

As outlined below, our goal was to begin transitioning existing consumers over to the PT-1 starting 10/1/15. Unfortunately, we are still working with MassHealth to streamline the process. For the time being DDS Service Coordinators should continue to send TRs to the HST Office for any service changes (new address, respite, etc.) for those consumers who are currently receiving Day Hab transportation.. 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. Thank you for your cooperation.

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**Sent:** Monday, June 15, 2015 5:04 PM

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**Subject:** Day Hab Transition to PT-1

I'd like to provide you with an update on where we stand with the transition from the HST Transportation Request (TR) to the Prescription for Transportation (PT-1) for transportation for consumers attending Day Hab programs. As the process develops, I will send out additional information.

## **Day Hab TR to PT-1 Process**

MassHealth regulations have mandated that all transportation for consumers attending Day Habilitation programs must now be authorized through the PT-1 process, which must include a physician's NPI number in order for the brokers to be able to submit billing to MassHealth. As we work through the process and strive for a clean transition we've determined that a staggered timeline will work best for all parties. We have been working with MassHealth, the Day Hab Coalition, ADDP and several parties at DDS to work out a process to transition all consumers that are attending Day Hab to the Prescription for Transportation (PT-1).

Beginning on **7/1/15** and running for approximately 3 months, any requests for "New" services will be submitted by the Day Hab Program along with the authorized medical provider via the PT1. DDS Service Coordinators will continue to send TRs to the HST Office for any service changes (new address, respite, etc.) for those consumers who are currently receiving Day Hab transportation.. This "pilot" period will allow the programs and brokers an opportunity to streamline the communication process and work out any kinks. By starting this process now we are positioning ourselves to get everything in place prior to NPI number being required. In the future, any claims submitted without the NPI number will be denied by MassHealth.

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 and Day Hab Program. Transportation Provider will contact the individual's residence to coordinate pickup. Day Hab Program will contact Service Coordinator to inform them of the status of the consumer's transportation. Broker will try to accommodate the requested start date, or they will reach out to the Day Hab Program to make alternate arrangements. PT-1s will be valid for five (5) years.

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 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.

Beginning on or about **10/1/15** the programs can begin transitioning existing consumers over to the PT-1. DDS Service Coordinators will continue to send TRs to the HST Office for any service changes (new address, respite, etc.) until the Day Hab notifies them that the PT-1 has been submitted and approved. We are working with the Day Hab Coalition and ADDP to determine a schedule and method of communication so the DDS Service Coordinator will know it is time to stop sending TRs to the HST Office for processing. After that time, for any requests for changes of any kind the DDS Service Coordinator will need to notify the Day Hab Program so a new PT-1 can be submitted to reflect the change. Just as with the TR, the only way to change any aspect of the consumer's transportation is with a new PT-1.

We are still working on revisions to the PT-1 to accommodate all the required data. The PT-1 Section 7 can accommodate a significant amount of data including such things as wheelchair dimensions, monitor/behavioral information. When a referral to a Day Habilitation Program is initiated by Area Office Staff, it will be imperative that Day Habilitation Programs receive the following: a) Member Name b) Home Address c) Alternate Pick-Up Address- if an individual is intermittently or regularly picked up or dropped off at a second address, include that information. This will avoid having to complete another PT-1 form for an address change. Additional information that will assist the broker will be included in the PT-1 request: a) Emergency Contact information , b) Consumer specific transportation schedule, c) adaptive equipment needs, d) behavioral and/or medical supports needed for safe traveling, e) single trip authorization, f) need for a transportation monitor, g) authorization to allow individual to be without supervision when dropped off by transportation vendor.

Also, as was previously communicated to you, our Regional Transit Authority brokers were required to do an RFR for all program-based services this year. In order for us to be able to request adequate funding for these services the brokers were required to do their RFR back in September, much earlier than normal. Unfortunately, that means that they now have to incorporate almost a full year of changes into the routing that will be starting on July 1. Transitioning to new service providers is always challenging, this year even more so since a lot happens in a year in transportation. To assist them with this effort, **we will put a hold on transportation request activity for the period June 16 through July 3**. This will allow the brokers to concentrate on ensuring everyone currently being transported continues to be transported on July 1. I understand that the summer is usually a busy time for respites, please review your consumers utilizing transportation and submit your requests as early as possible so that we can accommodate as many requests as possible. We will not process any Transportation Requests from June 16 through July 3, unless they are truly an emergency (consumer safety concerns). Also, please try to minimize requesting start dates for new services during this period as it will be very difficult for the brokers to implement changes during this period while trying to make sure the transition goes smoothly.

This is an evolving process and as additional information becomes available, I will continue to update you. If you have questions, please contact me so that I can address your concerns in my future update.. THANKS

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