



COMMISSIONER
Chris Traylor

December 29, 2011

To: Day Activity and Health Services Providers

Subject: Information Letter No. 11-146
Transportation Log and Billable Activities

This letter is being issued to clarify procedures for documenting information on the [Day Activity and Health Services Daily Transportation Record, Form 3682](#), and the activities a Day Activity and Health Services (DAHS) facility may bill as part of transportation services.

Transportation Records Form

- DAHS facilities that provide transportation or have a subcontract with a private or public transportation entity must use the DADS transportation records form.
- Each DAHS facility must retain a copy of the current daily transportation record in the facility vehicle while picking up and dropping off individuals.
- The exact time the individual is picked up must be entered in the *Pick-Up* field and the exact time the individual is dropped off must be entered in the *Drop-Off* field. Unless individuals are picked up at the same place, pick-up or drop-off times should not be duplicated on the transportation log.
- The driver must sign the transportation log certifying the documented information is true and correct.

Billable Activities

- The DAHS facility may include transportation time as part of the unit of service if the DAHS facility provides transportation to an individual to and from:
 - the individual's place of residence to the DAHS facility;
 - a facility approved to provide therapies; or
 - a non-therapy medical facility.
- If DAHS facility staff escorts or stays with the individual during a therapy or medical visit, the facility may include the escort time as part of the unit of service.
- The DAHS facility may only include transportation time as part of the unit of service if:
 - Transportation is provided in a facility-owned vehicle; or
 - The facility subcontracts transportation services with a public/private transportation entity.
- Rounding to the nearest fifteen minute increment is allowed once per day when totaling the individuals' travel time with the time spent at the facility. The time begins at the pick-up time and ends at the drop-off time entered on Form, 3682, unless the individual was transported to therapy or a medical facility left without an escort.

- Example 1: The individual was picked up at 9:15 a.m. and arrived at the facility at 9:48 a.m. The individual left the facility at 1:15 p.m. and arrived home at 1:51 p.m. The total time, included time at the facility and time spent in approved transportation, was 4:36 minutes. The facility must round down to 4:30 minutes which is equal to 1 unit of billable time.
- Example 2: The individual was picked up at 9:20 a.m. and arrived at the facility at 9:50 a.m. The individual left the facility at 2:45 p.m. and arrived home at 3:58 p.m. The total time, included time at the facility and time spent in approved transportation, was 6:38 minutes. The facility must round up to 6:45 which is equal to 2 units of billable time.
- DAHS facilities may not include time in transit as part of the unit of service if tickets or passes for public transportation are purchased since the DAHS facility is not providing the transportation.
- The DAHS facility may claim the costs (for tickets or passes) associated with this transportation on annual cost reports.

Additional information may be found at:

- [DAHS Provider Manual Section 6000, Item 6240](#);
- [Part 1 TAC Title 40 Chapter 98, Subchapter H, RULE §98.206, Program Requirements](#); and
- [Part 1 TAC Title 40 Chapter 98, Subchapter H, RULE §98.209, Record Maintenance](#)

For questions regarding the content of this letter, please contact DADS Policy Development and Oversight at dahs@dads.state.tx.us.

Sincerely,

[signature on file]

Teresa Richard
Director
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[signature on file]

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