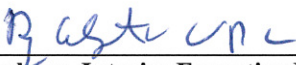




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 1

<b>Policy # 3908</b>	<b>Transportation Service Requests</b>
<b>Origination Date: September 2004</b>	
<b>Revision Date: May 30, 2007; May 14, 2008; April 10, 2009; June 29, 2009; June 6, 2012</b>	
<b>Reviewed Date: June 2005; March 8 2006, August 2, 2010, April 17, 2013, October 15, 2014; June 14, 2016</b>	
<b>Approved:</b> 	
<b>Bryan G. Stephens, Interim Executive Director</b>	

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) that authorized department management will approve all transportation requests prior to submitting to UTS for service with the exception of Participant/Co-Employer, whose transportation orders are based on approved service plan (See Policy #3010 Transportation Service Requests for DD Participant/Co-Employer)

**PROCEDURE:**

1. CSB personnel must submit a UTS Trip Order via the on-line UTS Trip Order Entry system. Additional required documents include:
  - a. Standing Order Form (form provided by current Medicaid broker).
  - b. Parent/Guardian Permission Form – Note: Required for Child & Adolescent only.
2. The Transportation Trip Order and all other support documents are reviewed and approved by authorized departmental managers or other authorized personnel.
3. UTS management/staff will review and approve the Transportation Trip Order. Transportation services will be scheduled upon approval.
4. The Transportation Trip Order Request must be submitted to UTS at least 72 hours, (3 business days) prior to the start of services for routing and scheduling purposes.
5. Transportation services will end on the last date of service as noted on the Transportation Trip Order Request. Upon the expiration of the initial service order, if additional transportation services are required, the Transportation Order must be re-submitted and processed according to the above outlined procedures.