

King County Coordinated Special Needs Transportation Steering Committee Meeting:
(KCCSNTSC)

September 22, 2009

9:00 a. m. – 11:00 a. m.

In attendance:

Alex O'Reilly

Bob Sahn

Denise Klein

Ref Lindmark

Gaby Bell

Margaret Casey

Bill Eby

Katie Martin

Melony Joyce

Francois Larrivee

Tricia Barbachan

Sofya Fisher

Polly Nelson

Jolene Stanislawski

Patrick Teft

Kate Turpin

Welcome and Introductions:

- Sofya Fisher shares with the committee that Circle of Friends received 5 Access vans from Accessible Services' Community Access Transportation (CAT) program. She reports that they transport 80 people per day on these vans. The Circle of Friends southern center has closed.
- Bob Sahn says in July Access provided about 3,000 rides to people who no longer receive transportation to Adult Day Health services from DSHS transportation providers. Working with Circle of Friends is a good example of cooperation and finding different ways to provide transportation to those who need it.
- Ref Lindmark gave us news on the Commuter Bonus Card. It is valid for 8 years and will continue to be sold to human services agencies until a disposable ORCA card is available for their clients. There are still lingering issues and may take 6-8 months to resolve.
- Francois Larrivee announces that the Eastside Easy Rider Collaborative (EERC) is holding a transportation issues forum on 11/19. Topics on the agenda will be: EERC and KCCSNTSC projects, transportation issues, availability, concerns, solutions and needs. There will be a panel with a KCCSNTSC representative. EERC will participate in community

conversations in October on transportation issues with Tracy Carroll, of Flex-Ride, on Ride-Share program possibilities for the Eastside.

Mobility Manager Discussion

- Bob Sahn led the discussion on the status of the Mobility Manager position. The interview panel, including representatives from Metro, Hopelink, and the City of Bellevue, has held a couple of interviews. Hopelink has not received a final contract from WSDOT. But has been assured they will receive one soon.
- Margaret Casey offered to follow-up with WSDOT if needed. Bob Sahn shared his experience with contracts. He said they usually arrive by the end of August but agencies are normally allowed to spend before receipt of the final contract and will be reimbursed.

Website Presentation

- Bob Sahn and Tricia Barbachan gave a tutorial on the new KCCSNTSC web pages, located on the King County Metro website. The committee chairs ask that members advertise the new site to other agencies. The following information can be found on the site: Mission Statement, Charter, Roster, Meeting Schedule, Meeting Minutes, Agendas, Member and Additional links. This site is a work in progress and will be updated frequently with new information.
- To the web pages:
<http://metro.kingcounty.gov/tops/kccsnt/kccsnt.html>
- Tricia Barbachan will email a link to the web pages. The committee discussed how to advertise the web site to agencies and officials. Other comments were to add more photos to the web pages. The committee reps were asked to send pictures to Tricia Barbachan.

Transit-Human Services Coordinated Transportation Plan 2011-2014

- Bob Sahn and Alex O'Reilly discuss next steps on updating the plan. The idea is to create 4 sub-committees; each committee will cover one element of the plan. Each group will have a lead; these leads will be tasked with organizing their group and bringing their subcommittees' recommendations to the committee. Revisions and acceptance of the updates will be approved by the chairs and voted on by the committee.

<u>Lead</u>	<u>Plan Section</u>	<u>Due Date</u>
Michael Miller	Inventory of current services	10/7/09
Margaret Casey	Needs Assessment	10/29/09
Lynn Moody	Strategies for Gaps	12/2/09
Alex O'Reilly/Bob Sahn	Priorities for Implementation	12/15/09

- PSRC plans on having a conference call and a workshop to give guidance in developing the plan.
- The committee discussed the importance of obtaining public input. Some possibilities are a public meeting, an online survey and print surveys for agencies to dispense to clients.
- Steering Committee meetings are scheduled on 10/17, 11/17 and 12/15. It is very important that members attend these meetings, we will vote on plan updates at these meetings.
- A hyperlink to the last plan will be sent to the steering committee.

Adult Day Health Discussion

- The steering committee discussed the court injunction requiring DSHS to immediately provide transportation services to clients who have been receiving transportation to Adult Day Health facilities before the 7/1/09 DSHS change in services.
- The committee reviewed the impact of service changes on transportation brokerages, transportation and Adult Day Health providers. Some transportation providers may be required to provide transportation service to DSHS clients without appropriate compensation. This would be an estimated \$3,000,000 per year added cost to Access paratransit.

2009 Half-Year Survey of Special Needs Transportation Volunteer Driver Programs in King County (WA)

Funded by Sound Transit (FTA New Freedom Funding)
Supported by the King County Special Needs Transportation Coalition and the Puget Sound Regional Council
Administered by Senior Services

August 2009

Executive Summary

In the first six months of 2009, volunteer driver programs in King County, Washington provided \$762,900 in special needs transportation by engaging volunteer drivers, driving their own vehicles or program-owned vans, to serve those in need. Full-year 2009 projections estimate a \$1.49M value of these services.

Ten special needs transportation volunteer driver programs (VDPs) within King County (WA) responded to a deadlined request for first-half 2009 service performance data. For the purposes of this survey and grant, a 'volunteer driver program' or 'volunteer transportation program' is an existing program, administered by any solvent public or private organization, which provides special needs transportation by utilizing volunteer drivers to transport clients. The statutory definition of people with special transportation needs is "those people, including their attendants, who because of physical or mental disability, income status, or age [elder or youth], are unable to transport themselves or purchase transportation." The Sound Transit grant funding this survey includes \$48,000 in incentive funds to be proportionally distributed to those VDPs that provide requested performance data (in two 2009 disbursements) as an incentive to their participation and as direct support to their respective volunteers.

An additional six qualifying volunteer driver programs did not provide their data for first-half 2009.

During January to June 2009, reporting VDPs transported **2,725 clients** (riders) more than **280,000 miles**, representing **28,800 one-way trips**, to medical appointments, grocery shopping and meals. These programs were able to provide services thanks to the service of **720 volunteers** who generously contributed more than **29,000 hours**. These volunteer service hours represent a **\$592,950** value. Additionally, estimated direct costs for volunteer drivers providing this transportation include **\$23,700** for fuel and **\$146,200** for vehicle maintenance/ownership. These services for this period therefore represent a minimum value of **\$762,879**.

Table 1. Aggregate data for volunteer driver programs in King County (10 programs reporting).

Measure	Jan-Dec 2008 Actual	Jan-Jun 2009 Actual	Jan-Dec 2009 Projected	2008-09 % change (projected)
No. of active volunteer drivers (unduplicated)	730	720	784	+ 7 %
Volunteer hours	57,915	29,109	55,807	- 4 %
Value of volunteer hours	\$ 1,131,080	\$ 592,950	\$ 1,126,606	0 %
No. of clients/riders served (unduplicated)	3,484	2,725	3,624	+ 4 %
No. of one-way trips provided	62,849	28,845	57,690	- 8 %
Total vehicle miles driven	539,758	280,074	560,148	+ 4 %
Value of vehicle maintenance/ownership costs	\$ 281,754	\$146,546	\$ 292,397	+ 4 %
Value of direct fuel costs (estimated)	\$ 67,715	\$23,730	\$ 71,190	+ 5 %
Total value	\$ 1.48M	\$.77M	\$ 1.49M	0 %

Projected full-year 2009 data reveals an estimated total value for these services of at least **\$1.49 million**.

Background ⁽¹⁾

Over 62 federal programs, as well as state, regional and local programs, provide more than \$900 million annually to fund various forms of transportation in the Puget Sound region. Over the past decade, government at all levels has placed increasing emphasis on the need to coordinate transportation services.

The **Puget Sound Regional Council** (PSRC), created in 1991 by an interlocal agreement, conducts long-range (20-30 years) planning for growth management, transportation and economic development of the Central Puget Sound (Snohomish, King, Pierce and Kitsap counties). PSRC also prioritizes and distributes a portion of federal funding for transportation in the region and provides regional data and analysis. PSRC was designated as the federal Metropolitan Planning Organization and the state Regional Transportation Planning Organization by Washington Governor Booth Gardner in 1991.

In 1993, the Washington State Legislature, supported by the Snohomish, King and Pierce County councils, formed **Sound Transit** (ST) as the Central Puget Sound's Regional Transit Authority to plan, build and operate a high-capacity transit system within the region's most heavily travelled corridors (Snohomish, King and Pierce counties). Sound Transit operates express bus, commuter rail and light rail service that connect major regional job and housing centers in those three counties.

The Washington state legislature in 1998 formed the **Washington State Agency Council on Coordinated Transportation** (ACCT) as an independent council comprised of state agencies, state legislators, and consumers. ACCT provides funding and technical assistance to support the coordination of *special needs transportation* at the local level. The statutory definition of people with special transportation needs is "those people, including their attendants, who because of physical or mental disability, income status, or age [elder or youth], are unable to transport themselves or purchase transportation."

During the past decade, county coalitions have worked locally to coordinate transportation and improve access and mobility. These coalitions include Snohomish County Special Needs Transportation Coalition (SNOTRAC), **King County Special Needs Transportation Coalition** (KCSNTC) and Pierce County Coordinated Transportation Coalition (PCCTC).

In 2005, Sound Transit brought together interested parties, including SNOTRAC, KCSNTC and PCCTC, to develop "*United We Ride in the Puget Sound*," a regional *special needs transportation* coordination five-year plan for the Central Puget Sound. The goal was to map a course for improving regional travel between King, Pierce and Snohomish counties for people with special transportation needs through improved coordination amongst transportation districts. Subsequently, "*United We Ride*" became the model for the Puget Sound Regional Council's own regional coordinated human service and public transit transportation plan, which also includes Kitsap County, Washington State Ferries and certain specialized transportation, to administer **Federal Transit Administration** (FTA) funding for the region.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act of 2005: A Legacy for Users, commonly referred to as SAFETEA-LU, authorized the provision of FTA funding (through FY2009) via three programs:

1. Job Access and Reverse Commute [or JARC] (Section 5316). To improve access to jobs for low income individuals;
2. New Freedom Program (Section 5317). To improve the mobility of persons with disabilities, particularly services that go beyond the minimal requirements of the Americans with Disabilities Act;
3. Elderly and Disabled Program (Section 5310). To provide capital assistance for programs serving elderly and disabled persons.

To qualify for these FTA funds, SAFETEA-LU also required each local municipality to develop a coordinated transit and human services transportation plan by fiscal year 2007. Projects funded with SAFETEA-LU funds were required to be selected through a competitive process, derived from this coordinated plan. Subsequently, the King County Coordinated Special Needs Transportation Coalition, with sponsorship of PSRC, developed its own "*King County 2007 Coordinated Special Needs Transportation Plan*"⁽²⁾. Puget Sound Regional Council, the administrator of SAFETEA-LU funds, prioritizes projects to meet federal planning requirements.

In 2007, Sound Transit applied for and received FTA New Freedom grant funding to support a Project Coordinator paid position in each of King, Pierce and Snohomish counties. The King County Project

Coordinator is responsible for: identifying existing special needs transportation volunteer driver programs (VDPs) within King County, collecting program service performance data, providing best practices assistance to programs, facilitating opportunities for inter-program networking and coordination, and facilitating the proportional distribution of grant incentive funds to qualifying programs for use in supporting their volunteers. **Senior Services**, a nonprofit organization, was selected by KCSNC to administer the grant's King County Project Coordinator.

Sound Transit was additionally awarded New Freedom funding to develop 'bus buddy' and 'travel ambassador' transit rider assistance programs within the three counties. KCSNTC selected **Hopelink**, a private nonprofit agency, to administer this grant in King County. Hopelink serves as fiscal agent for both grants. In December 2007, the Project Coordinator was hired.⁽³⁾ This position is supervised by Senior Services of King County (Cindy Zwart) and overseen by Sound Transit (Michael Miller).

In February 2008, program service data was received from 12 qualifying volunteer driver programs which subsequently were awarded their proportional share of the first incentive funds distribution (\$16K). This data was summarized by Project Coordinator Patrick Tefft in the report "*2008 Survey of Special Needs Transportation Volunteer Driver Programs in King County, Washington.*" In August 2009, ten VDPs provided their service data and received their proportional second round incentive funds (\$32K).

(1) Excerpted from a) Sound Transit (www.soundtransit.org); b) "United We Ride in Puget Sound, 2005"; c) "King County Coordinated Special Needs Transportation Plan," Dec 2006, Puget Sound Regional Council, d) Puget Sound Regional Council (psrc.org); "Special Needs Transportation Coordination, Final Draft Report 2008," State of Washington Joint Transportation Committee

(2) "The vision for King County's coordinated transportation system is that transportation services in King County will work toward providing mobility for the entire community, and will serve children & youth, older adults, persons with disabilities and those of low-income status through a coordinated system designed to gain economies of scale, eliminate duplication and expand service availability and quality.", Executive Summary, "[King County 2007 Coordinated Special Needs Transportation Plan](#)"

(3) Project Coordinator: 12/07 to 9/08, Alexis LaFlamme; 12/08 to present, Patrick Tefft

Special Needs Transportation in King County

Presently, persons with *special transportation needs* within King County are served by one or more of these:

- Friends, neighbors or family, using privately-owned vehicles
- Fixed-route accessible transit service (buses and light rail)
- King County METRO Access: Riders must first qualify for Americans with Disabilities Act (ADA) Paratransit Services, i.e. those with disability which prevents them from independently using fixed-route bus service all or some of the time. Provides paratransit services in specially-equipped vehicles. Rider is charged a subsidy-reduced fee.
- Medicaid broker: Hopelink, the state Medicaid broker for King County, coordinates transportation to and from medical appointments for low income residents on Medicaid assistance. Hopelink uses contracted providers, fixed route transit passes, gas cards, mileage reimbursement and volunteers to provide service.
- Public school transportation: for pupils currently enrolled in public school
- Volunteer driver programs (VDPs): Provides medically-necessary or basic needs transportation utilizing volunteer drivers who use their own privately-owned vehicles or sponsor-owned vehicles, usually vans. Most programs do not charge the rider a fee, but ask for an optional donation.
- Private companies or businesses (i.e. taxis, shuttles, cabulance): Provide transportation with company-owned vehicles. Rider is charged market rate.

In spite of its outstanding reputation for meeting need and providing quality service, King County METRO's Access program is not able to serve everyone with special transportation needs. This is in part due to the pre-qualifying requirement to use this service. Private options such as cabs and shuttles are often too expensive (especially for frequent travel). And not everyone with special needs is the beneficiary of generous friends or kin with access to a vehicle and time enough to transport.

Additionally, some special needs transportation persons encounter difficulty finding transportation because they do not meet necessary medical requirements, live in rural areas with decreased options, or are yet unaware of available transportation options.

Much of meeting the remaining need for special needs transportation therefore falls to volunteer driver programs.

Methodology

For the purposes of this grant and survey, it was determined that a "volunteer driver program" be defined as meeting the following criteria:

- Provides ongoing special needs transportation services
- Must provide services utilizing volunteers (may additionally do so with paid staff) and have a least one active volunteer (active defined as volunteer who provides at a average minimum of 1 client trip per month)
- Be administered by/within a solvent organization chiefly located, and/or providing services, within King County, Washington

Programs may have volunteer drivers use their own private vehicles or program-owned vehicles (shuttle or van), or both. Programs with only paid drivers were disqualified. Programs that utilize both volunteers and paid drivers may only consider and report on volunteer drivers.

During 2008, the Project Coordinator identified existing volunteer driver programs (VDPs) within King County through various forms of research and outreach: phone calls, emails, resource directories, referral services and online searches. Each potential program was contacted and visited in person (with one exception, their choice) to verify its qualification to grant criteria. Where possible, current information and baseline data (mostly 2007) was gathered for each qualifying VDP.

From this research, 24 volunteer driver programs were initially identified. During the course of 2008, however, this figure of qualifying VDPs was reduced to 18, and subsequently to 16, for the following reasons (also see Schedules A & B):

- Termination: One organization closed its doors
- Duplication: One program provides services through its collaboration with another VDP and would result in a duplicate count
- Disqualification: Upon further clarification/examination of service delivery, it was mutually determined that six programs did not provide volunteer transportation as defined by this grant (i.e. only provided group non-necessity transport such as elective recreation, or provided fewer than 10 trips annually)

The grant includes a total of \$48,000 to help support volunteer drivers and to serve as incentive for these programs to collect and report their performance data. Incentive funds were disbursed in two 2009 rounds of payment: \$16K in February and \$32K in August (Table 3). Incentive funds were allocated as a proportion of a program's reported active volunteer driver unduplicated count to the aggregate total. The KCSNTC appointed a subcommittee which developed criteria for the use of incentive funds (Attachment A).

During 2008, all 24 initially-identified VDPs were notified multiple times of the 2009 availability of incentive funds and the requirement for eligibility: To receive funds, each program would be required to provide the following performance service data for the periods of January-December 2008 (due January 2009) and January-June 2009 (due July 2009):

- Number (unduplicated) of active volunteer drivers
- Number of one-way trips provided by volunteer drivers
- Number (unduplicated) of clients served by volunteer drivers
- Number of vehicle miles driven by volunteer drivers
- Hours of volunteer labor

Incentive funds must be used by programs to support their volunteers, such as with gas cards or mileage reimbursement, driver training, agency affiliation items, recognition items or events or for covering the costs of background and records checks.

In early January 2009, programs were notified of a January 26th deadline for submitting their full-year 2008 performance data, using a one-page form (Attachment B). By completing and submitting this form by said deadline, each program would qualify to receive its proportional share of the first round of incentive funds (\$16K). An incentive funds workshop was held on January 21st to provide direct

assistance and answer questions to eligible programs; 5 programs attended. Each qualifying program was awarded its proportional share of the first round of incentive funds (\$16K) in February (Table 3).

During the first quarter of 2009, following additional communication with the 6 programs not providing 2008 data, it was determined that two of these programs did not meet qualifying requirements (see Schedule B). The total number of qualifying volunteer driver programs in King County was therefore revised to 16 (see Schedules A&B).

These 16 qualifying programs were notified of a July 24th deadline for submitting half-year 2009 data. Another incentive funds workshop was held on July 9 to provide assistance to participating programs. Each qualifying program that submitted data was awarded its proportional share of the second round of incentive funds (\$32K) in August (Table 3).

Table 2. The following presents the basis for projections of full-year 2009 service data.

Measure	Projection Method/ Multiplier	Projection logic / assumption (full year = x)
No. of active volunteer drivers	105% + 28	5% growth + unreported drivers by VA, Nikkei & NW Kidney
Volunteer hours	190% + 500	190% x 6-mo (+ hours unreported by Nikkei)
Value of volunteer hours	--	Volunteer hours x \$20.37/hr.
No. of clients/riders served	133%	Serve 33% more riders because half will be duplicate
No. of one-way trips	200%	Twice the number of one-way trips
Total vehicle miles driven	200%	Twice the number of miles driven
Value of vehicle costs	--	Miles driven x \$.522/mile
Value of direct fuel costs	150%	Fuel costs + 50% in per gallon prices Jul-Dec 2009

Results and Conclusions

Ten special needs transportation volunteer driver programs (VDPs) provided their half-year 2009 service data by the deadline, thereby qualifying to receive incentive funds. Among these ten reporting VDPs, nine are administered by private nonprofit organizations (social service, healthcare, and religious) and one by municipal government. Six additional qualifying programs did not provide their data.

Table 3. Number of active volunteer drivers (unduplicated) for programs reporting, plus incentive funds distribution

Agency / program	Jan-Jun 2009	Incentive funds distribution, Aug 2009 (\$16K)	Jan-Dec 2008	Incentive funds distribution, Feb 2009 (\$32K)
Senior Services	376	\$ 16,711	332	\$ 7,535
Catholic Community Services	119	5,289	156	3,540
American Cancer Society	55	2,444	31	704
Volunteers of America	41	1,822	33	749
Bailey-Boushay House	37	1,644	62	1,407
Faith In Action	32	1,422	34	722
Group Health Cooperative	27	1,200	24	545
Simon of Cyrene, Matthew House	15	667	10	(late) 0
Mercer Island Parks & Recreation	13	578	14	318
Northshore Senior Center	5	222	10	227
Northwest Kidney Centers	nr	0	15	(declined) 0
Nikkei Concerns	nr	0	9	204
Volunteer Transp. Network (Veterans Administration)	nr	0	nr	0

During January to June 2009, reporting VDPs transported **2,725 clients** (riders) more than **280,000 miles**, representing **28,800 one-way trips**, to medical appointments, grocery shopping and meals. These programs were able to provide services thanks to the service of **720 volunteers** who generously contributed more than **29,000 hours**. These volunteer service hours represent a **\$592,950** value. Additionally, estimated direct costs for volunteer drivers providing this transportation include **\$23,700** for fuel and **\$146,200** for vehicle maintenance/ownership. These services for this period therefore represent a minimum value of **\$762,879**.

Table 1 (repeated). Aggregate data for volunteer driver programs in King County (10 programs reporting).

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Value of direct fuel costs (estimated)	\$ 67,715	\$23,730	\$ 71,190	+ 5 %
Total value	\$ 1.48M	\$.77M	\$ 1.49M	0 %

Projected full-year 2009 data reveals an estimated total value of these services at least **\$1.49 million**.

⁽⁴⁾ One reporting program did not provide their volunteer hours of service

⁽⁵⁾ A volunteer hour in Washington State valued by Independent Sector at \$19.53 for 2008; \$20.37 for 2009

⁽⁶⁾ AAA Washington 2008 12-month average per gallon cost for regular unleaded \$3.45/gal; AAA Washington 2009 6-month average per gallon cost \$2.33.

US CAFE standard 2008 passenger car industry average of 27.5 miles per gallon, US Dept. of Transportation

⁽⁷⁾ AAA calculates cost of operation & ownership of a vehicle at 52.2 cents per mile for 2008 (2009 figure not yet released)

Use of Incentive Funds

Volunteer driver programs receiving their proportional share of incentive funds were required to identify the way(s) they intend to use incentive funds to support their respective volunteer drivers. Programs must indicate one or more of the pre-approved use categories or receive approval for another proposed use. For the January-June 2009 period, volunteer driver programs who received first round incentive funds reported supporting their volunteer drivers in the following ways:

Table 3. Volunteer driver programs use of (first-round) incentive funds, Jan-Jun 2009

Agency/program name	Amount awarded	Use of incentive funds to support volunteer drivers	Noteworthy incentive funds successes and challenges
American Cancer Society	\$ 704	Gas cards, lunch coupons	Facilitated opportunity for volunteers to gather together and be recognized
Bailey-Boushay House	1,407	Gas cards, recognition	
Catholic Community Services	3,540	Gas cards	ST incentive funds project has encouraged volunteers to more readily provide their service data
Faith in Action	772	Background checks, gas cards	Provided photo IDs for will-call volunteer drivers
Group Health Cooperative	545	Gas cards, mileage reimbursement	Volunteer drivers very pleased to receive gas cards
(City of) Mercer Island Parks & Recreation	318	Recognition, volunteer hats	
Nikkei Concerns	204	Training & screening	No report
Northshore Senior Center	227	DOT medical exam costs	Subsidized cost of volunteer van driver physicals
Senior Services	7,535	Recognition (gift or luncheon)	Volunteers pleased to receive logo items (hats, shirts, totes); Items assist in promotion of service
Volunteers of America	749	Training, recognition, screening fees	Reimbursed volunteer additional mileage

Schedule A: King County volunteer driver programs which meet survey/grant criteria

Agency/program name		Submitted 2009 data	Submitted 2008 data
1	American Cancer Society	X	X
2	Bailey-Boushay House	X	X
3	Catholic Community Services	X	X
4	Faith in Action	X	X
5	Group Health Cooperative	X	X
6	(City of) Mercer Island Parks & Recreation	X	X
7	Multifaith Works		
8	Nikkei Concerns		X
9	Northshore Senior Center	X	X
10	Northwest Kidney Centers		X
11	Seatac Community Center, Senior Program		
12	(City of) Seattle Parks & Recreation, Lifelong Recreation Program		
13	Senior Services	X	X
14	Simon of Cyrene, Matthew House Bus	X	X
15	Veterans Administration, Vol. Transp. Network		
16	Volunteers of America	X	X

Schedule B: King County volunteer driver programs which do not meet survey/grant criteria

Agency/program Name	Reason provided	
1	Community Services for the Blind	Transportation one of many volunteer duties & is not provided at qualifying frequency
2	Des Moines Senior Activity Center	Provides group van excursions for a fee
3	Eastside Love in the Name of Christ	Does not provide transportation at qualifying frequency
4	Greater Maple Valley Community Center	Services provided & reported through Catholic Community Services
5	Mount Si Senior Center	Services provided & reported through Senior Services
6	Verbena	Closed its doors in 2008
7	Central Area Senior Center	States that it does not use volunteer to drive private vehicles; Could not confirm use of volunteers to drive agency vans.
8	Issaquah Valley Senior Center	Volunteer driver service inactive/suspended; Does not foresee reactivating in 2009

Attachment A: *Guidelines for Use of Incentive Funds*
 Attachment B: *Incentive Funds Qualification and Reporting Form*

“2009 Half-Year Survey of Special Needs Transportation Volunteer Driver Programs in King County (WA)” August 2009

Authored by: Patrick M Tefft, Project Coordinator, Volunteer Transportation Coalition of King County

On file with: Michael Miller, Accessibility Manager, Sound Transit

*“2008 Survey of Special Needs Transportation Volunteer Driver Programs in King County (WA),” February 2009
 on file at Sound Transit, Michael Miller, Accessibility Manager.*

Use of Incentive Funds

A subcommittee of the King County Special Needs Transportation Steering Committee met to discuss eligibility, use and distribution of the \$48,000 in incentive funds available through a Sound Transit grant. The following members participated:

- Antonia Kerney, Senior Program Director, Greater Maple Valley Community Center
- Margaret Casey, Planner, Aging and Disability Services, City of Seattle
- Cindy Zwart, Director, Senior Services Transportation Program
- Alexis LaFlamme, Project Coordinator, Volunteer Driver Programs
- Linda Wells, Program Manager, King County Community Services Aging Program
- Jacque Mann, Director, WorkFirst Partnership, Puget Sound Educational Service District (provided feedback via email but was unable to attend the meeting)

The subcommittee agreed that while flexibility in the use of incentive funds was necessary, that volunteer driver programs must meet certain minimum criteria and be willing to share performance data in order to be eligible for the funds. They also decided that the incentive funds would be distributed based on the number of active volunteers in each agency. Please remember that these incentive funds are only to be used to support volunteer *drivers* in your organization, i.e. those who drive their own vehicles or your agency vehicles to provide service to your clients.

Eligibility for incentive funds will be based upon your submittal of the following information to the subcommittee:

1. Number of *active* volunteer drivers in your program
2. Minimum of three months 2008 performance data for your volunteer driver program to include:
 - a. Number of one-way trips provided by volunteer drivers (Required)
 - b. Number of non-duplicated clients served by volunteer drivers (Required)
 - c. Number of vehicle miles driven (Preferred)
 - d. Hours of volunteer labor (Preferred)

Incentive funds will be distributed twice, in January 2009 for the three month period October through December 2008, and in July 2009 for the period January through June 2009.

Please find listed below appropriate uses for incentive funds. We are open to other ideas, and you may submit a request for use of the funds in a different way from those listed below to the subcommittee. Please remember that all incentive funds must be used to support your volunteer drivers.

1. Driving safety training, vehicle inspection/maintenance training and/or other relevant training for volunteer drivers. You may choose to provide training yourself or your volunteer drivers may attend trainings such as CPR/First Aid provide by another agency
2. Gas cards
3. Fees for DMV driving records and/or other background checks
4. Volunteer recognition events
5. Jackets, pins, hats or other items to reflect agency affiliation
6. Gift certificates/cards determined by miles or hours of driving service for each volunteer
7. Mileage Reimbursement ** Note: Remember, this is a one-time incentive distribution, so you would want to think about ways in which to maintain the new reimbursement rate after these incentive funds are gone!

Volunteer Transportation Programs of King County / Sound Transit Grant Incentive Funds Qualification & Reporting Form

Agency/Program Name:
Person completing this form:
Phone:
Email:
Date form completed:
Funds payable to (if different from agency name):

Incentive Funds Timeline	2009
2008 data/form due (yellow)	Jan 26
First funds payment (\$)	Feb 17
Jan-Jun 09 data/form due (tan)	July 24
Second funds payment (\$)	Aug 17
Jan-Dec 09 data/form due (blue)	Dec 18

Program Service Data

Required for eligibility and receipt of incentive funds.

Service Measure	Required: Jan-Dec 2008	Required: Jan-Jun 2009	Preferred: Jan-Dec 2009
Number (unduplicated) of active volunteer drivers* (required)	on Dec 31 2008: _____	on Jun 30 2009: _____	on Dec 10 2009: _____
Number of 1-way trips provided by volunteer drivers (required)			
Number (undup.) of clients served by volunteer drivers (required)			
Number of vehicle miles driven (preferred)			
Hours of volunteer labor (preferred)			

* Volunteers who drive either an agency-owned vehicle or their own vehicle to transport clients/riders; Active on or about date specified

Use of Incentive Funds

All incentive funds must be used to support your volunteer drivers.

Awarded Feb 2009 / Used Jan-Jun 2009	Awarded Aug 2009 / Used Jul-Dec 2009
Please check all the ways your program plans to use incentive funds: <input type="checkbox"/> Driver training <input type="checkbox"/> Gas cards or mileage reimbursement <input type="checkbox"/> Fees for driving & background records checks <input type="checkbox"/> Volunteer recognition <input type="checkbox"/> Agency affiliation items (jackets, hat, pins, etc) <input type="checkbox"/> Gift cards, awarded per miles or hours of volunteer service <input type="checkbox"/> Other _____ ("Other" use is subject to committee approval)	Please check all the ways your program plans to use incentive funds: <input type="checkbox"/> Driver training <input type="checkbox"/> Gas cards or mileage reimbursement <input type="checkbox"/> Fees for driving & background records checks <input type="checkbox"/> Volunteer recognition <input type="checkbox"/> Agency affiliation items (jackets, hat, pins, etc) <input type="checkbox"/> Gift cards, awarded per miles or hours of volunteer service <input type="checkbox"/> Other _____ ("Other" use is subject to committee approval)
Description of intended incentive funds usage (30 or fewer words):	Description of intended incentive funds usage (30 or fewer words):
Incentive funds outcomes (for this period): <u>Successes:</u> <u>Challenges:</u>	Incentive funds outcomes (for this period): <u>Successes:</u> <u>Challenges:</u>

For questions or assistance, contact Patrick Tefft, Project Coordinator: 206-748-7589 or patrickt@seniorservices.org

Angela Miyamoto - FW: Adult Day Health Returns to State Plan as of Oct 1

From: Lee Harper <Leeh@seniorservices.org>
To: Pamela Piering <Pamela.Piering@Seattle.Gov>, Angela Miyamoto <Angela.Miyamoto@Seattle.Gov>
Date: 9/21/2009 3:25 PM
Subject: FW: Adult Day Health Returns to State Plan as of Oct 1

From: Sara Myers [mailto:sara@adulthood.org]
Sent: Monday, September 21, 2009 3:22 PM
To: Amara Oden; Amber Wolf; 'Andes Kong'; 'Barbara Mahoney'; 'Brian Knowles'; Candice Whelen; 'Cara Aguilera'; 'Carla Schneider'; 'Chay Smiths'; Cindy Sharek; 'Dave Budd'; dfoltz@ostromcare.com; 'Dorothea Hayes'; 'Dorothy Morales'; 'Doug Harkness'; 'Ellen Garcia'; 'Emily Pernsteiner'; Eric Erickson; Erika Stanley; 'Frank Bacungan'; 'Fred Wahlgren'; French, Melinda; Gail Clark; 'Gail Elliott'; 'Greg Barbee'; hansendljs@aol.com; 'Inga Jennings'; 'Jan Nestler'; Jean Winburn; 'Jeff Matheson'; 'Jennifer Hermann'; 'Jeremy Silver'; 'Jill Marotta'; 'Jim Lippold'; 'Joanne Angel'; Joanne Donohue; 'Joanne McMahon'; Judi Pirone; 'Judy Canter'; 'Karen Ssebanakitta'; Kristi Griffey; 'Kristi Huffman'; 'Kristin Ott'; Lacie Barnett; 'Laura Hilton'; Lee Harper; 'Linda Rowland'; 'Lisa Bergstrom'; Liz Stoddart; 'Lynda Lee'; Michael Porter; 'Naoko ulstein'; 'Nora Gibson'; 'Patti Dahlman'; 'Paula Hardy'; 'Sandy Sabersky'; Sarah Paulsen; Sean Walsh; 'Sharon Thompson'; 'Shigeri T'; Sofya Fischer; 'Susan Christ'; Tammy Clark; Tommy Tomlinson; Uma Vishwanath; Valentina Kiselev (Valentina Kiselev); Cara Aguillar; Carl Cecka; Dave Larson (Dave Larson); Fred Johnson (Fred Johnson); Inga Jennings (Inga Jennings); Robin A. Gibson (Robin A. Gibson); Andrea Tull; Catherine Strong; Jerry Reilly; Landa Carroll; Lynne Moody; Marti Sanders; Sara Myers; Tanya Guzman-DeMarco; Tom Gaulke; Annmarie Stewart; DianaLynn Canfield; Gay Will; omara oden
Cc: 'Julie Johnson'; 'Mimi Haley'; 'Patricia Hunter'; 'Paul Ferguson'
Subject: Adult Day Health Returns to State Plan as of Oct 1

In a September 17, 2009 notice from DSHS, signed by Kathy Leitch, Assistant Secretary, Aging & Disability Services, Ms. Leitch writes:

"To assure federal matching funds for ADH expenditures the state has submitted an amendment to the Medicaid State Plan extending the sunset date for Adult Day Health services to Dec. 31, 2009. This means that for the period from September 4, 2009 to December 31, 2009, ADH will be covered for all recipients - in-home and residential - through the Medicaid State Plan. There will not be a separate program for in-home clients.

The Medicaid transportation broker may be used for ADH during that time period. The \$15.00 enhancement to the ADH rate that was applied on July 1, 2009 to address transportation will not be paid as of [REDACTED] ADH rates will revert to the level in effect on June 30, 2009.

If you have questions, please contact ADH program manager Anne Vanderbeek at 360-725-2558 or at vandea@dshs.wa.gov"

If you would like me to fax a copy of the notice, please reply with your fax number. More to come soon on the status of the federal fix to the CMS problem that started us down this road in the first place.

(Thanks Jim. Little do you know that over the years I've developed quite a taste for crow.)

Sara Myers, Director
 Washington Adult Day Services Association
 85 South Washington, Suite 314
 Seattle, WA 98104
 206.461.3899 / 1.888.60.WADSA (92372)

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STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
AGING AND DISABILITY SERVICES ADMINISTRATION
PO Box 45600 · Olympia, WA 98504-5600

September 17, 2009

PLEASE READ URGENT NOTICE
About Adult Day Health Services

On September 4, 2009, the United States District Court in Seattle issued an order requiring the Department of Social and Health Services to reinstate Adult Day Health (ADH) services to residential clients until certain conditions are met. The court certified a class defined as Medicaid residential clients receiving skilled services through ADH before July 1, 2009. *Effective immediately Medicaid clients who were receiving skilled nursing and/or rehabilitative therapy services through ADH programs until July 1, 2009 may return to ADH for the same number of days per week that they were receiving prior to July 1, 2009.* A notice of reinstatement was sent to clients and their representatives (if any) on Sept. 14, 2009. A copy of the client letter is attached.

To assure federal matching funds for ADH expenditures the state has submitted an amendment to the Medicaid State Plan extending the sunset date for Adult Day Health services to Dec. 31, 2009. *This means that for the period from September 4, 2009 to December 31, 2009, ADH will be covered for all recipients – in-home and residential - through the Medicaid State Plan.* There will not be a separate program for in-home clients.

The Medicaid transportation broker may be used for ADH during that time period. The \$15.00 enhancement to the ADH rate that was applied on July 1, 2009 to address transportation will not be paid as of October 1, 2009 because the Medicaid transportation broker may be used. ADH rates will revert to the level in effect on June 30, 2009.

ADH daily rates as of October 1, 2009	
County	Rate
King	\$57.44
Benton, Clark, Franklin, Kitsap, Pierce, Snohomish, Spokane, Thurston, Whatcom, Yakima, Island	\$52.09
Other counties	\$49.22

If you have questions please contact the ADH program manager Anne Vanderbeek at 360-725-2558 or at vandea@dshs.wa.gov.

Sincerely,

Kathy Leitch, Assistant Secretary
Aging and Disability Services Administration

King County Coordinated Special Needs Transportation Steering Committee Plan Update Timeline

