

Standards and Procedures

Office of Developmental Disabilities Services

Service Element Title:	Transportation Services – Public Transit Districts				
Service Element Number:	DD 53	Version:	2.0	Effective Date:	7/1/2011

Overview

Transportation Services (DD 53) are public or private transportation provided to individuals with developmental disabilities when: (a) unsubsidized public or private transportation is not available and (b) transportation is required for effective participation in an enrolled DD 54 Employment service. It is to be used to transport an individual to and/or from their vocational service site location and their residence.

Unless otherwise authorized in writing by DHS, all individuals receiving DD 53 Services funded through DHS must also be receiving at the same time DD 54 Employment Services (DD 54) and:

1. Residential Facilities (DD 50) Services;
2. Supported Living Services (DD 51);
3. Comprehensive In-Home Support Services For Adults (DD 49); or
4. DD Foster Homes (DD 58) Services.

Standards and Procedures

I. Service Authorization

DD53 Services must be prior authorized by the Community Developmental Disability Program (CDDP) in which the individual is enrolled and receiving case management services. This authorization must be provided and documented according to Department of Human Services Seniors and Disabled Services (DHS) policy and procedure.

II. General Performance Requirements

- A. Be found eligible for developmental disability services under OAR Chapter 411, Division 320.

III. Special Reporting Requirements

- A. The transit district (Provider) providing DD 53 services to eligible individuals and receiving payments based upon ridership must submit a ride count for the individuals listed on the Eligible Client Roster furnished by DHS.
- B. If requested by DHS, DD53 Provider shall submit information on actual expenditures of DD 53 funds under the Agreement or Contract between DHS and the transit district (the Agreement). Information shall be provided using forms and procedures designated by DHS.

IV. Billing and Payment Procedures

- A. DHS:
 - 1. Will pay the Provider for the cost of transportation services only if DHS has authorized payment for services. DHS shall reject all invoices for transportation services without the required prior authorization.
 - 2. Shall pay Provider the fixed rate agreed based on the following formula:

$$\frac{\text{Direct Cost (transportation costs + administrative costs) + Indirect Costs}}{\text{Number of Projected Monthly Rides}}$$

DHS and Provider recognize that the rate is based upon the configuration and scope of the DHS program at the time of execution of the Agreement. The Parties will review this rate annually, including such times that DHS makes any program changes affecting eligibility or scope or if there are other factors that impact the cost of delivering service, to determine if the rate needs to be modified. Any rate adjustment will be by mutual agreement based on the formula specified above. Rate adjustments shall reflect only those costs included in the Agreement. If Provider elects to request a rate adjustment, Provider must send a written request to DHS. If DHS approves the rate adjustment, DHS will prepare a written amendment to the Agreement to incorporate the rate adjustment.

- 3. DHS or the CDDP will provide a ridership roster to the Provider with the names of client's that have been approved for DD 53 services. Once a client's name is on this roster, the Provider may begin receiving payment for services per the limitations within the Agreement.

B. Transit Districts:

1. Are required to submit a fully completed DHS Contractor Invoice with a ridership report attached to the DHS' Office of Rates, Contracting & Research, Contract Administration Unit (CAU) at the following address:

Attn: Dawn Andersson, Contracts Administration Unit
DHS Office of Rates, Contracting and Research
500 Summer St NE, E09
Salem, OR 97301

Ridership rosters and invoices may also be emailed to dawn.c.andersson@state.or.us. CAU will review the invoice for completeness, compare the ridership report to their records and obtain approval for payment. Once approval is obtained DHS will submit an invoice requesting the local match portion the Provider will need to submit. Upon receipt of the local funds the payment will be submitted. If a client is not listed on the roster maintained in CAU, payment will not be authorized for that client. The invoice will be reduced to reflect this.

2. Provider shall submit all claims for payment for DD 53 Services performed no later than 12 months from the date the service is performed pursuant to 42 CFR 447.45(d).
3. Provider shall not submit claims for, and DHS will not pay for Rides for ineligible Clients or for rides provided to and from locations not specified or prior approved by the CDDP.
4. Provider shall pay DHS the State share of the State's Medicaid payment to Provider for Non-Medical Transportation Services. DHS will notify the Provider each September, or as may otherwise be published in the Federal Register, the appropriate match rate and effective date. It is anticipated the Provider match rate will normally change October 1st of each year, however, the rate may change more frequently as published in the Federal Register. The Provider shall include with Provider's invoice to DHS for payment of Non-Medical Transportation Services, a check for the amount of the Provider match for the services provided and billed on that invoice.
5. The funds Provider transfers to DHS pursuant to the Agreement must be exclusively local funds in order for them to be used for federal

matching. Provider certifies by its signature to the Agreement that the funds Provider transfers to DHS pursuant to the Agreement are public funds derived from state or local taxes certified as the non-federal share of expenditures eligible for Federal Financial Participation under 42 USC 1396b and 42 CFR 433.51; are not federal funds; or if federal funds, that the funds are authorized by federal law to be used to match other federal funds.

V. CFDA Number(s):

In accordance with the State Controller's Oregon Accounting Manual, policy 30.40.00.102, and DHS procedure "Contractual Governance", DHS' determination is that Provider is a vendor. Catalog of Federal Domestic Assistance (CFDA) #(s) of federal funds to be paid through the Agreement: 93-778

VI. Form(s) that apply:

- DD 53 Invoice
- Ridership Roster

VII. Reference(s):

- OAR 411-370
- OAR 411-323

VIII. Contact(s):

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