



Notice of a Change to the Federal Reimbursement of Transportation Costs Effective January 1, 2025

ODP Announcement 25-004

AUDIENCE:

All interested parties

PURPOSE:

The United States General Services Administration announced a change for the rate of Transportation Mile reimbursement rate, procedure code W7271, beginning January 1, 2025. The new rate is \$0.70 per mile. This communication provides notice of the rate change, as well as instructions 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) waivers.

Billed Amount on the Claim

The provider should calculate the “Billed Amount” that will be entered on the claim by multiplying the number of miles rendered by \$0.70. For example, 100 miles multiplied by \$0.70 results in the amount equal to \$70.00. This is the value that is the billed amount on the claim.

However, if a revision to the Individual Support Plan (ISP) is required or if a claim needs to be adjusted, please review the following instructions.

SCOs and providers do not need to take any additional action as long as the Total Amount and the Total Annual Units reflect the updated mile/unit rate in the ISP.

SCO Action

When applicable, Supports Coordinators (SCs) should complete a critical revision on ISPs that contain transportation mile, procedure code W7271, per ODP Bulletin # 00-22-05, titled “Individual Support Plans for Individuals Receiving Targeted Support Management, Base-Funded Services, Consolidated, Community Living or P/FDS Waiver Services, or Who Reside in an Intermediate Care Facility/Intellectual Disability (ICF/ID).”

General Instructions to update the Bid Amount is as follows:

What “Bid Amount” is entered on the vendor screens in 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 > (Services and Supports Directory (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 .70 in the **Bid Amount** field for Transportation Mile (W7271).
- **STEP 7:** Click [**Save**].

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 \$0.70. For example, if **Total Annual Units** is 50 then take 50 and multiply it by \$0.70 which equals \$35.00 as the **Total Amount**.

Please reference the following document found in the 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 \$0.70 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) using an old rate with dates of service January 1, 2025, and forward, 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; Phone: 1-866-386-8880, Mon - Thurs 8:30 AM - 12:00 PM and 1:00 PM – 3:30 PM.

CONTACT:

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

OBSOLETE COMMUNICATION:

Upon release of this announcement, ODP Announcement 24-001 will be archived.