

Service Accounts - Client Day Program Transportation Service Account

Description: In this topic, the user will learn about the transportation account type. The transportation account type is associated with a service code, authorization, and client, and is *only used for day programs*. Each entry is a single unit - not time or mileage based. The entry is created at the same time the clients are checked into the day program. The purpose is to record driving the clients to or from the day program. The funding source pays the program by unit, based on transportation provided to or from the day program.

*Please note: Entries for the account type transportation must be entered by a day program employee and cannot be entered by the client via the kiosk mode for the day program.

Role Required: Super User, Supervisor

Permission Required: N/A

Create Client Day Program Transportation Service Account

1. Log in to personal profile
2. Select **Home** from the main menu
3. Select **Day Programs** from the submenu
4. Use the filters to locate the day program and click **Search**
5. **Click anywhere in the day program row** to view details
6. Click **Actions**
7. Select **New Client Service Account** from the drop-down menu
8. Complete the Add New Client Service Account form wizard
 - a. Account Type: Select **Transportation** from the drop-down
 - b. Client: Type and select the client name from the drop-down
 - c. Service Code: Transportation Program
 - d. Funding Source: The funding source will auto-populate
 - e. Additional fields as needed
9. Click **Save** and **Yes** to confirm

Related articles

- [Transportation, Client Transportation, Drive, and Mileage](#)
- [Day Program Profile Overview](#)
- [Unlock a Residential, Day, or Parenting Program Profile](#)
- [Time Entry - Account Type Client Transportation](#)
- [Day Program - Client Self-Service Check In & Out \(Kiosk Mode\)](#)