

There still seems to be confusion regarding when to use the PT-1 vs. the TR. Please let me know if this clarifies:

As of July 1, 2015, any requests for “**NEW SERVICES**” will be submitted by the Day Hab Program along with the authorized medical provider via the Prescription for Transportation (PT-1).

The Day Hab program staff will work directly with the brokers, with DDS assistance to coordinate transportation for all consumers. Once the broker finds a spot for the individual, the broker will notify the Transportation Provider and the Day Hab Program. The Transportation Provider will contact the individual’s residence to coordinate pickup. The Day Hab Program will contact the Service Coordinator to inform them of the status of the consumer’s transportation. The Broker will try to accommodate the requested start date, or they will reach out to the Day Hab Program to make alternate arrangements. There is no need for exploratory PT-1s. If a consumer wants to go to a specific program, the PT-1 should be submitted for that site. We do not deny transportation to Day Habs, but if there is no room on an existing route, we may have to provide the service on a single trip. A single trip is a temporary solution until such time it is more cost effective to create a new route. PT-1s should note that the consumer is able to travel independently without supervision, this will expedite the process as the broker can now automatically go from “no available route” to “seeking a single trip” without additional approvals from the Day Hab Program or the Service Coordinator. If the consumer on a single trip requires a monitor, we will need additional time to put in place and we will also require prior funding approval from DDS.

PT-1s will be valid for five (5) years. Once a PT-1 is instituted, all subsequent requests (new address, alternate address, respite, ambulation status change, new program, etc.) must be submitted via the PT-1.

“**NEW SERVICES**” - PT-1s are needed (to be filled out by the program) whenever there is any type of new service, this would include but not be limited to:

1. Changing from Ambulatory status to Non Ambulatory (WC) status
2. Changing Program Site
3. Changing from a route to a single trip (requested)
4. Change of address – IF a change of address is submitted on a TR and the new address does not fit into existing routing, we would have to create a single trip, this is a new service as it requires us to secure additional funding outside the existing routing structure.

For consumers who were being transported prior to July 1 via HST Transportation, the DDS Service Coordinators will continue to send TRs to the HST Office for any service changes (new address, respite, etc.).

As previously reported, our goal was to begin transitioning all existing consumers over to the PT-1 starting 10/1/15. Unfortunately, we are still working with MassHealth to streamline the process and revamp the PT-1. Until further notice only requests for “**New**” services will be

submitted by the Day Hab Program along with the authorized medical provider via the PT1. I will send out additional information as it becomes available and will give you ample notice of any changes in the process

Please email me directly with additional questions and I will respond to the group. Please share this information with your staff. THANKS

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