

## Lyft Authorization Checklist

Client Name:

PMI:

Rider Phone Number (tied to Lyft Account):

Case Manager Name:

Rider Email (tied to Lyft Account):

Case Manager Agency:

Does the rider need a Wheelchair Accessible Vehicle? Yes  No  Is Travel Training needed? Yes  No

Is the rider utilizing to CEED?  Yes  No

### First Steps for Lyft:

- Initiate conversation with rider, family or guardian to determine that the person would be a good candidate for riding Lyft (can they use a Smartphone, etc.)
- Discuss back-up plan (what the rider will do if their phone is dead, no drivers are available, etc.)

**\*\*Monthly Lyft Allocation:** All Riders will receive \$500/month (\$1500 if they need a wheelchair accessible vehicle).\*\*

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If the rider is requesting more than \$500/month, **fill out the below information (non waiver individuals are not eligible for an increase allocation):**

Choose one:

- Rider is an existing rider and is requesting more than \$500/month (only page 1 required)
- Rider is a new rider and is requesting more than \$500/month (page 1 and 2 required)

Home address:

Work details:

- Work address:
- Number of days of work/week:
- Work starting time:                      Work ending time:

Other transportation options:

- What transportation options are the rider approved for?
- Why won't those transportation options meet at least part of the rider's transportation needs?

Other services may be impacted due to Lyft. For example, if an ILS worker has been driving the individual to and from the grocery store and now the individual will be able to use Lyft, their ILS hours could be reduced.

- What services will be impacted?
- How much will those services be changed?

Other information that should be considered with this request:

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For existing riders, submit the completed page 1 in OnBase and push to the Transportation Coordinator. The Transportation Approval Committee (TAC) will review the above information to determine if the rider qualifies for an additional allocation above the standard \$500 per month. If the request is approved, TAC will put a sticky note in OnBase with the allocation amount and start date and will add the note and line in SMARTS with the approved amount and start date.

## Required Documents for all new CLS Lyft Riders:

\*Items 1-3 must be loaded to OnBase together as document type “3002 Lyft Authorization Checklist” and pushed to the Transportation Coordinator for approval:

1. [Lyft Authorization Checklist \(DAK 2101\)](#)
2. [Eligibility Criteria, Participation Requirements and Potential Risks \(DAK 2102\)](#)
3. [Release of Information Community Living Services for Lyft \(DAK 2104\)](#)

Item 4 does not need to be loaded to OnBase:

4. Person has received a personalized copy of the Emergency Information Card

## Approval Process:

By checking this box, the case manager is verifying all checklist items are complete.

## Next Steps (need to be completed by the 20<sup>th</sup> of the month for a rider to start on the 1<sup>st</sup> of the following month):

- OnBase:
  - Case Manager uploads the Lyft Packet (DAK 2101, DAK 2102 and DAK 2104) as 3002 Lyft Authorization Checklist into OnBase and pushes via Workflow to the Transportation Coordinator
  - Transportation Coordinator views the request and documents the approved amount and the start date on a sticky note in OnBase and pushes back to the Case Manager. Transportation Coordinator will add a note and the line in SMARTS.
- CSSP:
  - Case Manager adds Service of Transportation/HCPD T2003 UC with a unit rate of the authorized dollar amount/month and 1 unit. The vendor should be listed as Lyft with Dakota County's NPI.
  - In the Service Note section for Lyft, document the emergency backup plan.
  - Send the updated CSSP to the appropriate parties, obtain a new CSSP signature page, and ensure that the updated documents are include in the person's file.

## Reminder for Lyft Billing:

- Lyft is a vendor paid services. Ending the line in SMARTS does not end the billing for this service.
- Case managers must send an email to [sslyft@co.dakota.mn.us](mailto:sslyft@co.dakota.mn.us) if an individual's Lyft services need to end or be placed on hold due to being out of the community, inactive MA, case closing/transferring, or if the rider has a new phone number.
- If the waiver closed but the individual is reopening and wants to resume Lyft services, send an email to [sslyft@co.dakota.mn.us](mailto:sslyft@co.dakota.mn.us) to determine next steps

## Renewals:

- Case manager is responsible for:
  - Obtaining annual signatures Release of Information for Lyft (DAK 2104) and CSSP signature page
  - Verifying the line is in SMARTS