

OCHN's Transportation Logs Training

Presented by the Managed Care Team

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Training Days: March 17, 2025 and April 1, 2025



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Agenda

- Background
- Who Should Use the OCHN Logs
- Codes Associated with Logs
- Review Transportation Route Logs
- Review Monthly Transportation Route Logs
- Review Individual Mileage Reimbursement Logs
- Review Group Mileage Reimbursement Logs
- Next Steps
- Questions

Background

- Intent of the logs
 - Standardize the format
 - Create system for tracking with clear expectations
 - Decrease mistakes in billings/claims
 - Acts as Proof of Service

Who Should Use the OCHN Logs?

- OCHN transportation contracts are currently for I/DD population
 - OCHN logs **MUST** be used for I/DD population
 - OCHN logs **can** be used for other populations (will be required once OCHN expands transportation contracts)
- Self-Determined (SD) Individuals **DO NOT** need to utilize the logs, but **CAN** if they find it a helpful tool for tracking (SD mileage logs are in the works)
- OCHN logs **MUST** be used for all providers who record attendance manually
 - Real-Time Tracking Systems on tablets given to driver's should continue to be used instead of the OCHN log as this is not manual tracking
 - Good backup if technology breaks/malfunctions

Codes Associated with Logs

- Transportation Route Logs/Monthly Transportation Log
 - Service Codes: H2014, H2023, and H2025
 - Local Transportation Codes: XX400-14,23,25 and XX401-14,23,25
- Mileage Reimbursement Logs/Group Mileage Reimbursement Logs
 - Service Code: H2015
 - Local Transportation Codes: XX402

Log 1: Transportation Route Log



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Transportation Route Logs:

Instructions: Initial route log only to be completed once unless something changes (ex. adding an individual to the route).

	Individual's Name	Pick Up Address	Drop Off Address	Pick Up Time	Drop Off Time	Mileage
1						
2						
3						
4						
5						

Transportation Route Log-Overview

Transportation Route Logs:						
Instructions: Initial route log only to be completed once unless something changes (ex. adding an individual to the route).						
	Individual's Name	Pick Up Address	Drop Off Address	Pick Up Time	Drop Off Time	Mileage
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Driver's Name: _____		Driver's Signature: _____		Date: _____		Total Mileage: _____
Org.'s Authorized Rep.'s Name: _____		Org.'s Authorized Rep.'s Signature: _____		Date: _____		

- Only use this once unless a route changes (adding individual, individual no longer picked up)
- Service Codes: H2014, H2023, and H2025
- Purpose:
 - Help determines length of time in route
 - Distance of routes
 - Distance individuals are from facilities
 - General overview of routes

Administration Staff to Fill Out On Computer

Transportation Route Logs:

Instructions: Initial route log only to be completed once unless something changes (ex. adding an individual to the route).

	Individual's Name	Pick Up Address	Drop Off Address	Pick Up Time	Drop Off Time	Mileage
1	Joe Smith	111 Test Dr Troy 48007	Voc Facility			
2	Bree Doe	100 Example St. Troy 48007	Voc Facility			
3	Greg Williams	200 Practice Ave. Troy 48007	Voc Facility			
4						

Driver's Name: <u>Steven Roe</u>	Driver's Signature: _____	Date: _____
Org.'s Authorized Rep.'s Name: <u>Annabelle Jackson</u>	Org.'s Authorized Rep.'s Signature: _____	Date: _____

- Fill Out On Computer:
 - Individuals' Names
 - Pick Up Address
 - Drop Off Address
 - Driver's Name
 - Org.'s Authorized Rep.'s Name
 - Date
- Drop Off Address Notes:
 - Should be the same for everyone
 - Can write facility's title instead of full address

Should be **Handwritten**

Drivers Fill Out

- Pick Up Time
- Drop Off Time

	Individual's Name	Pick Up Address	Drop Off Address	Pick Up Time	Drop Off Time	Mileage
1	Joe Smith	111 Test Dr Troy 48007	Voc Facility	8:00Am	8:45Am	15
2	Bree Doe	100 Example St. Troy 48007	Voc Facility	8:10AM	8:45Am	10
3	Greg Williams	200 Practice Ave. Troy 48007	Voc Facility	8:20Am	8:45Am	5

**Total
Mileage: 30**

- **Mileage**
 - Record mileage from pick up address to facility
 - Not from last address to next
 - Example: Joe Smith to Bree Doe may only be 3 miles, but Joe Smith to Voc Facility is 15 miles, so the driver writes 15 on the form

Keep in Mind
Service Codes H2014, H2023, and H2025 are not mileage reimbursable, they are trip reimbursable. The mileage column is to get a general idea of how far individuals are from the facility.

Log 2: Monthly Transportation Log



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Monthly Transportation Log																															
Key: 0=Absent 1=One-Way Trip 2=Two-Way Trip																															
Month/Yr:						Organization's Name:					Driver's Name:					Destination:															
Individual's Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1																															
2																															
3																															

Monthly Transportation Log-Overview



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Monthly Transportation Log																															
Key: 0=Absent 1=One-Way Trip 2=Two-Way Trip																															
Month/Yr:	Organization's Name:											Driver's Name:				Destination:															
Individual's Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1																															
2																															
3																															
4																															
5																															
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8																															
9																															
10																															
11																															
12																															
13																															
14																															
15																															

Driver's Name: _____ Driver's Signature: _____ Date: _____
 Org.'s Authorized Rep.'s Name: _____ Org.'s Authorized Rep.'s Signature: _____ Date: _____

Revised 3/3/25

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- Print Monthly, Use Daily
- Service Codes: H2014, H2023, and H2025
- Purpose:
 - Tracking Attendance
 - Proof of Service for that Day

Administration Staff to Fill Out On Computer

- Fill Out On Computer:

Monthly Transportation Log
 Key: 0=Absent 1=One-Way Trip 2=Two-Way Trip

Month/Yr:	April/2025			Organization's Name:	Training	Driver's Name:	Steven Roe	Destination:	Voc Facility																						
Individual's Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1 Joe Smith																															
2 Bree Doe																															
3 Greg Williams																															

Driver's Name: Steven Roe	Driver's Signature: _____	Date: _____
Org's Authorized Rep.'s Name: Annabelle Jackson	Org's Authorized Rep.'s Signature: _____	Date: _____

- Month/Yr
- Organization's Name
- Driver's Name
- Destination
- List of Individual's
 - Same Order of Transportation Route Log
- Names in Blue Box at Bottom

Drivers Fill Out

Should be **Handwritten**

Monthly Transportation Log

Key: 0=Absent 1=One-Way Trip 2=Two-Way Trip

	Month/Yr:	April/2025					Organization's Name:					
	Individual's Name	1	2	3	4	5	6	7	8	9	10	11
1	Joe Smith	0	2	2	2			2				
2	Bree Doe	2	2	2	2			2				
3	Greg Williams	1	1	2	2			1				

What Driver Fills Out:

- Driver marks 0 for absent, 1 for one way, 2 for two way (or two tally marks)
- Does not show days of the week
- Days 5 and 6 are blanks as they are Saturday and Sunday (Holidays could be left blank too)
- Driver signs at the bottom

Example:

- Joe is absent on the 1st (which is a Tuesday)
- Bree only utilized round trip transportation
- Greg sometimes gets picked up by a relative, so Greg was picked up on the 1st and 2nd and 7th but not dropped back off. He had a round trip on the 3rd and 4th.

Driver's Name: Steven Roe Driver's Signature: _____ Date: _____

Org.'s Authorized Rep.'s Name: Annabelle Jackson Org.'s Authorized Rep.'s Signature: _____ Date: _____

Log 3: Individual Mileage Reimbursement Logs

Individual's Name: _____

Month/Year: _____



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Individual Mileage Reimbursement Log

Instructions: Use to record transportation that is billed by mileage

Date	Employee's Name	Employee's Signature	Start Location	Destination	Mileage

Individual Mileage Reimbursement Log-Overview

- Print Monthly, Use Daily
- Service Codes: H2015
- Purpose:
 - Tracking outings
 - Tracking mileage
 - Tracks staff taking individual
 - Proof of Service for that Day
- Page 1: Can print out as many copies of page 1 as the individual may need.
- Page 2: Always print out, but if no additional rows are needed, leave rows blank and add up the mileage from the individual's other pages and have admin sign.

Administration Fills Out



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Individual's Name: Jill Henry
 Month/Year: April/2025

Individual Mileage Reimbursement Log

Instructions: Use to record transportation that is billed by mileage

Date	Employee's Name	Employee's Signature	Start Location	Destination	Mileage
4/1/25	Sarah Jones	SJ	111 Home Address Troy Mi 48007	Target	5
4/1/25	Sarah Jones	SJ	Target	The Mall	3
4/1/25	Sarah Jones	SJ	The Mall	Home	7
4/2/25	John Smith	JS	111 Home Address Troy Mi 48007	Library	6
4/2/25	John Smith	JS	Library	Home	6

Total Mileage: 27

Org.'s Authorized Rep's Name: Anabelle Johnson Org.'s Authorized Rep's Signature: _____ Date: _____

- Admin Fills Out
 - Individual's Name
 - Month/Year
 - Add total Mileage
 - Signs at Bottom

Driver Fills Out

Individual Mileage Reimbursement Log

Instructions: Use to record transportation that is billed by mileage

Date	Employee's Name	Employee's Signature	Start Location	Destination	Mileage
4/1/25	Sarah Jones	SJ	111 Home Address Troy Mi 48007	Target	5
4/1/25	Sarah Jones	SJ	Target	The Mall	3
4/1/25	Sarah Jones	SJ	The Mall	Home	7
4/2/25	John Smith	JS	111 Home Address Troy Mi 48007	Library	6
4/2/25	John Smith	JS	Library	Home	6

- Driver Fills Out:
 - Date
 - Employee/Driver's Name
 - Employee/Driver's signature or initials
 - Start Location
 - Destination
 - Mileage

Log 4: Group Mileage Reimbursement Logs



Group Mileage Reimbursement Log

Instructions: Use to record transportation that is billed by mileage

Date	Employee's Name	Start Location	Destination	Mileage

Total Mileage:

Attendance	

Group Mileage Reimbursement Log-Overview



Group Mileage Reimbursement Log

Instructions: Use to record transportation that is billed by mileage

Date	Employee's Name	Start Location	Destination	Mileage

Total Mileage:

Attendance	

Employee's Name: _____	Employee's Signature: _____	Date: _____
Org.'s Authorized Rep's Name: _____	Org.'s Authorized Rep's Signature: _____	Date: _____

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- Use as needed
- New log each day
- New log for different groups
- Service Codes: H2015
- Purpose:
 - Tracking Group Outings
 - Tracking mileage
 - Tracks staff taking individual
 - Proof of Service for that Day

Administration Fills Out

	Mileage
	5
	4
	3
	Total Mileage: 12

- Not Much
- Sign at Bottom
- Can fill out total mileage or employee can

Employee's Name: John Smith Employee's Signature: _____ Date: _____
Org.'s Authorized Rep's Name: Angela Jones Org.'s Authorized Rep's Signature: _____ Date: _____

Driver Fills Out

Group Mileage Reimbursement Log

Instructions: Use to record transportation that is billed by mileage

Date	Employee's Name	Start Location	Destination	Mileage
4/1/25	John Smith	111 Test Home Troy 48007	Target	5
4/1/25	John Smith	Target	Library	4
4/1/25	John Smith	Library	Home	3

Total Mileage: 12

Attendance	
Joe Doe	Jill Smith
Sam Williams	

Employee's Name: John Smith Employee's Signature: _____ Date: _____
 Org.'s Authorized Rep's Name: Angela Jones Org.'s Authorized Rep's Signature: _____ Date: _____

- Driver Fills Out:
 - Date
 - Employee/Driver's Name
 - Start Location
 - Destination
 - Mileage
 - Total Mileage
 - Attendance
 - Signs at Bottom

Next Steps

- All logs should be used starting May 1, 2025
- There will be flexibility during the roll out
- Reminder: Only turn in logs during an audit or when requested
- Location of Logs:
 - [Transportation | Oakland CHN, MI](#)

Questions?



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Contact Information

If you have further questions, please reach out to

transportation@oaklandchn.org



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