COUNTY OF SONOMA
DEPARTMENT OF HEALTH SERVICES
BEHAVIORAL HEALTH DIVISION: MENTAL HEALTH SERVICES

Documenting Travel Time

PROCEDURE: This procedure applies to all staff who may travel outside of the office location to provide reimbursable service activities to clients. This procedure provides guidance on how to accurately document the time spent traveling to provide reimbursable service activities.

Documenting Travel Time:

1. Travel time from a provider site to an off-site location to provide SMHS is claimable for all services claimed by the minute. The travel time must be directly linked or related to the services provided, which should be clearly documented in the progress note.

2. Time claimed should be in actual minutes traveled.

3. The time required for travel is reimbursable when the travel is a component of a reimbursable specialty mental-health service, whether or not the time is on the same day as the reimbursable service activity.

4. Travel time from a Medi-Cal certified site to a non-Medi-Cal certified site and between non-Medi-Cal certified sites may be claimed. For example:

    a. Provider's home to Non-Medi-Cal certified site

    b. Provider's home to Client's Home

    c. Medi-Cal certified site to Non-Medi-Cal certified site

5. Travel time between the following locations is not billable:

    a. Provider's home to Medi-Cal certified site

    b. Medi-Cal certified site to Medi-Cal certified site

6. Travel time to see multiple clients at one location should be divided between the clients.

SCBH FORMS: N/A

SCBH ATTACHMENTS: N/A

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