



MEDICAL TRANSPORTATION SERVICES

Effective Date: 3/1/2013

Updated: 4/14/2014

PURPOSE:

To guide the administration of the Las Vegas TGA's Ryan White Part A Program's Medical Transportation Services. The administration of funds and provision of services must be consistent with the TGA's established client eligibility criteria, service category definitions and Standards of Care established by the Ryan White Part A Planning Council. It is the intention of the Las Vegas TGA to provide medical transportation services to clients to ensure adherence to care.

The Ryan White HIV/AIDS Treatment Extension Act of 2009 defines support services as services needed by individuals with HIV/AIDS to achieve medical outcomes. Medical outcomes defined as those outcomes affecting the HIV-related clinical status of an individual with HIV/AIDS.

POLICIES:

Allocated Ryan White Part A Medical Transportation funds are not intended to be used to provide unlimited transportation services and are to be accessed only when it is determined that it is the payer of last resort for the eligible Part A client. All approved services and communication must be documented in each client's chart. Funded service providers and activities must meet the service category's Standards of Care as defined by the Ryan White Part A Planning Council.

These services may be delivered via public transit services; providers that provide taxi transportation services and/or via a van service as proposed by potential and Grantee approved funded providers and personal vehicles. Eligible Ryan White Part A clients are only able to access medical transportation services for medical and/or social support service appointments and may not be used for social or recreational activities.

DEFINITION: Medical Transportation Services

Provide needed transportation assistance to clients for their medical and/or social support service appointments.

MEDICAL TRANSPORTATION ELIGIBILITY:

The following eligibility is for any client determined eligible for Part A services but must also meet the criteria specific for this service category.



Clients are to be referred to Medical Transportation program from another Ryan White funded program after Part A eligibility is determined.

Eligible utilization of this service category:

Appropriate utilization for Medical Transportation Services includes the following categories:

- Doctor Appointments
- Medical Case Management Appointments
- Mental Health and Substance Abuse Treatment Appointments
- HIV Related Support Groups
- Dental Appointments
- Lab Work
- Pharmacy Visits
- Medical Nutrition Therapy Appointments and associated Grocery Store Trips
- Medication Adherence Appointments

Medical Transportation services many not be used to transport clients to social or recreational activities.

All other reasonably accessible transportation services must be utilized before Part A services. Ryan White Part A transportation services may be used for any portion of allowable transportation costs not covered by other transportation programs.

ELIGIBLE SERVICES AND COSTS:

Eligible services are defined as:

1. One medical transportation visit in the form of one of the following methods:
 - a. One day bus pass
 - b. 30 day bus pass if more economical than one day bus pass
 - c. One van transportation/day
 - d. Gas Voucher
 - e. Taxi Cab Voucher

Transportation Costs:

All providers must adhere to the negotiated fees as stated in the contract between the provider and the Part A grantee. Any changes to fees, specifically for an increase, must receive prior approval by the grantee in order to assure that the grant can substantiate the increase in costs as well as maintain access for eligible clients. Decrease in fees must also be reported so that



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expansion to serve more clients can be reviewed and implemented if applicable.

Gas Cards:

Below are the guidelines for the amount of gas cards issued based on round trip mileage for medical and/or social support service appointments. When dramatic increases and decreases in gas prices occur, temporary guideline adjustments may be issued.

Less than 20 miles - \$10 gas card

21-50 miles - \$15 gas card

51-75 miles - \$20 in gas cards

76-100 miles - \$25 in gas cards

100-150 miles - \$40 in gas cards

150 or more miles \$40 plus \$10 in gas cards for every 25 mile increment over 150

Taxi Cab:

Medically fragile individuals requiring taxicab services for transportation to and from medical appointments must have clear documentation in the service comment field in CAREWare. Documentation must include details of medical fragility, medical appointment and roundtrip distance from starting point to appointment.

DOCUMENTATION:

The provider is responsible for obtaining documentation from clients that verify upcoming and past core and supportive services during the timeframe that the Transportation service will be/was used. Documentation must include the type of Ryan White prioritized and funded service, date, time, and location. The client should submit this document with a staff person's signature from the location where the service was received. Any circumstances that phone verification is the only alternative this communication must be noted in the client's file with the name and title of the agency staff that verified the appointment.