

POLICY AND PROCEDURE

TITLE:	Ryan White Part A Medical Transportation Policy
SCOPE:	Columbus Public Health and/or Columbus Transitional Grant Area (TGA) Ryan White Part A sub-recipients serving eligible clients in need of non-emergency transportation services.
CONTACT PERSON & DIVISION:	Sean Hubert, Ryan White Part A Director
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PURPOSE

The intent of this document is to provide requirements for the delivery of medical transportation services to eligible clients in the Columbus TGA Ryan White Part A Program.

POLICY

Ryan White Part A medical transportation is a support service used to provide non-emergency transportation that enables an eligible client to access or be retained in core medical and support services. Ryan White Part A medical transportation includes travel between funded Ryan White providers for services as well as transportation assistance to government agencies or medical facilities required by any of the services' eligibility requirements (*e.g.*, local job and family service agency for Medicaid assistance). Reasonable efforts must be made to secure funds other than Ryan White Part A funds whenever possible for transportation services for clients.

The Columbus TGA Ryan White Part A Program requires Columbus Public Health and its sub-recipients to distribute transportation assistance according to the following guidelines:

- **Bus Passes:** Bus passes are distributed in an increment of a one day bus pass (COTA Mainstream bus passes are available on a case-by-case basis, approved by Columbus Public Health).
- **Gas Cards:** Gas cards are distributed in an increment of \$5 and are based upon the round-trip distance to each documented appointment. Appointments conducted in one day should have mileage calculated round-trip per appointment. Appointments scheduled over multiple days should have mileage calculated round-trip for each appointment per day of the appointment.

Additionally, Columbus Public Health and its Ryan White Part A Program sub-recipients are required to complete documentation including the Ryan White Part A Bus Pass/Gas Card Request Form (see Appendix A) and Ryan White Part A Transportation Assistance Form (see Appendix B).

BACKGROUND

The Columbus TGA Ryan White Part A Program is funded by the Health Resource and Services Administration (HRSA) to prevent the spread of HIV by assuring that HIV-positive individuals are linked to and retained in medical care for the purpose of achieving viral suppression. Medical and support services are available to eligible individuals through this program, including medical transportation services.

By statute, Columbus TGA Ryan White Part A program funds may not be used for any item or service “for which payment has been made or can reasonably be expected to be made” by another payment source (Sections 2605(a)(6), 2617(b)(7)(F), 2664(f)(1) and 2671(i) of the Public Health Service (PHS) Act). Reasonable efforts must be made to secure funds other than Ryan White Part A funds whenever possible for services to individual clients. Professionals are expected to pursue eligibility for other funding sources (*e.g.*, Medicaid transportation, disability passes, etc.) to extend the finite Columbus TGA Ryan White Part A grant resources to new clients and/or needed services. Clients who are eligible for Medicaid transportation, or transportation through other providers, must exhaust those resources before receiving Ryan White Part A transportation assistance. Ryan White Part A will be considered the payer of last resort if the following cannot be met:

- Client receives bus pass/gas card from another service provider to attend scheduled appointment; or
- Client is reimbursed by another provider within two business days following scheduled appointment.

GLOSSARY OF TERMS

Core Medical and Support Services are any services related to the client’s HIV-care.

Eligibility is a determination that an individual is allowed to access services.

Recipient is City of Columbus, Columbus Public Health, Clinical Division, Sexual Health Promotion, Ryan White Part A Program.

Health Resource and Services Administration (HRSA) is the federal administrator of the Ryan White grant to Columbus Public Health.

Professional is an individual employed by an agency, including Columbus Public Health.

Sub-Recipient is a government, non-profit agency, or other entity in which Columbus Public Health awards a sub-grant.

Transitional Grant Area (TGA) is the area served by Columbus Ohio which includes Delaware, Fairfield, Franklin, Licking, Madison, Morrow, Pickaway, and Union counties.

PROCEDURES & STANDARD OPERATING GUIDELINES

- I. All clients accessing medical transportation services through the Columbus TGA Ryan White Part A Program must have a current *Ryan White Part A Eligibility Form* on file at Columbus Public Health.
- II. Columbus TGA Ryan White Part A medical transportation services must be related to the client’s HIV care and may include travel between funded Ryan White providers for services (*i.e.*, medical case management, non-medical case management—support, and/or Linkage to Care visit, outpatient ambulatory, mental health, or

dental appointment, meeting with a social service agency, and/or attendance at Ryan White programming {COPHA}).

- III. It is the responsibility of sub-recipients to complete and to submit to Columbus Public Health (rfmunnerlyn@columbus.gov) the Ryan White Part A Bus Pass/Gas Card Request Form to obtain bus passes/gas cards to distribute to eligible clients. (See Appendix A)
- IV. Transportation assistance* through the Columbus TGA Ryan White Part A Program should be distributed according to the following guidelines:
- A. Bus Passes: Bus passes are distributed in an increment of a one-day bus pass (COTA Mainstream bus passes are available on a case-by-case basis, approved by Columbus Public Health).
 - B. Gas Cards**: Gas cards are distributed in an increment of \$5 and are based on the round-trip distance to each documented appointment. Appointments conducted in one day should have mileage calculated round-trip per appointment. Appointments scheduled over multiple days should have mileage calculated round-trip for each appointment per day of the appointment.
 - Less than 10 miles = no gas cards
 - 10 – 24.99 miles = \$5 gas card
 - 25 – 49.99 miles = \$10 gas cards
 - For every 25 miles after 50 = \$5 gas card
- *Transportation assistance per appointment may not exceed the federal mileage reimbursement rate.
**Total Gas card increments were calculated based upon average gas prices of \$3.25 and 15 miles/gallon. A workgroup comprised of representatives from Ryan White Part A and Ryan White Part B, funded-Ryan White Part A agencies, and consumers will review gas card distribution on an annual basis.
- V. Professionals are responsible for assessing clients to determine need for medical transportation services through the Columbus TGA Ryan White Part A Program. Any time medical transportation is to be provided the following documentation is required:
- A. Ryan White Part A Transportation Assistance Form (See Appendix B). The client's information, appointment information, type of transportation assistance to be provided, including the bus pass/gas card corresponding number, along with signatures of both the client (in the event that the bus pass/gas card is mailed to the client, it is allowable to only have documentation of the professional's signature) and professional are required to be documented. Multiple appointments may be documented; however, details for each appointment must be listed to justify the amount of assistance. Original Transportation Assistance Forms should be maintained in the client's file.
- VI. All sub-recipients receiving bus passes/gas cards are also responsible for maintaining a bus pass log and a gas card log that includes the following information: date of distribution of bus pass or gas card; name of case manager/Linkage to Care Coordinator; client name; purpose of bus pass or gas card ; and bus pass or gas card number.
- A. Bus pass/gas card logs should be submitted to Columbus Public Health when requesting additional bus passes/gas cards.
 - B. Subrecipient's are responsible for returning to Columbus Public Health all unused bus passes by December 31 or 30 days prior to their expiration.

CITATIONS

N/A

CONTRIBUTORS

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APPENDICES

- Appendix A: Ryan White Part A Bus Pass/Gas Card Request Form
Appendix B: Ryan White Part A Transportation Assistance Form
Appendix C: Ryan White Part A: Transportation Appointment Type Definitions

REFERENCE FORMS

N/A

SIGNATURES

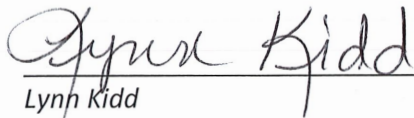
I have reviewed this document and endorse it as the Ryan White Part A Medical Transportation Policy and Procedure:

Not appointed at this time

Name

Planning Council Chair

_____/_____/_____
Date



Lynn Kidd

Planning Council Chair

2/26/19
Date



Terence Theis

Planning Council Chair

02/26/2019
Date



Sean Hubert

Ryan White Director

2/26/19
Date

Appendix A: Ryan White Part A Bus Pass/Gas Card Request Form

Date: ____/____/____

_____ (name of agency and hereinafter referred to as “agency”) is requesting ____ gas cards and ____ bus passes to be distributed to Ryan White Part A-eligible clients (eligible clients are those currently enrolled in the Columbus TGA Ryan White Part A program and have a Ryan White Part A Eligibility Form on file at Columbus Public Health).

Ryan White Part A medical transportation services are available for eligible clients to access core medical and support services. This includes travel between the funded providers, as well as transportation assistance to government agencies or medical facilities required by any of the service’s eligibility requirements.

The agency agrees to distribute transportation assistance according to the following guidelines:

- **Bus Passes:** Bus passes are distributed in an increment of a one-day bus pass (COTA Mainstream bus passes are available on a case-by-case basis, approved by Columbus Public Health).
- **Gas Cards**:** Gas cards are distributed in an increment of \$5 and are based upon the round-trip distance to each documented appointment. Appointments conducted in one day should have mileage calculated round trip per appointment. Appointments scheduled over multiple days should have mileage calculated round-trip for each appointment per day of the appointment.
 - Under 10 miles = no gas cards
 - 10 – 24.99 miles = \$5 gas card
 - 25 miles - 49.99 miles = \$10 gas cards
 - For every 25 miles after 50 = \$5 gas card
- *Transportation assistance per appointment may not exceed the federal mileage rate.*

***Total gas card increments were calculated based upon average gas prices of \$3.25 and 15 miles/gallon. A workgroup comprised of representatives from Ryan White Part A and Ryan White Part B, funded Ryan White Part A agencies, and consumers will review gas card distribution on an annual basis.*

The agency further agrees that any time medical transportation assistance is provided the Ryan White Part A Transportation Assistance Form will be completed and maintained in the client’s file. The agency is also responsible for maintaining a bus pass log and a gas card log that includes the following information: date of distribution of bus pass or gas card; name of case manager/Linkage to Care coordinator; client name; purpose of bus pass or gas card; and bus pass or gas card number. Bus pass and gas card logs should be submitted to Columbus Public Health when requesting additional bus passes/gas cards.

The agency is responsible for returning to Columbus Public Health all unused bus passes by December 31 or 30 days prior to their expiration.

Requestor Name

Title

Requester Phone Number

Requester Email Address

Requestor Signature

Requested Date of Pick-Up

Columbus Public Health Signature

Date of Pick-Up

Bus Pass # _____ - # _____

Gas Card #'s _____

Appendix B: Ryan White Part A Transportation Assistance Form

Date: ____/____/____

Client Information

Client Name: _____

Date of Birth: ____/____/____

Transportation Assistance

- Bus passes are distributed in an increment of a one-day bus pass (COTA Mainstream bus passes are available on a case-by-case basis, approved by Columbus Public Health).
- Gas cards are distributed in an increment of \$5 and are based on the round-trip distance to each documented appointment. Mileage should be calculated per appointment.
 - Less than 10 miles = no gas card
 - 10 – 24.99 miles = \$5 gas card
 - 25 miles - 49.99 miles = \$10 gas cards
 - For every 25 miles after 50 = \$5 gas card

Payer of Last Resort

Ryan White Part A will be considered the payer of last resort if the following cannot be met:

- Client receives bus pass/gas card from another service provider to attend scheduled appointment; or
- Client is reimbursed within two business days following scheduled appointment.

1. Is the client eligible for transportation assistance or reimbursement through another provider? ☐ Yes ☐ No

If YES: 1a. Was effort made to exhaust these resources?

☐ Yes ☐ No, resources must be exhausted before providing transportation assistance through Ryan White.

Appointment Information

2. Appointment Date: ____/____/____

3. Appointment Type:

- | | |
|--|--|
| <input type="checkbox"/> Access to Benefits | <input type="checkbox"/> Medical Case Management Visit |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Mental Health/Substance Use |
| <input type="checkbox"/> Food Bank | <input type="checkbox"/> Non-Medical Case Management – Support Visit |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Outpatient Ambulatory |
| <input type="checkbox"/> Linkage to Care Visit | <input type="checkbox"/> Ryan White Programming |

4. Provider Name/Location: _____

5. Type of Transportation Assistance: ☐ Gas Card ☐ Bus Pass, # _____

5a. Clients Receiving Gas Cards:

5a1. Originating Address: _____

5a2. Destination Address: _____

5a3. Round-Trip Mileage: _____ 5a4. Total Number of Gas Cards Distributed: _____

5a5. Gas Card(s), # _____, # _____, # _____

Client Agreement

6. Will the bus pass(es)/gas card(s) be mailed to the client? ☐ No ☐ Yes, not necessary to obtain the client's signature below

I understand that transportation assistance is provided for me to access my medical appointments and/or support services and that I will not be provided with cash payments. I am aware that my provider may be contacted to verify that I attended my appointment(s).

Client Signature

Date

Professional's Signature

Date

Appendix C: Ryan White Part A: Transportation Appointment Type Definitions

Ryan White Part A: Transportation Appointment Type Definitions

Access to Benefits	<ul style="list-style-type: none"> • Ohio Department of Job and Family Services; • Community Action Agencies, e.g. Impact; • Social Security Administration; • Any location to collect/obtain Ryan White Part A eligibility documents, e.g. birth certificate, state ID, driver's license, etc.
Dental	<ul style="list-style-type: none"> • Dental appointments for services covered under Ryan White Part B
Food Bank	<ul style="list-style-type: none"> • Food pantries; • Cooking classes
Housing	<ul style="list-style-type: none"> • Furniture banks • Utility assistance certification appointments/meetings • Meetings/appointments with a Ryan White-funded housing case manager
Linkage to Care Visit	<ul style="list-style-type: none"> • Meetings/appointments with a Linkage to Care coordinator
Medical Case Management Visit	<ul style="list-style-type: none"> • Meetings/appointments with a medical case manager
Mental Health/Substance Use	<ul style="list-style-type: none"> • Individual therapy sessions • 12-step meetings • Group therapy sessions • Support group meetings • Treatment programs • Psychiatry appointments
Non-Medical Case Management—Support Visit	<ul style="list-style-type: none"> • Meetings/appointments with a non-medical case manager—support
Outpatient/Ambulatory	<ul style="list-style-type: none"> • Appointments with an HIV/infectious disease doctor/specialist • HIV laboratory visits • Primary care appointments • Appointments for treatment related to an opportunistic infection • First appointment with a specialist – referred by an infectious disease provider • Pharmacy
Ryan White Programming	<ul style="list-style-type: none"> • COHPA • HIV advisory groups, committee meetings, and work group meetings