

<p style="text-align: center;">Lancaster County Drug &amp; Alcohol Commission Case Management/Treatment</p>	<p>CMCS #41</p> <p><i>Policy: Transportation Through the Case Management Provider</i></p>
<p><i>Creation Date: 10/03/2022</i> <i>Effective Date: 10/03/2022</i></p>	<p style="text-align: right;"><i>Page: 1 of 2</i></p>

**I. Purpose**

To provide transportation protocols to providers utilizing LCDAC transportation funds as part of the Case Management service episode. It is expected that the Case Management Service Providers will create their own policies and procedures pertaining to transportation; of which will be reviewed by LCDAC upon request\* and at the monitoring site visits. The Case Management Service Provider is also responsible for establishing a system to manage their allotted LCDAC transportation funding CAP with the understanding that expenditures that exceed the allotment be the full responsibility of the Case Management Service Provider.

(\*Prior to submitting the first invoice for transportation costs, the Case Management Service Provider must have had their transportation policies and procedures approved by the LCDAC Case Management Supervisor. Upon approval, an LCDAC Transportation Invoice form will be provided to the Case Management Service Provider for invoicing.)

**II. Policy**

- A. If/when the Case Management Service Provider includes the provision of transportation associated to an Individual as part of the Case Management episode and there is a cost to this transportation service which will be purchased/supplemented with LCDAC funds, the Case Management Service Provider MUST have policies/procedures in effect that outline how these transportation services shall be implemented, how & where the transportation activity shall be documented/captured on the Recovery Plan and encounter case notes; as well as how the cost for these transportation services shall be rendered to LCDAC.
- B. Given each Case Management Service Provider may choose how to supplement and/or cover the transportation costs for the individual during the Case Management episode, it will fall to the Case Management Service Provider to capture how the LCDAC transportation funds shall be utilized.
- C. The Case Management Service Provider MUST include in the policy/procedure a safeguard in managing the transportation allotment to the outpatient CAP.
  - a. A statement MUST be included that if the Case Management Service Provider exceeds the transportation allotment of their outpatient treatment CAP, the Case Management Service Provider shall bear full responsibility to cover the cost of the over-extension.
- D. If/when the Case Management Service Provider includes the provision of PROVIDER STAFF transporting an Individual as part of the LCDAC transportation allotment, the Case Management Service Provider MUST have policies/procedures in effect that include yet not be limited to how the Case Management Service Provider will ensure that no harm befalls the Case Manager nor the Individual & as such it is strongly encouraged that the policy encompass the following:
  - a. That transporting Individual(s) by PROVIDER Staff is a privilege and not a right.
  - b. The decision to transport an Individual is to be included in the Recovery Plan.
  - c. That documented evidence in the Individual record as to how transporting the Individual supports the recovery of the Individual.
  - d. The creation of a *Participant Transportation Agreement* detailing the Participant's responsibilities and the agency's parameters; including signatures indicating it was reviewed with the Participant prior to transporting and that the signed document will be retained in the Participant record
  - e. Inclusion of instructions to the PROVIDER Staff to ensure the safety & wellbeing of all individuals involved when transporting an Individual; given that PROVIDER Staff may be required to and/or determines that it is appropriate to provide transportation/mobile services to the Individual.

- i. Such instructions may include the following; of which MUST be documented in the Individual's record:
  1. All other viable transportation options were exhausted;
  2. The vehicle in which PROVIDER Staff is utilizing is properly insured;
  3. PROVIDER Staff driving the properly insured vehicle has a valid PA driver's license;
  4. PROVIDER Staff will only transport an Individual if/when PROVIDER Staff has evidence of and is reasonably confident that the Individual is suitable and/or appropriate for transport.
  5. PROVIDER Staff will review the Case Management Service Provider "Transportation Agreement" with the Individual and secure the Individual's signature and will make this signed document a part of the Individual file
- f. The Case Management Service Provider protocols should include how PROVIDER Staff may determine if/when an Individual is not suitable and/or appropriate for transport:
  - i. Protocols for when an Individual will NOT be transported may include:
    1. Documentation of the evidence as to why the Individual is not suitable and/or appropriate for transport MUST be included in the Individual record.
    2. As needed, if a Superior is to be notified.
- g. The Case Management Service Provider protocols should include if/when an unusual incident and/or accident-related incident transpires with PROVIDER Staff and/or Individual.
  - i. Instructions should include the following:
    1. What, how and when a Superior is to be contacted;
    2. What, when, and how an incident report is to be completed;
    3. As appropriate, documentation of the unusual incident and/or accident-related incident is captured in the Individual record (that is: scanned incident report and/or case note)
    4. A copy of the unusual incident report is e mailed to LCDAC within five days of the report being created.

Approved By:



Rick Kastner LCDAC Executive Director

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Date