

The Manor at Seneca Hill
Adult Day Health Services
Policy and Procedure

To: Adult Day Health Services

From: Director of Adult Day Health Services

Subject: Transportation to/from Adult Day Health Services

Statement of Policy:

When possible, participants in the Manor at Seneca Hill Adult Day Health Services program are encouraged to provide their own transportation to and from the program. In the event that this is not possible, the program will make arrangements with an Oswego County transportation agency to provide such services.

Procedure:

1. During the admissions process each applicant and/or family member will be asked about their transportation preferences. When possible, the family will be encouraged to provide their own transportation to and from the program. In the event this cannot be arranged to meet the needs of the applicant, the Manor at Seneca Hill Adult Day Health Services program will provide the transportation options for participant to choose from.
2. Transportation to and from the Adult Day Health Services program can be provided by a designated agency with whom the Manor at Seneca Hill has contracted to provide such services. Participant's have the right to choose transportation vendor and options will be provided upon request, in addition to posted transport information.
3. The designated transportation agency will be responsible for picking up the participant and transferring him/her to the Adult Day Health Services program site. The agency will also return the participant to their home at the end of the program day.
4. The designated agency will be required to meet all state and federal requirements necessary for the safe transport of participants to their home at the end of the program day.
5. The designated agency will be given a list of participants to be picked up including address and phone numbers of the participant. The designated agency will pick up the participant at a specified time and drop them off at the main entrance to the Adult Day Health Services. Pick-up of the participants will be done at the same location.
6. Participants and/or family members will also be notified of any changes in the selected transportation agency.

7. Arrangements will be made by ADHS Program with designated transport agency for activities out of doors or at another location that require transportation.

5/26/22

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Director, Adult Day Health Services