



Date received by Transportation Manager: \_\_\_\_\_ Service Authorization Period: \_\_\_\_\_

1. Medicaid Beneficiary Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Medicaid ID # \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ County: \_\_\_\_\_

Does member require an Adult Escort for NMT trip?  Y  N Name of HHCM/C-YES IE Completing Grid \_\_\_\_\_ Phone \_\_\_\_\_

### Transportation Services Requested

Goal from Plan of Care	Specific Activity, Support or Task	Provider of Services	Start Date	End Date	Frequency	Trip Destination & Address	Mode of Requested Transportation	Round Trip or One Way?	Non-BHHCBS Trip? (Yes or No)	Trip Cost Completed by Transportation Manager

Is plan of care/service plan approved? Y  N  For the following period: \_\_\_\_\_

Transportation for Medicaid Covered Services or approved Plan of Care services must be prior authorized by the appropriate transportation manager on behalf of NYSDOH under [18 NYCRR §505.10](#). A current plan of care for the Medicaid beneficiary must be submitted to the appropriate transportation manager and needs to specify the mode of transportation requested, a [Medical Justification Form \(#2015\)](#) if traveling out of the Common Medical Market Area and/or requires Ambulette or a higher level of service. Completing this form does not schedule transportation for a beneficiary. It allows the transportation manager to ensure that the transportation requested is clear and reflects current NYS approved Medicaid transportation cost for service. Service plans may need to be amended or updated if Medicaid transportation levels of service and cost are not included in the Waiver Participant's service plan and accurately reflect NYS approved transportation rates for non-emergency Medicaid transportation. Inaccurate information may cause a delay in the ability of the transportation manager being able to prior authorize transportation.

## To complete the Transportation Services Grid

1. **Waiver Participant Information.** Complete the Waiver Participant Information. The Medicaid ID # is the participant's Medicaid Number. The County is the county where the enrollee resides.
2. **Transportation Service Requested**
  - a. List Type of Transportation Service Needed, for example; wheelchair
  - b. List the complete trip destination address the participant will be taken to. Enter the appointment time and the return pickup time if known. Return pickup times can be "will call." The Medicaid beneficiary should be ready for pickup one hour prior to the appointment time.
  - c. The pickup location for each trip for the participant will be the address listed on the **Grid** unless otherwise noted. The pickup address will also be the address the beneficiary is returned to after the trip unless otherwise noted.
  - d. Enter the start date for the trip. If the transportation is ongoing (standing order) list the start date and the end date for the trip.
  - e. All standing orders scheduled are for a maximum of six months in duration and must be renewed every six months, ten business days prior to January 1 and July 1 each year.
  - f. Frequency; enter the days of the week transportation is required. For example (M-W-F).
  - g. RT/OW. Enter RT if the trip is a round trip. Enter OW if the trip is one way only.
  - h. Enter the trip cost. If needed you may call a supervisor to assist you with calculating the trip cost. The trip cost is derived from NYS approved transportation fees and may be a calculation of a base rate, approved mileage and other approved NYS costs.

Please note the following roles and responsibilities:

1. **Health Home Care Manager: HHCM** is responsible for developing the Person-Centered **Plan of Care** and for forwarding the completed **Grid** to the Transportation Manager Complete the Medicaid beneficiary Information and send to Transportation Manager with Plan of Care. The **Grid** should include documentation for Non-Medical Transportation including documentation of which goals in a beneficiary's **Plan of Care** the trips will be tied to and HHCM contact information for questions as needed.
2. For beneficiaries not enrolled in a Health Home, C-YES IE **will be responsible for completing the Grid** based on the individual's **Plan of Care** and for forwarding on to the Transportation Manager. The **Grid** should include documentation for Non-Medical Transportation including documentation of which goals in a beneficiary's **Plan of Care** the trips will be tied to and the contact information of the C-YES IE for questions as needed.
3. **Transportation Manager:** The Transportation Manager is responsible for authorizing transportation services in accordance with Medicaid policy and is supported on HHCM or C-YES IE -provided **Grid**. And may contact the HHCM or C-YES IE for further clarification.