

DAUPHIN COUNTY MH/A/DP PROGRAM MATP POLICY AND PROCEDURE

Agency	<u> X </u> CCB	Policy No.	<u> 07-03 </u>
	<u> X </u> County	Effective Date	<u> February 1, 2007 </u>
	<u> X </u> CAT	Revision Date	<u> October 27, 2020 </u>
	<u> X </u> Other	Approved:	<i>Andrea Kepler</i>

Title: MATP Provider Driver Clearances and Training

Policy: The Dauphin County MH/A/DP MATP shall ensure that all MATP Providers have both a hiring policy that includes the requirements for MATP drivers and that MATP providers comply with the requirement that all drivers have valid licenses and the appropriate clearances and training.

I. Definitions:

- A. **Child:** A MATP eligible consumer under age 18 who receives a MATP funded transportation service or a family member under the age of 18 who accompanies a MATP consumer who receives a MATP funded transportation service.
- B. **EEOC:** US Equal Employment Opportunity Commission.
- C. **Federal Bureau of Investigation Criminal Background Check:** A formal online written request made to IDEMIA (state contract agency) and fulfilling the digital fingerprinting service requirement that confirms presence or absence of a criminal history.
- D. **MATP Providers:** All providers/agencies that are under contract with the Dauphin County MH/A/DP Program to provide Medical Assistance Transportation services.
- E. **MATP Provider Sub-Contractor:** All providers or agencies sub-contracted for MATP services by any agency that has a contract with the County for the MATP.
- F. **MATP Standards and Guidelines:** 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.

- G. **Pennsylvania Child Abuse History Clearance:** A formal written request to PA Childline, either by mail or online, that confirms presence or absence of findings related to Child Protective Service Act.
- H. **Pennsylvania State Police Criminal Record Check:** A formal written request made to the Pennsylvania State Police, either by mail or online, that confirms presence or absence of a criminal history.

II. Procedure:

- A. The Dauphin County Grants Management Coordinator will assure that each MATP Provider has a hiring policy describing the requirements for appropriate driver clearances during monitoring visits as described in the MATP Standards and Guidelines.
- B. The MATP Provider hiring policy must be compliant with the EEOC determination regarding the use of information obtained as part of the FBI Criminal Background Check and Pennsylvania State Police Record Check described in the MATP Standards and Guidelines or any subsequent clarification to this issue.
- C. The Dauphin County Grants Management Coordinator will also review a sample of the MATP Provider driver records during monitoring visits for compliance that each driver sampled has:
 - 1. A Valid Driver's License.
 - 2. Pennsylvania State Police Criminal Record Check
 - 3. Federal Bureau of Investigation Criminal Background Check
 - 4. Pennsylvania Child Abuse History Clearance completed prior to start date
 - a. Must be completed every 60 months
- D. This policy shall be made available to MATP consumers upon request to the Dauphin County Grants Management Coordinator.