



## **AIM Services Inc Transportation Guidelines:**

### **IDGS Transportation**

IDGS Transportation is reimbursable under the following circumstances:

- Self hired staff (Community habilitation or Respite) are providing services
- When an individual or family member is transporting to a service funded through the IDGS section of the budget (Camp, Community Class, Direct Clinical services, Health Club/ Memberships, Transition Programs)

IDGS Mileage is not reimbursable under the following circumstances:

- When an individual or family member is transporting to a service/location that is not funded through IDGS categories
- When the cost of transportation is built into the billable rate for the service (Ex: Day Habilitation, Direct Provider Services)
- Transportation to and from medical appointments
- Transportation to SEMP related services when the individual is not in the vehicle

### **OTPS Personal Use Transportation**

OTPS Transportation is reimbursable under the following circumstances:

- An individual is accessing public transportation, utilizing ride sharing or a taxi service or is driving themselves to an event or activity that supports one of their valued outcomes
- A family member is transporting them to an event or activity that supports one of their valued outcomes and passes all 4 OTPS criteria

OTPS Transportation is not reimbursable under the following circumstances:

- Transportation to and from medical appointments
- Family Trips

Please note that all OTPS Personal Use Transportation must pass all four criteria as outlined on page 28 of the Self Direction Guidance. The four criteria are:

1. Be related to a valued outcome in the person's plan
2. Increase the person's independence and/or health and safety
3. Not be an OTPS excluded item (See page 29 of the SD Guidance)
4. Not be funded through any other source

### **Medical Mileage**

Medical Mileage is reimbursable under the following circumstances:

Self hired Community Habilitation staff are transporting and supporting the individual while at medical appointments

- Medical mileage is accounted for in the individual's budget under the community habilitation staff section
- Justification for the need for support during medical appointments is present in the community habilitation plan