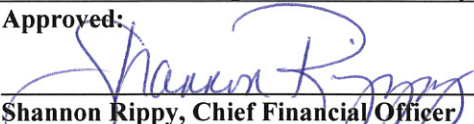




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 3910	Transportation Service Requests for DD Participant's in WOW Program
Origination Date: June 29, 2009	
Revision Date: October 1, 2012, July 17, 2013	
Reviewed Date: August 3, 2010, January 14, 2015	
Approved:  _____ Shannon Rippy, Chief Financial Officer	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) that the Participant's in WOW Program will coordinate with direct service staff regarding transportation needs based on approved service plan as it relates to progressing toward his/her goal(s).

PROCEDURE:

1. The need for transportation services must be reflected in the Intake and Evaluation Team approved Individual Service Plan (ISP) as well as the unavailability of other resources for transportation.
2. Direct service staff will adhere to the hours specified on the Participant's schedule based on the approved service plan.
3. Staff will document relevant information for incorporation into the Participant's record:
 - a. Specific type and purpose of transportation provided;
 - b. Date and the beginning and ending time of service provided;
 - c. Location of pick-up and drop-off will be at the client's residence;
 - d. Progress towards meeting the participant's goal(s) as identified on the ISP
4. Transportation costs will be reimbursed (if applicable) as outlined in CSB policy #2058 Travel Reimbursement/Business Expense, Section 4.
5. Transportation services are not provided to and from DD service locations.