

Health Planning Council of Southwest Florida, Ryan White Title II

Transportation Policy

Effective: 4/1/2006 (revised 4/26/06)

The Ryan White CARE Act defines the Transportation budget line items as follows:

Transportation: Includes conveyance services provided, directly or through a voucher, to a client so that he or she may access health care or support services. May be provided routinely or on an emergency basis.

The Southwest Florida Regional HIV/AIDS Council (RHAC) policy is that transportation assistance will be provided to persons who without the assistance, would not be able to access medical or medical support services.

There are several options for transportation assistance:

- ▶ Payment to transportation provider for transportation services to medical appointment(s)
- ▶ Issue of transportation voucher (bus pass, taxi pass) to client to use for transportation to medical appointment(s)
- ▶ Issue of gas card to client to use to secure transportation from family / friend willing to transport client to medical appointment(s)

For all the above listed options, the following must be documented in the client's file:

- ▶ Client has a medical appointment(s) scheduled
- ▶ Client has no other reliable option for transportation to the medical appointment(s)
- ▶ Client completed the medical appointment(s)

Gas Cards

Gas cards will be issued as needed per client using the encumbrance and authorization process. Preference will be given for allocation of the gas cards to agencies with little or no other transportation option available in their community. This includes DeSoto County Health Department, Hendry County Health Department, Collier County Health Department (Immokalee), and on a case by case basis for other contracted agencies with exceptional medical transportation needs such as out of the area travel. Persons with Medicaid will be required to utilize Medicaid transportation in and out of the area. Exceptions for transportation assistance will be on a case by case basis.

Case managers must keep a log of the client MIP numbers for clients receiving the cards. For agencies utilizing gas cards more frequently, there is an option to receive them in blocks of 12 instead of as needed.

The client may not redeem the voucher or the card for cash, trade the voucher or card for cash or any other items/services. If it is discovered that the voucher or card was used for any other purpose than the transportation to scheduled medical appointment(s), evidenced by no-show to appointment or other indication (statements or witness), client may be terminated from the Ryan White Title II program.

I, (print client name) _____, have read and understand the above policy. I understand my responsibilities to seek other sources of reimbursement or coverage, and seek reimbursement back to the RWII program where applicable. I understand I must be compliant with the requirements for assistance outlined above or I risk being ineligible for further assistance.

Client Signature: _____

Date: _____

Case Manager: _____

Date: _____