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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 96 LCM-37

Date: April 9, 1996

Division: Health and Long Term  
Care

TO: Local District Commissioners

SUBJECT: Home and Community-Based Services Waiver for Persons with  
Traumatic Brain Injuries (HCBS/TBI Waiver): Authorization,  
Provision and Payment of Waiver Transportation

ATTACHMENTS: Attachment I: Transportation Section of New York State  
Department of Health (DOH) HCBS/TBI Waiver Provider  
Manual (not available on-line)

The purpose of this memorandum is to provide information about the authorization, provision and payment of waiver transportation under the Home and Community-Based Services Waiver for Persons with Traumatic Brain Injuries (HCBS/TBI Waiver). Information is presented in a Question (Q.) and Answer (A.) format.

Q. What is Waiver Transportation?

A. Waiver transportation is one of thirteen services provided under the HCBS/TBI Waiver. The distinction between waiver transportation and transportation usually provided as a Medicaid (MA) reimbursable service is that waiver transportation conveys waiver participants to and from non-medical services, activities or events. For example, waiver transportation might involve travel to and from church or synagogue or to and from social activities in the community.

Q. How is the need for waiver transportation determined?

A. As explained in 95 LCM-70, the individual enrollment process for the HCBS/TBI Waiver involves the selection of a service coordinator and the development of a service plan by the waiver applicant and the service coordinator. The service plan includes an assessment of the applicant to determine the services needed to increase the applicant's independence, self-reliance and sense of inclusion in his or her

community. If there is an established need for transportation to and from non-medical services, activities or events, the waiver applicant and the service coordinator must first explore the use of informal supports to provide the transportation without charge and the use of existing public transportation. If these are not viable options, transportation may be included in the applicant's service plan as a waiver service reimbursable under MA.

Q. Who can provide waiver transportation?

A. Waiver transportation can be provided by:

1. Any approved MA transportation provider that has been specifically approved by the New York State Department of Health (DOH) and the New York State Department of Social Services (DSS) to provide this service; and
2. Individuals, including family members, but not the waiver participant's spouse.

Q. What process should be followed for authorization of waiver transportation?

A. Waiver transportation is to be authorized by social services districts. The waiver participant's service coordinator will contact the social services district to obtain the authorization. The service coordinator should be considered the orderer of the transportation.

Q. How is payment for waiver transportation made?

A. Payment is made in the same manner as other similar MA transportation services in each social services district.

Q. What are the reimbursement rates for waiver transportation?

A. Payment will be made at the current approved rate(s) for MA transportation in each social services district.

Q. How is accountability for waiver transportation maintained?

A. The waiver participant's service coordinator is the key person in this process. The service coordinator is responsible for maintaining complete and current records of the waiver transportation provided. Records must specify the dates on which the transportation was provided, the destination of the travel, the reason(s) for using waiver transportation and the costs of this service.

The DOH has distributed a manual to HCBS/TBI Waiver providers containing information about all thirteen waiver services. The pages on waiver transportation from this manual are attached.

Date April 9, 1996

Trans. No. 96 LCM-37

Page No. 3

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Please consult 95 LCM-70 for general information about the HCBS/TBI Waiver. If you have specific questions about the provision of waiver transportation, you may contact the Transportation Unit at 1-800-343-8859, extension 3-5983.

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Deputy Commissioner  
Division of Health and Long Term Care