

<b>COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEASTERN MICHIGAN</b>		<i>Policy and Procedure</i>	
		<b>Transportation of Consumers by Contracted Providers</b>	
<b>Department: Provider Relations Unit Author: K. Gauthier</b>		<b>Local Policy Number (if used)</b>	
<b>Revision Date 11-9-06</b>	<b>Approval Date 1/16/07</b>	<b>Implementation Date</b>	
<b>Archive Information</b>			
<b>Date:</b>			
<b>Reason:</b>			

## I. PURPOSE

To establish minimum standards for contracted providers related to their responsibility to ensure the safety of consumers they transport.

## II. POLICY

Any CSSN or CSSN look-alike agency under contract with the WCHO, and any provider under contract with any contract agency or affiliate member of the CMHPSM, which transports consumers in the course of conducting their business shall have a process in place to ensure the health, safety, and well-being of any consumer being transported.

Such a process must include, at a minimum:

- Verification of driver's license and review of the driving record of any employee, student, or volunteer who transports consumers, at the start date of the individual's employment, and at least annually thereafter. Verification shall be maintained by the employer. Individuals shall not transport consumers until such verification has been conducted.
- Ensure that an individual is not transporting consumers if his/her driving record shows points for the following traffic convictions within the past two years: manslaughter, negligent homicide, or other felony involving use of a motor vehicle; operating under the influence of liquor or drugs; reckless driving; failure to stop and disclose identity at the scene of a crash; or fleeing/eluding a police officer.
- An established process for staff to report all moving violation arrests or tickets to a supervisor or other designated person.
- Require that employees, students, or volunteers do not use a cellular phone while transporting consumers. If the use of a cellular phone becomes necessary, the driver should stop and park the vehicle while he/she is actively using the cellular phone.
- Require that, when consumers are being transported, all passengers are wearing seatbelts and any child is restrained in a properly installed child safety seat at all times, in accordance with Michigan law. A driver or passenger is exempt from the requirement to wear a seatbelt if they possess a written verification from a physician

that the driver or passenger is unable to wear a safety belt for physical or medical reasons.

The WCHO Provider Relations Unit will monitor applicable providers for compliance with this policy.

### III. APPLICATION

This policy applies to any Comprehensive Specialty Service Network (CSSN) or CSSN look-alike under contract with the Washtenaw Community Health Organization (WCHO). The policy also applies to all providers under a contract with any affiliate member of the Community Mental Health Partnership of Southeast Michigan (CMHPSM) who transport consumers as part of their responsibilities under that contract.

### IV. DEFINITIONS

**Community Mental Health Partnership of Southeast Michigan (CMHPSM):** An affiliation of the mental health boards for the Counties of Lenawee, Livingston, Monroe, and Washtenaw.

**Comprehensive Specialty Services Network (CSSN):** An organization that is certified as a CMHSP, including a recipient rights systems, services across all populations, a publicly appointed Board of Directors, and accreditation from JCAHO.

**Comprehensive Specialty Services Network Look-Alike (CSSN look-alike):** A public entity with a publicly appointed Board of Directors or a Board of Directors composed of elected officials, services across all populations, and accreditation from JCAHO.

### V. STANDARDS

None

### VI. EXHIBITS

None

### VII. REFERENCES

Reference:	Check if applies:	Standard Numbers:
The Michigan Vehicle Code, Act 300 of 1949, as amended	X	Specifically section 257.710e

### VIII. PROCEDURES

None