

**Indiana Family and Social Services Administration
Division of Mental Health and Addiction**

Non-Medical Transportation Provider Certification

Name of Agency:

Date:

Yes No

CMHC that is certified by the Division of Mental Health and Addiction (DMHA).

Yes No

Approved accreditation by a nationally recognized accrediting body. Please circle all that apply: AAAHC, COA, URAC, CARF, ACA, JCAHO, or NCQA

The agency's individual or an individual provider must meet the following requirements:

Name of Individual:

Date:

Yes No

Individual driver or agency's driver must possess a valid driver's license
Please attach copy of valid license

Individual driver or agency's driver must have auto insurance
Please attach copy of current insurance card

Individual driver or agency's driver must have a safe driving record and maintained vehicle

Providers who are not the custodial parent, legal guardian or foster parent must have an Indiana State Police criminal background check
Attach copy of screen

Providers who are not the custodial parent, legal guardian or foster parent must have an Indiana Department of Child Services child abuse registry screen.
Attach copy of screen

Providers who are not the custodial parent, legal guardian, or foster parent must have a drug screen.
Attach copy of screen

Please submit this form and copies of required documentation to the CA-PRTF Team at DMHA. Agencies are expected to maintain documentation of employee's qualifications on site and have copies available when DMHA staff complete audits.

DMHA is responsible for verifying an individual or agency meets the above qualifications with checks at least every two years or at time of expiration of license/insurance.