

17.21 Transportation

Procedure Codes	Rates	Units	Additional Descriptor	Budget Component
A0090HI2	\$0.74	Mile	Multiple Passenger Rate (not for use by SDEs)	Employment/Day or Individual/Family Supports
A0090HI	Reasonable & Customary	Mile	Single Passenger Rate (not for use by SDEs)	Employment/Day or Individual/Family Supports
A0090HI52	Reasonable & Customary	15 minutes	Self-Directed Employee	Employment/Day or Individual/Family Supports

17.21.1 Description

Service offered in order to enable participants to gain access to services, activities and resources, as specified by the Service Plan. This service is offered in addition to medical transportation required under 42 CFR §431.53 and transportation services under the State Plan, defined at 42 CFR §440.170(a) (if applicable), and does not replace them. Whenever possible, family, neighbors, friends, or community agencies which can provide this service without charge are utilized.

17.21.2 Service Limits

Reimbursement for transportation is limited to distances not to exceed 150 miles one way.

17.21.3 Provider Qualifications

Multiple passenger rate providers and Self-Directed Employee transportation providers must comply with the standards set forth in this manual. In addition, Transportation providers shall complete State/Federal Criminal Background checks and Central Registry checks for all staff, drug tests as applicable under Stephen Komminos' Law, and ensure that all staff successfully completes the Division mandated training, are a minimum of 18 years of age, and possess a valid driver's license and abstract (not to exceed 5 points). Self-Directed Employees (SDEs) cannot be the individual's spouse, parent, or guardian.

17.21.4 Transportation Options

Transportation services can be provided by Medicaid/DDD approved transportation providers, generic transportation services/vendors used by the general public, and/or Self-Directed Employees.

*The Division is in the process of establishing prepaid debit cards to be used with transportation providers that cannot enroll with the Fiscal Intermediary in order to receive payment through their invoices. These options such as public transportation (NJ Transit and Access Link) and rideshare services (such as Uber or Lyft) will be available once these payment mechanisms are worked out.

17.21.4.1 Multiple Passenger Rate

This rate of \$0.74/mile per passenger is utilized when the transportation provider, typically a Medicaid/DDD approved provider in this case, is transporting more than one individual using his/her individualized budget to fund Division services. The multiple passenger rate is utilized for the entire trip for each individual receiving the service – even at the point when there is only one passenger in the vehicle because he/she is the first passenger picked up and/or the last passenger dropped off.

17.21.4.2 Single Passenger Rate

This rate is utilized when the transportation provider, typically a generic transportation service available to the general public in this case, is transporting one individual for the entire trip. Due to the reasonable & customary rate, requests for this service must be submitted to the Division for review and approval.

17.21.4.3 Self-Directed Employee Rate

This rate is utilized when a Self-Directed Employee is being hired by the individual to provide transportation for him/her. All of the standards for the SDE hiring and payment process apply.

17.21.4.3 Additional Flat Rate, Boarding Rate, etc.

If a generic transportation service has an additional flat or boarding fee, the request to cover that additional cost must go through Goods & Services. The process to request Goods & Services is described in Section 17.10.5.1.

17.21.5 Transportation Policies/Standards

In addition to the standards set forth in this manual, the service provider and staff must comply with relevant licensing and/or certification standards.

All vehicles utilized by the Transportation provider to transport individuals receiving services shall:

- Comply with all applicable safety and licensing regulations of the State of New Jersey Motor Vehicle Commission regulations;
- Be maintained in safe operating condition;
- Contain seating that does not exceed maximum capacity as determined by the number of available seatbelts and wheelchair securing devices;
- Be wheelchair accessible by design and equipped with lifts and wheelchair securing devices which are maintained in safe operating condition when transporting individuals using wheelchairs; and
- Be equipped with the following:
 - 10:BC dry chemical fire extinguisher;
 - First Aid kit;
 - At least 3 portable red reflector warning devices;
 - Snow tires, all weather use tires, or chains when weather conditions dictate.

17.21.5.1 Need for Service and Process for Choice of Provider

The need for Transportation will be identified through the NJ Comprehensive Assessment Tool (NJ CAT) and the person centered planning process documented in the Person Centered Planning Tool (PCPT). Once this need is identified, an outcome related to the result(s) expected through the use of Transportation will be included in the Individual Service Plan (ISP).

17.21.5.1.1 Accessing Transportation Services

Once the transportation provider has been identified, the Support Coordinator will include details regarding the service, provider, mileage, etc. into the ISP.

17.21.5.1.1.1 Multiple Passenger

The Support Coordinator will indicate the chosen provider, mileage, dates of service, etc. in the ISP. The identified multiple passenger transportation provider will receive prior authorization upon ISP approval and will claim to Medicaid (through DXC Technology) for reimbursement of services delivered.

17.21.5.1.1.2 Single Passenger

The Support Coordinator will complete and submit the “Single Passenger Transportation Request” document to DDD.ServiceApprovalHelpDesk@dhs.state.nj.us for review. As long as the requested transportation is within a reasonable & customary rate, approval will be provided by the Division. At the point in which the service is approved, the Support Coordinator will indicate the chosen provider, mileage, dates of service, etc. in the ISP and prior authorization will be provided to the Fiscal Intermediary upon ISP approval. The transportation provider will submit an invoice to the Fiscal Intermediary for payment.

17.21.5.1.2 Exclusions

- Medical transportation (see Section 17.21.1),
- Transportation provided as part of the Day Habilitation service (pick up and drop off within the service provider’s catchment area), and
- Transportation to community activities if the provider has decided to provide Day Habilitation services while traveling to and from the community site and claim for Day Habilitation rather than Transportation as described in Section 17.6.5.9.

17.21.5.2 Minimum Staff Qualifications

The service provider shall meet the minimum staff qualifications and training set forth in this manual. Qualifications and training shall be documented either in the employment application, resume, reference check, or other personnel document(s).

- Minimum 18 years of age; – AND –
- Complete State/Federal Criminal Background checks and Central Registry checks; and
- Valid driver’s license and abstract (not to exceed 5 points).

17.21.5.3 Mandated Training & Professional Development

The service provider shall comply with any relevant licensing and/or certification standards. Agency Trainers must have a minimum of 1 year experience in the field or 1 year experience in training.

17.21.5.4 Documentation and Reporting

Documentation of the delivery of service must be maintained to substantiate claims. This documentation should include the date, pick up and drop off addresses, and mileage of the delivered service for each individual and must align with the prior authorization received for the provision of services.

17.21.5.5 Medication Standards

If the provider is distributing medications while delivering this service, the “Medication” standards described under Day Habilitation Section 17.6.5.8 or Prevocational Training Section 17.15.5.7 (these standards are the same for both services) shall be followed.