

Individual Provider (IP) Travel Time Request

1. INDIVIDUAL PROVIDER'S (IP) NAME	PROVIDER NUMBER	CASE MANAGER'S NAME	2. START DATE
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Gray sections to be completed by the Case Manager.
0 - 7 rounds to 0, 8 - 22 rounds to 15

On-going Travel Request Estimation

CLIENT NAME / WORKSITE ADDRESS (E.G., MARIA GARCIA, 1234 ANY STREET, APT 304, ANY TOWN WA 99999)	CLIENT NAME / WORKSITE ADDRESS (E.G., TRAN NGUYEN, 4567 ANOTHER AVE., #107, ANY TOWN WA 99999)	CLIENT NAME / WORKSITE ADDRESS (USE THIS SECTION ONLY FOR A THIRD WORKSITE IN THE SAME DAY)	TOTAL DIRECT TRAVEL TIME IN MINUTES PER DAY	ROUNDED TO NEAREST 1/4 HOUR	NUMBER OF TRAVEL DAYS PER MONTH	ADJUSTED TOTAL MINUTES PER MONTH
2.						
3.						
4.						
Grand Total:						
Total Authorized Monthly 1/4 Units:						

One-Time Travel Request Estimation

DATE(S) OF TRAVEL	CLIENT NAME / TRAINING / WORKSITE ADDRESS	CLIENT NAME / TRAINING / WORKSITE ADDRESS	TOTAL DIRECT TRAVEL TIME IN MINUTES PER DAY	ROUNDED TO NEAREST 1/4 HOUR	NUMBER OF TRAVEL DAYS PER MONTH	ADJUSTED TOTAL MINUTES PER MONTH
5.						
Grand Total:						
Total Authorized Monthly 1/4 Units:						

Requested travel time was estimated using this on-line tool:	(i.e., Google Maps or MapQuest)
Mode of travel (check): <input type="checkbox"/> CAR <input type="checkbox"/> BUS <input type="checkbox"/> BIKE <input type="checkbox"/> WALK	
If there are special circumstances that will cause your travel time to exceed the time shown using an on-line mapping tool, please explain here:	
By signing this form, I certify that this estimation is accurate to the best of my knowledge and that I will contact the Case Manager if this planned travel changes. I understand that this information is an estimate used to create the initial authorization. I will only claim for actual, qualified time traveled based on policy from page 2 of this form.	
PROVIDER'S SIGNATURE	DATE

Individual Provider (IP) Travel Time Request Instructions

Definition of Travel Time

Travel time is time spent by an IP traveling directly between qualified worksites in the same workday using a reasonable method of travel. Travel time is considered work time and will be paid.

This means:

- IPs who travel between worksites during the same workday will be paid for the time it takes to travel directly between each worksite.
- IPs who travel directly between a worksite and a training site during the same workday will be paid for that travel time.

Line 1: Enter your name, Provider Number, Case Manager's name, and the date when you expect travel to start.

For qualified travel that happens on a regular basis use Lines 2-5

Line 2:

- Write / type in the name of the client and the address of the first worksite.
- Write / type in the name of the client and address of the second worksite.
- If you work at a third worksite on the same day, write in the name of the client and address of the third worksite
- In the next box write in the actual amount of time it takes you to travel directly between worksites in a single day. (You can enter two or more addresses into an online map tool to get an estimate of the time it takes.)

Example: If you start work at Maria's house and then go over to Tran's house to work, and then go back to work at Maria's house again all in the same day you would total the direct travel it will take between Maria and Tran's homes.

Line 3-4: Repeat the steps from **Line 2** if you have other qualified travel plans.

Example: If some days you start working at Maria's house and then go to Nadia's house instead of Tran's.

One-time Travel Section (Line 5)

For qualified travel that will only happen once, a few times or that was unexpected

Line 5:

- Write / type the date(s) or date range for the travel time. Use a separate sheet for different months.
- Write / type in the name of the client/training and the address of the first worksite.
- Write / type in the name of the client/training and address of the second worksite.
- In the next box write in the actual amount of time it takes you to travel between training/worksites. This should be the amount of time it takes if you go from point A to point B directly. You can enter two addresses into an online map to get an estimate of the time it takes.

Attach an extra page if you need additional lines to describe your On-going travel or an additional form if you need more lines to describe One-Time Travel.

What is a worksite?

A worksite is a place an IP provides authorized care to a DSHS client or a place where an IP attends required training. If you live with your client you cannot claim the travel time between the place you live and another worksite. For example, you live with Bob and provide care for him and you also provide care for Mary who lives across town. Since you live with Bob, you cannot claim the time it takes to get to Mary's house as travel time.

Important Note

This form is for you to estimate your travel time so the case manager can create an initial authorization for you to claim. You must accurately claim for time actually spent travelling directly between worksites, and claim it based on the day you actually travelled. If, because of changes in circumstances it takes you less time to get between worksites, or because of your clients' needs, you do not make trips that you included in this estimate--you cannot claim all of the travel time you estimated. On the other hand, if it takes you longer than you estimated, or you have to make additional trips that you did not include on this estimate, it is important that you contact your case manager immediately to discuss changing the authorization.

For additional information about Individual Provider travel time policy and for additional IP Travel Time Request forms (electronic / paper) visit: <https://www.dshs.wa.gov/altsa/home-and-community-services-information-professionals>.

DSHS 06-175 (02/2016) INSTRUCTIONS