

<b>Topic:</b>	Community Transportation (Non-Medical): Service Requirements
<b>Date Issued/Updated:</b>	7/1/2022

## Overview

This worker's guide outlines requirements related to ODDS-funded Community Transportation services.

Community Transportation consists of four distinct services:

- OR003, Commercial (Taxi)
- OR004, PSW Mileage and Agency Mileage
- OR005, Transportation Agency To/From Work Mileage
- OR554, Transit/Bus Pass

Commercial Transportation (OR003) is for use when no other more cost-effective transportation solution exists.

PSW Mileage or Agency Mileage (OR004) is a per mile reimbursement for Personal Support Workers or Agencies who transport ODDS individuals while delivering their authorized services. A PSW or Agency providing this service MUST be authorized and bill for ADL/IADL Community Attendant Care during all transportation services delivered. Modifiers for this eXPRS procedure code include:

- WE: Community Transportation. This includes while supporting a person going out and participating in their community when ADL/IADL supports are needed and authorized.
- WD: To/From Work Transportation. This includes while supporting a person to get to or from work, or their Day Support Activities (DSA) Program.

Agency To/From Work Mileage (OR005) is a per mile reimbursement for Agency Providers of Transportation Services who transport a person to or from work or a DSA program (may be in a community location), and when this service is not already reimbursed within a current rate model (Such as 24 Hour Residential Services, Group Home Services, etc.). Modifiers for this eXPRS procedure code include:

- WE: Community Transportation. This includes while supporting a person going out and participating in their community. Typically, this support is provided by the residential provider. In-home agencies typically will utilize 004 mileage. This service is only to be utilized when an individual cannot access community transportation through their residential agency, or in-home agency and a *different* provider, authorized to provide transportation, is delivering the service.
- WD: To/From Work Transportation. This includes transporting a person to or from work, or their Day Support Activities (DSA) Program. To/From Work Transportation is not built into any residential service rate model and is available to all ODDS service recipients.

Transit Passes/Bus Passes (OR554) is a payment made to purchase a bus or transit pass for the person to use while accessing and participating in their community, or utilizing the bus pass for to/from work transportation.

Currently, rideshare transportation solutions (Uber/Lyft) are **NOT** available for Medicaid funding through ODDS.

## I. Service Requirements:

### I. The Intent of Community Transportation

Community Transportation is intended to allow individuals the choice of gaining access to non-medical Community First Choice (K Plan) or Waiver funded services, including locations where K-Plan or Waiver services or supports are provided within the community. Transportation is intended to be flexible and individualized to meet an individual's self-determined monthly transportation needs and preferences.

Transportation should be to/from a community location that meets the goal or need identified within the Individual Support Plan (ISP) and which does not cause unnecessary travel. This may be in the individual's home community or in the community closest to the individual's home where resources are available to meet the desired outcome or service need.

"Community" is defined as the area surrounding the home of the individual commonly used by people in the same area to access ordinary goods and services. Refer to [OAR 411-435-0020\(9\)](#) for more detailed information about the community transportation definition.

### II. Community Transportation Eligibility

#### **Individuals Who Do Not Use 24-hour Residential Services**

Community transportation eligibility information for both adults and children who do not live in a residential setting can be found in the Ancillary Rule OAR 411-435-0050.

#### **Individuals Using 24-hour Residential Services**

Community transportation is part of the supports that a residential setting provider is responsible for providing to individuals who live in those settings. Separate from these services is transportation related to accessing employment and DSA. Individuals who live in a 24-hour residential service setting may access To/From Work Transportation for support to/from work or DSA. Residential service settings are 24-hour residential, adult and children's foster homes, host homes, and supported living. Jump to [Residential Service Setting Vocational/DSA Transportation](#).

#### **Youth under age 18**

Transportation for a child or youth under the age of 18 is typically a parental responsibility. Transportation for a child may be authorized in an ISP only in the following scenarios:

- During the delivery of daily relief care as described in OAR 411-450-0060; or

- When included as a behavior intervention strategy in a Positive Behavior Support Plan (PBSP). Transportation cannot be authorized for therapeutic rides or proactive strategies.
- To/From Work Transportation may be available for youth under 18 for the person to obtain a ride to or from work, by exception.

**Example:**

Jaden receives support from a PSW at Pokémon club. His parents provide transportation to and from the club. His PSW is authorized to provide transportation as a behavior intervention strategy if he engages in aggression.

### III. Documentation in ISP / CDP

## II. Service planning and authorization guidance

Community Transportation may be authorized when an individual has a need for transportation in any of the following ways:

- 1. Community Transportation is needed to meet an assessed need during transportation or at the destination.**

**Example:**

Taylor needs physical assistance during a car ride or while on the bus. Alternatively, Taylor needs either natural or ODDS-funded supports at the destination (e.g. physical assistance while grocery shopping).

- 2. Community Transportation is needed to get to and from a location where an individual is using ODDS-funded services, and a related goal is clearly written in the ISP.**

**Example:**

Taylor uses ODDS-funded Employment Path services for support to participate in a work internship, and also use DSA for support to participate in various community activities. The case manager has clearly documented in the ISP Taylor's goal and outcomes for each service. It is also documented that Taylor uses a monthly city bus pass, funded through ODDS Community Transportation, to accomplish these ISP goals related to his internship and DSA.

- 3. Community Transportation is needed for the person to meet a goal or outcome clearly written in the ISP, but there is no funded service at the destination.**

**Example:**

Taylor has the goal of maintaining his current job. This goal is documented in his ISP. Taylor needs to use community transportation to maintain his job because he does not drive himself. A bus pass may be authorized as Community Transportation because:

- a. it is the most cost-effective means of Community Transportation; and
- b. it also allows Taylor to be more independent than having to rely on a provider or natural support to drive him.

Taylor may also use Agency To/From Work Transportation to get a ride to the location.

**Example:** Taylor loves to go to the gym. Being healthier, exercising, and going to the gym is a goal documented in Taylor’s ISP. Taylor needs Community Transportation services to get to and from the gym. Taylor may use ODDS-funded Community Transportation services for support to get a ride to the location, or use Community Transportation to pay for a bus pass to get there since the goal is clearly documented in the ISP.

The Case Manager must authorize community transportation in the ISP before the service can be used. As part of the person-centered planning process case managers work with individuals and their ISP team to identify community transportation needs to access supports and services.

Documentation to support the authorization for transportation may include but not be limited to:

- Information that documents how the transportation service relates to the assessed ADL/IADL/Behavioral support need either during transportation or how ADL/IADL/Behavioral supports are required at the destination.
- Information that demonstrates the mode of transportation chosen is the most cost effective means possible.

This documentation would most commonly be found in related sections of the ISP or supporting documents. Additional documentation could be recorded in the ONA, PBSP, and progress notes.

**Quick Tip** The location should be to the nearest site that meets the need. However, infrequent trips outside of individual’s community may be reimbursable if the ISP team determines that traveling outside of the community is the most cost-effective solution to access a support need and it is identified in the ISP.

When a PSW is being authorized for mileage (OR004), the PSW must also have an authorization for attendant care (OR526) or relief care (OR507). Mileage cannot be a standalone service for PSWs. The provider must bill concurrently for hours and miles while the individual is in the vehicle. ADL/IADL Attendant Care Hours used while a provider is delivering mileage transportation are drawn down from the assessed hours.

For example, Melanie has 74 hours per month assessed for attendant care. If she attends a DSA program 20 days per month, and receives transportation to and from the program, for a total of 20 hours of ADL/IADL Attendant care during transport, those 20 hours would reduce her available attendant care assessed hours to 54 per month.

Transportation is offered through contracted transportation providers at rates established in the [Expenditure Guidelines](#). Provider types include:

- Commercial (paid at vendor cost including processing fees)
  - Public Transit (bus passes, tickets, vouchers)
  - Taxi
- Mileage (paid on a per mile rate)
  - Personal Support Worker
  - DD Provider Agency

- To/From Work Transportation (paid on a per mile rate)
  - DD Transportation Provider Agency – This includes providers with an enrollment agreement covering 72-717 DD Non-Medical Transportation Organization in the eXPRS payment system.

*Reminder: Transportation provided during an employment or DSA service (Discovery, Employment Path, Small Group) is already included in the employment service rate and cannot be billed as a separate mileage claim.*

### **III. Limits to Authorizations**

All transportation authorizations must be made using the most cost-effective means of transportation appropriate for the individual that also meets the individual’s needs.

Case managers may authorize community transportation when costs are under \$577.32/month in an ISP. Case managers may only authorize community transportation costs over \$577.32/month in an ISP after receiving an approved funding review memo from ODDS. See [Funding Review and Exceptions Request Form DHS0514DD](#).

<p>Over \$577.32 (ODDS approval required)</p>	<ul style="list-style-type: none"> <li>• The ISP team must review the individual’s prior transportation usage, consider the individual’s desired outcomes, needs, and preferences as well as cost-effectiveness.</li> <li>• ISP teams must explore alternatives to continue to meet the individuals desired outcomes, needs, and preferences at the location that is nearest to the individual within the community in a cost-effective manner.</li> <li>• The Case Manager must submit a request for a funding review to ODDS for transportation costs exceeding \$577.32/month including documentation related to the request.</li> <li>• Transportation costs exceeding \$577.32/month may only be authorized with an ODDS approved funding memo.</li> </ul>
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## IV. Exclusions

Community transportation cannot be authorized for the following purposes:

- Transportation during a day support activity. The cost of transportation during a DSA activity is included in the DSA rate.
- When there are natural supports or community-based resources available at no cost to the individual
- To and from a location that does not meet the desired outcomes or needs identified needs in the ISP; the individual does not have a need for supports, paid or unpaid; or the individual does not have ADL/IADL/Behavior support needs during transportation
- To and from medical appointments (generally covered under medical transportation).
- Mileage for a vehicle owned by the individual or a person other than the paid provider. Paid provider includes vehicles owned by a DD Agency.

### **Quick Tip**

PSWs or DSPs that use a vehicle owned by the individual or a person other than the paid provider are eligible to claim attendant care hours for time spent transporting the individual.
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- Vacation costs for transportation, food, shelter, and entertainment that are normally incurred by a person on vacation, regardless of disability, and are not required by the individual's identified needs for ADL/IADL/Behavior supports in all home and community-based settings
- Purely diversional purposes. Transportation should be related to a goal or need identified in the ISP.
- Additional exclusions in 411-435-0050(6)

## V. Monitoring Community Transportation services

Case managers are responsible for monitoring the services authorized in an ISP to ensure that they are meeting the desired outcomes, needs, and preferences of the individual. Case managers should also monitor using the following principles related to cost-effective use of services for transportation claims:

Over \$577.32	<ul style="list-style-type: none"><li>• Ensure that services are being delivered at the location that is nearest to the individual within the community that meets the desired outcomes and identified needs of the individual</li><li>• Explore and determine if there are alternative options more cost-effective transportation to meet the person's desired outcomes and identified needs.</li></ul>
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## VI. To/from Employment/DSA Transportation while living in Residential Service Setting

Transportation to the community to meet most of an individual's desired outcomes and identified needs are included in the rate paid to the provider for individuals receiving services in the settings below. However, individuals using services in these settings are eligible to receive additional funded transportation, or To/From Work Transportation, to get to and from Employment and DSA.

- 24-Hour Residential Services
- Adult and Children's Foster Homes
- Supported Living Services
- Host Home Services

To/From Work Transportation services to or from DSA/Employment in the community include:

- OR004/WD – Can be delivered by a PSW or Agency concurrently with a community attendant care service.
- OR005/WD - Must be delivered by a provider enrolled to deliver transportation services.

**Quick Tip** Transportation provided within the course of a service (i.e. not to/from) is included in the DSA or Employment Service rate.

What is available for people accessing **In-Home** services:

- Public Transit, including Bus Passes (OR554)
- PSW mileage transportation services (OR004)
- DD Agency mileage transportation services (OR004)
- DD Transportation Agency To/From Work transportation services (OR005)
- Taxi Services (OR003)
- Local Match transportation services (Not in eXPRS)

Any combination of transportation services is available without exception for people accessing In-Home services up to the monthly limit of \$577.32. See Table below for more information.

What is available for people accessing **24-Hour Residential** services:

- Public Transit, including Bus Passes (OR554)
- DD Transportation Agency To/From Work transportation services (OR005)
- Taxi Services (OR003)
- Local Match transportation services (Not in eXPRS)

Any combination of transportation services is available without exception for people accessing 24-Hour Residential services up to the monthly limit of \$577.32. See Table below for more information.

What is available for people accessing **Adult or Child Foster Care** services:

- Public Transit, including Bus Passes (OR554)
- DD Agency mileage transportation services (OR004)
- DD Transportation Agency To/From Work transportation services (OR005)
- Taxi Services (OR003)
- Local Match transportation services (Not in eXPRS)

Any combination of transportation services is available without exception for people accessing Adult or Child Foster Care services up to the monthly limit of \$577.32. See Table below for

more information.

What is available for people accessing **Supported Living** services:

- Public Transit, including Bus Passes (OR554)
- DD Transportation Agency To/From Work transportation services (OR005)
- Taxi Services (OR003)
- Local Match transportation services (Not in eXPRS)

Any combination of transportation services is available without exception for people accessing Supported Living services up to the monthly limit of \$577.32. See Table below for more information.

## VII. Monitoring residential services providing transportation

Residential providers can meet the transportation needs of the individual receiving services from their agency or home in a manner that meets the person’s preferences and desired outcomes. This can be through any combination of transportation options that the agency provides whether purchasing a bus pass or using the agency’s vehicle.

Case managers are responsible for ensuring that the residential provider is meeting their responsibilities to meet the needs and assisting to work towards the individual’s desired outcomes as identified in the ISP.

## VIII. Supported Living budgets

For individuals receiving Supported Living services, an exception is required if the transportation costs included in the Supported Living budget exceed \$350. Transportation included in the Supported Living budget is intended to meet most of an individual’s desired outcomes and identified needs in their community. However, as outlined above, individuals using Supported Living Services are eligible to receive additional funded transportation to get transportation to and from Employment and DSA.

### IX. Table – Exceptions

Funding exceptions can be requested when the amount of transportation services needed to meet a person’s ISP goals exceeds the limits in the below table. For all exceptions requests, it is important to provide in the request a breakdown of the individual costs that result in the exceptional amount being requested. For instance, if a person utilizes PSW, DD Agency To/From Work, and an occasional taxi service, ODDS must see the cost breakdown:

PSW Miles: 110 miles @ \$0.56/mile = \$61.60

To/From Work Agency: 250 miles @ \$2.03/mile = \$507.50

Taxi Service: \$60 least expensive option for 4 rides per month = \$240

Total transportation costs = \$809.10

Services Setting	Transportation Provider type	Service Element	CPA or POC Procedure Code	Exception required*
In-Home	Public Transit	49, 149, 151	OR554	\$577.32+/mo
In-Home	PSW-mileage	49, 149, 151	OR004	\$577.32+/mo



In-Home	DD Agency-mileage	49, 149, 151	OR004	\$577.32+/mo
In-Home	DD Transportation Agency-	49, 149, 151	OR005	\$577.32+/mo
In-Home	Local Match†	49, 149, 151	Not in eXPRS	10 rides+ 1+ provider†
24-Hour Res Services	Public Transit	SE257	OR554	YES
24-Hour Res Services	Taxi	SE257	OR003	YES
24-Hour Res Services	PSW-mileage	NEVER	NEVER	NEVER
24-Hour Res Services	DD Agency-mileage	NEVER	NEVER	NEVER
24-Hour Res Services	DD Transportation Agency	SE257	OR005	\$577.32+/mo
24-Hour Res Services	Local Match†	Not in eXPRS	Not in eXPRS	10 rides+ 1+ provider
Adult and Child Foster	Public Transit	SE257	OR554	YES
Adult and Child Foster	Taxi	SE257	OR003	YES
Adult and Child Foster	PSW-mileage	NEVER	NEVER	NEVER
Adult and Child Foster	DD Agency-mileage (DD53 enrolled AFH-current AFH resident only)	SE257	OR005	\$577.32+/mo
Adult and Child Foster	DD Transportation Agency	SE257	OR005	\$577.32+/mo
Adult and Child Foster	Local Match†	Not in eXPRS	Not in eXPRS	10 rides+ 1+ provider
Supported Living	Public Transit	SE257	OR554	YES
Supported Living	Taxi	SE257	OR003	YES
Supported Living	PSW-mileage	NEVER	NEVER	NEVER
Supported Living	DD Agency-mileage	NEVER	NEVER	NEVER
Supported Living	DD Transportation Agency	SE257	OR005	\$577.32+/mo
Supported Living	Local Match†	Not in eXPRS	Not in eXPRS	10 rides+ 1+ provider

\*\$ amounts are ISP plan transportation service total  
†Local Match is for to/from Employment Services or DSA Services only for Medicaid Eligible Individuals requiring door to door service

**Generic providers authorized for Public Transit (OR554) or Taxi (OR003) have the CME as the “Pay-To” provider when authorized in SE257, 149, 151, or 49.**

## **X. COMPASS Authorization and Billing Changes**

Effective 7/1/2022, Transportation Agency Mileage, previously DD53, reimbursement will include assumptions for agency administrative and overhead costs, already built into the rate. This rate is divided by the number of individuals in the vehicle and billed evenly per mile of the total length of the ride.

For example, “Provider A” is an enrolled transportation provider who transports 3 people in the morning to their DSA program. Rider X total miles from pick up to drop off is 16 miles  
Rider Y total miles from pick up to drop off is 24 miles, and Rider Z total miles from pick up to drop off is 10 miles. All three riders were in the vehicle at the same time, so the Provider divides the longest trip (24 miles) by the number of riders (3), and bills evenly for each rider:

Rider X=8 miles

Rider Y=8 miles

Rider Z=8 miles

ODDS has developed a tracking and calculation tool to help calculate and keep track of the miles transported, pick up and drop off locations, clients in the vehicle, vehicle used, and route/trip assigned. Although this tool will be very helpful in determining the accurate miles to bill for each person, its use is not required.

What is required is for the Provider Agency to record and maintain records of the following:

- Pick Up Address for the Individual
- Drop Off Address for the individual
- Total miles traveled per individual
- Total number of individuals in the vehicle at any time
- Total miles driven from start to end of any route (i.e., from the first person who was picked up until the last person was dropped off)

Please refer to [PT-22-062](#) for more detailed information on the calculation tool. Note: this tool is optional and not required.

### **Form(s) that apply:**

Transportation Agency Calculation Tool can be found on the Community Transportation web page: <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Pages/ODDS-Transportation-Services.aspx>.

### **Contact(s):**

**Name:** Regional Employment Specialist:

<https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/Map-ODDS-Regional-Employment-Specialists.pdf>