

Progress Report

Federal Opportunities Workgroup

**Agency Council on
Coordinated
Transportation**

Prepared for:

Joint Transportation Committee
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Produced by FLT Consulting, Inc.

June 2010 Progress Report

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Background

The Federal Opportunities Workgroup

The Federal Opportunities Workgroup was formed at the direction of Engrossed Substitute House Bill 2072 and was appointed by the Agency Council on Coordinated Transportation (ACCT) in August 2009.

The workgroup is charged with identifying relevant federal requirements and barriers that restrict agencies from providing more efficient transportation services for people unable to transport themselves.

This document is the June 2010 progress report for the Federal Opportunities Workgroup.

Authorizing Legislation

ESHB 2072, an act relating to advancing effective transportation for persons with special transportation needs, was signed into law May 18, 2009. The bold text relates to the work of the Federal Opportunities Workgroup. A summary of the legislation follows:

- Strengthens the role of the ACCT statewide, and reauthorizes the ACCT until June 30, 2011.
- Creates two pilot projects in two regions for the purpose of testing cost sharing and cost-saving opportunities.
- Creates a workgroup to consider implementation of certain recommendations in the 2009 report on special needs transportation.
- Directs the Office of Superintendent of Public Instruction to track additional expenditures related to transporting students.

Regarding the Federal Opportunities Workgroup, the legislation:

- Creates a workgroup to address inconsistent federal definitions and reporting requirements and streamline procedures for efficiency.
- Requires ACCT to contact and invite cooperation of the state's congressional delegation and relevant federal agencies.

Agency Council on Coordinated Transportation

ACCT was created in 1998 as a governors appointed council to facilitate coordination efforts of public transportation providers in Washington State. The fourteen ACCT voting members represent public transportation providers, users of special needs transportation, and government agencies which provide public transportation. The

Council also consists of four non-voting legislative members. ACCT works to promote the coordination of special needs transportation through projects and special initiatives, as well as provides a forum for discussing issues and challenges to the provision of special needs transportation. Additionally ACCT provides oversight and direction to the state's coordination agenda and frequently reports to the legislature on their activities and proposed pathways of change.

Federal Opportunities Workgroup

ACCT formed the Federal Opportunities Workgroup during their August 2009 meeting. The required workgroup membership includes:

- Department of Transportation – Don Chartock
- Department of Veterans Affairs – John Lee
- Department of Health – Michael Lopez
- Department of Social and Health Services – Todd Slettvet
- Office of Superintendent of Public Instruction – Allan Jones
- Non Emergent Medical Transportation Brokers – Lynn Moody (Workgroup Chair)
- Public Transit Agencies – Park Woodworth, King County Metro
- ACCT – Michael Rogers, Rider of Public Transportation
- Tribes – Casey Stevens, Stillaguamish Tribe
- Local Coordinating Coalition – Marge Tully, Pierce County
- Regional Transportation Planning Organizations – Page Scott, Yakima Valley Council of Governments

An executive committee is currently being formed to help guide and promote the work of the Federal Opportunities Workgroup. The members of this committee will represent:

- House and/or Senate Transportation Committee
- Washington State Department of Transportation, Public Transportation Division
- Department of Health and Human Services, Medicaid
- Federal Transit Administration, Region X
- Health and Human Services, Centers for Medicare and Medicaid, Region X

Progress to Date

The Federal Opportunities Workgroup

Selected Contractor

In May 2010, the Council selected FLT Consulting, Inc. to facilitate the Federal Opportunities Workgroup. The consultant team also includes staff from Nelson/Nygaard and Associates.

FLT conducted the first statewide study on special needs transportation in 2000, and Nelson/Nygaard recently conducted the second study in 2009. The combined team has unparalleled experience with helping entities coordinate their community transportation services.

The consultant facilitated the first Federal Opportunities Workgroup meeting on June 4, 2010.

15-year Vision of Coordinated Transportation System

At the first meeting of the Federal Opportunities Workgroup, the members discussed how the scope of work fits in with ACCT's overall vision of a coordinated transportation system.

Based on the workgroup discussion and historical knowledge, the consultant drafted a working document that outlines a 15 year vision for Washington state's coordinated transportation system. The workgroup reviewed the draft vision, goal, desired features and issue statements. Using polling devices, workgroup members read each statement and then registered their opinion on the statement. Polling options were:

- Yes, I agree with the statement
- Yes, I agree with the statement in concept, but the wording needs work
- No, I do not agree with the statement.

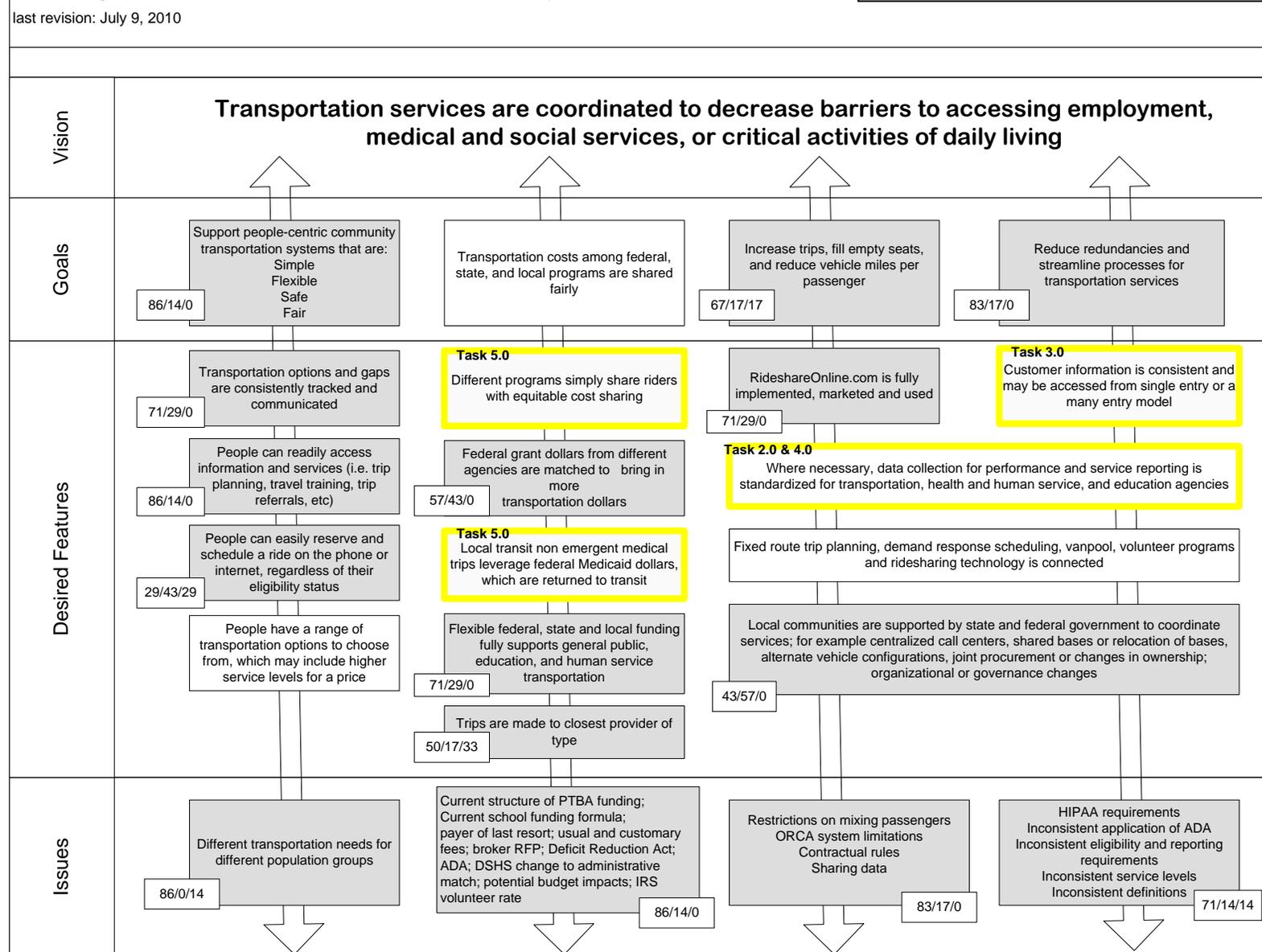
Provided on the next page is the current status of the working vision document. Consensus was reached on statements that are not shaded. Shaded text boxes are still under discussion. The series of numbers next to the shaded text boxes represent the percentage of members that agreed with the statement, agreed in concept, or did not agree with the statement.

Four of the desired features of the coordinated transportation system are highlighted in yellow. These are the features that are within the scope of work of the Federal Opportunities Workgroup. The other desired features are in the interest of the state's coordinated transportation system, but out of scope for the workgroup.

The numbers next to the shaded text boxes represent the percentage of members that agreed with the statement, agreed in concept, or did not agree with the statement.

Washington State Coordinated Transportation System - 15 Year Vision

last revision: July 9, 2010



Scope of Work for Federal Opportunities Workgroup

With the direction of the legislation and the visioning exercise, the workgroup members developed a work plan and deliverables timeline. Key tasks and deliverables include:

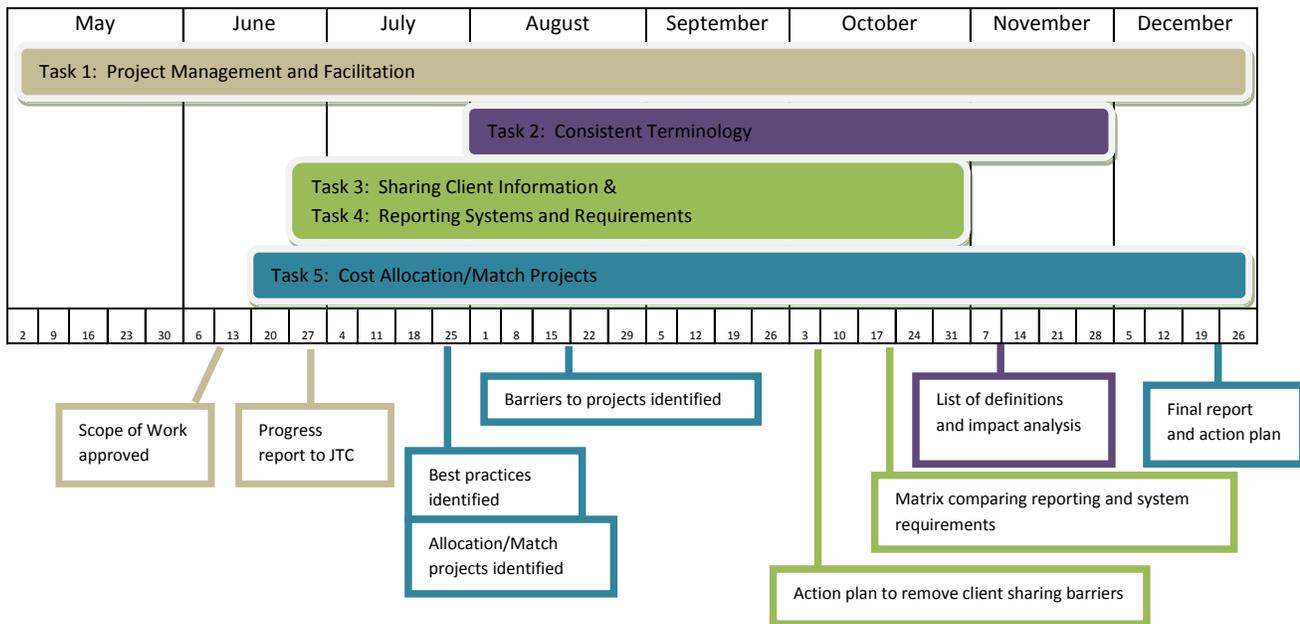
1. Project Management and Facilitation

The consultant team will facilitate a work plan, meeting agendas and notes; monthly progress reports; and 12 workgroup and executive meetings.

2. Establish Consistent Transportation Definitions and Terminology

The consultant team will facilitate the workgroup to develop a list of consistent transportation definitions for transit, Medicaid, and schools that measures transportation services and performance. A final deliverable for this task will be an impact analysis of recommended changes to definitions.

Deliverables Timeline



3. Identify Barriers/Restrictions to Sharing Client Information

The consultant team will facilitate workgroup recommendations on removing restrictions and barriers to sharing identified client information.

4. Identify State/Federal Performance and Cost Reporting Systems and Requirements

The consultant team will develop a matrix comparing similarities and differences in reporting and legal requirements for eligibility, services and performance for identified funding sources.

5. Opportunities to Test Cost Allocation Models for Medicaid and Transit

The consultant team will document and present best practices in cost allocation and utilization of transit resources as local match for federal reimbursements. Test pilot workgroups will facilitate implementation plans for selected cost allocation/match test pilots. The consultant team will provide written and verbal reports for ACCT and JTC.

6. Communications with Federal Delegation

The Washington State Department of Transportation will coordinate meetings with the congressional delegation and other federal stakeholders.

A high level work plan is provided under Attachment 1, and the tentative meeting dates and objectives for the Federal Opportunities Workgroup and Executive Committee is provided under Attachment 2.

Test Pilots and Potential Barriers

The Federal Opportunities Workgroup

Demonstration Pilots Selected

The Federal Opportunities Workgroup identified four pilot projects that will test several cost allocation models in specific areas of the state. Each of these pilots seeks to test a different element of coordinated transportation and there is no emphasis placed on the order that they are listed.

Yakima Pilot

Description: Address barriers, rules and regulations in order to provide improved customer service and streamlined access for seniors scheduling transportation.

Hypothesis: Senior transportation trip costs could be reduced when trip costs are shared by the following funding sources: DSHS Medicaid, Older Americans Act (ALTC), Rural Mobility, New Freedom, JARC, FTA 5311, and Yakama Nation Tribal Transit Program.

Lead: People for People

Area: Yakima County

Allocation Model to Test: Seat Share Mile (Miles traveled divided by total passengers sharing vehicle per mileage segment.)

Olympic Peninsula Pilot

Description: Test cost sharing between Veterans Administration and Department of Social and Health Services (DSHS) Medicaid trips in rural communities.

Hypothesis: If costs are shared, then veteran transportation services will increase in rural communities. Both DSHS and Veterans Administration will benefit from reduced shared ride trip cost.

Lead: Paratransit Services

Area: Olympic Peninsula

Allocation Model to Test: Trip Cost less Fare

King County Design Pilot

Description: Place Medicaid trips on public paratransit vehicles.

Hypothesis: A significant level of efficiency will be gained by placing Medicaid trips on public paratransit vehicles, and King County would become a subcontractor for provision of Medicaid trips.

Lead: King County Metro

Area: King County

Allocation Model to Test: Analysis of existing system only

King County Analysis Pilot

Description: Determine the extent to which the transit agency is providing trips to Medicaid eligible individuals.

Hypothesis: A significant number of trips the transit agency is providing are Medicaid eligible individuals that would be eligible for non emergent medical trips.

Lead: King County Metro

Area: King County

Allocation Model to Test: Local match utilized for federal reimbursement

Major Issues to Address

The following issues have been identified as potential barriers to testing the four pilots. Workgroup members are concerned about the following:

- Ability to share transit and Medicaid trip information due to the Health Insurance Portability and Accountability Act (HIPAA).
- Ability to implement equitable cost allocation models due to federal regulations that require Medicaid to pay the “payer of last resort” and to pay “usual and customary fees.”
- Ability to utilize transit or other ADA providers as Medicaid providers due to conflict of interest language in the Medicaid request for proposals for transportation brokers.
- Conflicting contract language from various funders (e.g. drug testing) may restrict providers from sharing trips.
- Complicated requirements for various federal and state transportation programs make it too burdensome for providers to share rides.
- Potential budget impacts on participating agencies.

Next Steps

Lead agencies for the pilot projects will develop a 6-month work plan (July-December 2010) and estimated budget impact on participating agencies to implement the work plan. The plans will include identification of barriers that will inhibit completion of the pilot project, and development of recommendations to remove the barriers if any are identified.

Simultaneously, the consultant team will work with the members to complete the work plan provided under Attachment 1.

Attachment 1

Federal Opportunities Workgroup - Work Plan

		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task 1.0	Project Management & Facilitation								
DELIVERABLES	Workplan, meeting agendas and notes; monthly progress reports								
1.1	Define and manage scope, budget & schedule								
1.2	Facilitate up to 12 FOW meetings and two Exec Meetings								
1.3	Present verbal reports to ACCT								
1.4	Report on progress monthly								
Task 2.0	Establish Consistent Transportation Definitions and Terminology								
DELIVERABLES	List of consistent transportation definitions for transit, medicaid, schools terminology that measures service performance and reporting								
2.1	Document reporting requirements (including regulator and reporting system) for eligibility, services and performance for transit & medicaid								
2.2	Identify relevant terms, and review existing definitions for those terms								
2.3	Compare and contrast terms; identify terms to standardize								
2.4	Identify which systems and reporting requirements are impacted by changes in definitions								
Task 3.0	Identify Barriers/Restrictions to Sharing Client Information								
DELIVERABLES	Recommended action plan to remove restrictions/barriers to sharing identified client information								
3.1	Define information that is needed to be shared in order to group trips between agencies								
3.2	Draft brief on HIPPA requirements as it relates to transportation								
3.3	Identify restrictions/barriers preventing agencies from sharing information (HIPPA, Safety Guidelines, etc)								
3.4	Develop recommendations to progress towards removing restrictions/barriers								
Task 4.0	Identify State/Federal Performance and Cost Reporting Systems and								
DELIVERABLES	Matrix comparing similarities and differences in reporting requirements for eligibility, services and performance								
4.1	Collect reporting forms, documents, and citations								
4.2	Review reporting requirements for eligibility, services and performance for transit and medicaid								
4.3	Document source, citation of use of each requirement								
4.4	Prepare matrix illustrating differences/similarities in requirements by regulator; highlight inconsistencies or conflicts preventing agencies to coordinate								
Task 5.0	Opportunities to Test Cost Allocation Models for Medicaid and Transit								
DELIVERABLES	Best practices documented; Implementation plan for cost allocation/match projects; Written and verbal reports								
5.1	Identify and present best practices nationwide in cost allocation models; and local/federal match for NEMT trips								
5.2	Design desired criteria for pilots that illustrate (d)(i) and (ii)								
5.3	Agree on preferred cost allocation model, payment system and contract terms based on best practices and desired criteria								
5.4	Recommend pilot projects and rationale for identified projects								
5.5	Identify barriers/restrictions to implementing pilots								
5.6	Develop recommendations to remove restrictions/barriers								
5.7	Draft and present report to JTC								
Task 6.0	Communications with Federal Delegation								
6.1	Meet with congressional delegation								
6.2	Present recommendations with CCAM								

Attachment 2

Tentative Meeting Dates and Objectives

FOW Meeting Schedule

All meetings held in 2010 at Washington State Department of Transportation.

Date	Time	Meeting Objectives	Key Deliverables
Friday, June 4	9am–12pm	<ul style="list-style-type: none"> • Refresher on legislation • Agree on meeting processes • Begin scoping 	<ul style="list-style-type: none"> • Ground Rules & Roles • Draft Scope of Work • Agenda & Notes
Friday, June 11	9am-11am	<ul style="list-style-type: none"> • Consensus on scope of work as it relates to overall vision 	<ul style="list-style-type: none"> • Adopted Scope of Work • Agenda & Notes • ACCT Presentation
Monday, June 28	9am-1pm	<ul style="list-style-type: none"> • Present pilot project ideas • Refine and select ideas • Identify key issues/barriers • Divide into implementation planning workgroups 	<ul style="list-style-type: none"> • Projects selected • Workgroup assignments • JTC June Report • Agenda & Notes
Friday, July 9	9am-1pm	<ul style="list-style-type: none"> • Workgroups report • Review HIPAA brief • Discuss other restrictions preventing agencies from sharing information • Develop action plan for removing restrictions • Prepare for CCAM meeting 	<ul style="list-style-type: none"> • HIPAA brief pertaining to transportation • Recommended action plan to remove restrictions/barrier to sharing identified client information • Materials for CCAM • Agenda and Notes
Monday, July 26	9am-1pm	<ul style="list-style-type: none"> • Workgroups report • Review best practices • Develop cost allocation approaches for selected projects • Identify barriers to implementing approach 	<ul style="list-style-type: none"> • Cost allocation/local match best practices documented • Barriers identified in detail • Agenda and Notes
Friday, August 13	9am-11am	<ul style="list-style-type: none"> • Workgroups report • Present research on identified barriers to best practices • Narrow down what needs to change in order to implement projects • Prepare for meetings with congressional delegation 	<ul style="list-style-type: none"> • Barrier buster: myth and reality and recommendations • 1-page project descriptions for Congressional meetings • Agenda and Notes
TBD	EXECUTIVE COMMITTEE MEETING		
Monday, August 23	9am-1pm	<ul style="list-style-type: none"> • Workgroups report • Document project source systems and requirements for reporting eligibility, service, and performance information • Decide what to focus on • Prepare/Report Congressional meetings 	<ul style="list-style-type: none"> • List of reporting requirements for transit and Medicaid • Congressional meetings • Agenda and Notes

Friday, Sept 10	9am-1pm	<ul style="list-style-type: none"> • Workgroups report • Identify similarities and differences in reporting requirements • Identify what should be standardized to improve efficiencies • Identify terms that need to be standardized 	<ul style="list-style-type: none"> • Matrix comparing similarities and differences in reporting requirements • List of terms to be identified/defined • Agenda and Notes
Monday, Sept 27	9am-1pm	<ul style="list-style-type: none"> • Workgroups report • Review current definitions for terms by agency • Define the terms to be standardized 	<ul style="list-style-type: none"> • Current terms defined/recommendations for changes • Agenda and Notes
Friday, Oct 8	9am-11am	<ul style="list-style-type: none"> • Workgroups report • Identify which systems and reporting requirements are impacted by changes in definitions 	<ul style="list-style-type: none"> • Recommended changes to reporting requirements • Agenda and Notes
Monday, Oct 25	9am-1pm	<ul style="list-style-type: none"> • Workgroups report • Review and validate impact analysis 	<ul style="list-style-type: none"> • Impact analysis of recommended changes to definitions and reporting requirements • Agenda and Notes
TBD	EXECUTIVE COMMITTEE MEETING		
Friday, Nov 12	9am-1pm	<ul style="list-style-type: none"> • Workgroups report out on implementation plans 	<ul style="list-style-type: none"> • Implementation plans for cost allocation/match projects
Monday, Nov 22	9am-1pm	Tentative Meeting Date	
Friday, Dec 10	9am-11am	<ul style="list-style-type: none"> • Workgroups report • Review final reports • Celebrate 	<ul style="list-style-type: none"> • ACCT December Report
Monday, Dec 27	9am-1pm	Tentative Meeting Date	<ul style="list-style-type: none"> • JTC December Report

Updated June 30, 2010