

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, 3/18/26

This travel policy is according to 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 individual's home.

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
- Communication Specialist
- Specialty Telehealth and Assessment Team

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 an individual 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 individual'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 individual 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 individual, the provider or the person providing the waiver service:
 - The individual 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 individual or non-ODP funds generated through fundraising efforts or other means.
 - 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 Pennsylvania. Temporary travel can occur anywhere as long as the individual's health and welfare can be met during the temporary travel.
- Temporary travel includes when the individual is away from home and receiving teleservices in accordance with the ODP's requirements on teleservices.