

WESTMORELAND CASEMANAGEMENT AND SUPPORTS, INC.

Supports Coordination Services

Travel Policy for Waiver Services

Effective 7/1/09, Revised 1/10/12, 7/21/14, 8/9/18

This travel policy is according the ODP 2017 ISP Manual (Bulletin 00-17-03-Revised 2/23/18) - Section 15 Waiver Travel Policy Related to Service Definitions.

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

- In-Home and Community Support
- Residential Habilitation (licensed and unlicensed)
- Life Sharing (licensed and unlicensed)
- Supported Living
- Shift Nursing
- Supports Coordination
- Specialized Supplies
- Supports Broker
- Behavioral Support
- Companion
- Respite

These services may be provided anywhere during temporary travel. The only exception is Respite Camp which can only be provided in Pennsylvania, Washington DC, Virginia or a state contiguous to Pennsylvania.

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 waiver 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 participant and the direct service professionals providing waiver services are the same during travel as at home.
- The Waivers will not fund the travel costs of the participant, the provider or the direct service professionals:
 - The participant is responsible to fund their own travel costs through private or non-system funds.
 - Travel costs for agency staff, contracted personnel or individual providers may be funded through private funds of family members of the participant or non-intellectual disability-system funds generated through fundraising efforts or other means.
 - If the participant decides to pay for the travel costs, there must be documented team consensus that this was the voluntary and willful decision of the individual.
- A participant 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 Pennsylvania. Temporary travel can occur anywhere as long as the participant's health and welfare can be met during the temporary travel.