



TRANSPORTATION FOR CHILDREN 0 – 7 STANDARD WORK

VERSION DATE 06/06/2024

Purpose: To provide transportation services for children ages 0-7. The protocol requires consultation and approval from the Program Manager prior to referring for transportation services for children ages 0-7. The consultation and review process will facilitate problem-solving and explore alternative transportation methods, to reduce the need for contracted transportation.

Deliverables:

A. Requesting Transportation Consultation and Approval for a child 0-7 with a DCS Transport Company:

1. Requests will be made at least seven (7) days in advance of a transportation need.
2. The DCS Specialist and Supervisor should staff for a resolution of transportation alternatives to eliminate the need for transportation through a contracted provider for children ages 0 – 7.
3. If a resolution between the DCS Specialist or Supervisor is not found, the DCS Specialist and Supervisor will submit a request for a transportation consultation via email to their assigned Program Manager.
 - a. *If the Program Manager is not available, the DCS Specialist or Supervisor will contact the acting/covering Program Manager.*
4. The Program Manager will respond within 24 hours of receipt of email and provide a date/time for consultation review.
 - a. *If no response is provided; contact Program Manager via TEAMS or phone.*
5. For emergency requests, the DCS Specialist will consult with Supervisor to request emergency consultation review with Program Manager.

B. Consultation Meeting

1. The Program Manager will schedule a meeting virtually or in-person with the assigned DCS Specialist, DCS Program Supervisor and, if applicable assigned Case Aide. A consultation meeting will be held to review the reason for transportation, explore alternative methods of transportation (e.g. transport parents, change location, etc.) and if required, who will transport the child (DCS staff, SVO provider, caregiver, etc.). Determine if a courtesy request to another unit or section for transportation assistance is appropriate and explore if parenting time is best served in the community in which the child is living.

C. Approval Process

1. Following the meeting, the Program Manager will send an email to the DCS Specialist and DCS Program Supervisor to outline the approved transportation plan.

D. Quality Review and Verification Process

1. The Deputy Director of Field Operations (or designee) will provide the Program Managers with a list of active transportation requests from MTBA for review of children ages 0-7 receiving transportation services for their section once a month.
2. The Program Manager will verify that children ages 0 – 7 on the list are approved for contracted transportation.
 - i. If any child ages 0 – 7 remain on the list who has not been approved, the Program Manager will alert the DCS Specialist and Supervisor and schedule a consultation to discuss alternatives methods of transportation.
 - ii. If an alternative method of transportation was completed, ensure the referral is cancelled.