



COMMONWEALTH OF PENNSYLVANIA

JUL 27 2010

Dear BH-MCO Administrator:

The Office of Mental Health and Substance Abuse Services (OMHSAS) and the Medical Assistance Transportation Program (MATP) have been collaborating on a cost containment pilot project relating to mileage reimbursement for methadone services. Based upon the outcome of the pilot project, MATP has developed the enclosed operations memorandum, MATP OPS # 06-2010-21, outlining the new mileage reimbursement protocol for transportation to methadone maintenance clinics. The new policy which limits mileage reimbursement for methadone maintenance services to the two closest clinics or a maximum of fifty miles one way will be phased in across the state.

The policy includes an exception protocol that allows a recipient who may not have the option to choose between one of the two closest clinics to submit a written request to MATP describing the rationale for the exception request. The identified MATP staff will review this exception request in conjunction with the recipient's BH-MCO identified contact.

To assist MATP with the implementation of the new mileage reimbursement policy and ensure the exception requests are reviewed in a timely manner, OMHSAS is requesting that each BH-MCO identify the contact person to work with MATP staff in reviewing the exception request. Please email the following information:

- Name of Contact
- Telephone Number
- E-mail Address

to Mr. Richard Novak at [rinovak@state.pa.us](mailto:rinovak@state.pa.us) or fax to (717) 772-7964 by Monday, August 2, 2010. The contact information will be compiled and provided to Mr. Tyrone Williams, Director, Division of MATP. If you have any questions regarding this request or need any additional information, please contact Mr. Novak at (717) 772-7860 or via the email address listed above.

Thank you for your assistance with this important issue that will ensure individuals needing methadone maintenance services continue to receive treatment in an effective and timely manner.

Sincerely,

  
Sherry Snyder  
Acting Deputy Secretary

Enclosure

c: Mr. Williams, MATP

# Medical Assistance Transportation Program

## Memorandum

**MATP OPS # 07-2010-21**

**Date:** August 1, 2010

**Subject:** New Mileage Reimbursement Protocol for Transportation to Methadone Maintenance Providers

**To:** All Statewide County MATP Program Offices

**From:** Tyrone E. Williams, Director, Division of Medical Assistance Transportation

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### **Purpose:**

To notify counties of the new mileage reimbursement protocol for transportation to methadone maintenance providers that limits mileage reimbursement for methadone maintenance to the two closest clinics or 50-miles one way.

### **Background:**

DPW piloted this policy in Indiana and Cambria counties beginning in January 2010 to determine whether the policy would result in savings while not unduly restricting access to methadone treatment. DPW is now beginning a phased implementation of the policy across the state.

### **Discussion:**

MATP county offices shall only reimburse Medical Assistance recipients requiring mileage reimbursement up to the distance of one of the two closest in-network methadone clinics from a consumer's residence. Additionally, a one-way 50-mile trip limit shall apply unless there are no accessible clinics within 50 miles.

This policy is a limitation on the amount of mileage reimbursement to be provided to the recipient, not on the actual place of treatment. The recipient's Behavioral Health Managed Care Organization (BH-MCO) will continue to pay for services under existing HealthChoices policy.

Please note that this reimbursement limitation is subject to the exception processes described in detail in the Discussion section of this memorandum.

MATP offices shall follow the written notice requirements when a recipient makes a request for reimbursement to a specific clinic that the MATP office denies.

#### **Example 1:**

*If Clinic A is 25 miles away from the recipient's home, Clinic B is 30 miles, and the recipient chooses to travel to Clinic C which is 40 miles away, the county MATP will only reimburse mileage to Clinic B. **The county must reimburse up to the 2<sup>nd</sup> closest clinic.***

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**Example 2:**

*If Clinic A is 25 miles away from the recipient's home, Clinic B is 60 miles, and the recipient chooses to travel to Clinic B, unless an exception is granted, because the trip is longer than 50 miles, the county MATP will only reimburse mileage up to the 50 mile cap. The round trip reimbursement would be 100 miles (50 miles each leg of the trip).*

If a clinic is greater than 50 miles away but it is the closest or second closest clinic, no justification is required.

**Example 3:**

*If Clinic A is 60 miles and Clinic B is 70 miles, the county MATP will reimburse to either of the two clinics because there are not accessible clinics within 50 miles.*

Exception Processes

1) Justification for not going to one of the two closest clinics

The Department is allowing an exception process for those recipients who may not have the option to choose between one of the two closest clinics for reasons that include, but not limited to:

- the facility is not accepting new patients
- the recipient does not meet the intake criteria for the facility
- Medical reasons

A recipient must provide in writing a request for an exception to this policy that includes one of the reasons above or another valid reason that the Department will review in conjunction with the recipients BH-MCO. The MATP office will identify staff that will help a recipient write their request for an exception, if the recipient requests assistance. If the Department grants an exception, the recipient may receive reimbursement to either of the two next closest facilities with a 50-mile trip limit.

**Example 4:**

*Clinic A is 10 miles away, Clinic B is 20 miles away and Clinic C is 30 miles away. The Department verifies and approves the recipient's exception request that Clinic A is not accepting new patients. The recipient may choose to receive reimbursement to Clinic B or Clinic C.*

2) Justification for mileage to a clinic greater than 50 miles away:

If a recipient **chooses** to receive treatment at a clinic that is greater than 50 miles away, and if that clinic is not one of the two closest, the recipient must submit in writing a request for an exception to this policy. The request should include one of the reasons above or another valid reason that the Department will review in conjunction with the recipient's BH-MCO. MATP offices will help a recipient write their exception, if the recipient requests assistance. The Department will review the documentation and grant an exception as appropriate. The Department will notify the recipient in writing of the result, with a copy to the county MATP offices and the BH-MCO Director of Member and Provider Services.

**Example 5:**

*Clinic A is 20 miles away, Clinic B is 30 miles away, and the recipient chooses to attend Clinic C which is 60 miles away. The recipient must submit in writing a request for an exception based on the criteria above **or they will only be reimbursed up to the mileage of the second closest clinic (30 miles).***

All recipients will be instructed to send their requests for exceptions to the following address via consumer notice (which the county MATP offices will send):

DPW MATP Exception Request  
DGS Annex Complex  
PO Box 2675  
Harrisburg, PA 17105  
Fax-(717)705-8112

#### Consumer Notices

MATP offices will send notices to

- 1) all current recipients **within the standard of the new policy** shall get a notice notifying them of the new policy but clarifying that based on their past mileage reimbursement submissions, their mileage reimbursement will not be impacted unless or until they choose to travel to a different clinic
- 2) and current recipients **who are traveling distances outside the standard of the new policy** shall be notified of the new policy and that based on their mileage reimbursement submissions their mileage reimbursement will be impacted unless they request or are granted an exception

These notices must be sent at least 30 days prior to implementation of this policy. In addition, MATP offices shall emphasize the new mileage reimbursement protocol to all new methadone maintenance recipients at initial application.

#### **Next Steps:**

DPW plans to implement this policy in three phases in the following counties on the specified dates:

**August 1, 2010- Lawrence, Delaware, Blair, Berks, Lackawanna, Washington, Schuylkill**

**September 1, 2010- Huntingdon, Montgomery, Westmoreland, Fayette, Columbia, Bucks, Clarion, Mercer**

**October 1, 2010- Beaver, Butler, Armstrong, Jefferson, Crawford, Wayne, York, Lancaster**

DPW will notify the remaining MATP offices at a later date on the timeframes for implementation within their respective counties. MATP offices should not precede with any implementation plans until they are contacted and have met with the Department for further direction.

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