

## Notice of Increase to the Federal Reimbursement of Transportation Costs for 2019 ODP Announcement 19-016

### **AUDIENCE:**

All interested parties

### **PURPOSE:**

The United States General Services Administration announced an increase for the rate of Transportation Mile reimbursement rate, procedure code W7271, beginning January 1, 2019. The new rate is \$0.58 per mile. This communication provides notice of the rate increase, as well as provides instruction for Supports Coordination Organizations (SCOs) on how to add transportation mileage to the vendor screen. It also instructs direct service providers on how to submit claim adjustments, if applicable.

### **DISCUSSION:**

Provider Types (PT) 54 with specialties 540 (Agency with Choice [AWC]) and 541 (Vendor Fiscal [VF]) and PT 55 (Vendor) with specialty 267 are able to receive payment from the Department for the Transportation Mile service authorized through base funding or the Consolidated, Community Living, or Person/Family-Directed Support (P/FDS) waiver.

#### **SCO Action**

Supports Coordinators (SCs) should ensure that individuals who receive the Transportation Mile service, procedure code W7271, are made aware of the change in the reimbursement rate. When applicable, SCs should complete a critical revision on Individual Support Plans (ISPs) that contain Transportation Mile, procedure code W7271, per [ODP Bulletin 00-17-03](#), "Individual Support Plans for Individuals Receiving Targeted Support Management, Base Funded Services, Consolidated or P/FDS Waiver Services, or Who Reside in an ICF/ID."

**What “Bid Amount” is entered on the vendor screens in the Home and Community Services Information System (HCSIS) for provider type 55 (Vendor Service)?**

**STEP 1:** Login to HCSIS

**STEP 2:** Navigate to **Plan > Services and Supports > SSD**

**STEP 3:** Select **Vendor Services** from the **Go To** drop-down list and click [Go]

**STEP 4:** Enter **Provider Name**, select **County of Service** and click [Search]

**STEP 5:** On the vendor screen under the *Service Name* column select the “Transportation-Mile” link.

**STEP 6:** Enter .58 in the **Bid Amount** field for Transportation Mile (W7271).

**NOTE: The SC must enter the Service Unit Cost of \$0.58. The Administrative Entity should not authorize the Transportation Mile service in the ISP unless an amount is entered. A value of N/A, \$0.00 or more than \$0.58 is not permitted.**

**STEP 7:** Click [Save].

After attaching Transportation Mile with the updated bid amount of \$0.58 to the ISP in HCSIS, SCs should navigate to **Service Details** screen (**Plan > Services and Supports > Service Details**). SCs should enter a service end date of December 31, 2018 for the mileage rate of \$0.55 and enter a service begin date of January 1, 2019, for the \$0.58 mileage rate.

**What “Total Amount” is entered on the vendor screens in HCSIS for Provider type 54 (AWC/Vendor Fiscal)?**

**STEP 1:** Login to HCSIS

**STEP 2:** Navigate to **Plan > Services and Supports > SSD**

**STEP 3:** Select **FMS1 Services** from the **Go To** drop-down list and click [Go].

FMS1 refers to Financial Management Services

**STEP 4:** select the appropriate Business Type:

Agency with Choice – FMS

Local Vendor Fiscal – FMS [this is not applicable for ODP]

State Vendor Fiscal – FMS [Vendor Fiscal model].

**STEP 5:** On the FMS screen in the *FMS Name* row select the name of the FMS

**STEP 6:** On the FMS screen in the *FMS Service Name* row select the “Transportation-Mile”

**STEP 7:** Click [Save and Add to Plan] to add the FMS service to the ISP.

**STEP 8:** Navigate to Service Details screen (**Plan > Services and Supports > Service Details**).

**STEP 9:** Select the AWC/VF service

**STEP 10:** Edit the **Total Amount** to equal the **Total Annual Units** multiplied by \$0.58. For example, if **Total Annual Units** is 50 then take 50 and multiply it by \$0.58, which equals \$29.00 as the **Total Amount**.

Please reference the following document found in Learning Management System (LMS) for further details: ODP: SC100I Supports Coordination > Chapter 10: ISP Services and Supports v7.0 7/25/09

***NOTE: Although there is not a Service Unit Cost entered, the Total Amount must accurately reflect the \$0.58 multiplied by the Total Annual Units. The Administrative Entity should not authorize the Transportation (Mile) service in in the ISP unless the Total Amount is accurately calculated.***

### **Provider Action: Submitting Claim Adjustments/Billing**

- Providers should ensure that individuals whom they reimburse for Transportation Mile service, procedure code W7271, are made aware of the change in the reimbursement rate.
  - Providers who submitted claims for Transportation Mile (procedure code W7271), with dates of service January 1, 2019 and forward, using the old rate (\$0.55) should submit claim adjustments using the appropriate rate to obtain the correct payment amount.
  - NOTE: Only paid claim detail lines can be adjusted.
  - When submitting a claim adjustment, bill the way the claim should have originally been submitted. Do not bill for the difference in rate. Include all claim lines that were originally submitted on the claim, including denied lines. Do not add or remove any claim lines when doing an adjustment.
  - Use claim frequency "7" for an adjustment.
  - Insert the last paid claim internal control number (ICN) in the "Original Claim #" field.
  - For inquiries regarding billing/claims, please contact the ODP Claims Resolution Section at: E-mail: [ra-odpclaimsres@pa.gov](mailto:ra-odpclaimsres@pa.gov); Phone: 1-866-386-8880, Mon-Thurs 8:30am-12:00pm and 1:00pm-3:30pm
- Upon release of this announcement, Announcement 013-18 will be archived.*

Questions regarding this announcement should be addressed to the appropriate ODP Regional Program Managers.