



# Indiana Non-Emergency (Emergent) Medical Transportation





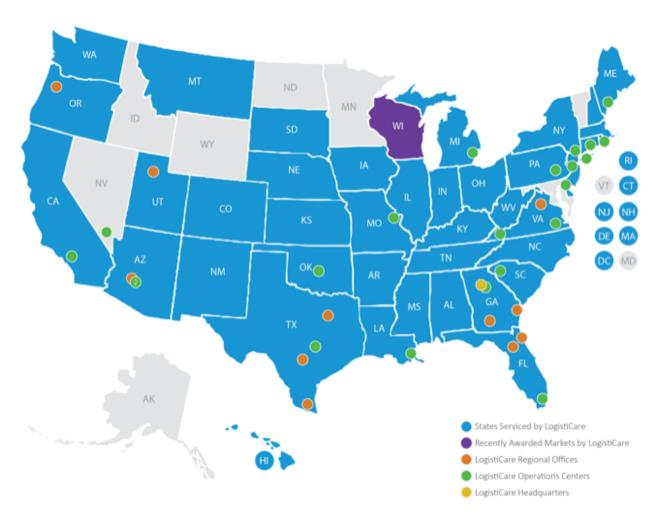


# Today's Agenda

- ✓ Introduce LogistiCare
- ✓ Broker Model
- ✓ Program Overview
- ✓ Overview of Contracting Process
- ✓ Trip Distribution/Billing Web Portal Overview
- ✓ Safety Program
- Question and Answer period



# LogistiCare By The Numbers





24 million members



Nearly 67 million trips



Responded to 30 million calls



238 contracts (State & MCO)



\$1.3 billion in revenue



For last 5 consecutive years



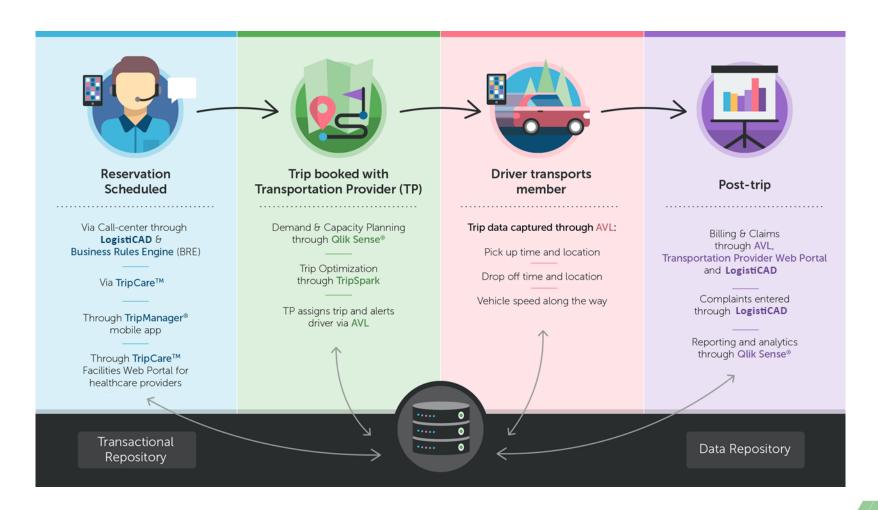
Only NEMT organization accredited in all operation centers and offices



Partnering organization

LogistiCare

### **Business Model Overview**





#### **Broker Duties**

- ✓ Operate a Call Center and take trip requests from clients, their families and/or their healthcare providers
- ✓ Assess their need for transportation
- ✓ Authorize/prior authorize transportation to a covered service
- ✓ Determine the level of service based on the client's health care needs
- ✓ Contract with a network of transportation providers and monitor their compliance with driver, vehicle, licensing and insurance requirements
- ✓ Schedule and assign trips to transportation provider
- ✓ Makes payments to the transportation provider promptly upon receipt of a properly completed and verified trip invoices in accordance with the contract between LogistiCare and the transportation provider and monitor their performance quality
- ✓ Coordinate and communicate with clients and other agencies
- ✓ Assign the trip to the most appropriate and least costly transportation provider available consistent with the needs of the participant

**LogistiCare** 

# LogistiCare Contact Information

#### **Hours of Operations**:

Reservations are accepted Monday through Friday 8:00 am to 8:00 pm ET with the exception of national holidays

Urgent/same day and/or hospital discharges are accepted 24/7/365 Ride Assistance accepted 24/7/365

- Member Reservations/Ride Assist:
  - (844)-772-6632
- Hearing Impaired:
  - (866)-288-3133
- Facilities Line:

(844)-788-9333

- Call Center/Operations Center:
  - 127 Washington Avenue
  - North Haven, CT 06473
- Toll Free Provider Line Information:
  - Provider Line: (844)-788-9332
  - Provider Fax: (855)-864-0973
- Local Indiana Office:
  - 9245 N. Meridian Street, Suite 210
  - Indianapolis, IN 46260

**LogistiCare** 

### What is covered?

Transportation to a covered service provided by a network enrolled medical provider.

However there are exceptions including:

- Transportation initiated by dialing 911
- Transportation for educational purposes, with exceptions
- Vocational training with exceptions
- Transportation to attend amusement parks, sporting events, and other social functions
- Exceeding established geographical proximity limitations.



# Examples of covered transportation

- 1. A discharge from the hospital
- 2. Transport to a physician to receive a medically covered service
- 3. Transport for a medical treatment like dialysis
- 4. Transportation for Waivered Services included in the treatment plan



### What Levels of Service are covered?

- 1. Mass Transit
- Ambulatory
  - Common Vehicle
  - Taxi
- 3. Mileage Reimbursement
- 4. Wheelchair-Specialized Medical Vehicles



# What is urgent care?

- 1. It is an unscheduled episodic situation in which there is no immediate threat to life or limb, but the member must be seen on the day of the request and treatment cannot be delayed until the next day.
- 2. <u>Hospital discharges</u> are considered as urgent care.
- 3. LGTC may verify with the direct provider of medical service that the need for urgent care exists.
- 4. Valid requests for urgent care transport shall be honored within three (3) hours of the time the request is made.



# What is not urgent care?

- 1. It is not transport that requires an immediate response to take a member to the emergency room for evaluation of a new or suddenly worsening condition that threatens life or limb (e.g., any sudden life threatening medical situation, significant trauma, comas, shock, uncontrolled bleeding, respiratory distress, poisoning, drug overdose or any situation where immediate medical relief or treatment is necessary.)
  - Members should call 911 for transport in these circumstances.
- 2. It is not transport that someone forgot to schedule two business days in advance.

# Will claims be paid if NEMT is not arranged through the Broker?

1. No, the transportation provider will not be paid. NEMT must be pre-arranged through the Broker.



# Contracting

- Proof of DMV Registration/Inspection
- IHCP approval
- Required Licensing including taxi or Department of Revenue
- Agreement with all Exhibits
- Account Setup Form
- Provider Questionnaire
- After Hours Contact Information Sheet
- W-9
- Required Attachments
- Certificate of Insurance
- Driver information
- Vehicle information

- Vehicle Update Form
  - Year
  - Make
  - Model
  - Type
    - Ambulatory
    - Wheelchair
    - Stretcher
- License Plate Number
- Copy of Vehicle Registration
- Copy of Inspection Form



### Contracting - Insurance

#### Insurance **Accord** must have the following:

Certificate of Insurance ("COI") auto at minimum \$1,000,000.00 limit

Auto coverage must provide "ANY AUTO" coverage or Symbol 2, 8 & 9

General Liability Coverage at \$1,000,000.00 limit ("Broad Form" coverage) required

Sexual Abuse and Molestation coverage at. \$1,000,000.00

COI must list "LogistiCare Solutions, LLC" as an additional insured and certificate holder

Workers Comp coverage as required by Indiana law



#### Driver/Attendant Performance Standard

- If a participant or other passenger's behavior or any other condition impedes the safe operation of the vehicle, the driver shall park the vehicle in a safe location out of traffic, notify the Provider, and request assistance.
- Drivers or attendants that receive two (2) or more complaints from participants within a five (5) business day period must not be utilized until a LGTC approved corrective action plan is implemented. All complaints shall be documented and if valid, become a part of the driver's or attendant's permanent record.



# Transportation Provider Responsibilities

Administrative, Reservation Receipt and General Responsibilities

- 1. Transportation Provider shall receive trip reservations via fax or internet from LogistiCare each day. For urgent medical appointments, Transportation Provider shall accept telephone orders, (supplemented by a separate fax if requested) from LogistiCare.
- 2. Transportation Provider shall transport participants and escorts in accordance with the specifications of the reservations provided by LogistiCare and the terms of the Transportation Agreement. Transportation Provider may refuse to transport a participant who, upon consultation with LogistiCare, is determined to be a threat to the health, safety or welfare of either Transportation Provider's employees or other participants, or prevents or inhibits the vehicle from being operated in a safe manner.
- 3. When a "will call" return trip has been pre-authorized by LogistiCare, the Transportation Provider shall accept telephone calls from participants to give notification of the appropriate pick-up time. The Transportation Provider shall arrive within one (1) hour of the call that the member is ready



# Transportation Provider Responsibilities

- 4. Transportation Provider shall inform LogistiCare of their inability or unwillingness to accept or complete an assignment at least 24 business hours prior to the date of service to allow LogistiCare to make alternative arrangements. This provision applies only to those trip reservations that are assigned to Transportation Provider at least 36 hours prior to the reservation pick-up time.
- 5. Transportation Provider shall establish and maintain both a telephone line and fax line for the use by LogistiCare to contact Transportation Provider. Fax lines shall be equipped with a fax machine. LogistiCare must be able reach a supervisor at all times during which Participants are in the Transportation Provider's vehicles. Drivers will be equipped with two-way communication (cell phone and/or 2-way radios).
- 6. Transportation Provider will ensure that all information obtained regarding Participants will be held in the strictest confidence and used only as required in the performance of Transportation Provider's obligations under such Agreements. Transportation Provider will comply with all confidentiality requirements of the Transportation Agreement and the Business Associated Agreement included therein.



# What can the Transportation Providers do to help the system work smoothly?

- 1. Transportation Providers should inform LogistiCare in writing if address information or scheduled pick-up or appointment times are inaccurate.
- 2. Contact LogistiCare immediately, when there is reason to believe that a Participant should not be transported.
  - This notification should include Participant's name, job number and date, as well as the reason the transport is inappropriate. Such reasons may include:
    - a) Participant has access to transportation,
    - b) There is a closer medical provider available,
    - c) Participant is not being transported to a covered service, or
    - d) Participant is assigned to the wrong level of service (example: assigned to wheelchair or stretcher but Participant is able to walk).



### **Transportation Performance Standards**

Quantifiable performance standards are an essential element of the NEMT program. Performance goals are used to measure the quality of delivered service and to target corrective action to achieve overall quality goals.

Each Transportation Provider is responsible for ensuring that their drivers meet these standards at all times. Proactive steps to maintain and verify compliance:

- 1. Transportation Providers should confirm pick-up and drop-off addresses when they confirm reservations the day or night before a scheduled trip to minimize delays that are attributable to bad addresses.
- 2. Transportation Providers should dispatch and route trips to promote the most efficient use of multiple-loaded vehicles and maximize vehicle utilization unless otherwise requested.



# Transportation Performance Standards

- 3. Transportation Providers must train drivers in the proper use of communications equipment
- 4. Transportation Providers must inform Participants and medical providers/facilities of any delay of 15 minutes or more.
- 5. LogistiCare will engage with the Client to aggressively pursue continued no-show or late cancellations by Participants as these practices reduce the entire system's on-time performance.
- 6. Participant must agree in advance to any change in their pick-up time and this information must be submitted in advance to LogistiCare on a Schedule Change Form.



# Provision of Passenger Assistance

#### Drivers or Attendants must/shall:

- 1. Exit the vehicle to open and close vehicle doors when passengers enter or exit the vehicle and to provide assistance to or from the main door of the place of destination.
- 2. Assist the passengers in the process of being seated (fastening of the seat belts and securing child safety seats).
- 3. Confirm wheelchairs or cot/stretchers are properly secured prior to allowing any vehicle to proceed.
- 4. Refrain from touching any passenger outside of the requests mentioned above.
- 5. Provide support and verbal directions to passengers.
- 6. Will not be responsible for passenger's personal items.



# Complaint Response Procedures

- Quality Assurance Department will notify transportation providers via fax or secure email when a complaint is filed against them.
- All complaints should be addressed within 48 hours of receipt.
- Failure to respond to the initial notice will lead to a final notice, which requires a response in 24 hours.
- If no response is received then the complaint will automatically become Valid and documented no response from provider.
- Failure to respond to complaints in a timely manner and with all required information will result in corrective action which can include Process Improvement Plan, liquidated damages and/or a reduction of trip volume.



# Questions

# Questions

# **APPENDIX**

# LogistiCare Experience

- ✓ Over 30 years experience in transportation including over 20 years of experience as a broker of NEMT
- ✓ Successfully operate in more diverse environments than any other broker
- ✓ More experience than any other organization in the country with successfully managing capitated NEMT projects, both large and small
- ✓ Contract retention rate over 90% over the past 20 years
- ✓ Met all start-up dates, met or exceeded all contract obligations, and established positive partnerships and long lasting working relationships
- ✓ Consistently work to improve quality and access



# Vehicle Update List



Please mail or fax a copy of the update form and documents to:

Mail: LogistiCare- Compliance Dept
Attn: Ga. Compliance Dept.
503 Oak Place Suite 550
Atlanta. GA 30349

Fax:

#### VEHICLE UPDATE FORM

For each vehicle, please provide the information listed below. A copy of registration and inspection should also be included as part of the submitted packet.

Provider Company Name:	
Date:	Completed by:

V.I.N	Add Update Delete	Year	Make	Model	*Type of Vehicle A/W/S	License Plate #	Vehicle Inspection Included?	Current Registration Included?	If Deleting, last day of use
1)									
2)									
3)									
4)									
5)									
6)									
7)									
8)									

<sup>\*</sup> Ambulatory, Wheelchair, or Stretcher



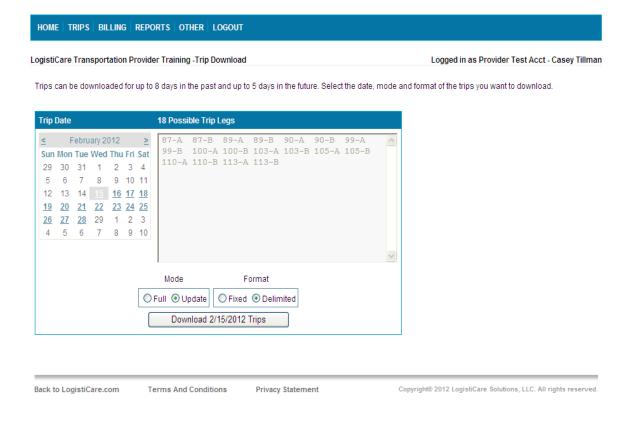
# Driver/Attendant Update Form

GEORGIA DRIVER APP "Drivers/Attendants will not be entered and cannot be used with Provider Company Name:  Last Name  First Name  Please initial all that apply to the packet	
Last Name First Name	
	M.I.
Please initial all that apply to the packet	
Please initial all that apply to the packet	
	General Manager Signature
Change Start Date to:	
Office of the Inspector General (OIG)	
Excluded Persons List Service (EPLS)	
, ,	
Driver's License (Must have current ga or neighboring state license)	
Driver must be 21 years of Age 10 Panel Drug Screen (annual check required)	
Medical Review Officer	
Chain of Custody	
Physician's statement for positive tests due to prescribed r Sex Offender Check (annual check required)	nedication
Sex Offender Check (annual check required)  Motor Vehicle Report (annual check required)	
5 year history	
No more than 3 moving violations or at fault accidents in pa	ast 2 years
with points  No DUI/DWI in the past 3 years and no suspensions ever	
Drivers may perform services for 1 (one) suspensions for	<u> </u>
non-payment of child support after restitution	
Criminal Background Check (annual check required)	
7 year National, State and County level Check No crimes of violence, substance abuse or sexual abuse	<del>                                     </del>
Training	
CTAA Pass Basic	
Accept Other PASS	
CTAA Pass (for Wheelchair only)	
Accept Other WC Securement National Safety Council (NSC) First Aid / CPR / AED	
or American Red Cross First Aid	
and American Red Cross CPR	
Accept Other First AID / CPR	
National Safety Council (NSC) Defensive Driving or Smith Defensive Driving	
Accept Other Defensive Driving	
For LogistiCare Use Only	<u>-</u>
	<del></del> 1
Date Received	
Date Sent Corporate	



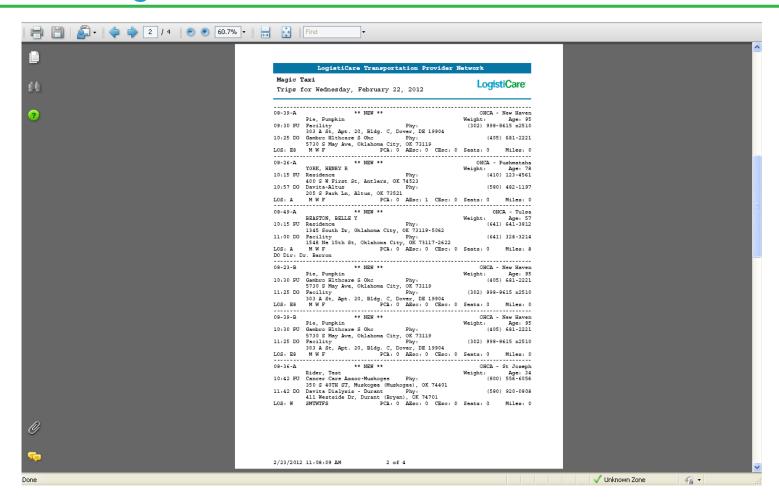
# Trip Access

# **LogistiCare**



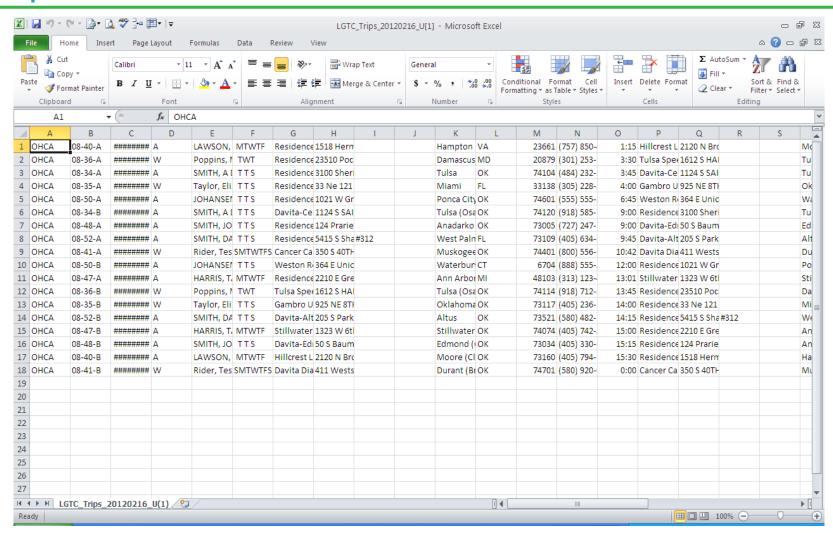


# **Trip Printing**





# **Trip Download**



LogistiCare



# **Trip Cancellations**

#### **LogistiCare** HOME TRIPS BILLING REPORTS OTHER LOGOUT LogistiCare Transportation Provider Training -Cancels Logged in as Provider Test Acct - Casey Tillman Select the cancellation reason and click the Cancel Trip button to cancel the trip. To leave the trip un-cancelled, use the Back button on the page. Trip Date: 02/20/2012 Trip Number: 89 Trip Leg: Rider Name: Rider, Test 10:42 Pickup Time: Pickup Location: 350 S 40TH ST Muskogee (Muskogee), OK Cancel Reason: ---- Select Reason -------- Select Reason ----Late Cancellation Cancel Trip Reservation Switched To Gas Reimbursement Rider Drove Himself To Appointment Rider Has Died Rider Is In The Hospital Rider Is Sick Rider is uncooperative, a graduative tiplent, safety risk Back to LogistiCare Rider No Longer General Reason. Copyright® 2012 LogistiCare Solutions, LLC. All rights reserved. Rider No Show Rider Transported By Family Member Or Friend Rider Walked To Appointment Test Reason √ Trusted sites



# **Trip Reroutes**

#### **LogistiCare** HOME TRIPS BILLING REPORTS OTHER LOGOUT LogistiCare Transportation Provider Training -Reroutes Logged in as Provider Test Acct - Casey Tillman Select the appropriate reroute reason and click the Reroute Trip button to reroute the trip. To leave the trip as it is, use the Back button on the page. All trip legs will be rerouted. 02/27/2012 Trip Date: 63 Trip Number: Trip Leg: BEASTON, BELLE Y Rider Name: Pickup Time: Pickup Location: 1345 South Dr Oklahoma City, OK Reroute Reason: ---- Select Reason ---- V -- Select Reason --Select the Reroute Reason. Not in Service Area Reroute Trip Wrong Service Level Too many calls Back to LogistiCare.com Terms And Conditions Privacy Statement Copyright® 2012 LogistiCare Solutions, LLC. All rights reserved. Trusted sites Done



# Trip Billing-Trip Log

Provider Name:			_	WEEK ENDING:					LogistiCare GA Billing De 503 Oak Place Suite 550 Atlanta, GA 30349		
RIVER'S N	AME (as it ap-pea	rs on drivers license)	_	Vehicle	Number ( L	ast six of the	e VIN )	-	Atlanta, GA 30349		
Date of Service	LogistiCare Job # A or B	Recipient's Name	A W S	Pick-up Time	Drop-Off Time	Will Call	Total Trip Mileage	Per Trip Billed Amount	Recipient's Signature		
eg; picking the	recipient up at the do required for each leg o	of transport is the point of pick-up to the octor's office and transporting back to if the transport. Pick-up and drop-off t	the residen	ce would be co	onsidered the s	econd leg of the					





# Benefits – Provider Relations Group

### **Discounted Compliance Testing**

- ✓ MVR
- ✓ Criminal Background

#### **Purchasing Discounts**

- ✓ Vehicles
- ✓ Maintenance
- ✓ Tires
- √ Office Supplies
- ✓ Communications

#### Software



# Benefits - Purchasing Program/Training

### **COST COMPARISON**

<u>Market Price</u> <u>LogistiCare Provider</u>

NSC DDC \$ 45 \$15.00

NSC 1<sup>st</sup> Aid \$ 35 \$15.00

CTAA PASS Basic \$ 45 \$15.00

CTAA PASS \$50.00

**Total \$625 Total \$95.00** 

Ambulatory Drivers \$45 for complete training WC-Stretcher Drivers \$95 for complete training



# **Background Check Pricing**



#### Occuscreen, LLC: Pricing State: Maine

Occuscreen, LLC offers the following pricing for Logisticare sub-contractors only. If you are not contracted with Logisticare, please contact Occuscreen, LLC directly for pricing and information on opening an account.

Drug Screen Pricing and Information							
Service	Cost	Notes					
Urine Drug Screening:							
10-Panel Urine Drug Screen	\$23.00 (Quest or LabCorp)	Include: Ampletamines Cosaine Marijuana Opiates PFO (Phenopolidine) Baroburstes Benoodiazelines Propolygitene Methogustone Methogustone Vietnes note, using a collection site outside of the Quest or LabCorp Patent Service Centers will incur a 3" party collection fee (533+).					
Medical Review Services							
Medical Review Officer	\$10.00	Available to verify positive drug screens (for non-DOT drug screens)					

Criminal Background Screening Pricing and Information							
Service	Cost	Notes					
Motor Vehicle Records Search	\$5.00 Plus State DMV fees	Information reported includes driving history, verification of driving privilege, identification verification with a physical description of the applicant provided by the state DMV.					
		Turnaround: Varies by State					
		1					
\$7.00-0	\$49.50-package \$7.00-DMV Fee	SSN Trace National Criminal Database Search					
	\$7.00-DMV Fee	Motor Vehicle Records					
	Total:	National Sex Offender Registry Search Maine Statewide (up to 2 names)					
	\$56.50/driver	*Package includes up to 2 names.					
		*Any additional names/counties will be charged outside of the package					
		Turnaround: 1-3 business days on average					
		*Please note, DMV fees are subject to change by state without notice.					
		*Any hits in the National autside of Maine will be confirmed for an additional fee of \$8.00.					

Clients are responsible for all fees once a disclosure form has been submitted by fax, email or via the online system.
For questions, please contact Occuseren, LLC
888-883-31-304 or operations@couseren.com

805 Broadway Street. Suite 215 Vancouver, WA 98660 USA - www.occuscreen.com - 888.833.5304 - 360.823.0950 - Fax 877.464.5656



#### Other Riders

An Escort or personal assistant may ride with a Participant at no extra charge. The Escort or personal assistant is expected to assist the patient and the driver as requested. Escorts, personal assistants and children must be scheduled when the Participant makes the trip reservation to confirm adequate space on the vehicle.

