

Non-Medical Transportation

TRAN

Available under PathWays, Health and Wellness, and TBI

What is TRAN?

Transportation service for individuals to be able to travel to nonmedical community services, activities, and resources. Transportation to medical appointments is **not** allowable under this service.

There are 3 types of TRAN:

- Non-assisted: individual does not require a lift to transfer in and out of the vehicle
- Assisted: individual requires a lift to transfer in and out of the vehicle
- Adult Day Service Transportation: round trip transportation provided by ADS

What is needed to provide TRAN?

The following are required:

- Current vehicle registration
- Current vehicle insurance
- Current valid driver's license
- Drivers must be at least 18 years of age

Position and Staffing Requirements:

TRAN requires the following positions on your organizational chart:

- Transportation Driver (or similar)

How to apply for TRAN?

Prepare the following documents:

Documents to Gather

- ☐ Background Check Results
- ☐ Proof of Liability Insurance
- ☐ Secretary of State Letter
- ☐ Vehicle Registration, Driver's License and Insurance Card
- ☐ W-9 Tax Form/EIN Letter

Operations Manual

- ☐ Employee's Rights and Responsibilities
- ☐ File Retention Policy
- ☐ HIPAA Compliance Policy
- ☐ Incident Reporting Policy
- ☐ Job Descriptions
- ☐ Job Performance Evaluation Policy
- ☐ Organizational Chart
- ☐ Personnel Policy

- ☐ Quality Assurance/Quality Improvement Policy
- ☐ Transfer of Information Policy

Resources

- [OMPP HCBS Waiver Manual](#)
- [DDRS HCBS Waiver Manual](#)
- [Aging Rule](#)

Application Fee Notice

Please note that this service requires an application fee for the IHCP enrollment process. For more information: [Provider Enrollment Application Fee Site](#).

If paying the application fee will cause financial hardship for you or your business, you may request an application fee waiver.

To support your request for an application fee waiver, you should submit the following:

- Copies of bank statements, cash flow statements, tax returns or any other documentation demonstrating the financial status of your business
- Copies of any other outcomes of measures used to raise the application fee, such as bank loan requests, credit card withdrawals, or assistance from family or friends.