

Service Element DD 53 Standards and Procedures

Effective Date: October 1, 2017
Service Name: Transportation Services Non-Transit Districts
Service ID Code: DD 53

1. Overview.

Transportation Services (DD 53 Services) are public or private transportation supports provided to individuals with Intellectual/Developmental Disabilities (I/DD) receiving services from a Community Developmental Disabilities Program (CDDP) for the individual to gain access to community-based state plan (K-plan) and waiver services, activities and resources. Transportation services are not used 1) to replace natural supports, volunteer transportation and other transportation services available to the individual; 2) to compensate the service provider for travel to or from the service provider's home; 3) for medical needs; or 4) to benefit others in the household. DD 53 Services are to be related to an individual's service plan needs and are to be provided in the most cost-effective manner that will meet those needs.

Individuals receiving DD 49 Comprehensive In-Home Support (DD 49), DD 50 24-Hour Residential Services (DD 50), DD 51 Supported Living Services (DD 51) or DD 58 Adult Foster Care Services (DD 58) are to access DD 53 Services for transportation for Individual Supported Employment (OR401), Small Group Supported Employment (OR543), Discovery (OR539), Employment Path Services (OR541), Day Support Activity (OR542). Other transportation, not including medical transportation, is inclusive of the service payment rate for DD 50, DD 51 and DD 58. Community Transportation for DD 49 is accessed in Plan of Care (POC).

DD 53 Services are to be in accordance with the ODDS Transportation Worker Guide Authorizing Community Transportation.

DD 53 Services are for one ride from the individual's home to service site and one ride from service site to the individual's home.

Below are examples of when DD 53 Services can be accessed:

- From home to employment site to home
- From home to DSA to home
- From home to Job coaching to home
- From home to Job Development to home
- From home to Discovery to home

2. Standards and Procedures.

Service Authorization

- a. All individuals receiving DD 53 Services funded through the Department of Human Services (DHS) must have a Community Developmental Disabilities Services (CDDP) Case Manager prior authorize DD 53 Services if the monthly

rate is \$350.00 or less. This authorization must be provided and documented per the ODDS Transportation Worker Guide Authorizing Community Transportation.

- b.** Monthly rates of more than \$350.00 for DD 53 Services are required to be prior authorized by DHS before DD 53 services can be implemented.
- c.** DD 53 Services and monthly rates are to be reviewed annually at the time of the individual's ISP annual renewal. DD 53 exceptional rates will not automatically be transferred to the new ISP plan year or to another provider and/or CDDP. Exceptional rates must be approved annually.
- d.** DD 53 Services are to accomplish ADL/IADL or employment goals identified in an individual's ISP. The individual must have and assessed need for ADL/IADL services or a need for a waiver or support services during transportation or at the destination and identified in the individuals ISP, whether those supports are paid or unpaid natural supports to access DD 53 Services.
- e.** DD 53 Services monthly rates are not transferrable between providers, Brokerages or CDDPs. If an individual transfers from a Brokerage to a CDDP or transfers from a CDDP to another CDDP or transfers between providers but stays within the same CDDP, DD 53 Services and the monthly rate must be reviewed by the CDDP and provider to determine what the individual's ADL/IADL or transportation needs are with the new provider or CDDP and what the new monthly rate will be.
- f.** When transporting an individual for DD 53 Services the transportation provider must:
 - (1) be at least 18 years old;
 - (2) have a valid driver's license;
 - (3) have a good driving record;
 - (4) have proof of valid automotive insurance;
 - (5) any other license or certification that is required under State and Local law;
 - (6) be enrolled in the eXPRS Payment and Reporting System; and
 - (7) have a current Provider Enrollment Agreement.
- g.** DD 53 Services exclude:
 - (1) Medical transportation;
 - (2) Purchase or lease of a vehicle;
 - (3) Routine vehicle maintenance and repair, insurance and fuel;
 - (4) Ambulance services;
 - (5) Costs for transporting a person other than the individual;
 - (6) Transportation for a provider to travel to and from the workplace of the provider;
 - (7) Transportation that is not for the sole benefit of the individual;

- (8) Transportation to vacation destinations or trips for relaxation purposes;
- (9) Transportation provided by family members who are not personal support workers and are not simultaneously providing other paid supports at the time of the transportation;
- (10) Payment to the spouse of an individual receiving in-home support;
- (11) Reimbursement for out-of-state travel expenses; or
- (12) Mileage reimbursement for the vehicle of the supported individual.

3. General Performance Requirements.

Individuals must be found eligible for I/DD Services under OAR Chapter 411, Division 320.

4. Special Reporting Requirements.

- a. If requested by DHS, DD 53 Services Provider will submit information and/or documentation on actual expenditures of DD 53 Services funds under the Agreement between provider and DHS. Information will be provided using forms and procedures designated by DHS and be submitted within the timeframe designated by DHS.
- b. If requested by DHS, CDDPs will submit information and documentation for DD 53 Services as per the Interagency Agreement. Information will be provided using forms and procedures designated by DHS.

5. Billing and Payment Procedures.

- a. CDDPs work with DD 53 Service Provider to establish a rate using the DD 53 Budget Tool.
- b. CDDP must complete a DD 53 Service Client Prior Authorization (CPA) in eXPRS for each individual authorized to receive the service based upon the rate established in the DD 53 Budget Tool. Upon transition of DD 53 to Plan of Care (POC), CDDP must complete and authorize a Service Prior Authorization (SPA).
- c. DD 53 Services rates are calculated by:
 - (1) Mileage: Must be in accordance with current DHS rate. See DD 53 Budget Tool. Mileage can only be claimed for the time the individual is actually in the vehicle being provided DD 53 Services.
 - (a) Adult Foster Care providers that have become transportation providers can only claim mileage.
 - (b) Provider agencies with no established “Agency” rate must use mileage only if not purchasing a bus pass.
 - (2) Bus Passes: must be in accordance with the transit provider’s current published rate.

- (3) “Agency” rate: Currently some provider agencies have an “agency” rate. This “agency” rate is a rate previously approved by DHS that reflects the cost of transporting all of their DD individuals in a geographic area and calculating that in to an individual monthly rate. This rate is reviewed and approved by DHS prior to any services being implemented.
- d. Any request for DD 53 services with a rate of more than \$350.00 a month will be reviewed and approved by DHS prior to implementation of services. If services begin prior to DHS approval, DHS will not pay for any DD 53 Services provided prior to DHS approval. Requests must be sent to ODDS.fundingreview@state.or.us.
 - e. All DD 53 requests for a DD 53 Client Prior Authorization (CPA) to be accepted at a rate of \$350/month or less must include the following information:
 - (1) DD 53 Budget Tool fully completed. This includes the justification pages of the tool.
 - (2) Calculation method used to determine rate if not mileage or bus pass.
 - (3) The identified DD 53 Provider.
 - (4) Assurance statement that the request is only during the time the individual is in the vehicle.
 - (5) CDDP prior authorization.
 - (6) Pending DD 53 CPA in eXPRS.
 - f. All DD 53 requests for a rate greater than \$350/month must include the following information (additional information may be requested by DHS):
 - (1) DD 53 Budget Tool fully completed. This includes the justification pages of the tool.
 - (2) Calculation method used to determine rate;
 - (3) The identified DD 53 Provider;
 - (4) If request is for services provided by a car/van pool that serves multiple people, provide the number of people riding regularly; and
 - (5) Assurance that the request is only during the time the individual is in the vehicle.
 - g. DHS will review the submitted request that has been CDDP prior authorized for DD 53 Services at a monthly rate of \$350.00 or less or DHS prior authorized at a monthly rate of more than \$350.00 to ensure the request follows OARs, Standards and Procedures, Transmittals and ODDS Transportation Worker Guide Authorizing Community Transportation. If the request for DD 53 Services is accepted by DHS, DHS will move the DD 53 CPA from “pending” to “accepted” status. The provider may then submit claims in eXPRS to receive payment for services rendered.

6. CDDP Roles.

CDDP roles include, but are not limited to, the following. These and other roles are stated throughout these Standards and Procedures, the IGA and OARs:

- a. Ensures DD 53 Services follow these Standards & Procedures, the ODDS Transportation Worker Guide and Oregon Administrative Rules.
- b. Verifies that the individual has an assessed need for ADL/IADL services or a need for a waiver or support services during transportation or at the destination and identified in the individual's ISP, whether those supports are paid or unpaid natural supports, to access DD 53 Services as outlined in the ODDS Transportation Worker Guide Authorizing Community Transportation. .
- c. Prior authorizes DD 53 Transportation Services if \$350.00 or less.
- d. Creates a DD 53 CPA in eXPRS and push to pending or accepted status as applicable. Upon transition of DD 53 services to POC, creates a SPA in eXPRS and submits to pending or accepted status.
- e. Works with provider agency and/or DHS to determine a transportation rate using the DD 53 Budget Tool.
 - (1) Enter mileage or published rate of a bus pass into DD 53 Budget Tool.
 - (2) If a provider agency has an established agency rate, use the DD 53 Budget Tool. CDDP contacts DHS if unsure if a provider agency has an established agency rate.
 - (3) If a new agency rate needs to be determined, CDDP needs to work with the Subject Matter Expert at DHS for Transportation Services prior to implementation of services to develop the new rate. The new agency rate must be approved by DHS prior to services being implemented at the proposed rate.
- f. Ensures DD 53 CPAs are accurate and up to date.
- g. DD 53 Service rates are not transferrable between providers or counties. If an individual transfers to another provider or county, the DD 53 services and monthly rate must be reviewed and a new rate established for the new provider or county.
- h. If requested by DHS, CDDP will submit information and documentation for DD 53 Services as per the Interagency Agreement. Information will be provided using forms and procedures designated by DHS.
- i. Services and the rate must be reviewed by the CDDP and provider to determine what the individual's ADL/IADL or employment needs are with the new provider or county.
- j. CDDP must follow the requirements for verifying that all PSW providers can deliver transportation services as outlined in OAR 411-415-0110.
- k. Submits all documentation and information for services to DHS.

7. Provider Roles.

Provider roles include, but are not limited to, the following. These and other roles are stated throughout these Standards and Procedures, the IGA and OARs:

- a. Helps create rate with provider and/or DHS. If mileage or bus pass use budget tool. If established agency rate use budget tool. If new agency rate, work with DHS prior to implementation of services.
- b. Ensures DD 53 services are authorized prior to starting services. Authorization comes from the CDDP if 350.00 or less and from DHS if more than 350.00.
- c. DD 53 Services rates are not transferrable between providers or counties. If an individual transfers to another provider or county, DD 53 Services and the rate must be reviewed by the CDDP and provider to determine what the individual's ADL/IADL or employment needs are with the new provider or county.

8. Form(s) that apply.

- a. DD 53 Budget Tool
- b. Provider Enrollment Forms
- c. ODDS Transportation Worker Guide Authorizing Community Transportation

9. Reference(s).

- a. OAR 411-370
- b. OAR 411-323