

#1: Travel Time

How do I document and bill for travel from one home visit to the next if they are scheduled in succession?

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Response:

- When a Home Visitor goes directly from his/her home to the first scheduled home visit of the day:
 - Travel time shall be documented as the lesser time it would take, from the Home Visitor's home to first visit or from office to first home visit.
 - If it would take HV 20 minutes to get from office to first home visit and 30 minutes to get from his/her home to first home visit, document 20 minutes.
 - If it would take HV 20 minutes to get from office to first home visit and 10 minutes to get from his/her home to first home visit, document 10 minutes.
- When back to back home visits are scheduled, travel time shall be documented as follows:
 - Travel time from the office to the first home visit is attributed to the first home visit (travel to).
 - Travel time from the first home visit to the second (and subsequent) home visits shall be documented as travel from visit 1 AND travel to visit 2 (the travel from and travel to will be overlapping times, and ET will pay only once for the overlapping time).
- When a Home Visitor goes directly to his/her home from the last scheduled home visit of the day:
 - Travel time shall be documented as the lesser time it would take, from last home visit to the Home Visitor's home or from office to Home Visitor's home.
 - If it would take HV 20 minutes to get from last home visit to the office and 30 minutes to get from last home visit to his/her home, document 20 minutes.
 - If it would take HV 20 minutes to get from last home visit to the office and 10 minutes to get from last home visit to his/her home, document 10 minutes.
- Travel must be associated with a successfully completed home visit.
 - All supporting information must be documented in case notes.

In the HV Detail screen enter "Yes" to the questions "Do you have travel time to the home visit to enter?" Enter start and end times for travel to and from a successful home visit.

Questions to Consider for Planning and Programming:

- If a Home Visitor travels to a family's home for a scheduled home visit and the family is not there, can that travel time be billable?
 - No. Time is only billable for a successfully completed home visit.
- If a Home Visitor travels to a family's home for a scheduled first home visit and it is determined the family is not eligible, can that travel time be billable?
 - Yes. When a family is determined not eligible at the first home visit, the home visitor may be reimbursed for up to eight (8) units of time spent on: prep, travel, documentation, and data entry.

Authorizing Rule:

- 3701-8-06.2 (B)(6)
 - Traveling to and from the home visit, when the home visit is successfully completed.
- 3701-8-06.2(E)
 - Contractors may be reimbursed for up to eight units of time spent on activities in paragraph (B)(1), (B)(2), (B)(6), (B)(7), or (B)(8) of this rule for a home visit that that was conducted which did not result in an individual being eligible for HMG home visiting.

Refer to Memo 13-10: HMG HV GUIDANCE Reimbursement for Services for additional guidance on billable activities.