

<b>Topic:</b>	Community Transportation (Non-Medical): Local Match
<b>Date Issued/Updated:</b>	03/01/2021

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## Overview

Description: The Medicaid local match transportation program allows local funds from a Mass Transit District or other governmental entity to be matched by federal Medicaid dollars, rather than the typical use of using State General Fund dollars to obtain a federal funding match.

Applicability: This Worker's Guide outlines how individuals can access Medicaid local match transportation services, and how local governments (including CDDPs and brokerages) may participate in the program.

## Service Requirements

Individuals who are eligible for ODDS and Medicaid-funded Home and Community-Based Services (HCBS) may also be eligible for a Medicaid Local Match transportation program. This program allows local funds from a Mass Transit District or other governmental entity to be matched by federal Medicaid dollars, rather than the typical use of State General Fund dollars to obtain a federal funding match.

### **Current Local Match Providers**

Local Match is only available in certain areas of Oregon; however, new Mass Transit Districts may be added at any time. A current list of Local Match Transportation providers can be found here:

### **Establishing a Local Match Rate**

- ODDS and a Mass Transit District Contractor work together to establish a contracted Local Match rate. The Local Match rate includes both indirect and direct costs for door-to-door transportation services for to/from Employment Services or authorized DSA Services only.

### **Eligibility for Individuals**

- Individuals enrolled in Transportation Local Match Services for to/from employment services including day support activities are not eligible for other Transportation DD 53 Services to transport to/from employment services including day support activities without an exception.
- Individuals using Local Match must be eligible for Medicaid-funded Home and Community-Based Services (i.e. not general fund eligibility only).
- Individuals must also be enrolled for ODDS services.

- Individuals must be authorized to receive services for Employment or DSA in the Plan of Care covering service time period or copy of the Career Development Plan needs to be uploaded into Plan of Care covering the service time period that clearly states the individual is employed without ODDS Services and/or is receiving employment services with another entity other than ODDS.
- Individuals may be living in their own home or a residential setting.
- Individuals must require door-to-door transportation services to/from Employment Services or authorized DSA Services and must meet the Local Match Provider's eligibility requirements for door-to-door services, when necessary.
- Individuals must be listed on the Monthly Ridership roster submitted by the case management entity to the Local Match Provider and ODDS. The case management entity must use the roster template provided by ODDS.

**Other requirements and related exceptions**

- The person must live in the area the Local Match Provider covers under their contract. If the person lives outside the boundaries, an ODDS exception may be granted to allow the person to combine Transportation services.
- An exception is required when a person may require Local Match in combination with another Community Transportation service (e.g. agency rate, mileage, etc) to get to/from Employment Services or DSA Services. The approved exception must be uploaded into POC.
- Rides will be provided by the Local Match Provider during their regular service hours and may not provide services on weekends, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Check with the Local Match Provider to determine their service hours and days.
- Rides must be scheduled in advance with the Local Match Provider. This is generally easier when the person has an established schedule. The Local Match Provider will pick-up the individual within 15 minutes before or after the requested pick up time and within 30 minutes of the requested pick up time for the return trip.
- Rides for individuals should be cancelled with Local Match Provider no less than 24 hours from starting trip pick up time to lessen the risk of an individual receiving a suspension for "no show."
- The Local Match Provider schedules the rides with the person (or the person identified for support). Rides are scheduled for door-to-door service unless an ODDS exception is granted permitting a ride to/from another location.
- A Local Match Provider must send a letter to the individual, case management entity and ODDS within 72 hours of denial explaining why the ride was denied. Local Match Provider must include a grievance and appeals process for the denied ride. Denials or suspension of rides may include "no show," violent or disruptive behavior, no one to receive the individual at drop-off, and not being safe while riding (i.e. unbuckling, moving around while bus in motion, etc.).

- If the rides are denied or cancelled due to the Local Match Provider not being able to fulfill a prior authorized ride, then the Local Match Provider is obligated to arrange an alternative ride and cover the cost.

#### **Signing Individuals Up for Local Match**

- First, the Case Management Entity (CME) must identify if there is an applicable Local Match Provider in their area.
- The CME sends a Monthly Ridership Roster to the Local Match Provider of pre-approved ridership no later than the 15th of the month prior to the start of rides. For example, rides for October must be sent no later than September 15th. CME must send final approval list to the Local Match Provider no later than the last day of the month prior. For example, the final pre-approval list for October must be sent no later than September 30th. If there are updates throughout the month of service updated list must be sent to the Local Match Provider no later than the 15th of the month and a final list on the last day of the month. For example for rides in October an updated list must be sent to the Local Match Provider on October 15th and the final list on October 31st. This ensures that the individual was Medicaid eligible for all rides provided during the month and payment can be made.
- CME must maintain Local Match Transportation rosters and report changes regarding individuals eligible for Local Match Transportation to Local Match Providers. CME's failure to report these changes to the Local Match Provider will result in CME paying for rides provided to individuals ineligible for Local Match Transportation.
- The Local Match Providers are responsible for maintaining and communicating the waitlist.
- A Local Match Provider may deny services if the person does not need door to door transportation services. The person would still be eligible for other ODDS Community Transportation services options. Any grievances may be filed under the Local Match Provider's grievance policies.
- Once accepted the individual's ISP must include the authorization for Local Match.
- If an individual is new to Local Match and no rides have been provided to them the Local Match Provider may place the individual on a wait list if there is no room or funds to support their portion of Local Funds.

#### **Billing / Processing Payment**

- The CME who has individuals utilizing Local Match, must notify ODDS at ([cau.invoice@dhsosha.state.or.us](mailto:cau.invoice@dhsosha.state.or.us)), at which time a template roster will be sent to the CME to complete.
- CME must send the final roster to ODDS to [cau.invoice@dhsosha.state.or.us](mailto:cau.invoice@dhsosha.state.or.us) on the last day of the month of approved rides. The CME may also send the roster in early. For example, final list for October must be sent to Local Match Provider and ODDS no later than October 31st. The Local Match Provider claims rides for people on their roster and submits the invoiced rides to ODDS for payment.

- Local Match is not currently authorized in Plan of Care or eXPRS. The payment is processed as an invoiced service through the Local Match Provider contract. There is nothing for the CME to complete in eXPRS for Local Match Transportation. The rosters are the key to billing and processing payment.
- ODDS Operations Administration Unit (OAU) may contact CME and Local Match Provider if any questions arise with rosters.
- ODDS OAU reviews invoiced rides to calculate total eligible funding and communicates total funding broken out by Local Match Provider portion and Federal Match Portion. Instructions are included in communication on remitting Local Portion to DHS Accounting.
- Once Accounting receives local portion ODDS will create a 53 LM Allotment PPA in eXPRS to issue payment. Allotment PPA's are paid on the 1st and 15th of each month.

**Local Match limits, exclusions, and exceptions**

- Local match is limited to 10 one-way rides per week for an individual for to/from Employment Services or DSA Services **only**.
- A week is Sunday 12:00 AM to Saturday 11:59 PM.
- Individuals must be eligible for the Local Match Provider's door-to-door services.

***Local Match is not available for:***

- Community Transportation (i.e. agency rate, bus pass, mileage, that is covered under Community Transportation)
- Individuals that can ride fixed routes of the Mass Transit District or do not have a need for door-to-door service
- More than 10 one-way rides per week, without an exception.

**Form(s) that apply:**

**Definition(s):**

**Reference(s):**

- [List of Current Local Match Providers](#)

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**Other Resources**

**Contact(s):**

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