



Anywhere Transportation User Guide

Advisor Version 2022.1

Advisor Anywhere Transportation

Advisor's Anywhere Transportation module allows users to capture and calculate non-medical transportation billing in Anywhere using vehicles and routes.

This module gives users the ability to organize regularly occurring routes; as well as, the stand-alone outings that may occur when someone is accessing the community. Both miles and trips can be recorded through this module and billed to DODD.

Anywhere Transportation Set-Up Requirements

Services Window: The following settings are required for each non-medical transportation service code:

- Each non-medical transportation service code must have a service type of 'Modified' or 'Non-Modified'.
- The Transportation Modifier box must be checked if billing the modified rate.

The screenshot shows the 'Services' window with the following details:

- Codes:** Name: Non-Medical Transportation - Per Mile - Commute - modified; Service Type: Non-Medical Transportation
- Abbreviation:** ATX; **Procedure Code:** ATX; **CPT Code:** ; **Active:**
- GL Account #:** N/A; **Customer:**
- Utilization Options:** Funding Limits: A35 Non-Medical Transportation; Dollar Utilization:
- Display Options:** Keyed Rate Type: Miles; Generic Billing Note: ; Display Order: 99
- Billing Options:** Funding Source: Waiver; Staff Size: 1; Default Group Size: One; Work Code: ; Billing Rate Type: Miles; First Unit Minimum: ; Rate: \$0.00
- Other Options:** Billable: ; Fixed Rate: ; Variable Rate: ; Show Counselor: ; Rate Verification: ; Show Reference #: ; Competency Add-On: ; Alternate GL Location: ; Applicable for Patient Liability: ; Add \$0.01 to Transmission File: ; Community Integration Modifier: ; **Transportation Modifier:**

- **Non-Billable Services:** You must set up three non-billable service codes for cases where the batching process is unable to find a service authorization. One is for non-billable trip, one is for non-billable miles, and one of for non-billable modified miles:



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Services

Filter on Abbreviation: nb Filter on Proc Code:

List Detail

Codes:
Name: Non-Billable NMT - Trips Service Type: Non-Medical Transportation
Service Reporting: Active:
Abbreviation: NBNMTT Procedure Code: NBNMTT CPT Code: Active:
GL Account # N/A Customer:

Utilization Options:
Funding Limits: Dollar Utilization:

Display Options:
Keyed Rate Type: Trips Generic Billing Note: Display Order: 99

Billing Options:
Funding Source: Non-Billable Funding Source Billable:
Staff Size: 1 Default Group Size: One Fixed Rate:
Work Code: Show Counselor:
Billing Rate Type: Trips Rate Verification:
First Unit Minimum: Show Reference #:
Rate: \$0.00 Competency Add-On:
Vehicle Type: Non-Modified Alternate GL Location:
Applicable for Patient Liability:
Add \$0.01 to Transmission File:
Community Integration Modifier:
Transportation Modifier:

Services

Filter on Abbreviation: nb Filter on Proc Code:

List Detail

Codes:
Name: Non-Medical NMT - Miles Service Type: Non-Medical Transportation
Service Reporting: Active:
Abbreviation: NBNMTM Procedure Code: NBNMTM CPT Code: Active:
GL Account # N/A Customer:

Utilization Options:
Funding Limits: Dollar Utilization:

Display Options:
Keyed Rate Type: Miles Generic Billing Note: Display Order: 99

Billing Options:
Funding Source: Non-Billable Funding Source Billable:
Staff Size: 1 Default Group Size: One Fixed Rate:
Work Code: Show Counselor:
Billing Rate Type: Miles Rate Verification:
First Unit Minimum: Show Reference #:
Rate: \$0.00 Competency Add-On:
Vehicle Type: Non-Modified Alternate GL Location:
Applicable for Patient Liability:
Add \$0.01 to Transmission File:
Community Integration Modifier:
Transportation Modifier:

Services

Filter on Abbreviation: nb Filter on Proc Code:

List Detail

Codes:
Name: Non-Billable NMT - Modified Miles Service Type: Non-Medical Transportation
Service Reporting: Active:
Abbreviation: NBNMTMM Procedure Code: NBNMTMM CPT Code: Active:
GL Account # N/A Customer:

Utilization Options:
Funding Limits: Dollar Utilization:

Display Options:
Keyed Rate Type: Miles Generic Billing Note: Display Order: 99

Billing Options:
Funding Source: Non-Billable Funding Source Billable:
Staff Size: 1 Default Group Size: One Fixed Rate:
Work Code: Show Counselor:
Billing Rate Type: Miles Rate Verification:
First Unit Minimum: Show Reference #:
Rate: \$0.00 Competency Add-On:
Vehicle Type: Modified Alternate GL Location:
Applicable for Patient Liability:
Add \$0.01 to Transmission File:
Community Integration Modifier:
Transportation Modifier:



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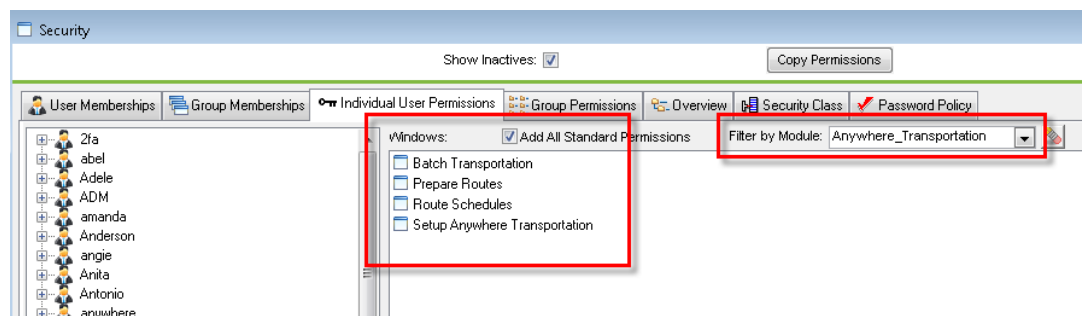
Edit Consumers Window: In order for the correct billing to be created, appropriate consumers must have a category of 'Requires Modified Vehicle' on the Categories tab.

Edit Employees Window: In order for an employee to be assigned as a driver for a vehicle, the employee must have a category of 'Driver' on the Categories tab.

Locations Window: There must be a location set up for each location that a client will be dropped off and/or picked up. Note: It is **not** necessary to have the service location listed for consumers who will be included on routes.

Service Authorizations Window: An authorization is required to generate non-medical transportation billing through the Anywhere Transportation module. A Pending Authorization is an acceptable placeholder for an authorization that has not been updated yet.

Security Window: Users can be granted permission to be able to do various functions within the Anywhere Transportation module.



Each new Security window has basic keys for Delete, Update, Edit, and Review.

Setup Anywhere Transportation Window:

- **Vehicles:** Insert a vehicle on this tab for each vehicle that you will be using to provide non-medical transportation, including the vehicle ID/License Plate, Vehicle Description, and Vehicle Type.
- **Routes:** Insert a route by Location, Short Description and its Billing Type of Miles or Trips.
- **Addresses:** For each consumer, define the different addresses that will be used when providing non-medical transportation to the consumer (i.e. BOTH the drop-off location and the pickup location). For each address, provide a Code that will uniquely identify that location and the name of the location (this is a list of Service Locations for that consumer). When a



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location is chosen, the address associated with that location will populate automatically. Click 'Get Address' to choose the address that is on the Consumer record instead. Clicking the 'Detail' button on this window will allow you to add Directions and Special Instructions for the address.

Route Schedules

After completing the setup for Anywhere Transportation, users may create route templates called Route Schedules.

Add a Day of the Week, Vehicle, Driver, and/or Other Rider by clicking in the top portion of the window and then selecting the green insert button on the Advisor toolbar.

When selected on a day you can click in the bottom half of the window, select the green insert button on the Advisor toolbar, and add Consumers with their pick up order, scheduled time, total travel time, alternate address, special instructions, or directions.

It is important to know that a route will only be for a pickup route or a drop off route and NOT both. The user will have to have one route for each.

It is also important to note that a route created directly within the Anywhere website cannot be altered or edited in the Advisor Anywhere Transportation module and will only be able to be edited within the Anywhere website.

The screenshot shows the 'Route Schedules' application window. At the top, there is a 'Roster (F4)' button and the title 'Best Van Ever'. Below this is a table with columns: 'Day of the Week', 'Vehicle', 'Driver', 'Other Rider', and 'Us'. The table contains three rows: Monday, Tuesday, and Wednesday, all with '876543 - Best Van Ever' as the vehicle and 'Jackson, Scott' as the driver. Below the table is a 'Summary' tab and a 'Detail' tab. The 'Detail' tab is active, showing a table with columns: 'Consumer', 'Pick Up Order', 'Scheduled Time', 'Total Travel Time', 'Alternate Address', and 'User ID'. The first row is for 'Brown, Bobby' with 'SJackson' as the user ID. Below this row are two columns: 'Special Instructions' and 'Directions'. The second row is for 'Parker, Peter' with 'SJackson' as the user ID. The third row is for 'Rogers, Steve' with 'SJackson' as the user ID. Each row has 'Special Instructions' and 'Directions' columns.



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Prepare Routes

After creating the Route Schedules, the user can create routes for a specific period of time via the Prepare Routes window.

The route can be today, a specific date, or a date range. The user can also select multiple routes or all routes for the dates of service.

Once 'Create Routes' has been selected, these Routes will appear for the Anywhere user under the Transportation module, My Routes and/or Manage Routes window. A Quick Print report of the Documentation of Services report will populate also upon preparing a route. This can be printed and used as additional documentation if needed.

Route	Vendor ID
Best Van Ever	Sarah World
Bomb Van	Turner Technologies
Daisy Lane	Rheinfrank Reading Center
Daisy Run	Rheinfrank Reading Center
East Side Players Route	Creative Solutions
Flower Power Lane	Rheinfrank Reading Center
Friday Route Miles	Rheinfrank Reading Center
Friday Route Trips	Rheinfrank Reading Center
Friendly Faces	Rheinfrank Reading Center
Prepare Miles	Rheinfrank Reading Center
Prepare Trips	Rheinfrank Reading Center
Second Best Van	Sarah World
Test for error thats gone	Bernies Bagels
Testing Tables (Trips)	Rheinfrank Reading Center

Batch Transportation

Once the individuals are marked as present and/or absent on the route in Anywhere on the My Routes and/or Manage Routes window, the billing can be created via the Batch Transportation window in Advisor under the Anywhere Transportation module.

Inside the Batch Transportation window, available routes to be batched will be listed on the left hand side of the window. Users may select more than one route to batch by clicking on as many routes as needed and select the Dates of Service whether it be today, a specific day, or a date range.



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Route	Location Name
Blue	Acmes
Test doc button	Acmes
this is a test for you jim	Acmes
Bella	ARTSAFFAIR
Blues Guitar	ARTSAFFAIR
Brad Test Route	ARTSAFFAIR
Brandywine	ARTSAFFAIR
Daisy Run	ARTSAFFAIR
Darling Daisy	ARTSAFFAIR
Flower Power	ARTSAFFAIR
Friday Run	ARTSAFFAIR

Click the 'Batch Routes' button to begin the batching process.

- The selected routes will be retrieved and displayed in the batching window.
- Please review the data carefully, particularly to ensure that a service authorization exists for all consumers in the batch.
- If any errors are found, the batching process will be stopped and an error report will be displayed showing the consumer's name, route, location, and date. The user can continue the batching process for the records that did not display on the error report.

Click the 'Batch Transportation Activity' button to complete the batching process.

- If Advisor finds records that are Non-Billable, it will ask the user if they wish to continue with the batch.
- If the user selects to continue, Advisor will create billing for the associated records, and a Claims Listing Report will be displayed showing the billing records that have been created.



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Anywhere Transportation Reports

There are three new reports:



Documentation of Services – Displays Routes that have been documented in Anywhere with the Location, Route, Date of Service, Vehicle, Vehicle Type, Driver, Other Rider, Start & End Time, Odometer Start & End, Batch number, and Consumers present.

Documentation of Services – By Consumer – Displays Routes by Consumer that have been documented in Anywhere with the Location, Route, Date of Service, Vehicle, Vehicle Type, Driver, Other Rider, Start & End Time, Odometer Start & End, and Batch number.

Routes Not Batched – Displays Routes that have not been batched with the Location and Date of Service.

Vehicle Inspection - By Vehicle – Displays the Vehicle Inspection information provided through the Anywhere website by Vehicle, Inspection Date, Inspection Time, Route, Pass or Fail or N/A, Completed By, and Last Update.