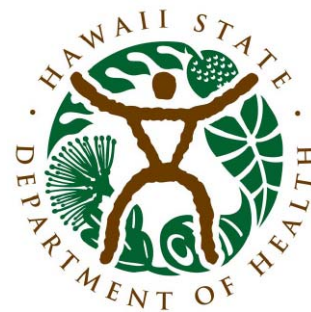


Exhibit: Transportation - Oahu Bus Pass Requirements

Holoholo TheBus

Presenter



All content provided in the Exhibit Basics training is relevant to the Exhibit: Transportation – Oahu Bus Pass.

A. Definition

The Transportation – Oahu Bus Pass service allows service providers in for the Access to Recovery (“ATR Ohana”) Project to coordinate with Oahu Transit bus company as a consignment and distribution site for monthly bus passes and yearly disability bus passes, which are good for transportation on the Honolulu City and County (“The Bus”) transit system. Providers shall submit claims for payment for the actual cost of the bus pass plus an additional percentage administration processing cost paid to the Provider. The percentage administration processing cost for monthly bus passes distributed is ten percent (10%) and the percentage administration processing cost for yearly disability bus passes distributed is twenty percent (20%). The Transportation - Oahu Bus Pass provider shall retain a copy of the distribution log verifying the type of bus pass issued, the month and date of issue, and the identification number of the bus pass provided to the client, and shall indicate any further relevant details of the bus pass that is issued to the client in the Hawaii Web Infrastructure for Treatment Services (“WITS”) electronic voucher management system (“VMS”). The Transportation - Oahu Bus Pass provider shall secure signed consent from the client receiving the bus pass to disclose to The Bus and to ADAD the client’s name on bus pass distribution log sheets that include the signature of the individual to whom the pass is distributed, and that shall be retained by the provider as documentation of service delivery to the client. The Transportation - Oahu Bus Pass provider shall assure that the client effectively receives the monthly pass issued to the client as early as possible in the month to maximize the effectiveness of the services delivered to the client.

A. Definition

The Transportation - Oahu Bus Pass's purpose is:

1. To improve the client's ability to travel to substance abuse treatment services, to attend recovery support activities, to participate in ATR Ohana services, to engage in employment and/or education, or to attend other wellness related appointments or activities with both ATR Ohana funded providers and with non-ATR Ohana funded provider agencies, and
2. To increase the client's attendance at and compliance with the above listed activities and appointments.

B. Scope of Services

The Transportation - Oahu Bus Pass provider shall establish a consignment agreement with The Bus independent of ATR Ohana and comply with all terms, conditions, and documentation required by that consignment agreement for distribution of monthly passes to ride The Bus, or for year-long disability bus passes to ride The Bus. Copies of consignment agreements activated between the Transportation – Oahu Bus Pass provider and Oahu Transit that are relevant to claims for payment to ATR Ohana for Transportation – Oahu Bus Pass services during the period of the provider’s MOU and Exhibit: Transportation – Oahu Bus Pass shall be retained on site and available for review by ADAD.

The Transportation - Oahu Bus Pass provider shall confirm with the client and document in the hard copy record and in the client’s WITS record details related to delivery of the Oahu Bus Pass and any other relevant details and that the client does not have an alternate, reliable means of transportation to the above listed activities and appointments, or that the client is eligible to receive the disability bus pass at the time it is issued.

The Transportation - Oahu Bus Pass service occurs by face-to-face contacts made by Transportation – Oahu Bus Pass provider staff with clients enrolled in ATR Ohana. The provider shall create a recovery plan for the Transportation - Oahu Bus Pass service that lists at least one (1) activity or appointment obligation that the client shall honor as a result of receiving the Transportation - Oahu Bus Pass service.

On rare occasions, issuance of a replacement bus pass may be authorized by the State of Hawaii Department of Health, Alcohol and Drug Abuse Division (“ADAD”) for extenuating circumstances. Transportation - Oahu Bus Pass providers must document the month and the number of the missing bus pass, the date that the circumstances were noted, and the reason that a replacement bus pass is needed, such as theft or loss, in the client’s hard copy file and in the client’s WITS record. The Transportation - Oahu Bus Pass provider must also report the bus pass as missing to law enforcement and include a copy of the police report in the client’s hard copy file along with entering the police report number and date the report was made by the Transportation - Oahu Bus Pass provider into the client’s WITS record. A copy of that report in the client’s hard copy file is required as proof for authorization of a second charge for the Transportation – Oahu Bus Pass service for the same calendar month as a previous charge for Transportation – Oahu Bus Pass services.

Transportation - Oahu Bus Pass services may be conducted in the form of office appointments, home visits, or other face-to-face contacts made in the community.

For the purposes of this Memorandum of Understanding (“MOU”), Transportation - Oahu Bus Pass service shall be considered a recovery support service.

D. Voucher Management System ("VMS") Codes

The VMS code for Transportation services is 3050, with sub category codes specified for Oahu Bus Pass services (-01 and -04). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-01 Oahu Bus Pass, Monthly. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

-04 Oahu Bus Pass, Yearly Disability. New vouchers shall be authorized for a single period of thirty (30) consecutive days and shall expire thirty (30) days after issuance.

The voucher for -01 Oahu Bus Pass, Monthly, shall be initiated by the Transportation - Oahu Bus Pass provider, and shall be capped at one (1) unit of service. The voucher for -04 Oahu Bus Pass, Yearly Disability, shall be initiated by the Transportation - Oahu Bus Pass provider, and shall be capped at one (1) unit of service.

E. Fee Schedule

The minimum unit of billing for -01 Oahu Bus Pass, Monthly, shall be one (1) calendar month of twenty-eight (28) to thirty-one (31) consecutive days. The maximum number of units that may be billed for -01 Oahu Bus Pass, Monthly, shall be one (1) unit for a single calendar month, per client. -01 Oahu Bus Pass, Monthly, shall be funded as shown below:

-01 Oahu Bus Pass, Monthly, one (1) unit, \$66

One (1) unit shall include:

1. The exact cost to the Transportation - Oahu Bus Pass provider for one (1) calendar month bus pass delivered to the client.
2. Ten percent (10%) administration processing cost paid to the Provider for one (1) calendar month bus pass delivered to the client.
3. Effective distribution of the monthly Oahu Bus Pass to the client as early as possible in the calendar month.
4. Creation of electronic consent that shall be confirmed by client signature to other ATR Ohana providers or non-ATR Ohana providers.
5. Electronic referral to WITS user agencies, as appropriate.
6. Creation of WITS format consent when referral will be to non-WITS user provider.
7. Confirmation that the client has completed first contact with the agencies of choice.
8. When authorized by written consent, electronic or written documents shall be released by the Transportation - Oahu Bus Pass provider to the authorized treatment facility, probation officer, court official, or other appropriate authority.
9. Creation of one (1) unit voucher authorization for -01 Oahu Bus Pass, Monthly shall be authorized in the WITS system and claim for payment may be made in WITS against that voucher for services delivered face-to-face and during the -01 Oahu Bus Pass, Monthly, voucher activation period.
10. The six (6) month follow-up GPRA shall be completed by the Transportation - Oahu Bus Pass provider with clients whose eligibility period for completion of the six (6) month follow-up GPRA occurs during the period of time that the Transportation - Oahu Bus Pass service is authorized for the Transportation - Oahu Bus Pass provider.
11. The Transportation - Oahu Bus Pass provider shall close the client's episode of care at that agency in the WITS system for ATR Ohana clients who refuse further ATR Ohana services from the Transportation - Oahu Bus Pass provider. When the Transportation - Oahu Bus Pass provider is the last ATR Ohana provider working with the client, the WITS system will prompt the provider to further complete that client's Discharge GPRA in WITS.
12. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

The minimum unit of billing for -04 Oahu Bus Pass, Yearly Disability, shall be one (1) unit, which is twelve (12) consecutive calendar months, three hundred sixty-five (365) consecutive days. The maximum number of units that may be billed for -04 Oahu Bus Pass, Yearly Disability, shall be one (1) unit per one (1) calendar year of twelve (12) consecutive calendar months, per client. -04 Oahu Bus Pass, Yearly Disability, shall be funded as shown below:

-04 Oahu Bus Pass, Yearly Disability, one (1) unit, \$36

One (1) unit shall include:

1. The exact cost to the Transportation - Oahu Bus Pass provider for a one (1) year (twelve [12] consecutive calendar months) disability bus pass delivered to the client.
2. Twenty percent (20%) administration processing cost paid to the Provider for a one (1) year (twelve [12] consecutive calendar months) disability bus pass delivered to the client.
3. Effective distribution of the yearly disability Oahu Bus Pass to the client as early as possible in the period of the year (twelve [12] consecutive calendar months).
4. Creation of electronic consent that shall be confirmed by client signature to other ATR Ohana providers or non-ATR Ohana providers.
5. Electronic referral to WITS user agencies, as appropriate.
6. Creation of WITS format alternate written consent when referral will be to non-WITS user provider.
7. Confirmation that the client has completed first contact with the agencies of choice.
8. When authorized by written consent, electronic or written documents shall be released by the Transportation - Oahu Bus Pass provider to the authorized treatment facility, probation officer, court official, or other appropriate authority.
9. Creation of one (1) unit voucher authorization for -04 Oahu Bus Pass, Yearly Disability, shall be authorized in the WITS system and claim for payment may be made in WITS against that voucher for services delivered face-to-face and during the -04 Oahu Bus Pass, Yearly Disability, voucher activation period.
10. The six (6) month follow-up GPRA shall be completed by the Transportation - Oahu Bus Pass provider with clients whose eligibility period for completion of the six (6) month follow-up GPRA occurs during the period of time that the Transportation - Oahu Bus Pass service is authorized for the Transportation - Oahu Bus Pass provider.
11. The Transportation - Oahu Bus Pass provider shall close the client's episode of care at that agency in the WITS system for ATR Ohana clients who refuse further ATR Ohana services from the Transportation - Oahu Bus Pass provider. When the Transportation - Oahu Bus Pass provider is the last ATR Ohana provider working with the client, the WITS system will prompt the provider to further complete that client's Discharge GPRA in WITS.
12. Comprehensive and timely creation of all electronic and written documentation corroborating that the above actions were completed.

In the event that an increase in the cost of Oahu Transit's monthly bus pass occurs, ATR Ohana will reimburse the Transportation – Oahu Bus Pass provider for -01 Oahu Bus Pass, Monthly, in accordance with section E. 1 and E. 2 of the Exhibit: Transportation – Oahu Bus Pass.

If the event that an increase in the cost of Oahu Transit's yearly disability bus pass occurs, ATR Ohana will reimburse the Transportation – Oahu Bus Pass provider for -04 Oahu Bus Pass, Yearly Disability, in accordance with section E. 13 and E. 14 of the Exhibit: Transportation – Oahu Bus Pass.