



Effective July 1, 2023

To: All Authorized Child Mental Health Wraparound Providers

RE: Facility Based Respite Transportation Service Policy

The Indiana Division of Mental Health and Addiction announces a new service to the Child Mental Health Wraparound program. The following provides information and requirements for the Facility Based Respite Care Transportation Service.

Service Definition

Facility Based Respite Care Transportation services are offered to enable participants to attend Facility Based Respite Care Services when no other transportation is available to the participant. This service is to overcome barriers to families and youth to assist with transportation to/from the youth’s home within 120 miles of the Facility Based Respite Care location. Transportation services are reimbursed when a participant requires transportation to access facility-based respite care services. Transportation is provided at a single rate or base trip within 15 miles of the respite care facility. When providing transportation more than 15 miles, transportation will be reimbursed at the base rate plus an additional rate for each mile over 15.

Service Rates

<u>Code</u>	<u>Modifier</u>	<u>Modifier</u>	<u>Modifier</u>	<u>Service</u>	<u>Rates</u>	<u>Pay of Rate</u>
T2003	HA=Child/Adolescent Program	U1=Basic	UB=Base Trip	Transportation Base, Basic Up to 15 miles. One base rate can be used once per day.	\$30.02	Base Rate/Trip
T2003	HA=Child/Adolescent Program	U1=Basic		Transportation, Basic Trip Mileage. To be used if needed after base rate is exhausted.	\$1.36	Per mile



Service Standards

These service standards must be followed for Facility Based Respite Care Transportation services:

- Transportation services must follow a written service plan addressing specific needs determined by the participant's Plan of Care.
- Whenever possible, family, neighbors, friends, or community agencies that can provide this service without charge will be used.
- Transportation may only be provided from participants home to Facility Based Respite, and from the Facility Based Respite location to the participant's home.
- Upon pick up, participants' caregiver must sign and time/date stamp the transportation log indicating that the youth has been successfully picked up by the provider. When the youth returns, the caregiver must again sign and time/date stamp, indicating that the youth has successfully returned to their care.

Documentation Standards

Documentation standards must be followed for transportation services.

- Identified under the Caregiver Underlying need as a strategy. Strategy must include information as to why natural supports were unable to provide transportation, as well as dates, time, and location of pick up and drop off.
- Services outlined in the Plan of Care and NOA; Provider must have the following sent with the participant or received prior to transportation to the Facility Based Respite facility; Care Plan, Crisis Plan, Intervention Plan and NOA, and caregiver emergency contact information.
- Providers are required to have a paper copy of the crisis plan, that was developed by the CFTM, secured in the vehicle whenever participants are being transported.
- Provider must maintain a DMHA approved transportation logbook that references Map Quest or Rand McNally designated route of shortest distance between pick up and drop off locations. Each trip must reference the participant number of the youth being transported. The log must also have space for the caregiver to sign and date and time stamp.
- The determination of need of this service is decided upon at the Child and Family Team Meeting. Using Map Quest or Rand McNally the team will map the shortest distance to determine the units of Facility Based Transportation needed to support the family.

Limitations

Facility Based Respite Transportation services will not duplicate services provided under the Medicaid State Plan or any other waiver service.

Activities Not Allowed

- 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 shall not replace them.
- May not be used to access recreational activities, trips to and from school, or other activities that will require transportation during the participants stay in Facility Based Respite Care.

Provider Qualifications

Provider qualifications for Facility Based Respite Transportation services are presented in the table below.

<p><u>Accredited Agency</u></p>	<p>1) Emergency shelters licensed under 465 IAC 2-10.</p> <p>2) Licensed Child Placing Agency (LCPA). DMHA will have the authority to request a copy of the home study that was conducted on the foster parent providing 1915(i) Respite Care services.</p> <p>3) Other child caring institutions licensed under IC-31- 27-3.</p>	<p>AAAHC, COA, URAC, CARF, ACAC, JCAHO, or NCQA Accreditation</p>	<p>DMHA authorized accredited agencies must receive authorization from DMHA for licensed facility. Individuals providing the service must be authorized by DMHA.</p> <p>Agencies must maintain documentation that the individual providing the service meets the following requirements and standards:</p> <p>1) Individual is at least 21 years of age and possesses a high school diploma, or equivalent.</p> <p>2) Individual has completed and submitted proof of the following screens:</p> <ul style="list-style-type: none"> a) Fingerprint based national and state criminal history background screen. b) Local law enforcement
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	<p>1) Child Care Centers licensed under IC 12-17.2-4.</p>		<p>screen</p> <p>c) State and local Department of Child Services abuse registry screen</p> <p>d) Five-panel drug screen, or Agency meets same requirements specified under the Federal Drug Free Workplace Act 41 U.S.C. 10 Section 702(a)(1)</p> <p>3) Documentation of the following:</p> <p>a) Current Driver's License</p> <p>b) Proof of current vehicle registration</p> <p>c) Proof of motor vehicle insurance coverage</p> <p>4) Complete the DMHA required service provider training:</p> <p>a) CMHW services orientation</p> <p>b) CPR certification</p>
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<p><u>Non-Accredited Agency</u></p>	<p>:</p> <p>1) Emergency shelters licensed under 465 IAC 2-10.</p> <p>2) Licensed Child Placing Agency (LCPA). DMHA</p>	<p><u>None</u></p>	<p>DMHA authorized non-accredited agencies must receive authorization from DMHA for licensed facility-based respite care. Individuals providing the service must be authorized by DMHA.</p>
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	<p>will have the authority to request a copy of the home study that was conducted on the foster parent providing 1915(i) Respite Care services.</p> <p>3) Other child caring institutions licensed under IC-31- 27-3;</p> <p>8) Child Care Centers licensed under IC 12-17.2-4.</p>		<p>Agencies must maintain documentation that the individual providing the service meets the following requirements and standards:</p> <p>5) Individual is at least 21 years of age and possesses a high school diploma, or equivalent.</p> <p>4) Individual has completed and submitted proof of the following screens:</p> <ul style="list-style-type: none"> e) Fingerprint based national and state criminal history background screen f) Local law enforcement screen g) State and local Department of Child Services abuse registry screen h) Five-panel drug screen, or Agency meets same requirements specified under the Federal Drug Free Workplace Act 41 U.S.C. 10 Section 702(a)(1) <p>6) Documentation of the following:</p> <ul style="list-style-type: none"> a) Current Driver's License
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			b) Proof of current vehicle registration c) Proof of motor vehicle insurance coverage 7) Complete the DMHA required service provider training: a) CMHW services orientation b) CPR certification
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An approved provider of transportation services shall do the following:

DMHA authorized accredited agencies must receive authorization from DMHA for Facility Based Respite Care. Individuals providing the service must be authorized by DMHA by submitting required documentation. Agencies must maintain documentation that the individual providing the service meets the following requirements and standards:

- Individual is at least 21 years of age and possesses a high school diploma, or equivalent.
- Individual has completed and submitted proof of the following screens:
 - Fingerprint based national and state criminal history background screen.
 - Local law enforcement screen
 - State and local Department of Child Services abuse registry screen
 - Five-panel drug screen, or Agency meets same requirements specified under the Federal Drug Free Workplace Act 41
 - U.S.C. 10 Section 702(a)(1)

Documentation of the following:

- Current Driver's License
- Proof of current vehicle registration
- Proof of motor vehicle insurance coverage
- Complete the DMHA required service provider training including but not limited to CMHW services orientation and CPR certification
- Maintain the vehicle or vehicles used in the provision of transportation services in good repair.
- Retain and make available upon request, records of regular and appropriate maintenance.
- Assure the vehicle used for transportation services is properly registered with the Indiana bureau of motor vehicles.

- Retain and make available upon request, documentation confirming the provider has the appropriate insurance as required under Indiana law.
- Drivers must adhere to all Indiana traffic laws and regulations. Including to but not limited to speed limits, seat belts, and cell phone laws.
- Maintain a travel emergency preparedness kit, First Aid Kit, and Fire extinguisher, spare tire, and jack in the authorized vehicle.

Accredited agencies must submit verification of all documentation to DMHA:

Initially at point of DMHA authorization of the CMHW agency and at least every three years thereafter.

Non-accredited agencies must submit verification of all documentation to DMHA:

Initially at point of DMHA authorization of the CMHW agency and at least every two years thereafter.

Utilization of FBR transportation

1. To use FBR transportation the family must have picked respite that will take place in a DMHA authorized facility as a service through the CFTM process.
2. At the CFTM, the team will determine if transportation is needed. All natural and community supports must be exhausted before using FBR transportation.
3. After this step, the CFTM will brainstorm when FBR transportation is needed. (Example is it needed only for a one-way trip from home to FBR? Is it needed only from the FBR to home? Or is it needed for both trips from home to FBR and back home again?)
4. The child and family team (during the CFTM) will use MapQuest or Rand McNally to determine the distance from the youth's home to the FBR facility. This will determine how many units of FBR service are needed. ***Note the shortest distance must be used.***
5. The WF will print the FBR transportation pick list and obtain the caregiver's signature.
6. The WF will then upload the pick list to the participant page in Tobi and update the Intervention Plan and the strategies in the Care Plan under the caregivers underlying need.

The strategy must include the date/dates and time/times of pick up and drop off from the youth home to FBR and home again for a round trip. It must note what natural and community-based options have been exhausted. It must also include the shortest distance determined by Map Quest or Rand McNally. Please indicate if a round trip is not needed. Example: if caregiver will be taking youth to FBR, and then needs FBR transportation home.

Any miles over the Base Trip allotment get charged by the per mile reimbursement.

- No payment when the child is not in the vehicle.
- If to and from the family home is 15 miles or less round trip that equals one base trip. No additional mileage units needed.
- If to and from is exactly 15 miles that is still one base trip. No additional mileage units needed.
- More than 15 miles to and from the respite facility round trip it's the base trip plus the additional per mile reimbursement.
- If transportation is only to the facility and is 15 miles or less from the youth home to the facility, it's only one base trip.
- If transportation is only to home from the facility and is 15 miles or less, it's one base trip.
- If transportation is more than 15 miles to the facility and parent is pick up, it's one base trip plus the additional per mile reimbursement.
- Anything over 120 miles will not be reimbursed.

Example One: Family lives five miles from the respite facility. This means to and from the facility would equal a total of 10 miles. Total billable for picking and dropping off the child is one base trip. Transportation providers may only bill if the child is in the vehicle.

Example Two: The family lives 25 miles from the respite facility. The trip from the facility to pick up the child at their home is not billable. Once the child is in the vehicle the provider may bill the base trip (15 miles) plus the additional 10 miles to the facility. The same is true for the return trip. Total billable for picking up and dropping off the child is two base trips plus the additional 20 miles.