ODP Announcement

Mileage Rate Change
Effective January 1, 2016

ODP Communication Number: 005-16

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: All interested parties

PURPOSE: This Office of Developmental Programs (ODP) announcement is intended to:
- Announce a change in rate for mileage reimbursement effective January 1, 2016;
- Instruct Supports Coordination Organizations (SCOs) how to add transportation mile to the vendor screens;
- Instruct direct service providers how to submit claim adjustments, if applicable.

DISCUSSION

Based on the mileage reimbursement rate change implemented by the United States General Services Administration, ODP is changing its transportation mile reimbursement rate, procedure code W7271, to $0.54 per mile, effective January 1, 2016. Provider types (PT) 54 with specialties 540 and 541 (Agency with Choice (AWC)/Vendor Fiscal (VF)) and PT 55 (Vendor) with specialty 267 are able to receive payment from the Department for this service.

SCO Action
- Supports Coordinators (SCs) should ensure that individuals who receive the transportation mile service, procedure code W7271, are made aware of the change in the reimbursement rate.
- When applicable, SCs should complete a critical revision on Individual Support Plans (ISPs) that contain transportation mile, procedure code W7271, per ODP Bulletin # 00-15-01, titled “Individual Support Plans (ISPs)”.
What “Bid Amount” is entered on the vendor screens in HCSIS for provider type 55 (Vendor Service)?

**STEP 1:** Login to HCSIS  
**STEP 2:** Navigate to Plan > Services and Supports > SSD  
**STEP 3:** Select Vendor Services from the Go To drop-down list and click [Go]  
**STEP 4:** Enter Provider Name, select County of Service and click [Search]  
**STEP 5:** On the vendor screen under the Service Name column select the “Transportation-Mile” link.  
**STEP 6:** Enter .54 in the Bid Amount field for Transportation Mile (W7271).  
**STEP 7:** Click [Save].  

After attaching transportation mile with the updated bid amount of $0.54 to the ISP in HCSIS, SCs should navigate to Service Details screen (Plan > Services and Supports > Service Details). SCs should enter a service end date of December 31, 2015 for the mileage rate of $0.58 and enter a service begin date of January 1, 2016, for the $0.54 mileage rate.

What “Total Amount” is entered on the vendor screens in HCSIS for Provider type 54 (AWC/Vendor Fiscal)?

**STEP 1:** Login to HCSIS  
**STEP 2:** Navigate to Plan > Services and Supports > SSD  
**STEP 3:** Select FMS services from the Go To drop-down list and click [Go].  
**STEP 4:** select the appropriate Business Type:  
   - Agency with Choice – FMS  
   - Local Vendor Fiscal – FMS [this is not applicable for ODP]  
   - State Vendor Fiscal – FMS [Vendor Fiscal model]  
**STEP 5:** On the FMS screen in the FMS Name row select the name of the FMS  
**STEP 6:** On the FMS screen in the FMS Service Name row select the “Transportation-Mile”  
**STEP 7:** Click [Save and Add to Plan] to add the FMS service to the ISP.  
**STEP 8:** Navigate to Service Details screen (Plan > Services and Supports > Service Details).  
**STEP 9:** Select the AWC/VF service  
**STEP 10:** Edit the Total Amount to equal the Total Annual Units multiplied by $0.54. For example, if Total Annual Units is 50 then take 50 and multiply it by $0.54 which equals $27.00 as the Total Amount.

Please reference the following document found in LMS for further details: ODP: SC1001 Supports Coordination > Chapter 10: ISP Services and Supports v7.0 7/25/09

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1 FMS refers to Financial Management Services
**Provider Action: Submitting Claim Adjustments/Billing**

- Providers should ensure that individuals whom they reimburse for transportation mile service, procedure code W7271, are made aware of the change in the reimbursement rate.
- Providers who submitted claims for transportation mile (procedure code W7271, with dates of service January 1, 2016 and forward, using the old rate ($0.58) should submit claim adjustments using the appropriate rate to obtain the correct payment amount.
- **NOTE:** Only paid claim detail lines can be adjusted.
- When submitting a claim adjustment, bill the way the claim should have originally been submitted. **Do not bill for the difference in rate.** Include all claim lines that were originally submitted on the claim, including denied lines. Do not add or remove any claim lines when doing an adjustment.
- Use claim frequency “7” for an adjustment.
- Insert the last paid claim internal control number (ICN) in the “Original Claim #” field.
- **For inquiries regarding billing/claims, please contact the ODP Claims Resolution Section at:** E-mail: ra-odpclaimsres@pa.gov; Phone: 1-866-386-8880, Mon - Thurs 8:30am - 12:00pm and 1:00pm – 3:30pm

**OBSOLETE COMMUNICATION**

Upon release of this announcement, Announcement 013-15 will be archived.

**INQUIRIES**

Questions regarding this announcement should be addressed to the appropriate ODP Regional Program Managers.