/r708.htm> UAC.

Drivers who perform HTP services shall be at least 18 years old.

Staff must receive training including but not limited to:

1. First aid;
2. Procedures for accidents and emergencies in the vehicle(s) at all times; and,
3. Specific techniques for safe transportation of persons who have unique medical or physical considerations.

Direct Service Requirements:

The Contractor shall make certain that:

1. Persons are not left unattended in the vehicle.
2. Persons remain seated while the vehicle is in motion.
3. Keys are removed from the vehicle at all time when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift.
4. All persons in wheelchairs use seat belts, or locking mechanisms to immobilize wheelchairs during travel.
5. Persons are transported in safety restraint seats when required by Utah State law.
6. Vehicles used for transporting persons have working door locks. Doors are locked at all times while the vehicle is moving.
7. Persons arrive safely at the scheduled time and arranged destination, that no person is left alone along the way to or from day supports even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the HTP service.
8. Failure to serve the person under these terms may be cause for termination of this service.

Staff Support:

Actual type, frequency and duration of support will be defined in the person's ISP/AP based on the person's assessed needs. Hours of support are established in the person's ISP/AP.

Record keeping

In addition to the General Requirements for record keeping, the Contractor shall maintain accurate records, such as transportation records indicating the name of the person receiving HTP services, the medical destination that the person was transported to, pick-up and delivery sheets and time sheets including an accurate accounting of mileage recording the delivery of HTP services.

Rate:

HTP provides mileage reimbursement for transportation to and from a person's home or living facility to an available, willing and capable provider of a Medicaid State Plan service that is required by a person on a non-emergency basis. Providers of community living or day support services may combine trips to medical providers with other routinely occurring trips to community resources and activities. However, mileage billed for HTP may be billed only from the point of departure (which should be the person's residence or day support site) to the site of the nearest available, willing and capable provider of a

Medicaid State Plan service that is required by a person and return to the original point of departure directly from the medical site. Mileage that occurs in the course of other coincident routine transportation should NOT be billed using the HTP service. HTP services provided to the same Medicaid State Plan provider site for more than one person at the same time should be charged to only one of the persons sharing the trip to a Medicaid State Plan provider. The HTP mileage rate is the same as the mileage rate established by the State of Utah for state employees when a State car is available for the State employee to use.