

Exhibit: Transportation – Multi-passenger Van

Holoholo Ka'a

Presenter



All content provided in the Exhibit Basics training is relevant to the Exhibit: Assessor.

A. Definition

Transportation, for the purposes of this document, is considered to be mass transit vehicles such as taxis, van or other multi-passenger vehicles.

The Transportation – Multi-passenger Vehicle service 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 prompt attendance at and compliance with the above listed activities and appointments.

B. Scope of Services

The Transportation – Multi-passenger Vehicle service allows service providers for the Access to Recovery (“ATR Ohana”) Project to assist clients in attending ATR Ohana clinical treatment, recovery support services, employment, education, or other wellness related activities when other methods of transportation are not feasible. Transportation – Multi-passenger Vehicle supports the client’s wellness activities with planned location to location assistance when bus passes or other private transportation options are not feasible. Transportation providers must meet established criteria for licensure and/or certification within their industry and must maintain licensure and/or certification throughout their authorization to provide services to ATR Ohana clients.

The Transportation – Multi-passenger Vehicle provider shall retain a copy of documentation verifying the date of the transport, start and end times, start and end locations, start and end mileages, total mileage traveled per transport, the purpose for the transport, and shall indicate this information and any further relevant details of the transport in the Hawaii Web Infrastructure for Treatment Services (“WITS”) electronic voucher management system (“VMS”). The Transportation – Multi-passenger Vehicle provider shall secure signed consent from the client receiving the service to disclose to ADAD the client’s name and other service related details on log sheets or other documents that verify the signature of the individual who was transported and the details listed above, and that shall be retained by the provider as documentation of service delivery to the client. The Transportation – Multi-passenger Vehicle provider shall assure that the client effectively receives the transportation service in a timely manner to assure that the client is able to promptly attend the identified appointments ensuring maximum effectiveness of the services delivered to the client.

The Transportation – Multi-passenger Vehicle provider shall confirm with the client and document in the hard copy record and in the client’s WITS record that the client does not have an alternate, reliable, prompt means of transportation to the above listed activities and appointments. The provider shall create a recovery plan for the Transportation – Multi-passenger Vehicle service that lists at least one (1) activity or appointment obligation that the client shall honor as a result of receiving the Transportation – Multi-passenger Vehicle service.

The Transportation – Multi-passenger Vehicle service occurs by face-to-face contacts made by Transportation – Multi-passenger Vehicle provider staff with clients enrolled in ATR Ohana.

For the purposes of this Memorandum of Understanding (“MOU”), Transportation – Multi-passenger Vehicle service shall be considered a recovery support service.

C. Minimum Requirements

Hawaii state law delegates the authority of regulating taxicab to the Counties. Taxicabs require licensure under the City & County of Honolulu, Community Service Department, Motor Vehicle Control Section. For further information regarding City & County of Honolulu regulations and the process for obtaining a license as a transportation provider, related standards, application process, and forms, please call the Motor Vehicle Control Section directly at 808-733-2540, or attain information in person at 1112 Kapahulu Avenue.

Providers transporting clients by van are required to hold valid State of Hawaii driver's licenses, to meet specified levels of motor vehicle liability insurance as defined below, and to keep vehicles in safe working condition as defined by State of Hawaii motor vehicle inspection standards. Further information regarding State of Hawaii regulations and/or process for obtaining required driver's licenses or for standards for motor vehicle inspection see:

<http://www.dmv.org/hi-hawaii/departments-motor-vehicles.php>

D. Voucher Management System ("VMS") Codes

The VMS code for Transportation services is 3050, with sub category code specified for Multi-passenger Vehicle services (-03). Payment of vouchers shall be managed through Hawaii WITS electronic voucher management system, using the following codes:

-03 Multi-passenger Vehicle. 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 -03 Multi-passenger Vehicle, shall be initiated by the Transportation – Multi-passenger Vehicle provider, and shall be limited by the availability of funds for each client as managed through the WITS client cap.

Transportation – Multi-passenger Vehicle service begins when the client is physically present inside the vehicle, and ends when the client has exited the vehicle. Mileage traveled from other locations to initially pick up the client is not a covered service. Mileage traveled to other locations after the client has exited the vehicle is not a covered service.

Transportation – Multi-passenger Vehicle services provided to multiple clients at the same time shall be delivered in a manner that maintains client confidentiality for each of the individual clients in compliance with Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and 42 CFR Part 2.

Individual claims for payment for services provided to multiple clients receiving Transportation – Multi-passenger Vehicle services during the same transportation episode may be submitted as individual claims for payment for each client transported for the portion of mileage delivered to that individual.

E. Fee Schedule

The minimum unit of billing for -03 Multi-passenger Vehicle, shall be one (1) unit, which is one (1) linear mile as measured by odometer or other accurately calibrated distance measuring device. The maximum number of units that may be billed for -03 Multi-passenger Vehicle per client shall be limited by the availability of funds for each client as managed through the WITS client cap. -03 Multi-passenger Vehicle shall be funded as shown below:

-03 Multi-passenger Vehicle, one (1) unit, \$2

One (1) unit shall include:

1. Transportation of the client for one (1) full mile of distance.
2. Prompt and timely transport of the client from one pre-identified location to a second pre-identified destination for the purposes defined above.
3. Round-trip transport of the client shall be considered two separate instances of transportation, and each instance of transportation shall be fully documented independently.
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 – Multi-passenger Vehicle provider to the authorized treatment facility, probation officer, court official, or other appropriate authority.
9. Creation of one (1) voucher authorization for -03 Multi-passenger Vehicle per client, per thirty (30) consecutive days 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 -03 Multi-passenger Vehicle voucher activation period.
10. The six (6) month follow-up GPRA shall be completed by the Transportation – Multi-passenger Vehicle 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 – Multi-passenger Vehicle service is authorized for the Transportation – Multi-passenger Vehicle provider.
11. Transportation – Multi-passenger Vehicle 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 – Multi-passenger Vehicle provider. When the Transportation – Multi-passenger Vehicle 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.