

Medical Assistance Transportation Program (MATP) Operations Memorandum MATP OPS # 08-2014-034

Date: August 21, 2014

Subject: Deadhead Vehicle Miles

To: All County Medical Assistance Transportation Program Offices

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

Purpose:

To inform Medical Assistance Transportation Program (MATP) grantees that the expenses associated with deadhead vehicle miles shall not be included on the MATP Quarterly Report as a separate expenditure.

Background:

Deadhead vehicle miles are defined as vehicle miles driven without passengers.

MATP Fiscal Requirements currently do not contain language specific to deadhead vehicle miles. However, grantees have been negotiating subcontracts that include a separate mileage rate for live and deadhead vehicle miles and both live and deadhead vehicle miles have been included on the MATP Quarterly Report.

Deadhead vehicle miles are not a distinct reimbursable Medicaid service. As such, all projected miles, both live and deadhead, and related expenses should be taken into account as part of a transportation rate.

Discussion:

Effective October 1, 2014, MATP is adding the following paragraph to the Fiscal Requirements, Section 4 (Transportation Costs):

Deadhead Vehicle Miles: Expenses associated with deadhead vehicle miles shall not be included on the MATP Quarterly Report as a separate expenditure. Negotiated subcontracts with transportation carriers will only include a total mileage rate. All transportation expenses associated with the trip should be included in the total mileage rate.

Next Steps:

MATP Grantees shall prepare to comply with this policy when it becomes effective on July 1, 2014. This includes, but is not limited to, identifying the number of MA beneficiaries that will be affected by this policy, per Section 5. Notices, for the purposes of a beneficiary notice.

Grantee(s) should ensure:

- All negotiated subcontracts do not include a separate mileage rate for deadhead vehicle miles.
- Negotiation of a mileage rate should include all expenses associated with the trip.
- Only a total mileage rate for loaded vehicles can be placed on the MATP Quarterly Report.
- Deadhead vehicle miles are not included on the MATP Quarterly Report as a separate expense.

If you have any questions, please contact Tyrone Williams, at 717.346.3937 or via email at tywilliams@pa.gov.