

## Gas Cards Policy

Gas Cards will be offered to those who meet Eligibility criteria as listed within the Spokane Tribal Health Policies Manual, and those that fall into Diabetes Patients, as listed within the David C. Wynecoop Memorial DM Registry as having a diagnosis of Diabetes type 1 or 2 and are eligible for DCWMC I.H.S Services.

Prior to being eligible for a gas card to a diabetes-related appointment, clients must first seek eligibility. Eligibility includes:

- Becoming an active client
- Having a diagnosis of Diabetes Type 1 or 2 (Prediabetes and gestational diabetes not eligible)
- Eligible for services at the David C. Wynecoop Memorial Clinic (Contact DCWMC 509-258-4517 for information on how to become eligible for services)
- Maintain an active status on DM (Diabetes) Registry at DCWMC
- Enrolled Tribal member of any tribe

To become an active client individuals should fill out necessary paperwork to be put on the schedule to meet with Spokane Tribal Administrative Assistant/Health Educator. This includes:

- Spokane Tribal Health SDPI (Diabetes) Application for Support Services
  - Copy of Tribal ID submitted with application
  - Copy of Driver's License submitted with application
  - Copy of Medical Insurance submitted with application
  - Copy of medical diagnosis (full Diabetes history) submitted with application

The Spokane Tribe Health staff will review the application within 3 business days and contact the client based on information provided within the application to set up an appt. If eligible, clients may begin to receive services as soon as approval date listed on SDPI application for Support Services, that entail the following:

- Gas cards at \$20 each for diabetes-related appointments
  - To be issued for services that include: Eye Exams, Nutrition Education/Counseling, Diabetes Education/Counseling, on-going or other routine care up to 4 times per month (1-card per appointment; 4-cards per month; to help offset the cost of travel-related expenses.
    - Clients who have two out of town appointments on the same day and location will be offered one gas card for the entire day.
    - Clients who have two out of town appointments on the same day but at different locations will be offered two gas cards for the entire day.
      - Two out of town appointments on same day but different locations count as 2/4 per eligible 4/4 per month cards.
  - Spokane Tribal Health (STH) staff can request an exception due to special circumstances (see bold Special Circumstances paragraph) to exceed the 4/mo. policy based on individual need and documented emergent need.
  - Request should be in writing and submitted to the Program Manager through the EHR or other current system. Email, or a short letter that can be added to the client record.

- If immediate approval is necessary and the Program Manager is unavailable this request can be completed by any administrative staff in the chain of command.
- Clients who are attending related services, and or, have been referred to specialty services not provided by our program in other locations. i.e., Spokane, Chewelah, Colville etc... are eligible for services as long as documentation of appointment is submitted 1-business day beforehand.
  - Same day requests are not allowable unless special circumstances arise (see bold Special Circumstances paragraph)
  - Request should be in writing and submitted to the Program Manager through the EHR or other current system. Email, or a short letter that can be added to the client record.
  - If immediate approval is necessary and the Program Manager is unavailable this request can be completed by any administrative staff in the chain of command.
- Tribal members and active clients who are attending specialty services more than 100 miles one-way are eligible for up to \$100 to help offset the cost of transportation/travel-related expenses.
  - Confirmation of referred service will be required.
  - Spokane Tribal SDPI (Diabetes) active clients only.
    - Must be an established client to receive services
  - Follow all guidelines as listed under Eligibility
  - Address of the individual receiving treatment services.
  - Google Maps printout showing the distance from primary residence to the location of appointment (hospital, clinic, etc.)
  - Gas Cards will only be given to the person who is transporting the individual to treatment.
  - Receiving shoes or glasses does is not an eligible service as Educational Services should be offered at first Spokane Tribal Health Educator intake appointment and during initial or on-going screening.
- Appointment confirmation required to be eligible for gas card for medical appointments whether at local DCWMC or out-of-town for each appointment.
  - This can include an I.H.S Referral, SDPI referral, appointment confirmation from medical provider, or other source of appointment confirmation.
  - Referrals as filled out should reflect appointment date, time, and location.
  - **Gas Cards will not be backdated.**
- Effective December 1<sup>st</sup>, 2021, clients will sign Gas Card Agreement in which the agreement will remain in effect for one full calendar year and will state the following:
  - **Clients understand if Special Diabetes offers a gas card that they are not eligible for duplicative services through any other Health and Human Services program for gas. If clients are found to intentionally making attempts to duplicate services, gas card eligibility may be suspended for up to 30 days.**
- To ensure that clients are scheduling accordingly and not enduring hardship to make multiple appointments for diabetes care the following guidelines are in place:
  - If client has multiple out of town appointments during a 1-week time only one card will be issued for appointments at one location. For example, retinal imaging on Monday and shoe fitting on Wednesday, Spokane Tribal Health should assist them so that the client is making only one trip per week or as little as often.

- Appointments 1 week and 1 day later than first appointment will be eligible for second gas card.
- Multiple cards for multiple days will not be issued at one time.
  - Each appointment requires separate pick up unless special circumstances arise.

**Special Circumstances:** A brief document filled out by client stating special circumstance with name, date, contact information filled out 2 business days prior to needed date. This document will go to Spokane Tribal Health and Assistant Director for review and approval. A decision will be made with 2 business days and client will be contacted. Decisions may be approved earlier but it is expected for at least 4 business days total (2 for submission and 2 for approval). Should faster need be requested, it must be listed on extreme circumstances request.

Name (print) : \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Received by: \_\_\_\_\_