Non-medical 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

Operations Manual
☐ Personnel Policy
☐ Job Decriptions
☐ 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

- HCBS Waiver Manual
- Aging Rule