

# Lyft Authorization Checklist

This form should be used for new Dakota County Lyft riders. For increase requests, please use the Lyft Increase Request Form (DAK 2107).

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 Wheelchair Accessible Vehicle? Yes No

Is Travel Training needed? Yes No

Does rider have a smartphone and a Lyft account set up? Yes  No

What funding stream is the individual open to (select one):  Rule 185  AC/EW  DD  CADI  CAC  BI

## 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.)
- **Reminder:** Individuals utilizing CDCS and CSG (without Rule 185) are not eligible for Lyft through this process. They can use Lyft, but it must be written in their CDS plan and use their CDS budget.

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

**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:**

- 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. Typically, new applications are processed within 5 business days.
- 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

If you have questions/concerns, reach out to [sslyft@co.dakota.mn.us](mailto:sslyft@co.dakota.mn.us).