

# 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, 8/9/22, 9/21/23

This travel policy is according the ODP 2022 ISP Manual (Bulletin 00-22-05) - Section 16 Waiver Travel Policy Related to Service Definitions.

Temporary travel is defined as a day in which the participant visits another destination that is away from the participant's primary residence or community. A day includes staying away from home for at least one overnight. A day is when the participant is traveling, and waiver services are rendered and reimbursed. Examples of temporary travel could include: an overnight away from home, a full week (7 days) vacation, or other extended time away from the participant's home.

**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.

The direct portion of the Supported Employment service may be delivered in any state when a participant is traveling out of state for work-related trips such as for training, conferences, or business trips.

The following conditions apply during travel:

- The provision of waiver services during travel is limited to no more than 90 calendar days per participant's ISP plan year.
  - The 90 calendar days do not need to be used consecutively. In other words, the participant can sporadically use the 90 days throughout the ISP plan 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 qualified person providing the waiver service (SSP, DSP, or relative) are the same during travel as at home.
- The Waivers will not fund the travel costs of the participant, the provider or the person providing the waiver service:
  - The participant is responsible to fund their own travel costs through private or non-ODP 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-ODP 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 participant.
- 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.
- Temporary travel includes when the participant is away from home and receiving direct services via remote technology.