

WESTMORELAND CASEMANAGEMENT AND SUPPORTS, INC.

Supports Coordination Services

Travel Policy for Waiver Services

Effective 7/1/09, Revised 1/10/12, 7/21/14

This travel policy is according the ODP 2012 ISP Manual- Section 15 Waiver Travel Policy Related to Service Definitions.

Travel Policy: The following services may occur during temporary travel (as defined below):

- Home and Community Habilitation (Unlicensed)
- Residential Habilitation (licensed & unlicensed)
- Nursing
- Therapy
- Supports Coordination
- Supports Broker
- Behavioral Support
- Companion
- Transportation mile and public

These services may be provided anywhere during temporary travel.

During the temporary travel period, qualified agency and individual providers that render these services must be located in Pennsylvania or in states that are contiguous to Pennsylvania. Provider agency staff or contracted personnel must be residents of Pennsylvania or residents of states contiguous to Pennsylvania. For services that are participant directed, the qualified SSW or qualified individual that renders the service while traveling must be a resident of Pennsylvania or residents of states that are contiguous to Pennsylvania. The physical location of the public transportation company that sells public transportation services is not required to be located in Pennsylvania or in a state contiguous to Pennsylvania, however, the provider of the public transportation service that holds the signed MA agreement with OSP must be physically located in PA or states contiguous to PA.

Temporary travel is defined as a period of time in which the individual goes on vacation or on a trip. The following conditions apply to the travel situation:

- The provision of home and community-based services during travel is limited to no more than 30 calendar days per fiscal year.
- The travel plans are reviewed and discussed as part of an ISP team meeting, and the team identifies safeguards to protect the individual's health and welfare during travel.
- The roles and responsibilities of the individual receiving services and the staff person(s) for home and community-based services are the same during travel as at home.
- The waiver will not fund the travel costs of either the individual or the agency or individual provider travel costs:
 - The individual is responsible to fund their own travel costs through private or non-system funds.
 - Travel costs for agency and individual provider staff or contracted personnel, may be funded through private funds of family members of the individual receiving services or non-intellectual disability-system funds generated through fundraising efforts or other means.
 - For services that are Participant Directed, the qualified SSW or individual's travel costs, may be paid for by the individual out of their own personal funds.
 - If the individual decides to pay for the travel costs, there must be documented team consensus that this was the voluntary and willful decision of the individual.
- An individual cannot exceed the authorized units for a service while on temporary travel.
- All service and program requirements, such as provider qualification criteria and documentation of services, apply during the period of travel.
- The location for temporary travel is not limited to Pa. Temporary travel can occur anywhere as long as the individual's health and welfare can be met during the temporary travel.