

## Nonmedical Transportation

### TRAN

Available under Pathways, Health and Wellness, and TBI

### What is TRAN?

Transportation service for individuals to be able to travel to non-medical community services, activities, and resources (gym, grocery store, community center, etc).

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

*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 a financial hardship to 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.*

### How to apply for TRAN?

Prepare the following documents:

#### **Documents to Gather**

- W-9 Tax Form/EIN
- Background Check (for owner and current employed)
- Liability Insurance Policy
- Secretary of State Letter
- Vehicle Registration, Insurance, and License
- TB Test Results (for owner and employed staff)

#### **Operations Manual**

- Personnel Policy
- Job Descriptions

- Job Performance Evaluation Policy
- Employee's Rights and Responsibilities
- HIPAA Compliance Policy
- File Retention Policy
- Transfer of Information Policy
- Organizational Chart
- Quality Assurance/Quality Improvement Policy
- Incident Reporting Policy

## Resources

- [Office Of Medicaid Policy and Planning Home- and Community-Based Services Waiver: Indiana PathWays for Aging](#)
- [Aging Rule](#)