Title: MATP Provider Driver Clearances and Training

Policy: The Dauphin County MH/MR 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.

Definitions:

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

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.

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.

Criminal History Check – A formal written request made to the Pennsylvania State Police that confirms presence or absence of a criminal history.

Child: An MATP eligible consumer under age 18 who receives an MATP funded transportation service or a family member under the age of 18 who accompanies an MATP consumer who receives an MATP funded transportation service.

Child Abuse Clearance – A formal written request to PA Childline that confirms presence or absence of findings related to Child Protective Service Act.

Procedure:

1. The Dauphin County MH/MR MATP Staff 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 I & R.

2. The MATP Provider hiring policy must be compliant with the EEOC determination regarding the use of information obtained as part of the criminal background check described in the MATP I & R or any subsequent clarification to this issue.

3. The Dauphin County MH/MR MATP Staff will also review a sample of the MATP Provider driver records during monitoring visits for compliance that each driver sampled has:
   
   A. A Valid Driver's license.
   
   B. A Criminal History Check.
   
   C. Child Abuse Clearance completed prior to transporting children, if the driver transports children.

4. This policy shall be made available to MATP consumers upon request to Dauphin County MH/MR MATP Staff.