Transportation Training 12/23/14
Alliance for Aging, Inc.

Area Agency on Aging for Miami-Dade and Monroe Counties
The purpose of this training is to notify the AAAs that the Department is changing the reporting requirements for non-registered transportation services provided through the Local Services Program (LSP) and Older Americans Act Title III B (OA3B).

Effective January 1, 2015, monthly aggregate reporting by client will be required.

This method of reporting was recommended by the Inspector General and will improve the Department’s reporting of National Aging Programs Information System (NAPIS) data.
Definition of Service

DESCRIPTION:

Transportation is defined as travel to or from community services and resources, health and medical care, shopping, social activities, or other life sustaining activities.
DELIVERY STANDARDS/SPECIAL CONDITIONS:

1. All transportation provided with federal, state and local government funds shall be purchased through a contractual arrangement with the community transportation coordinator (CTC) or approved coordination provider within the coordinated system. Exceptions are permitted in accordance with Chapter 41-2, Florida Administrative Code.

2. When transportation suited to the unique and diverse needs of an elderly person cannot be met through the coordinated system; the provider may purchase or provide transportation utilizing the following alternatives:
   a. Privately owned vehicle of an agency volunteer or employee;
   b. State owned vehicles;
   c. Privately owned vehicle of a family member or custodian;
   d. Common carriers, such as commercial airlines or bus; or
e. Emergency medical vehicles.

3. The provider may utilize other modes of transportation when the CTC determines it is unable to provide or arrange the required service.

4. Providing transportation through sources other than the CTC shall be approved by the CTC. Local procedures for the review/approval process apply.

5. Transportation providers shall hold applicable licenses issued by the Department of Highway Safety and Motor Vehicles in accordance with Chapter 322, Florida Statutes, and shall maintain minimum vehicle liability insurance coverage, as required by law.
CTC Agreements

► CTC Agreements are required when:
1. Vehicles are procured through the FDOT 5310 program
2. The major population being served are seniors and those with disabilities
3. Transportation is provided free of charge
4. You are a non-profit entity

► Exclusions:
1. Motor vehicles owned, operated by or operated under contract with a municipality in a local public transportation system providing “circulator service” when authorized by an **interlocal agreement** with Miami-Dade County which has been approved by the Board. “Circulator services” means:
   a. The provision of fixed route or semi-fixed route transportation service where at least seventy (70) percent of the route is within one municipality.
   b. The municipality utilizes its own staff/employees for service operation (including drivers)
   c. They municipality procured its vehicles independently
   d. Transportation services are provided free of charge

Providing transportation through sources other than the CTC shall be approved by the CTC.
CTC Contact Information

► Miami-Dade
  Community Transportation Coordinator (CTC)
  Ed Carson, Manager-Grant Administrator
  701 NW 1st Court, Suite 1300
  Miami, FL 33136
  Phone: 786-469-5000
  E-mail: ecarson@miamidade.gov
  Website: www.miamidade.gov/transit

► Monroe
  Community Transportation Coordinator (CTC)
  Maureen “Mo” Grynewicz
  3000 41st Street Ocean
  Marathon, FL 33050
  Phone: 305-434-7660 ext 31302
  E-mail: maureen.grynewicz@westcare.com
New CIRTS Requirements

Beginning January 1, 2015, transportation services provided through LSP and OA3B must be reported using the Monthly Aggregate Reporting by Client method.

Under LSP and OA3B, each client receiving transportation services will be:

1. Entered into CIRTS with the following required information:
   a. Client’s first and last name;
   b. Client’s Social Security Number (SSN);
   c. Owner ID;
   d. County of service;
   e. Client’s date of birth; and
   f. Client’s address, including street, city, state, and ZIP code;

2. Enrolled in LSP and/or OA3B; and

3. Reported monthly by SSN for transportation services received by program. The number of trips provided to the client will be entered at least once a month by client.

► This change will not require an initial or annual assessment for clients who receive only transportation services.
### A. DEMOGRAPHIC SECTION

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<th>M.I. Last Name</th>
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<td>11030</td>
<td>DADE-SOUTH</td>
<td>JOHN</td>
<td>DOE</td>
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- Medicaid Number
- Best Contact Telephone Number
- Date of Birth: 10/13/1934
- Date of Death
- Sex: MALE

**Race:** (Mark all that apply):
- White
- Black / African American
- Asian
- American Indian / Alaska Native
- Native Hawaiian / Pacific Islander
- Other

**Ethnicity:** HISPANIC / LATINO

**Primary Language:** SPANISH

- Other Primary Language Description

**Marital Status:** W = WIDOWED

Does client have limited ability reading, writing, speaking, or understanding English? [ ]

**Physical Location**

**Home Address**
- Street: 1234 SW 56 ST

**Mailing Address**

**Contact Person(s)**

**Date of Last Change:** 11/09/2007 11:56:02 AM

- Copy Physical Location
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Client Name: DCE, JOHN
New CIRTS Requirements (cont)

RECORD KEEPING AND REPORTING REQUIREMENTS:

► **Unit of Service** - **Individual**: A unit of service is a one-way trip
►Until further notice, services will not be reported as “group”, only as “individual” trips. However, we currently do not have any group rates established.

► Refer to pages 10-13 in Appendix A of the DOEA Programs & Services Handbook for COMMON ISSUES FOR PROGRAMS/SERVICES.

- As per pg A-10 of the DOEA Programs & Services Handbook, “supporting documentation of services provided must be adequate to permit fiscal and programmatic evaluation, and ensure internal management”.
- As per pg A-12 of the DOEA Programs & Services Handbook, “accurate, legible and complete client files shall be maintained for all clients receiving case management services. When case management is not offered, the provider shall determine service needs, document service activities and client participation, and report service activity”.

*** Refer to sample transportation service log ***
Electronic Data Interchange

If you have your own systems for registering clients and tracking services provided, and the systems allows for **electronic data interchange** (EDI), the data you collect in your systems can be uploaded on a monthly basis to CIRTS.

Please contact your Contract Manager so we can work with DOEA to request CIRTS EDI access.

**New reporting requirements are effective January 1, 2015.**
Thank you for Joining Us Today