



**North Carolina Department of Health and Human Services
Division of Aging and Adult Services**

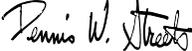
2101 Mail Service Center • Raleigh, North Carolina 27699-2101
Tel 919 733-3983 • Fax No. 919 733-0443

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Dennis W. Streets
Director

DAAS Administrative Letter No. 11-01

To: Adult Day Care/Adult Day Health Providers & Coordinators, Area Agency on Aging Directors, Adult Program Representatives, Program Compliance Representatives

From: Dennis W. Streets 

Subject: Required Documentation of the Unbundling of Transportation and Daily Care Rate for HCCBG Reimbursement

Date: January 20, 2011

In May 2010, the Division of Aging and Adult Services issued Administrative Letter 10-09 regarding the Unbundling of Transportation and Daily Care Rate for HCCBG Reimbursement and Addition of Two New ARMS Transportation Service Codes.

****NOTE** Reimbursement for adult day transportation (service codes 156 and 031) cannot be claimed for individuals whose adult day care/health care is not also reimbursed for the same dates, under service codes 155 or 030.**

There have been concerns voiced by those who monitor these services about how this new provision is to be documented.

In order for the monitors to ensure that these new service codes are being used correctly, we have identified two uniform types of documentation to be used as a "turn-around" document for the unit verification process.

Adult Day Care and/or Adult Day Health Services providers who directly provide transportation will need to maintain a driver's log. The driver's log should contain the names of the participants who utilize transportation and indicate if participants received a one-way trip or round-trip on the days the participants attended the program. The program's attendance sheets should be used to compare the trips recorded on the driver's log (regardless if the trips are one-way or round-trip) to the days that the participants were in attendance at the program for unit verification. All adult day care providers are required to maintain attendance sheets according to the North Carolina Adult Day Care and Day Health Services Standards for Certification (10A NCAC 06R.0508 and 06S .0401).

Location: 693 Palmer Drive, Raleigh, NC 27603 • State Courier No. 56-20-02
An Equal Opportunity / Affirmative Action Employer



<http://www.nccarelink.gov/>

Adult Day Care and/or Adult Day Health Services providers who arrange transportation through contract provision with a vendor will need to provide documentation that reflects which participants received either a one-way trip or round trip (whichever is applicable) on the days that the participant(s) was in attendance at the program. Examples of this documentation are the monthly invoice from the transportation vendor to the program that indicates dates and rides provided or a vendor print out of pick-ups and drop-offs. These documents along with the attendance sheets will be used to complete unit verification for the transportation for adult day care participants. All adult day care providers are required to maintain attendance sheets according to the North Carolina Adult Day Care and Day Health Services Standards for Certification (10A NCAC 06R.0508 and 06S .0401).

The following is an example of unit verification for adult day care and/or adult day health services providers that directly provide transportation.

To complete transportation unit verification for an adult day care provider that directly provides transportation to and from the program site (round-trip) for a participant who is scheduled to attend the program Monday, Wednesday and Friday according to his/her service plan, the AAA staff/DAAS' PCRs and/or sub contract of the AAA will need to review the attendance sheets and driver logs in order to verify the units for transportation for the participant.

The following is an example of unit verification for adult day care and/or adult day health services providers that contract with a transportation vendor to provide transportation.

To complete transportation unit verification for an adult day care provider that contracts with a contract vendor for transportation to and from the program site (round-trip) for a participant who is scheduled to attend the program Monday, Wednesday and Friday according to his/her service plan, the AAA staff/DAAS' PCRs and/or sub contract of the AAA will need to review the attendance sheets and documentation from the transportation vendor (e.g., the monthly invoice from the transportation vendor to the program that indicates dates and rides provided by participant name or vendor print out to the program showing pick-ups and drop-offs by participant name) in order to verify the units for transportation for the participant.

A sample copy of a driver's log is also attached to share with providers as needed. Providers may opt to use an equivalent form or to alter the sample to meet their specific needs. However, if an equivalent form or an alteration of the sample is used, the program must include the required elements: the names of the participants who utilize transportation and indicate if participants received a one-way trip or round-trip on the days the participants attended the program.

To ease the transition for the process, the requirement for the documentation will become effective July 1, 2011. If you have further questions, please contact Heather Carter or Glenda Artis at 919-733-0440 or heather.carter@dhhs.nc.gov or glenda.artis@dhhs.nc.gov.