

Fact Sheet:

Individual Provider Travel Time Fact Sheet

Overview	Beginning April 1, 2016 The Department of Social and Health Services (DSHS) will pay individual providers (IPs) for qualified travel time.
Qualified Travel Time	<p>What is travel time? Travel time is time spent by an IP travelling directly between worksites in the same workday using any reasonable method of travel. Qualified travel time is considered work time and will be paid.</p> <p>This means:</p> <ul style="list-style-type: none"> • IPs who travel between worksites during the same workday will be paid for the time it takes to travel directly between each worksite • IPs who travel between a worksite and a training site during the same workday will be paid for the time it takes to travel directly between each site <p>What is a worksite? A worksite is defined as:</p> <ul style="list-style-type: none"> • a place an IP provides authorized care to a DSHS client. • a place where an IP attends required training <p>Home to Work Travel (Commute Time) If an IP travels from home to a worksite and returns home at the end of the workday, it is considered a commute and cannot be paid as travel time. <u>When an IP lives with a client s/he works for, the IP cannot claim travel time for travel between the place the IP lives and another worksite</u></p> <p>What if an IP travels between worksites in the same day but does not travel directly between the worksites? IPs will only be paid for the time it takes to travel directly from one worksite to another.</p> <p>For example, Tawnya, works for 2 different DSHS clients, Mr. Jackson, from 9:00am to 11:30am, and Mr. Smith, from 2:00pm to 6:00pm. Tawnya drives to the two different worksites which are 15 minutes apart. Tawnya leaves Mr. Jackson's home at 11:30am and goes to a restaurant for lunch, shops for herself, and then arrives at Mr. Smith's home at 2:00pm.</p> <p>Because Tawnya had enough time between jobs to use the time for her own purposes (e.g. lunch and shopping) not all of the time is travel time. Only the 15 minutes that it would have taken to travel directly between the two homes is payable as travel time.</p>



	<p>What is the difference between IP Mileage reimbursement and travel time?</p> <p>IP mileage reimbursement and payment for travel time are unique and separate payments to an IP.</p> <p>IP mileage is reimbursed on a per mile driven basis, paid to IPs for the use of their personal vehicles to provide services to their clients such as essential shopping and travel to medical services as authorized in the client's care plan only. The unit type for mileage reimbursement is miles. Mileage is not reimbursed for travel between qualified worksites.</p> <p>Travel time is time spent by an IP travelling directly between qualified worksites in the same workday using any reasonable method of travel. Qualified travel time is considered work time and will be paid. The unit type for travel time is time, in ¼ hour units.</p> <p>It is possible for an IP to be reimbursed for mileage while providing services outlined in one or more clients' care plan and also paid for travel time while travelling between clients or between a client and a training site.</p>
<p>How to get paid for Travel Time</p>	<p>Travel Time Request Form</p> <p>An IP must submit a travel time request form to one client's case manager for travel time to be authorized. A request form should be submitted before the travel, whenever possible. If unplanned travel time has occurred, the IP must contact the client's case manager immediately and submit a travel request form for authorization.</p> <p>Examples of unplanned travel time include but are not limited to:</p> <ul style="list-style-type: none">• Travel time took longer than usual for reason(s) outside of the IP's control• Providing authorized services to a second client as a substitute IP in an emergent situation <p>The travel time request form will include:</p> <ul style="list-style-type: none">• Whether it is a one-time or ongoing travel request• The worksite address the IP will be travelling from (client A's address),• The worksite address the IP will be travelling to (client B's address) and• The estimated amount of time it will take for the IP to travel between Client A and Client B, <u>or</u>• The estimated amount of time it will take for the IP to travel between a worksite and a training site to attend required training



Calculation of travel time

- Estimates of direct travel time for each day's travel will be rounded to the nearest 15 minutes. If the IP makes more than one trip in a workday, actual times are added together and rounded once for each day.

0-7 min =0

8-22min =15

23-37min =30

38-52min =45

53-59min =1hr

- All estimated travel time will be added together for the month and the client's case manager will create an authorization

Authorization of travel time

After reviewing the travel time request form, the client's case manager will validate information provided and authorize travel time in monthly $\frac{1}{4}$ hour units using Service Code SA300. The monthly $\frac{1}{4}$ hour unit type is the same as other services IPs will claim in the IPOne payment system.

Claiming travel time

IP's must claim travel time in the IPOne system. Travel time can only be claimed in 15 minute increments. IPs will add up the total number of minutes travelled in a day and round the time to the nearest quarter hour, in order to claim for travel time for a specific day.

0-7 min =0	8-22min =15	23-37min =30	38-52min =45	53-59min =1hr
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IPs must claim time based on the day s/he actually travelled.

For example:

On Tuesday the IP travelled 10 minutes from Maria's house to Tran's house. After working for Tran, the IP returned to Maria's house and it took 11 minutes. The IP would add $10 + 11 = 21$ minutes. The IP would then round 21 to 15 minutes and claim 15 minutes of travel time for Tuesday.

From	To	Travel Time
Maria	Tran	10
Tran	Maria	11
Total Travel Time for Tuesday:		21
Rounded Travel Time:		15



On Wednesday the IP travels from Maria's house to Tran's house and it takes 8 minutes. The IP would round 8 up to 15 and claim 15 minutes of travel time.

From	To	Travel Time
Maria	Tran	8
Total Travel for Wednesday:		8
Rounded Travel:		15

On Thursday, the IP travels from Maria's house to Tran's and it takes 11 minutes. Then the IP leaves Tran's and goes to Nadia's house and it takes 27 minutes. The IP would add $11+27=38$. The IP would then round 38 to 45 and claim 45 minutes.

From	To	Travel Time
Maria	Tran	11
Tran	Nadia	27
Total Travel Time for Thursday:		38
Rounded Travel Time:		45

DSHS will continue to make enhancements to the IOne payment system. In the future, when the system allows authorization and claims in single minutes, the calculation, authorization and claiming of travel time will be updated.

Copies of these documents will be available online:

<https://www.dshs.wa.gov/altsa/home-and-community-services-information-professionals>.