

Standards and Procedures

Office of Developmental Disabilities Services

Service Element Title:	Transportation Services (non-Transit District)				
Service Element Number:	DD 53	Version:	2.0	Effective Date:	7/01/2011

Overview

Transportation Services (DD 53) are public or private transportation services 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 Employment Services (DD 54) and one of the following:

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

- A. DD 53 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 DHS Seniors and People with Disabilities (SPD) 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. If requested by DHS, DD53 Provider shall submit information on actual expenditures of DD 53 funds under the Agreement between provider and DHS (the Agreement). Information shall be provided using forms and procedures designated by DHS.

IV. Billing and Payment Procedures

- A. CDDP's must complete a CPA for each individual authorized to receive this service based upon the rate established in the DD54/DD53 Budget Tool for the provider furnishing the service.
- B. Any request for DD 53 services of \$350/month or greater will be reviewed by the SPD review committee. These requests must be approved prior to implementation of services. If services begin prior to SPD approval, the Department is not obligated to pay for said services.
- C. All DD 53 requests for a rate of \$350/month or greater shall include the following information:
 - 1. Calculation method used to determine rate;
 - 2. The identified DD 53 Provider;
 - 3. If request is for services provided by a car/van pool that serves multiple people, provide the number of people riding regularly; and
 - 4. Assurance that the request is only during the time the individual is present and receiving services.
- D. DHS will pay the agency 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.
- E. For Agency (non-Transit District) Providers:
 - 1. CDDP will then create CPAs for agency provider's clients. The CPA will be in "pending" status.
 - 2. DHS will review the DD 53 Budget tool to ensure it follows DHS policies and procedures. If the budget tool is accepted by DHS, DHS will move the CPA into "accepted" status. The provider agency may

then submit claims in eXPRS to receive payment for services.

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 Contractor is a vendor. Catalog of Federal Domestic Assistance (CFDA) #(s) of federal funds to be paid through this Contract: 93-778.

VI. Form(s) that apply:

- DD 53 Budget Tool
- Provider Enrollment Forms

VII. Reference(s):

- OAR 411-370
- OAR 411-323

VIII. Contact(s):

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