

## **In-Between Travel – important information about interim payment Solution to be implemented by employers and operational from 1 July 2015**

The In-Between Travel Time Agreement allows for payments for travel time from 1 July 2015. This information outlines the current situation and what will happen from 1 July and beyond. For details of definitions such as qualifying employees see the Settlement Agreement which is on the Ministry of Health website.

The Settlement parties to the Agreement, and ACC, have agreed there is insufficient time to put in place a full system for the implementation of In-Between Travel including exceptional travel.

The main reason is that to date there has not been enough data to determine the level of disadvantage that may occur for some workers depending on their current travel arrangements. The amount and quality of information is improving, and the Ministry believes a solution will be clearer by September 2015.

**The Settlement parties have agreed to an interim solution** so that all qualifying workers can receive payment for travel time from 1 July 2015.

This notice sets out the requirements for employers.

### **Employers – interim solution**

- Interim solution starts from 28 June 2015 and ends 28 February 2016, at which time an ongoing solution including in-between travel time and mileage will replace it.
- For the sake of simplifying payment, funding for mileage will start from 29 February 2016. This is to avoid beginning payments in the middle of a pay week. The new arrangement will be paid at 50 cents per kilometre based on the band system formula currently being developed. During the interim arrangement period the current payments made through the Fair Travel policies will continue.
- The Ministry will manage the funding for In-Between Travel centrally for the duration of the interim period. ACC will manage its own arrangements – providers should have received letters recently.
- A one-band option has been selected in the interim. The first visit is excluded by the Ministry – that is, no payment will be made for travel from home to the first visit of the day.
- Fair and Rural Travel funding continues. Therefore, payment to employees relating to this funding should continue and there should not be any support worker worse off during the interim period.
- ACC will continue to fund travel reimbursement as a non-taxable allowance however the Ministry will not be providing such reimbursement during the interim arrangements. Providers will need to work out how to deal with payments made on a per kilometre basis where employees are working across DHB, MOH and ACC contracts.
- Further work is required to collect information on an individual visit basis and make payroll and other system changes required for the new exceptional travel regime. The new information will be reviewed in September 2015 with an intention to

implement the new system from then. In the meantime current exceptional travel arrangements will continue through the Fair Travel policy system.

- Employers will be funded at \$3.10 per visit [9.26 mins \* (\$20.10/60)]. This is based on the same methodology as ACC (6.67 minute average time per visit + 1 min), with a \$0.52 goodwill payment.
- Employees will receive \$2.28 per visit [9.26 mins \* (\$14.75/60)].
- Attached is the specification for the file format for claims.
- Joint communications from the settlement parties will be circulated to employees shortly and a copy will be provided to employers.
- A letter of Agreement will provided shortly further explaining the details of the interim arrangements.
- A CSV file and two Excel files are attached to assist with processing. Further detailed documents will be circulated by 5 June 2015.

The CSV file name must meet the following format; ProvID]\_[ClaimRef]\_MMDDYYYY.csv

For example: 123456\_GHIBT5\_01082015.csv

| Provider Unique ID | Claim Reference | Date of Claim | Provider Name |
|--------------------|-----------------|---------------|---------------|
| 123456             | GHIBT5          | 1/08/2015     | ABC Provider  |

These two columns are only required if you provide some services under bulk contracts otherwise they can be left blank

The CSV file should be in the following format (a template CSV and Excel are available)

| IBTPSO | EmployeeID | VisitDate  | VisitTime | Postcode | FirstVisit(Y/N)? | PersonNHI | Funder | Bulk/FFS |
|--------|------------|------------|-----------|----------|------------------|-----------|--------|----------|
|        | 1234DEF    | 23/07/2015 | 10:00     | 1000     | N                | ABC1234   | MOH    | FFS      |
|        | 1234DEF    | 23/07/2015 | 12:00     | 1001     | N                | BCD5678   | MOH    | FFS      |
|        | 1234DEF    | 23/07/2015 | 8:00      | 1000     | Y                | EFG9012   | MOH    | FFS      |
|        | 1234DEF    | 23/07/2015 | 14:00     | 1004     | N                | HIJ3456   | MOH    | FFS      |
|        | 2345FGW    | 23/07/2015 | 9:00      | 1900     | Y                | KLM7891   | MOH    | FFS      |
|        | 7648BHP    | 24/07/2015 | 8:00      | 2100     | Y                | OPQ2345   | MOH    | FFS      |
|        | 7648BHP    | 24/07/2015 | 10:00     | 2101     | N                | RST6789   | MOH    | FFS      |
|        | 7648BHP    | 24/07/2015 | 13:00     | 2104     | N                | UVW0123   | CAK    | Bulk     |
|        | 7648BHP    | 24/07/2015 | 15:00     | 2090     | N                | XYZ456    | CAK    | Bulk     |

Shaded columns are optional during the interim period.

### Claim template csv

| IBTPSO | EmployeeID | VisitDate | VisitTime | Postcode | FirstVisit(Y/N) | PersonNHI | Funder | Bulk/FFS |
|--------|------------|-----------|-----------|----------|-----------------|-----------|--------|----------|
|        | 1234DEF    | #####     | 10:00     | 1000     | N               | ABC1234   | MOH    | FFS      |
|        | 1234DEF    | #####     | 12:00     | 1001     | N               | BCD5678   | MOH    | FFS      |
|        | 1234DEF    | #####     | 8:00      | 1000     | Y               | EFG9012   | MOH    | FFS      |
|        | 1234DEF    | #####     | 14:00     | 1004     | N               | HIJ3456   | MOH    | FFS      |
|        | 2345FGW    | #####     | 9:00      | 1900     | Y               | KLM7891   | MOH    | FFS      |
|        | 7648BHP    | #####     | 8:00      | 2100     | Y               | OPQ2345   | MOH    | FFS      |
|        | 7648BHP    | #####     | 10:00     | 2101     | N               | RST6789   | MOH    | FFS      |
|        | 7648BHP    | #####     | 13:00     | 2104     | N               | UVW0123   | CAK    | Bulk     |
|        | 7648BHP    | #####     | 15:00     | 2090     | N               | XYZ456    | CAK    | Bulk     |
|        |            |           |           |          |                 |           |        |          |
|        |            |           |           |          |                 |           |        |          |

### Claim template xlsx

| IBTPSO | EmployeeID | VisitDate  | VisitTime | Postcode | FirstVisit(Y/N)? | PersonNHI | Funder | Bulk/FFS |
|--------|------------|------------|-----------|----------|------------------|-----------|--------|----------|
|        | 1234DEF    | 23/07/2015 | 10:00     | 1000     | N                | ABC1234   | MOH    | FFS      |
|        | 1234DEF    | 23/07/2015 | 12:00     | 1001     | N                | BCD5678   | MOH    | FFS      |
|        | 1234DEF    | 23/07/2015 | 8:00      | 1000     | Y                | EFG9012   | MOH    | FFS      |
|        | 1234DEF    | 23/07/2015 | 14:00     | 1004     | N                | HIJ3456   | MOH    | FFS      |
|        | 2345FGW    | 23/07/2015 | 9:00      | 1900     | Y                | KLM7891   | MOH    | FFS      |
|        | 7648BHP    | 24/07/2015 | 8:00      | 2100     | Y                | OPQ2345   | MOH    | FFS      |
|        | 7648BHP    | 24/07/2015 | 10:00     | 2101     | N                | RST6789   | MOH    | FFS      |
|        | 7648BHP    | 24/07/2015 | 13:00     | 2104     | N                | UVW0123   | CAK    | Bulk     |
|        | 7648BHP    | 24/07/2015 | 15:00     | 2090     | N                | XYZ456    | CAK    | Bulk     |