



ALERT ! ALERT ! ALERT!

ATTENTION: ODP Providers
**Clarification for Travel Time and the Supported Employment
Service Definition**

PURPOSE: This Alert, issued by the Office of Developmental Programs (ODP), is intended to provide clarification for Travel Time and the Supported Employment service definition.

The Office of Developmental Programs (ODP) has received recent inquiries related to travel time and the service of Supported Employment. ODP is issuing this communication in an effort to clarify questions from providers completing their Year 2 Cost Report (for FY 08/09 expenses) and so Supported Employment providers understand billable activities related to Supported Employment.

Providers of Supported Employment should include the associated expenses related to travel time (staff salary, transportation costs, etc.) in their cost reports. Since the Supported Employment rate established is based on the inclusion of travel expenses, Supported Employment Providers may not bill travel time as a distinct, separate service when providing either the direct portion (job support) or the indirect portion (job finding) of the Supported Employment service.

Examples:

1. A job coach travels for a half hour to a provide job supports to consumer. The job coach then spends one hour with the consumer providing the job supports. Based on this example, ODP would anticipate that the provider will bill for one hour or 4 (15 minute) units of Supported Employment. The travel time of a half hour is not billable as no service was provided.
2. A job coach travels for an hour to meet with various companies to explore employment opportunities for the consumer. The job coach spends 2 hours with the prospective employers. Based on this example, ODP would anticipate the Supported Employment provider will bill 2 hours or 8 (15 minute) units. The travel time of one hour is not billable as no service was provided.

If you have any question concerning the billing of Supported Employment services, please submit them to the rate setting mailbox at: ra-ratesetting@state.pa.us

Thank you for your cooperation.