2610.0 Providers Traveling with Individuals

2610.1 Policy Approval Clearance Record

☐ Rural Services Policy ☐ Mental Health Policy ☒ Developmental Services Policy	This policy supersedes: N/A	Number of pages in Policy: 2
Review by Representative from the Office of the Attorney General: n/a	Date: n/a	Date Policy Effective: 1/24/12
Rural Services Director Approval Signature: *Barbara Legier*	Date: 1/24/12	Policy Lead: Robin Williams

2610.2 Statement of Purpose

2610.2.1 **Policy Statement:** Rural Services – Developmental Services will provide compensation to providers traveling with individuals for recreational or personal reasons in accordance with federal and state laws and regulations, as outlined in the individual's support plan, and only if funds are available.

2610.2.2 **Purpose:** This policy is to provide specific guidelines to agency and provider staff to ensure the required documentation is in place and that applicable federal, state, and local laws and regulations are followed when providers are requesting compensation for traveling with individuals supported by Rural Services.

2610.3 Authority

State of Nevada Administrative Manual (SAM)

2610.4 Unique Definitions and Acronyms

2610.4.1 **Keyword:** Refer to Standard Definitions Poicy

2610.5 Procedures

2610.5.1 Planning for Travel

A. When planning for travel for personal reasons, including a vacation or other trip, each individual's Support Team will assist in developing a written plan detailing the cost and purpose of the trip. The plan will include the following information with estimated costs:

1. Transportation, to include air fare and/or cost of gas;
2. Lodging;
3. Food;
4. Other anticipated expenses, such as entry fees;
5. Goal of the trip;
6. Staff costs, to include items 1 through 4 above, as well as payment for staff time; and
7. Justification as to why paid staff resources are necessary instead of utilizing natural supports or a specialized travel agency.

B. If the trip is longer than one day or is overnight, more than one staff will need to be scheduled.

C. The details of this plan will be clearly documented in each individual's support plan.

D. The written plan shall delineate how safety needs will be met.

E. Parameters regarding reimbursable expenses as outlined in the SAM will be followed when developing this plan.

F. In all cases, the availability of natural supports will be exhausted prior to requesting state-paid resources. It is expected that the individual will contribute to the costs of the trip, including the costs of the support staff. If this involves planning and saving for the trip, each individual's Support Team will assist with this process. The details of this savings plan will be outlined in the individual's support plan and will be part of the written plan.

G. In no case will staff receive payment for more than 8 hours per day, to total no more than 40 hours per week, unless this is outlined in writing and approved by the Agency Director or designee in advance of the trip. Overnight staff will not be paid unless justification is outlined in the plan and preapproved.

H. If the person has a legal guardian, the plan will contain the guardian's written consent.

2610.5.2 Approval of Travel Plan

A. Upon completion of the written plan, the Team must submit the plan with a cover memo summarizing the purpose of the trip, along with an approval section for each level of sign-off. The DS III will submit the plan for approval. The DS IV, Community Services Director, and Agency Director or designee must all approve the plan.

B. The written plan will be submitted at least 30 days in advance of the planned trip unless there is an emergent circumstance.

C. The written plan must have all approvals in place prior to implementation. If final approvals are not in place, the Provider will not be reimbursed.

2610.5.3 Timelines

Table 2610.5.3: Timelines for Providers Traveling with Individuals

Requirement	Deadline	Starting Date	Responsible Party	Supervisor Responsibility	Actions to be Taken
2610.5.1	>30 days prior	Date of trip		Designated Developmental Service Specialist	Develop written plan for trip
2610.5.1	30 days before trip	Submit plan for supervisory approval	Developmental Specialist III	Developmental Specialist III	Submit plan for approval

2610.5.4 Supervisory Responsibilities: Supervisors will provide in-service training to ensure all staff understands the requirements of this policy and its procedures. Supervisors will revisit this policy periodically, but no less than annually to identify recommendations for improvement.