



Melissa Weatherton

Division of Developmental Disabilities Services

P.O. Box 1437, Slot N501, Little Rock, AR 72203-1437

P: 501.682.8665 F: 501.682.8380 TDD: 501.682.1332

MEMORANDUM

TO: EIDT/ADDT Transportation Providers
FROM: Melissa Weatherton
DATE: October 26, 2022
SUBJECT: Transportation FAQs

DDS has been receiving multiple questions from providers relating to the ADDT/EIDT transportation rules that became effective on July 1, 2022. Please find the attached most frequently asked questions and DDS responses.

1. When calculating mileage, do providers use actual mileage or a map app like Google Maps. (There is nothing in the rules/regulations that require providers to use a map app to calculate mileage). Please be aware, in some cases, this is a significant difference. If a provider could use fleet software to show the route they are taking is the most efficient way to pick up and drop off clients, would this be acceptable? (If Google Maps is used to calculate billing, then odometer readings will not match with billing amounts. For documentation, would we need to print off each riders Google Maps route and mileage and place in file?)

Billable mileage for client is the number of miles from the pick-up address to the drop-off address using the shortest direct driving route. Many provider have found using an online mapping/direction website such as Google maps to compute billable mileage to be the easiest method. Odometer readings play no role in the computation of billable mileage. The number of miles a client actually rides on a vehicle on a trip plays no role in the computation of billable mileage (unless the client is the only passenger, and the shortest direct driving route is used). Odometer readings will continue to be tracked on transportation logs, however, to ensure that clients are not spending extensive amounts of times on vans.

2. Has the Transportation Survey (Form DMS-632) that providers must submit annually been revised? We ask this question because it asks for total number of “unloaded miles”, and we will need to capture this on the new transportation logs if we are to report this information. (Will we capture unloaded miles by each trip as we did previously).

The annual Transportation Survey is no longer required.

3. Can you please ensure that providers can bill at least one mile per trip for an eligible Medicaid recipient that rides transportation? This is only fair since DD providers do not have a “pick-up fee”.

Providers are permitted to bill by the tenth of a mile. If the shortest direct driving route between the pick-up address and the drop-off address is less than one-tenth of a mile, a provider is permitted to bill one-tenth of a mile. Billable mileage should otherwise be rounded down to nearest tenth of a mile.

4. 300 miles cap per day states “transportation services limited to 300 miles per DOS”. This is for each individual, not a provider, correct? Please know that providers appreciate all the hard work that went into revising the transportation reimbursement system.

Correct. This limit applies to individual clients.

5. “(C) Each commercial insurance policy must name the Arkansas Department of Human Services as an additional insured and loss payee under the policy.”

According to information we have received from an insurance company, DHS can be listed as an additional insured, but not the loss payee, as DHS does not own the vehicle.

Correct. DHS cannot be listed as a loss payee because DHS does not own the vehicles used for transportation (i.e. DHS has no financial interest in the vehicles). Therefore, the requirement to add DHS as a loss payee under vehicle insurance policies will not be enforced until such time as the ADDT/EIDT Rules are re-promulgated to remove this requirement.