

Non-Medical Transportation (NMT)

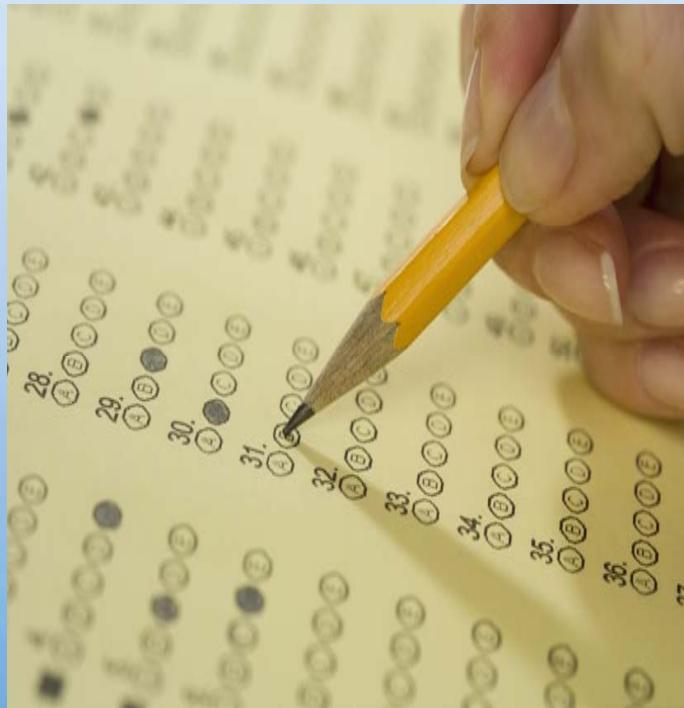
OAC 5123:2-9-18

Revised 6/10/13

Learning Objectives



- Participants will know...
 - What is Non-Medical Transportation and what are the different requirements for billing Per-Trip and Per-Mile?
 - What are the requirements to be a NMT driver?
 - What are driver training requirements?
 - What are the vehicle and insurance requirements?
 - What safety checks and inspections need to be completed?
 - What are required Agency policies?
 - What documentation is required?
 - What are the requirements for commercial drivers?



Pre-test

What is NMT?



- NMT is transportation to or from and/or between sites where adult day supports, supported employment, and/or vocational habilitation occurs.
- Transportation can occur to a drop off or transfer site.
- Can be done by an agency or individual provider.
- An Individual's ISP should indicate whether transportation is provided as IO/L1 transportation or NMT and it should indicate how to bill (per trip or per mile) and what type of vehicle is to be used (modified, non-modified, or through public transportation)

NMT Driver Requirements



- Each driver has to be 18 years of age, have a high school diploma/GED, and have a valid driver's license.
- Each driver must have a driver's abstract done by the BMV no earlier than 14 days prior to employment as a driver and at least once every three years thereafter (new for IO/L1 transportation providers too).
- A driver having 6 or more points on their driver's record prohibits them from providing NMT (new for IO/L1 transportation providers too)
- Each driver must immediately notify the Agency/DODD in writing if the driver accumulates 6 or more points in their driver's record or if their license is suspended or revoked (new for IO/L1 transportation providers too).

Driver Requirements Continued...

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For Per-Trip drivers only:

- Provide a signed statement from a professional who is licensed, certified, and/or registered in accordance with Ohio law to perform physical examinations establishing the driver's physical qualification to provide non-medical transportation.
- If a NMT driver was employed by an Agency as a driver prior to 1/1/07, proof of a physical exam at the date of hire would be ok.

Driver and Attendant Requirements



- Comply with local, State, and Federal laws.
- Each driver/attendant must be able to read, write and understand English and be able to effectively communicate with the Individual receiving services.
- Checks of the following registries/databases must be completed prior to employment: Abuser registry, Nurse Aide registry, list of excluded persons and entities, award management database, incarcerated and supervised offenders database, and the sex offender/child-victim offender registry. If listed, you must follow the exclusion schedule per 5123:2-2-02.

Driver and Attendant Requirements Continued...

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- BCII check (and FBI check if not living in OH for the last 5 years). Can not be charged with, convicted of, or have plead guilty to any of the offenses in OAC 5123: 2-02 (E).
- BCII repeated at least once every 5 years.
- Report to Agency/ODODD within 14 days if charged with, convicted of, or pleads guilty to any of the offenses in OAC 5123:2-01 (E).

Driver and Attendant Training Requirements



Initial 8 hours of training in:

- Overview of serving individuals with DD
- Rights of Individuals with DD
- Overview of basic principles and requirements for providing HCBS waiver services.
- Incidents Adversely Affecting Health and Safety
- Universal Precautions

Driver and Attendant Training Requirements Continued...



- Current and ongoing certification in First Aid and CPR (must have before providing IO/L1 transportation and NMT.)
- Training on an Individual's Behavior Support Plan prior to implementation if driver/attendant is responsible for implementing the plan.
- Annual Training in:
 - Rights of Individuals with DD
 - Incidents Adversely Affecting Health and Safety.

Controlled Substance and Alcohol Testing

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- Controlled Substance testing must be completed by a lab certified for this testing.
- Controlled Substance testing must be completed on each NMT driver with results showing drug free prior to initially providing transportation.

After an Accident



- Controlled Substance testing must occur within 32 hours and Alcohol testing must occur within 8 hours after providing NMT when an accident occurs involving:
 1. loss of life
 - or
 2. a written moving violation citation arising from the accident if the accident involves bodily injury where the person immediately receives medical treatment away from the scene of the accident or one or more vehicles has disabling damage requiring the vehicle to be towed.

Vehicle Requirements



- Secure storage space for removable equipment and passenger property.
- A two-way communication system.
- A safely secured fire extinguisher and an emergency first-aid kit.
- At least once every 12 months have a vehicle inspection by the Ohio State Highway Patrol Safety Inspection Unit or a certified mechanic to provide proof that the vehicle is in good working condition.
- Necessary information about each Individual that is being transported needs to be in the vehicle.

Insurance Requirements



- Individual providers need to have valid liability insurance as specified by Ohio law.
- Agency providers must have or ensure that each driver has valid liability insurance as specified by Ohio law.

Agency Policy and Procedure Requirements

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- Principles of Individuals' self-determination.
- Confidentiality of Individuals' records.
- Safeguarding Individuals' funds.
- Incident Reporting and Investigation.
- Individuals' satisfaction with services delivered.
- Internal monitoring and evaluating procedures to improve services delivered.
- Supervision of staff.
- Staff training plan.
- Annual written notice for placement on Abuser registry.
- Behavior Support (if providing services to Individuals with Behavior Support Plans).
- Transportation Policy including Driver Requirements (new requirement of agency IO/L1 transportation providers too).

When Providing Services...



- You can not provide services to your minor child (under 18) or your spouse.
- You can not engage in sexual conduct or have sexual contact with an Individual you are providing care for.
- You have to follow Medication Administration rules (ORC Chapters 4723, 5123, and 5126).

When Providing Services Continued...



- Only provide services to Individuals whose needs you can meet.
- Implement services according to the ISP.
- Take all reasonable steps to prevent the occurrence/reoccurrence of incidents adversely affecting health and safety.
- Comply with ODODD rules for Behavior Support.
- Arrange for substitute coverage only from a certified provider and it must be included in the ISP.
- Comply with the notification requirements for discontinuing services.

Billing - Per Trip



Occurs in a Vehicle that is:

1. Non-Modified with a passenger capacity of 9 or more.

or
2. Modified Vehicle (can transport one or more individuals in wheelchairs and has permanent fasteners to secure the wheelchairs to the floor or side to prevent movement, specialized safety restraints to restrain the individual in the wheelchair, has a stable access ramp or hydraulic lift.)

- Individuals must be in the vehicle during the times that are billed at the per trip rate.

Billing - Per Mile



- Used for Non-Modified vehicles with a passenger capacity of 8 or fewer.
- Individuals must be in the vehicle during the time that the provider bills except that billing may occur when NMT is being provided on behalf of an Individual who is receiving job development and placement, job training/coaching, ongoing job support, or worksite accessibility (per mile only).

For Billing Purposes:



- To calculate mileage for NMT per mile , you must assure that each passenger shares equally in the total cost of the commute.
 - Passengers include waiver and non-waiver enrollees when determining the number of Individuals in the vehicle.
 - Calculate the number of miles from the point where the first waiver enrollee is picked up to the point where the last waiver enrollee is dropped off.
- A provider can not bill for Adult Day Support, Homemaker/Personal Care, Supported Employment (Community or Enclave), or Vocational Rehabilitation at the same time that per mile or per trip NMT is provided.

Vehicle Inspections and Testing



- On each day that the vehicle is to be used for NMT, the first driver will complete a documented pre-trip inspection and testing of the lights, windshield washer/wipers, emergency equipment, mirrors, horn, tires, and brakes. This is to occur prior to transporting an Individual.
- For a modified vehicle, the check should also include inspection and testing of the lift or access ramp and wheelchair restraints prior to transporting an Individual in a wheelchair.

Documentation Requirements



- There must be a record of the following information for each commute:
 - a. Date of service
 - b. Vehicle license plate # used to provide service
 - c. Name of Individual receiving service
 - d. Medicaid # of Individual receiving service
 - e. Name of provider
 - f. Provider identifier/contract numbers

Documentation Requirements Continued...



- g. Signature of the driver or driver initials and signature /initials list on file.
- h. Type of NMT service (per trip or per mile)
- i. Number of miles in each commute as indicated by recording the beginning and ending odometer readings.
- j. Names of all passengers/riders, including paid staff and volunteers who were in the vehicle during any portion of the trip/commute
- k. Beginning and ending times of the trip/commute

Differences between IO/L1 Transportation Requirements and NMT Requirements



IO/L1 Transportation

- No Substance Abuse/Alcohol testing required
- Physician statement not required
- No vehicle requirements, inspections, or testing required.
- Documentation differences –
Total # of miles required
Origination and Destination points are required.
Group Size is required
- Billing is per mile with rates for 1 Individual, 2-3 Individuals, and 3 or more Individuals.

NMT

- Substance Abuse/Alcohol testing required
- Physician statement is required for per-trip only.
- Specific vehicle requirements, inspections, and testing is required.
- Documentation differences –
Odometer readings and # of miles required.
Names of passengers/riders are required.
- Billing is either per trip or per mile

Commercial Vehicles and NMT



- These include buses, livery vehicles, and taxicabs available for public use.
- Commercial vehicle drivers do not have to have first aid, CPR, and the specified 8 hours of initial training.
- Commercial Vehicle agencies are not required to have written policies and procedures, the required CEO qualifications, and are not required to give annual written notice or comply with application fees.

Commercial Vehicles Continued...

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- Commercial vehicles are not required to have secure storage space, a two-way communication system, a fire extinguisher and first-aid kit. No pre-trip inspections or annual vehicle safety inspections are required per the NMT rule.
- Required to meet all federal, state, and local laws and requirements for maintenance and operation of commercial vehicles.

Commercial Vehicle Documentation Requirements

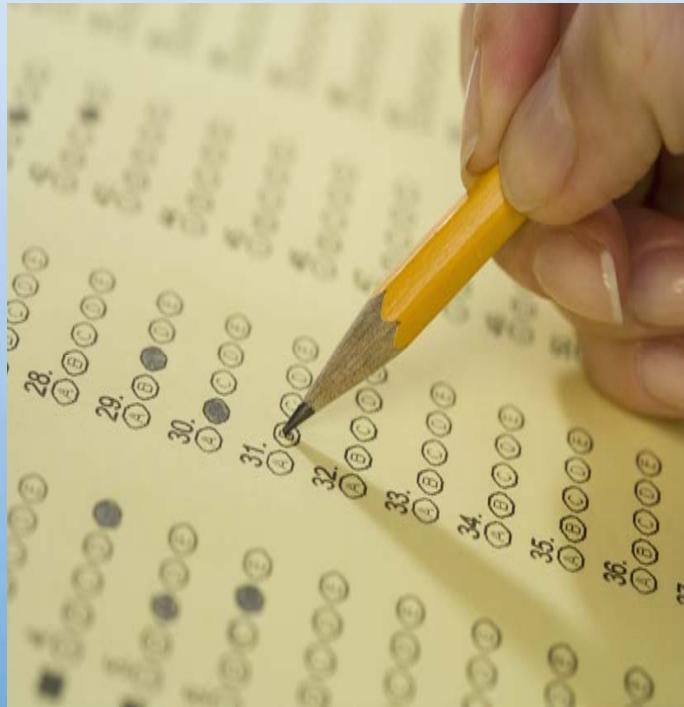
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- Documentation must include:
 - a. Type of NMT service (bus, livery vehicle, or taxicab)
 - b. Date of service or date of purchase of fares, tokens, or vouchers.
 - c. Name of Individual receiving service
 - d. Medicaid ID # of Individual receiving service
 - e. Name of provider billing for the service
 - f. Provider identifier/contract number
 - g. Receipt issued by the commercial vehicle company for the service provider indicating the amount paid.

Subcontracting NMT



- Agency providers and County Boards may subcontract services for NMT but the subcontractors and their employees must meet all of the same requirements unless the subcontractor is an owner/operator of a commercial vehicle.
- The Agency/County Board must maintain verification from the subcontractor of these assurances when a contract is issued and when renewed.



Post-test

Questions????

