


<b>CHAPTER</b> Service Delivery	<b>CHAPTER</b> 02	<b>SECTION</b> 003	<b>SUBJECT</b> 75
<b>SECTION</b> Access to Services		<b>DESCRIPTION</b> Transportation Services to Authorized Day Activities	
<b>WRITTEN BY</b> Larry Smith, Chief Financial Officer	<b>REVISED BY</b> Michelle Gould-Rice, LMSW QI Supervisor	<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input checked="" type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) will provide Transportation Services for persons served attending Skill Building, Supported Employment, and Clubhouse Services in accordance with state mandates and service eligibility criteria. Transportation services may be provided by LCCMH or through contractual arrangements with individuals who can appropriately provide needed services.

**STANDARDS:**

- A. LCCMH will use public transportation services for persons served but may use independent providers for transportation when it is in the best interest for the wellbeing of the person receiving services as determined by the treatment team.
- B. Reimbursement – Independent providers will be reimbursed for transportation services at the following rate:

Forty-six and one-half cents (\$0.465) per mile, per vehicle, per one-way trip, with the person served present, to the appropriate LCCMH program site.

CHAPTER Service Delivery	CHAPTER 02	SECTION 003	SUBJECT 75
SECTION Access to Services		DESCRIPTION Transportation Services to Authorized Day Activities	

**PROCEDURES:**

- A. The Contract Team in consultation with the case manager and through the person centered planning process will determine the need to obtain independent transportation services for persons receiving authorized day activity services. Determination must be made with the well-being of the person served as the main factor. Factors to consider when determining the well-being of the person served are:
  1. distance from the program facility,
  2. scheduled hours, days of authorized services,
  3. length of travel time
- B. The Contract Manager will initiate the contractual agreement. The contractual agreement must include a provision to assure that vehicles used to transport persons served are properly insured.
- C. A current certificate of insurance on vehicle(s) used to transport persons served including at minimum no fault, comprehensive and collision and liability insurance is required and will be maintained on file with the LCCMH Contract Manager.
- D. The agreement also includes a provision to assure that only persons appropriately licensed and insured as required by Michigan State Law will be permitted or assigned to transport persons served.
- E. The agreement will require the provider to review driving records for all persons transporting LCCMH funded persons served on an ongoing/annual basis. LCCMH will verify the provider's review of driving records through the LCCMH provider network monitoring process as outlined in the Network Management Policy 01.002.30.
- F. Providers will use the LCCMH approved Invoice for Transportation Services for requesting payment for transportation services rendered. Services provided will be verified by the Contract Management.

**REFERENCES:**

- Invoice for Transportation Services
- Network Monitoring Policy 01.002.30

CHAPTER Service Delivery	CHAPTER 02	SECTION 003	SUBJECT 75
SECTION Access to Services		DESCRIPTION Transportation Services to Authorized Day Activities	

**DEFINITIONS:**

Contract Manager – The assigned staff responsible to coordinate the overall contract process.

Contract Team – This includes the CEO, Contract Manager, and members of the Clinical staff.

Contractual Agreement: A written agreement between two or more parties establishing the parties' responsibilities, duties and obligations that is enforceable by law. This may include contracts, service agreements, letters of understanding and lease agreements.

LS:mgr