UCR - Transportation

The Contract Deliverable must be in **"Draft"** Status in order to edit the deliverable.

Contract Deliverables Tab

Add a new Deliverable log the month prior to the month of service you're working on (Example: Create the December 2023 deliverable log in November 2023.)

- Find Contract Deliverables
    1. Deliverable Type: Transportation
    2. Add Contract Deliverables

1. Organization
2. Deliverable Type: Transportation
3. Deliverable Date: End of Service Month

- Enter the Quantity for each consumer
- Add Notes

- Add Services for this Person
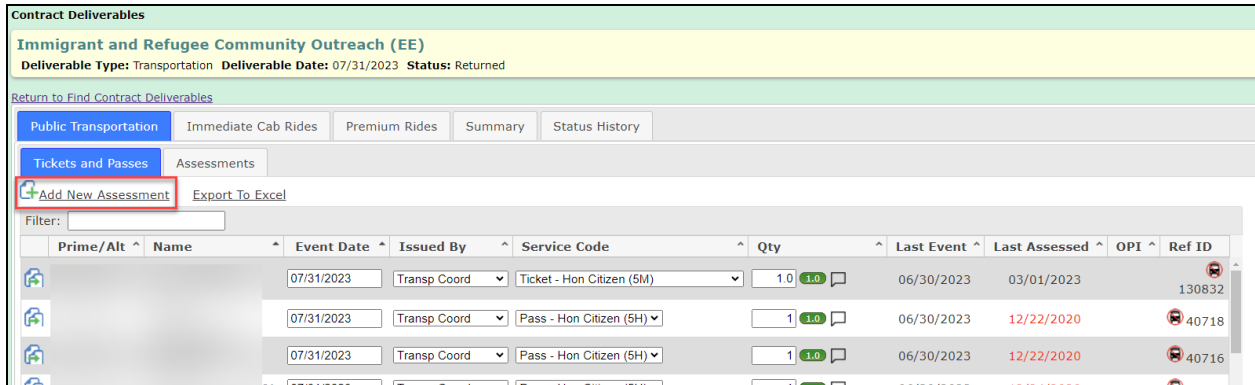
Adding a New Assessment

Client's should be assessed once a year. Manage the assessments due within the deliverable log.

1. Enter the Prime or Alt ID
   ○ Find
2. Assigned to Staff Member
3. Assessed by:
4. For Service:
5. Assessed Qty:

Creating a New Assessment will automatically create a Transportation Referral if one is not already active.

Uploading the Assessment

[Transportation Assessment](#)

- Assessments Tab
- Copy the Referral ID

- Search Tab
- Find Referrals

- Paste the Referral ID
- Search
- Select the Ref ID hyperlink

- Documents Tab
- Add New

1. Category: Assessment
2. Received On: Date of Assessment
3. Choose File to upload

Closing Authorization

- Select the 🚫 symbol under Ref ID Column
- Authorization End On:

Immediate Cab Rides

Immediate cab rides are provided through Radio Cab. Immediate cab rides can be scheduled the same day or in advance.

1. Select the Immediate Cab Rides Tab
2. Add New

3. Add Prime or Alt ID
    a. Find
4. Add Event Details:
    a. Event Date
    b. Scheduled By
    c. Purpose of travel:
    d. Provider:
    e. Code: Type of ride
5. Add the Trip ID: Radio Cab will supply the Trip ID when you call to schedule the ride.
6. Origin: Address the Client will be picked up from
7. Destination: Address of destination

Select "Add Segment" at the bottom if the client needs a round trip. Radio Cab will supply you with an additional Trip ID for the return trip. Repeat steps 5-7.

Premium Rides
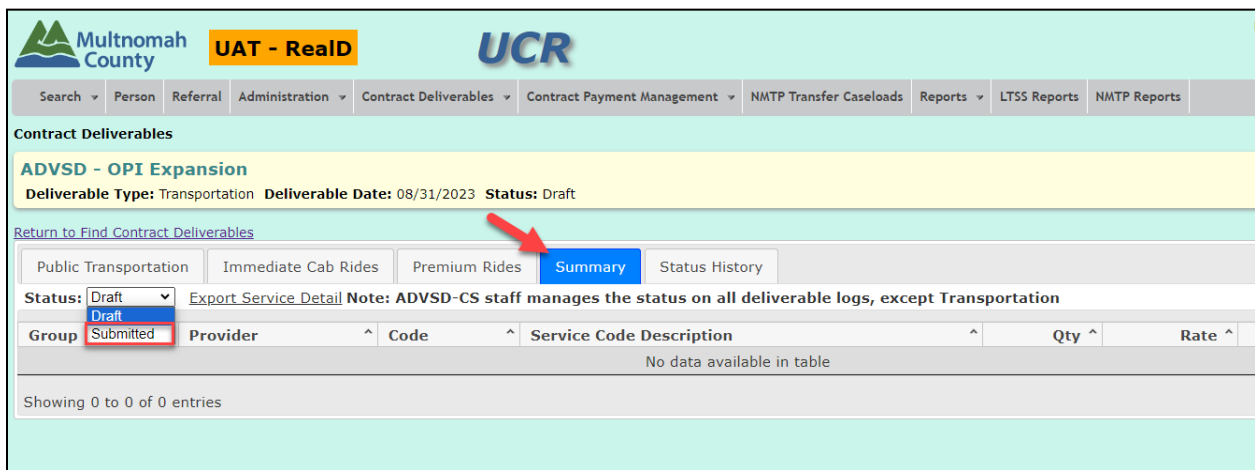
Premium Rides are provided by Ride Connection. Ride Connections provides "Guaranteed" rides, but must be scheduled in advance through Ride Connections by:
- Calling Ride Connection Directly
- Online Ride Request Tool

You do not need to enter Premium Rides into UCR. The Premium Ride data will be entered by the Multnomah County Data Team after receiving the Ride Connection invoice.

Submitting the Transportation Log

- Summary Tab
- Status: Submitted

Transportation Assessments Report

The Transportation Assessments Report will show you the active assessments for the time period selected.

- Reports Tab
- Supplemental Reports
- Transportation Assessments
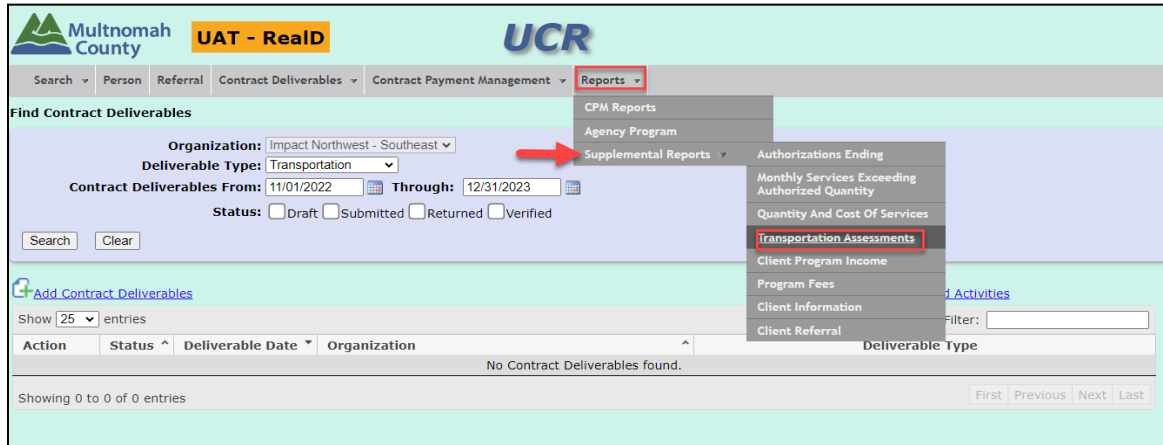
1. From Date:
2. Through Date:
3. Provider: Select your organization

The report will show you all of the Transportation Assessments created within the date range you selected. **To manage the "Assessments Due", use the deliverable log.**
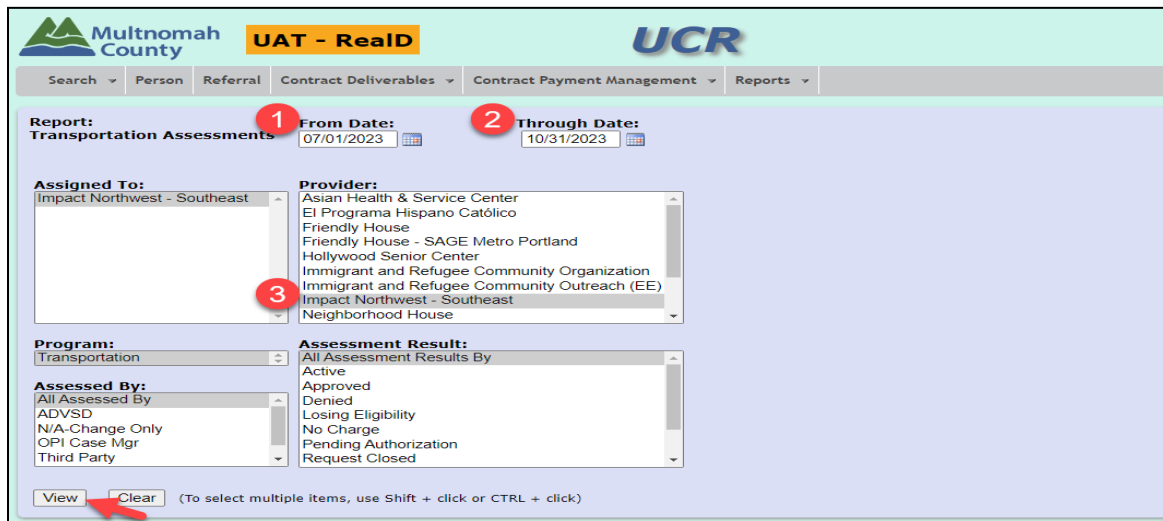
Multnomah County, Oregon
Aging, Disability, and Veterans Services Division

Transportation Assessments
From 7/1/2023 through 11/30/2023

Prime / Alternate ID	Name	Assigned To Org	Provider Org	Assessment Date	Result	Assessed By	Service	Assessed Units	Authorized Units	Frequency	Effective From	Effective To	Referral ID
		Impact Northwest - Southeast	Impact Northwest - Southeast	09/19/2023	Approved	Transportation Coordinator	Pass	1.00	1.00	Per Month	10/01/2023		65811
		Impact Northwest - Southeast	Impact Northwest - Southeast	08/09/2023	Approved	Transportation Coordinator	Pass	1.00	1.00	Per Month	09/01/2023		57885
		Impact Northwest - Southeast	Impact Northwest - Southeast	09/27/2023	Approved	Transportation Coordinator	Tickets	2.00	2.00	Per Month	09/27/2023		136978
		Impact	Impact										