

Prepared by: _____

Date: _____

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Monitoring Assessment Tool - TITLE XIX (NET) Contract/Subgrant Review Program

Background:

Non-Emergency Transportation (NET) services are designed to transport Medicaid eligible recipients to Medicaid providers. Each county must prepare a NET plan outlining how the county will meet the transportation needs of their local recipients. Counties may contract with transportation providers for these services or may provide the services using county staff. The basic guidelines are found in OAC 5101:3-24.

Objectives: To determine:

- Whether recipients are Medicaid eligible and authorized to receive NET services;
- Whether determination of eligibility for NET services were communicated to recipients in a timely manner;
- Whether the transportation was for an appointment with a Medicaid provider;
- If services are provided by county staff, whether documentation exists to substantiate any Title XIX claims which the county thereafter makes; and
- If the services are provided under a contract, whether payments have supporting documentation and are within the terms of the contract.

Procedures:

Determine whether the county provides NET services under contract, with county staff or by a combination of these alternatives.

If the services are provided in-house, select two recipients. For these recipients:

- Request documentation to support the clients' eligibility;
- Request documentation to support claimed costs for one trip for each recipient; and
- Determine whether the billed transportation involved transportation of a recipient to or from a Medicaid appointment.

If the services are provided under contract, select one invoice for one contractor. From the invoice, select two recipients. For these recipients:

- Request documentation to support the clients' eligibility;

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- Request documentation to support claimed costs for one trip for each recipient and determine whether:
 - The services invoiced were provided and are within the context of the contract deliverables;
 - The invoiced services were provided within the contract term;
 - The invoices were mathematically correct and the charges agreed with the contract e.g., unit rate;
 - The goods or service meet the program needs; and
 - The payment made matched the invoice amount and was charged to the proper financial code.

- Determine whether the billed transportation involved transportation of a recipient to or from a Medicaid appointment.

Request documentation of recent NET approvals and denials. Select documentation for one approval and one denial and determine whether the individuals were notified of the determination in a timely manner.

Conclusion:

Consider whether a systemic problem or a lack of adequate internal control exists with regard to TANF activity. If so, make an appropriate notation in the MA form.

Summarize your results in a narrative form.