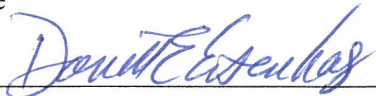


DAUPHIN COUNTY MH/MR PROGRAM MATP POLICY AND PROCEDURE

Agency	<input checked="" type="checkbox"/> CCB	Policy No. <u>07-09</u>
	<input checked="" type="checkbox"/> County	Effective Date <u>July 1, 2007</u>
	<input checked="" type="checkbox"/> CAT	Revision Date
	<input checked="" type="checkbox"/> Other	Approved <u></u>

Title: MATP Safety Guidelines

Policy: The Dauphin county MH/MR MATP shall ensure that MATP Transportation Providers have established MATP Safety Guidelines as described in the MATP I & R.

Definitions:

MATP I & R: The document published by the Commonwealth of Pennsylvania, Department of Public Welfare, Office of Medical Assistance Programs, Instructions and Requirements for the operation of the Medical Assistance Transportation Program.

MATP Transportation Providers: All transportation providers/agencies that are under contract with the Dauphin County MH/MR Program to provide Medical Assistance Transportation services.

MATP Transportation Provider Sub-Contractors: All transportation providers/agencies sub-contracted for MATP services by any agency that has a contract with the County for the MATP.

Procedure:

1. MATP Transportation Providers must submit their Safety Guideline Policy to Dauphin County MH/MR MATP for approval.
2. The Dauphin County MH/MR MATP Staff will assure that the MATP Transportation Providers are utilizing the approved MATP Safety Guidelines through a review of their Safety Guidelines procedures during monitoring visits.

POLICY AND PROCEDURES

Title: Safety Guidelines

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3. In all incidents of a consumer exiting the vehicle prior to scheduled stops, the following procedures will occur:
 - A. Both the driver and the dispatcher of the involved MATP Transportation Provider will document, in writing, all pertinent information. This documentation will include, but not be limited to, the following:
 - i. Name of consumer
 - ii. Date and time of incident
 - iii. Location of unauthorized vacating of vehicle
 - iv. Efforts made to encourage the consumer to remain in the vehicle
 - v. Any special circumstances related to the incident
 - vi. Brief summary narrating what occurred
 - B. The MATP Transportation Provider will forward a copy of the above outlined documentation of all incidents to Dauphin County MH/MR MATP.
4. The Dauphin County MH/MR MATP will review all incident reports and take sanctions(s)/actions(s) as deemed appropriate.
5. The Dauphin County MH/MR MATP will consider exceptions to sanction actions in the case of an adult who can travel independently and there is no known risk or evidence of danger to health and safety.