

## **MOTOR TRANSPORTATION PAYMENT (MTP)**

### **General Description:**

Motor Transportation Payment (MTP) provides transportation from the person's home or living facility to community habilitation programs or facilities that provide day supports. Persons may not be "kicked off", expelled, or suspended from MTP without prior notification and approval by both the DHS/DSPD Support Coordinator and Region Director. The Contractor is responsible for the person, to ensure the person arrives safely at the scheduled time and arranged destination. This may include arranging for other transportation to ensure that services are delivered as well as rendering assistance to the person that would ensure the successful completion of transportation services so that the person arrives safely at the scheduled time and arranged destination. Failure to serve the person under these terms may be cause for termination of MTP services.

### **Limitations:**

MTP is allowed only when no other transportation service is provided or available and when transportation is not otherwise available as an element of another service. MTP does not include payment for transportation to medical appointments. MTP may not be used for any person who receives a day support service that includes routine, non-medical transportation as part of the rate.

### **Population Served:**

The Contractor will serve people currently receiving services from DHS/DSPD with intellectual disabilities and related conditions (ID.RC), and adults age 18 and older with acquired brain injury (ABI), as defined in Utah Administrative Code R539-1 (<http://rules.utah.gov/publicat/code/r539/r539.htm>).

### **Contractor's Qualifications:**

Contractor shall have all applicable licenses as prescribed in Utah Administrative Code R501 <http://rules.utah.gov/publicat/code/r501/r501.htm> to operate and provide the particular type of services being offered and comply with insurance requirements and any local ordinances or permits.

Contractor shall be enrolled as an approved Medicaid Provider with the Utah Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Contractor. Contractor shall also agree to participate in any DHS/DSPD provided Medicaid training.

The Contractor shall ensure that Transportation and other support staff are trained in the Staff Training Requirements as outlined in applicable Home and Community Based Waiver, rule, statute, and contract.

The Contractor shall check driver's driving record annually and shall assure that drivers with problematic records are not allowed to continue providing MTP services. Contractor shall check annually that drivers providing transportation in their personal vehicles have current/adequate auto insurance. Contractor shall keep documentation of this review and copies of the driver's record and auto insurance in the driver's file.

Contractor shall be under DHS, DSPD contract to provide MTP and certified by DSPD.

### **Staff Qualifications:**

All staff shall demonstrate competency in providing MTP services, as determined by the Contractor, in addition all applicable education, and training shall be completed before the delivery of any supports to persons and performing any work for persons without supervision.

Drivers shall be trained in the Staff Training Requirements as outlined in applicable Home and Community Based Waiver, rule, statute, and contract.

Professional drivers shall be licensed as applicable according to the Utah Department of Motor Vehicles Licensing. All staff rendering this service shall possess current and valid driver's licenses appropriate for the rendering of this service as required by Utah Administrative Code R708.

<http://rules.utah.gov/publicat/code/r708/r708.htm>

Drivers who provide MTP shall be at least 18 years old.

**Direct Service Requirements:**

Drivers make certain that:

1. Persons are not left unattended in the vehicle.
2. Persons remain seated while the vehicle is in motion.
3. Keys are removed from the vehicle at all time when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift.
4. All persons in wheelchairs use seat belts, or locking mechanisms to immobilize wheelchairs during travel.
5. Persons are transported in safety restraint seats when required by Utah State law.
6. Vehicles used for transporting persons have working door locks. Doors are locked at all times while the vehicle is moving.
7. Persons arrive safely at the scheduled time and arranged destination, that no one is left alone along the way to or from day supports even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the MTP service.
8. Failure to serve the person under these terms may be cause for termination of this service.

**Staff Support:**

Actual type, frequency and duration of support will be defined in the person's Individual Support Plan/Action Plan (ISP/AP) based on the person's assessed needs. Hours of support are established in the person's ISP/AP.

**Record Keeping:**

In addition to the General Requirements for record keeping, the Contractor shall maintain accurate records, such as transportation records, pick-up and delivery sheets and time sheets, recording the delivery of MTP services.

**Rate:**

MTP provides a daily payment for transportation to and from the day support location. The number of days billed for MTP should not exceed the number of days billed for day support. MTP is a flat rate paid on an individual basis for transportation services provided to an individual or group.