
Summer Youth Work Experience 2022

Module 4 - Transportation

Presented by the Provider & Contract Management Unit

Service Definition

Transportation is an auxiliary service.

Transportation services are used in conjunction with Summer Youth Work Experience in order to pick up an individual and take them to and/or from work.

Billing begins once the individual has been picked up and should end once the individual has been dropped off.

Providers shall divide the total amount of time for transportation, from the point when the first individual is picked up and until the last individual is dropped off, amongst the total number of individuals receiving transportation for the trip regardless of funding sources.

Service Guidelines

Transportation for Summer Youth Work Experience shall not exceed 10 UOS (1 Hour) from the start and end of the service.

Date and times of transportation including address of pick-up and drop-off locations, as well as the number of individuals transported are required for billing.

The Bilingual Supplement shall not apply to Transportation.

Intake shall not be authorized for a Transportation service only.

Service Guidelines

Transportation Staging Areas ("Hubs")

- Providers may transport youth from home to one central location and from there take youth to various worksites.
- Each portion of the trip should be reported separately, e.g. from first pick-up from home to drop off at the staging area is one trip divided amongst all youth in the vehicle and from the staging area to the worksite is reported separately.
- Total transportation time from home to staging area to work shall not exceed 10 UOS for youth.

Considerations for Providers

- Make sure your staff have credentials that can be shown to the youth and their parents. Parents like to know who is transporting their children.
- Have an established pick-up and drop-off time.
- Ahead of the service, discuss various scenarios with the family and how you as the provider will handle it.
 - Examples:
 - youth is not ready at pick-up time
 - youth enters the car on time but is not appropriately dressed for work
 - no one is home to receive the youth at drop-off
 - youth becomes ill during work and provider cannot transport mid-service

Health and Safety

Please follow the current guidance of Ohio Department of Health (ODH) and the Centers for Disease Control (CDC).

Significant Incidents

Significant incidents that happen during the transportation service must be reported to VR Staff timely and documented on the Significant Incident Report Form (SIRF). Follow the SIRF instructions.

Examples:

- Driver discovers youth has a marijuana joint on their person
- Youth “A” is verbally harassing/taunting Youth “B”
- Youth discloses they are being abused at home

Provider Guidance

- Discuss transportation options with the referring counselor or coordinator:
 - Family or personal transportation options
 - Travel training coordinated and delivered ahead of SY services
 - Outsourcing transportation to public transportation or other providers/vendors
 - If the counselor or coordinator specifically states that other transportation arrangements have been made, do not offer transportation to the youth
 - Do not supply transportation without an authorization on hand
- The counselor or coordinator cannot offer “approval” or “waivers” on:
 - Transporting youth for longer than an hour
 - Anything that might go against ODH or CDC guidance such as not requiring masks while in the car

Authorizations

In previous years, the Transportation authorization was written for 1 Unit of Service (UOS) and it was adjusted when the report was received.

For this summer, with the Aware Vendor Portal, this practice needs to be adjusted, as bills cannot be submitted for an amount higher than what was issued.

Authorizations

Transportation will remain on its own authorization.

OOD recommends that 250 UOS generally be authorized by VR Staff for Summer Youth transportation. Providers will bill for actual time (UOS) transportation was provided.

Authorizations

Through an analysis of prior year's transportation authorizations, 250 UOS is adequate for 98% of Summer youth transportation.

If VR Staff are aware of more specific needs, please authorize appropriately, which may be more or less than the standard 250 UOS, but in no circumstances more than 10 UOS (1 hour) per trip.

Providers should communicate with VR Staff if authorized transportation UOS are not sufficient and request amendments **before** billing.

Transportation Authorization Reminders

VR Providers should review transportation authorizations in conjunction with the services delivered and actual transportation provided.

VR Staff should review transportation billings and only approve transportation that aligns with transportation which was provided. OOD recommends VR Staff review transportation reports in conjunction with the Summer Youth Work Experience report.

Transportation Should not be Billed...

- On days the student did not attend the service.
 - Example: Mason called off sick, so the transportation was not provided.
- On days the service was not offered.
 - Example: The service was not scheduled for the 4th of July, as the work site was closed.
- In certain circumstances, such as when the provider did not provide the transportation.
 - Example: Mom or Dad picked up Mason after the service for a dentist appointment; the provider did not provide the transportation home.

Rate

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
TRANSPORTATION	\$5.40	6 MINUTES

Reporting Requirements

- We do not require house numbers on the report; only document the street and city.
- The Service Area Modifier (SAM) Rate *may* be used depending on the provider service delivery area and where the youth lives.
- If the worksite requires youth to be transported during the SYWE service (e.g., parks department goes from one park to another mid-day), transportation would not be billed separately since this is part of the SYWE service time.

Report Example

PROVIDER INFORMATION	
Provider Name	

Authorization #	
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SERVICE DETAILS	
Individual's Name	
Direct Service Staff Name	
Person Completing Report	
VR Counselor/Coordinator	

Service	Transportation
Invoice Total	\$ 0.00
Invoice Date	
Invoice Status	Final

[illegible]

Providers may begin **billing** Transportation once the individual has been picked up and should end **billing** once the individual has been dropped off. Intake shall not be authorized with or as part of Transportation services. Transportation shall not be authorized in conjunction with Pre-Employment Transition Services. Transportation for Summer Youth individuals shall not exceed 10 UOS (1 hour) at the start and end of the service.

Report Example

INVOICE & REPORT

PROVIDER INFORMATION	
Provider Name	ABC Provider

SERVICE DETAILS	
Individual's Name	Sally Sampson
Direct Service Staff Name	Beatrice Budd
Person Completing Report	Beatrice Budd
VR Counselor/Coordinator	Barney Barnacle

Authorization #	4251325
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Service	Transportation
Invoice Total	\$ 83.70
Invoice Date	6/17/22
Invoice Status	Final

DATE	START TIME	END TIME	UNITS	# IN VEHICLE PER TRIP	START LOCATION (STREET/CITY)	END LOCATION (STREET/CITY)	STAFF INITIALS
6/6/22	8:00 am	8:30 am	5	2	Barnview Ave. SW, Columbus	Crab Way S., Columbus	BB
6/6/22	12:30 pm	1:00 pm	5	2	Crab Way S., Columbus	Barnview Ave. SW, Columbus	BB
6/7/22	8:00 am	8:30 am	5	2	Barnview Ave. SW, Columbus	Crab Way S., Columbus	BB
6/7/22	12:30 pm	1:00 pm	5	2	Crab Way S., Columbus	Barnview Ave. SW, Columbus	BB
6/8/22	8:07 am	8:37 am	5	2	Barnview Ave. SW, Columbus	Crab Way S., Columbus	BB
6/8/22	12:37 pm	12:50 pm	3	1	Crab Way S., Columbus	West Moreland Ave., Columbus	BB
				-Select-			
				-Select-			

Report Example

PROVIDER INFORMATION

Provider Name	ABC Provider
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SERVICE DETAILS

Individual's Name	Sally Sampson
Direct Service Staff Name	Beatrice Budd
Person Completing Report	Beatrice Budd
VR Counselor/Coordinator	Barney Barnacle

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6/7/22	12:30 pm	1:00 pm	5	2	Crab Way S., Columbus	Barnview Ave. SW, Columbus	BB
6/8/22	8:07 am	8:37 am	5	2	Barnview Ave. SW, Columbus	Crab Way S., Columbus	BB
6/8/22	12:37 pm	12:50 pm	3	1	Crab Way S., Columbus	West Moreland Ave., Columbus	BB

Report Pitfalls

- Transportation times do not align with SYWE service times.
- The initials of the staff providing the transportation are omitted or do not match the invoice section.
- The number of students being transported is not accurate.

Summer Youth Support



Specific case questions: Contact the referring counselor or coordinator



Questions regarding billings: Contact the AE2



Programmatic or service questions: Contact the Provider and Contract Management Unit (PCMU)

Provider and Contract Management Unit

- **PCMU@ood.ohio.gov**
- Northeast: Ronna Woods, 216.310.4017, ronna.woods@ood.ohio.gov
- East Central: Melanie Seckler, 330.203.3670, melanie.seckler@ood.ohio.gov
- Southeast: Jennifer Pollard, 740.517.3635, jennifer.pollard@ood.ohio.gov
- Southwest: Ginger Scaife, 513.453.2707, ginger.scaife@ood.ohio.gov
- Northwest: James Gears, 614.704.6376, james.gears@ood.ohio.gov
- Jay Burns, Supervisor, 614.507.3761, jay.burns@ood.ohio.gov