



# **HCAW**

# **BOARD PACKET**

June 23, 2020

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## HCAW June 2020 Board Meeting Agenda

*Our Vision: We are inspired to position homecare services as a leader in healthcare in Washington State.*

*Our Mission: To promote the long-term growth and sustainability of in-home services in Washington State. HCAW provides leadership for consumers by unifying in-home services providers through public outreach, education, legislative advocacy and supporting practice standards.*

<b>Date:</b> 06/23/20		<b>Time:</b> 9:00 – 11:00a.m.	<b>Location:</b> <a href="https://global.gotomeeting.com/join/464126093">https://global.gotomeeting.com/join/464126093</a> (646) 749-3112 / 464-126-093	
TIME	TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE
9:00 a.m.	Call to Order	Welcome/Updates		Marilou
9:10 a.m.	Approval of Minutes	<ul style="list-style-type: none"> <li>March 2020</li> </ul>	Approval	All
9:15 a.m.	Public Policy Report	<ul style="list-style-type: none"> <li>Legislative Update</li> </ul>	Review	Leslie
9:30 a.m.	Financial Report	<ul style="list-style-type: none"> <li>Financial Review</li> <li>2020-21 Draft Budget</li> </ul>	Discussion Approval	Amber/Rachel/All
10:15 a.m.	Executive Director Report	<ul style="list-style-type: none"> <li>Review</li> <li>Staff Changes (incl. closed session)</li> </ul>	Review Discussion	Christine Christine/All
11:00 a.m.	Adjournment	<ul style="list-style-type: none"> <li>Review of key deliverables/action items/decisions</li> </ul>		Christine
Next Meeting	TBD			



## Board Meeting Minutes

Friday, March 6, 2020

Teleconference

8:00 – 10:00AM

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### ATTENDANCE

**Board:** Marilou Church, President; Rachel Manchester, President-Elect, Amber Hahn-Keenan, Secretary/Treasurer; Directors Gretchen Anderson, Kyle Long, Geoff Meinken, Melinda Moore, Tammi Reeser, Alisa Van Sickle

**Staff:** Leslie Emerick, Public Policy Director; Donna Goodwin, Clinical Director; Christine Opiela, Executive Director

**Not in Attendance:** Director Nate Smith; Brent Korte, Ex-Officio

### CALL TO ORDER

Rachel welcomed everyone and called the meeting to order at 8:03AM.

### I. BOARD NOMINATIONS

The HCAW Board nominations traditionally take place at the annual spring conference. Due to the state of COVID-19, there is a chance the in-person event will need to move to a virtual platform. Elections can be held electronically if in-person voting is not available. There are three open director positions and the board reviewed two nominees: John Singletary, PeaceHealth SW and Sheena Paylor, LHC Group. Another nominee will be selected for board approval electronically.

**It was moved and seconded to add John Singletary and Sheena Paylor to the 2020 Board Slate of Nominees.**

### II. COVID-19

Association Response:

COVID-19 has affected the in-home services community and agencies are struggling to keep up with rapidly changing information while keeping everyone safe. HCAW will continue to support members by sharing free webinars, resources they can modify for their agency, and advocate on their behalf. Agencies are overloaded so it is important to not overwhelm them.

PDGM Summit & Annual Conference Update



There is a chance the Annual Conference and PDGM Summit may be cancelled, postponed, or moved virtually due to the pandemic. Several companies have begun enforcing travel restrictions and organizations are reducing in-person events. The hotel contract includes a force majeure clause but it does not cover communicable diseases. Christine has been working with HelmsBriscoe on options if the conference has to change and reviewed with the Board. While the hotel has been generous in the past, there is a chance HCAW will have to pay cancellation fees and there is no guarantee their schedules can accommodate rescheduling. NAHC supports HCAW and will provide their meeting virtually if necessary. Christine has spoken to all other speakers and identified what presentations can transfer to the virtual platform. If the conference is moved virtually, only 4-5 stand-alone sessions will be offered each day including keynotes.

Christine reviewed available options:

- Do not cancel the hotel contract and instead reschedule to spring 2021 and offer to host the 2022 conference at the same hotel. Both the conference and PDGM Summit will be virtual.
- Do not cancel the contract and instead reschedule for fall 2020. There is no guarantee the hotel will have availability in the fall.
- Cancel the contract with the understanding HCAW we will most likely have to pay \$31,110 in damages to the hotel as per the contract.
- Move forward with both the PDGM Summit and Annual Conference as in-person events.

Christine and HelmsBriscoe both recommend Option #1 as it is the most attractive to the hotel and allows for both events to take place virtually. The board requested reducing the 2022 contract dates to a 2-day schedule.

**It was moved and seconded to livestream the NAHC PDGM Summit in lieu of an in-person event. Motion carried.**

**It was moved and seconded that the 2020 Annual Conference will be held virtually with fewer sessions offered each day. Motion carried.**

### III. OASIS-E

OASIS-E is scheduled to come into effect in January 2021. The Annual Meeting/Education Committee is recommending HCAW host a Blueprint for OASIS workshop and exam December 2-4, 2020. Gretchen has offered her facility in Spokane Valley, WA allowing opportunities for agencies in Eastern Washington and Idaho to attend in person. Estimated costs are \$14-16,000. HCAW has elite status with OASIS Answers and receives \$100 for each person registered for the exam. This workshop is very popular with members and has consistently earns a net income.

**It was moved and seconded to host a Blueprint for OASIS workshop and exam with OASIS Answers on December 2-4, 2020 at Sunshine Home Health. Motion carried.**

### IV. MEDICAID HOME HEALTH REIMBURSEMENT

Leslie reported:



- When speaking with legislators, it was made clear the reimbursement has to be incremental and spread out over the budget cycle for support.
- Using OR methodology brings WA agencies within \$10 of the Medicare rate after the incremental increase. It is important to note OR and WA cost reports do not include the same data due to different relationships with hospitals. As these are based on cost reports, as agency costs go up so will their rates.
- Leslie worked with HCAW and partners, and the Senate version showed an increase to 75% over the next three years. The House approved only the first-year increase (1/3) and HCAW will need to revisit each year for additional funding.
- Next year, HCAW will advocate for social work and telehealth. Leslie is working on how to get social work covered sooner under methodology, etc.
- It was requested to work on expanding the rules around telehealth to cover costs for telephone calls between skilled nursing visits. This will ease the burden on rural agencies.

#### **V. OTHER BUSINESS**

There being no other business, the meeting adjourned at 11:53pm.

#### **SUMMARY OF ACTION ITEMS**

- Christine to follow up with Susan Hull, MultiCare about running for the board.
- Board members were asked to share COVID-19 resources with members.
- Christine and HelmsBriscoe will work with the hotel to reschedule the 2020 meeting to 2021 and offer a 2-day schedule in 2022 at the same venue.
- Christine to liaise with NAHC on offering the PDGM Summit virtually.
- Christine to connect with OASIS Answers and sign a contract for the December 2020 event.
- Leslie to work with HCAW and industry partners on finding coverage for social work and expanding telehealth to cover telephone calls.

## HCAW June 2020 Public Policy Report

Prepared by Leslie Emerick, Public Policy Director



### Legislative Overview

The year 2020 will be known as a turning point in so many ways. Such a challenging time for our nation...truly a time to look inward and ask how can we do better? Much like the rest of the state and country, Olympia is being rocked by protests against the death of George Floyd, the black man who died after being restrained by Minneapolis police. Protesters gather nightly at the state capital and make their case for changes in our criminal justice system. This on top of a pandemic with over 103,000 deaths and 40 million people filing for unemployment nationwide could really shake up the legislative agenda for the 2021 Legislative Session. Letters from legislator are already coming out with proposals for change!

We are facing huge budget deficits with projections ranging around an estimated \$7 billion dollars, with a \$3 billion-dollar rainy day fund. Around  $\frac{3}{4}$  of the state budget is protected such as K-12 education and some Medicaid programs, so the budget cuts will be made in around 25% of the remaining budget. Agencies have been asked to look at cuts up to 15% which can be devastating for some of the smaller state agencies. Hiring freezes have already taken effect and some new programs were already vetoed by the Governor.

The state legislature is torn between having a Special Session in June after the state's revenue forecast comes out on June 17<sup>th</sup>, 2020 or to wait until more information comes in on federal funding. Governor Inslee has the authority to initiate a Special Session and it's hard to say which way he will chose to go at this time. Republicans are pushing for a session in June before the new fiscal year spending begins on July 1, 2020. One issue is that cost-of-living allowances (COLAs) for state employees go into effect at that time and it will be difficult to pull them back after employees start receiving the new funding. Please keep in mind that the last time there were big cuts to the state budget in 2009 hospice was on the chopping block and we had to defend it!

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**Safe Start Washington – Phased Reopening County-by-County Governor Jay Inslee Governor Jay Inslee:** In collaboration with the Washington State Department of Health, the Governor has established a data-driven approach to reopen Washington and modify physical distancing measures

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while minimizing the health impacts of COVID-19. Washington will move through the phased reopening county-by-county allowing for flexibility and local control to address COVID-19 activity geographically. This approach reduces the risk of COVID-19 to Washington's most vulnerable populations and preserves capacity in our health care system, while safely opening up businesses and resuming gatherings, travel, shopping and recreation. The plan involves assessing COVID-19 activity along with health care system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations. The plan allows counties and the secretary of Health to holistically review COVID-19 activity and the ability for the county to respond when determining if a county is ready to move into a new phase.

“**Safe Start Washington**” guidelines issued on May 29<sup>th</sup> and discuss their implications for your program: <https://www.governor.wa.gov/sites/default/files/SafeStartPhasedReopening.pdf>

Use of face coverings required at work: **Beginning June 8, all employees will be required to wear a cloth facial covering**, except when working alone in an office, vehicle, or at a job site, or by any individual who is deaf or hard of hearing.

**Washington Coronavirus Hazard Considerations for Employers (except COVID-19 care in hospitals & clinics) Face Coverings, Masks, and Respirator Choices**

[https://www.lni.wa.gov/agency/\\_docs/wacoronavirushazardconsiderationsemployers.pdf](https://www.lni.wa.gov/agency/_docs/wacoronavirushazardconsiderationsemployers.pdf)

**What Phase is your county in and what does that mean for your program's practice?**

<https://coronavirus.wa.gov/what-you-need-know/covid-19-county-variance-application-process>

Chart of Washington's Phased Approach: <https://www.coronavirus.wa.gov/sites/default/files/2020-05/PhasedReopeningChart.pdf>

**Governor Inslee Long-term care worker rules proclamation:** The legislature has approved an extension for the governor's proclamation suspending certification requirements in community-based settings (adult family homes, assisted living facilities, and home care agencies). The proclamation, which you can find [here](#), is effective until the termination of the COVID-19 state of emergency or June 17, whichever occurs first. This means that a nursing assistant-registered can work in a community-based setting past 200 days before obtaining a nursing assistant-certified or a certified home care aide credential.

**NAR four-month rule proclamation:** The legislature has approved an extension for the governor's proclamation suspending certification requirements in nursing homes. The proclamation, which you can find [here](#), is effective until the termination of the COVID-19 state of emergency or June 17, 2020, whichever occurs first. This means that a nursing assistant-registered can work in a nursing home past 120 days before obtaining a nursing assistant-certified credential.

**Healthcare worker licensing proclamation:** The legislature has approved an extension for the governor's proclamation removing certain barriers for licensure. The proclamation, which you can

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find [here](#), is effective until the termination of the COVID-19 state of emergency or June 17, whichever occurs first. Below is a summary of what the waivers pertaining to nursing assistants do.

**Barriers to continued and uninterrupted healthcare practice, including continuing education and other training requirements and license renewal deadlines:** Licensed health profession rules requiring continuing education (CE), AIDS education, and training in suicide assessment, treatment, and management are waived. This includes the 8 hours of CE required to maintain the medication assistant endorsement and the requirement to demonstrate clinical skills to an instructor in a practice setting in nursing assistant training programs.

### **Department of Health**

**DOH approved emergency rule allowing physician assistants to order home health services.** [WSR 20-12-075 Emergency In Home Services \\_PA\\_ COVID-19.pdf](#) HCAW has been working on this issue for a few months and they finally released the rule on June 1<sup>st</sup>, 2020 which is also the starting date for the new authorizations to begin. WAC 246-335-510(3) to include physician assistants in the list of practitioners authorized to order home health services and to sign plans of care to match federal and state regulation changes due to the coronavirus disease (COVID-19) pandemic.

This change authorizing physician assistants to certify the need for home health services was enacted by the 116th U.S. Congress in Section 3708 of H.R. 748 "Coronavirus Aid, Relief and Economic Security (CARES) Act." The CARES Act requires that this become a permanent federal regulation change effective no later than six months after the signing of the CARES Act. By taking this immediate measure, the department aligns with other state and federal actions that assist facilities to meet the needs of more patients on a more expedient timeline. Expanding the types of authorizing practitioners to include physician assistants will allow facilities to more quickly discharge appropriate stable patients by ordering home health services, rather than have a delayed stay in a hospital or other facility during the current public health emergency created by the COVID-19 pandemic. Observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest and the federal guidelines.

**First wave of supplies to ship as part of state's plan for widespread testing within long term care facilities:** On May 29, the Washington State Department of Health (DOH) [issued an order](#) that requires widespread testing within long term care facilities. Residents and staff in nursing homes will be tested within approximately two weeks, with a completion goal date of June 12. All residents and staff in assisted living facilities with a memory care unit will be tested within four weeks, with a completion goal date of June 26. [This has impacted our hospice and home health agencies as well.](#) Additional information was updated June 6, 2020

**FAQ: COVID-19 Testing of Residents and Staff of Nursing Homes and Assisted Living Facilities with Memory Care Units (DOH Scheduling Webinar on issue below)**



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COVID-19-SNFMemo  
ryCareTestingFAQ.pdf

***I have highlighted portions of the FAQ that are pertinent to home health and hospice agencies. Please read full FAQ for more details....***

Nursing facilities should complete their testing by 6/12/20 and memory care units within assisted living facilities should complete their testing by 6/26/20. Please note, by staff, we mean any employee, vendor, consultant, volunteer, or service provider that has close contact (defined as being within 6 feet for at least 15 minutes) with any resident or another staff person at a facility.

***Should contractors and vendors be tested?***

Facilities should work with those who are regularly entering their building (e.g., hospice, pharmacy personnel, lab techs, etc.) and schedule a time for them to come to the facility to be tested.

***Where can I find education for specimen collection?***

DOH will be hosting a webinar to discuss specifics of specimen collection on Tuesday, June 9th, 10:00 am – 12:00 pm.

Register here: <https://attendee.gotowebinar.com/register/4374205108227093003>

**Office of the Insurance Commissioner (OIC)**

**Palliative Care Insurance Workgroup:** On May 22 I reached out to the Health Care Authority to help coordinate the Palliative Care Insurer Workgroup that was created in the final Supplemental Budget bill, PSSB 6168 (Page 96):

(19)(a) The office of the insurance commissioner and the health care authority shall convene a work group to determine next steps for insurance coverage of specialty palliative care as defined in the Bree collaborative's 2019 palliative care report. The office of the insurance commissioner and the health care authority shall cochair the work group.

(b) The work group shall consist of the executive director of the Bree collaborative; commercial health insurance companies regulated by the office of the insurance commissioner; managed care organizations; the Washington state hospital association; an organization representing palliative care providers; an organization representing home health agencies; an organization representing hospice services; and a pediatric palliative care provider.

(c) The work group shall report its recommendations to the health care committees of the legislature, and the joint legislative executive committee on aging and disability issues by November 1, 24 2020.

Bruce Smith, MD, Medical Director of Providence Hospice of Seattle, will be the clinical lead from our association as we progress through the process of initiating the workgroup, establishing clear objectives, facilitating workgroup discussions and developing the report to the state legislature.

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We have had a very preliminary discussion with Lonnie Johns-Brown, Governmental Director at the Office of the Insurance Commissioner (OIC), to get a rough idea of how to chart our pathway forward. She requested that we reach out to you to start the conversation about convening the workgroup. She also provided some leads for us to contact within the commercial insurer market to get the ball rolling and we will be reaching out to them as well. The proviso is pretty clear about who needs to be at the table, and we are happy to help identify appropriate representatives.

We have also been in contact with Ginny Weir, the Executive Director of the Bree Collaborative, to do some brainstorming regarding what the workgroup might look like based on the Bree recommendation. The recommendation initially came from the Bree Collaborative's 2019 Palliative Care Report (page 6) “Convene a workgroup to determine next steps for insurance coverage of specialty palliative care as defined in this report.”

We are now waiting to discuss next steps and to share our ideas of what this workgroup might look like and what the goals could be with OIC and HCA. We are hearing rumors that the workgroup may be modified because of the pandemic....more to come!

**DOH Certificate of Need (CON) Program:** COVID-19 is postponing most agency rules such as updating the Certificate of Need guidelines in rule for hospice, home health and other CON related activities. Preproposal Statement of Inquiry CR101: Chapter 246-310 WAC Certificate of Need. DOH is considering amending, creating, and repealing rules in order to clarify, streamline, and modernize language including need methodologies filed as [WSR# 20-02-008](#).

Eric Hernandez the new program manager for CON started his position in January. He has already been working to improve customer service and processes. Eric reached out to WSHPCO to promote the recent CN survey that was sent out to all hospice facilities to make sure they complete and return the survey by the June 1 deadline. This information is valued by DOH CON program in helping to inform their methodologies in determining need in each planning area. Barb has since followed up with their members, many of which are also members of HCAW, to assure that as many of these surveys as possible are completed by the deadline.

**Long-Term Care Workforce Development Steering Committee:** I have been regularly attending the workgroup meetings of the Curriculum and Committee for reviewing and assessing what would be in a core curriculum for all types of certified nursing assistants and have been participating in monthly workgroup meetings. Next meeting of the curriculum workgroup in June 8<sup>th</sup>.

**Palliative Care-Rural Health Integration Advisory Team (PC-RHIAT):** The WA Rural Palliative Care Initiative (WRPCI) is a pilot effort to better serve patients with serious illness in rural communities. This is an ongoing workgroup that I am involved in and I'm on the advisory team for the Community Engagement Workgroup. To learn more about the Washington Rural Palliative Care Initiative please visit : <https://waportal.org/partners/home/washington-rural-palliative-care-initiative>

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**Palliative Care Roadmap:** We have had numerous editing meetings for the “PC roadmap” with DOH staff and a smaller group of palliative care experts as to the direction and content for the report. As you may remember, we had excellent representation from across the state with many different types of palliative care providers and experts at the table for the initial source of content for the booklet. Now it’s time to start narrowing it down and organizing the content. The booklet will be very similar to the [Dementia Roadmap](#) published by DSHS a few years ago. It is to be used as a resource for patients, their families and practitioners when a patient has been diagnosed with a serious or life-threatening illness. Hard copies must be available for distribution no later than September 30, 2020. More to come!

**Health Care Authority (HCA) : Coronavirus:** <https://www.hca.wa.gov/information-about-novel-coronavirus-covid-19>

**Adult Palliative Care Rules: On hold due to COVID-19:** Update! We did have a good discussion with MaryAnne Lindeblad, Medicaid Director and Josh Morse, HCA staff on how to get reimbursement for palliative care under current funding sources. Stephanie Carpenter let the discussion about her efforts and gave an example of a patient that needed nursing care and was a frequent flyer in their ER and how they helped to reduce readmissions. Other WSHPCO members attended the discussion and Pat Justis, Rural Health Director at DOH joined us. Next steps are that Bea Rector from DSHS/ALTSA will be organizing a call to see what services for chronic care patients may be available for billing purposes. More to come!

**DSHS Issues: Coronavirus:** <https://www.dshs.wa.gov/alert/covid-19-information>

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**Addressing concern about what “end of life” means: Clarification from DSHS from Candy Goehring, Director of Residential Care Services:**

- There is no restriction for hospice or home health staff to see their patients in any of our long-term care facilities. The resident does not have to be at the end of life. The hospice staff must provide their own PPE and allow the facility to do a health screening for temp and COVID symptoms and keep a log with the hospice staff information.
- The Governor’s proclamation restricting visitors refers to limiting visits for compassionate care at the end of life by family.
- It has been helpful for us to contact facilities that are confused regarding visitors, so if there is a particular AFH we can contact, please let me know.
- We have posted multiple provider letters clarifying this information.

**DSHS ALTSA Letter to Provider dated June 5, 2020**

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For the last two months, we have hosted webinars to discuss what Aging and Long-Term Support Administration (AL TSA) has done in response to COVID-19. Please find that information here:

- [April 16, 2020 Webinar Q&A](#) - *FMAP, PPE, training and certification requirements, COVID-19 testing requirements, nurse delegation.*
- [May 15, 2020 Webinar Q&A](#) - *visitation policy, "end-of-life" circumstances, COVID-19 testing protocol, adjustments to HCS service delivery.* In order to accommodate as many questions as possible during the webinar and to provide timely follow up responses, we will be using the same tool as last time to gather the questions. The link for this process is included in your registration confirmation email.  
<https://forms.gle/mVAQWcSbMGPqB1d67>

We are hosting a third webinar on June 22<sup>nd</sup> at 1:00pm to continue the discussion on our response efforts related to COVID. I will be joined by Director Bea Rector to discuss the status of action items by Home and Community Services, Director Candy Goehring will be providing updates on actions taken by Residential Care Services and Director Deborah O' Willow will provide information related to the Office of Deaf and Hard of Hearing. We will again end with any questions you may have. Bill Moss, Assistant Secretary Aging and Long-Term Support Administration

[Click here to register for this webinar](#) (Space is limited to the first 1000 attendees)

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The first look at potential cuts coming to DSHS for community services and rates...very significant! This is preliminary and has not been put into effect yet.

**Subject: Preliminary AL TSA reduction proposals for State fiscal year 2021, June 5, 2020**

The COVID-19 virus has had a significant impact on state revenues. On May 13, the Office of Financial Management (OFM) sent a [directive](#) to state agencies to propose preliminary options for reducing their General Fund-State (GF-S) expenditures from their current budgets by fifteen percent in state fiscal year 2021, which begins July 1. For the Aging and Long-Term Support Administration (AL TSA), that equates to over \$220 million General Fund-State dollars and approximately \$400 million in total dollars as nearly all of our expenditures are matched by federal Medicaid matching funds.

These potential reductions are truly devastating and reflect an economic downturn expected to match or exceed that of the Great Recession. In completing the directive set forth by OFM, we followed a few key principles that align with our Mission, Vision and Values:

- Ensure that our clients with the greatest need continue to receive services;

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- Continue our priority of safety and protection of vulnerable adults;
- Preserve our services to the greatest extent possible;
- Preserve our workforce by proposing furloughs and implementing hiring, travel and purchasing freezes to avoid complete job loss.

As a reminder, this is just the beginning of this discussion and we welcome your feedback and ideas for measures required to meet the reduction target. The following are the reduction categories we are proposing with savings estimates for state fiscal year 2021:

**Client Eligibility:** Elimination of the optional Medicaid Personal Care (MPC) state plan program. **Increasing the level of functional need required to meet Nursing Facility Level of Care in Washington's Medicaid state plan and waivers will decrease the number of Medicaid clients in home and community residential settings by approximately 20,500 people;** nursing home clients by approximately 680 people; and a corresponding reduction of a significant number of AL TSA staff and AAA full-time equivalent positions. (\$129.8M GF-S; \$282.3M total funds)

**Eliminate client service programs:** Includes eliminating state funded non-citizens and Senior Drug Education programs, Medicaid funded Adult Day Health and Day Care services, reducing Adult Family Home Meaningful Day programs. (\$15.5M GF-S; \$2.7M)

**Rental Subsidies to Assist Nursing Home clients who request transitions:** To assist clients in nursing homes to transition to their own residence with in-home care supports, **AL TSA proposes paying for rental subsidies so that clients can afford to relocate to their own home.** Even though the subsidy is state-only funding, the cost is still less than paying half of a nursing home rate, thus saving money. (\$1.0M GF-S; \$1.0M Total Funds)

**Provider Rates:** Savings is achieved by assuming an across-the-board three percent rate reduction for all AL TSA providers, including those who collectively bargain wages and benefits and capturing the additional 6.2 percent of Medicaid matching from July through September as savings. (\$60.6M GF-S; \$9.4M total funds)

**Staffing costs:** Including unpaid furlough days. (\$15.0M GF-S; \$25.8M total funds)

On June 8, OFM is planning to post preliminary state agency reduction proposals to their website: <https://ofm.wa.gov/budget/state-budgets>. We recognize that this is a very difficult time for all of us. Thank you for the continued support you provide to individuals in need throughout our state.

Bill Moss, Assistant Secretary, AL TSA [Stakeholder Message 06-05-2020.pdf](#)

***Labor and Industries: Coronavirus:*** <https://www.lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources>

On July 1, 2020 **HB 1931**: Concerning workplace violence in health care settings, goes into effect and it impacts in-home services agencies licensed under RCW 70.127. It requires workforce violence prevention planning and training for hospitals, including in-home services providers under

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RCW 70.127. See the WA State Hospital Association article below:

<https://www.wsha.org/articles/new-requirements-for-workplace-violence-prevention-planning-and-training/>

Here is a link to the relevant RCW 49.19: <https://app.leg.wa.gov/RCW/default.aspx?cite=49.19>

In particular see:

[49.19.020](#) Workplace violence plan—Security and safety assessment.

[49.19.030](#) Violence prevention training.

I made an inquiry as to whether the department can delay the July 1, 2020 implementation date due to the coronavirus pandemic. Here is the guidance I received from Washington Labor and Industries re: workplace violence training requirement due July 1<sup>st</sup>, 2020 (Please see: DOSH

1.60: <https://lmi.wa.gov/dA/e64fe9ea26/DD160.pdf>)

“Unfortunately we do not have the capacity to alter dates related to legislatively mandated laws that are coming into effect, however under the current circumstances related to the COVID19 pandemic we have issued DOSH Directive (DD) 1.60. This directive covers training and certification requirements and is not all inclusive.”

**Due to the social distancing requirements during the COVID19 pandemic and the requirement to provide hands on training with role play this training would fall under the guidance of DD 1.60.**

Since surveys would have to be done by DOH to check compliance, and they are delayed under the pandemic waivers, this may not be an issue. If you have any other comments or questions please contact Ryan Allen, CDE [alry235@LNI.WA.GOV](mailto:alry235@LNI.WA.GOV) IH Technical Policy and Lab Manager 360-902-5530.

**Which mask for which task?** The new Department of Labor & Industries (L&I) guidance document, “[Which Mask for Which Task?](#),” describes various types of jobs based on the level of risk to workers, from negligible risk to extremely high. The publication spells out which face-covering, mask, or respirator is required for that task.

Along with details about the appropriate protective face covering, the guidance also includes photos to help workers and employers identify the type of mask required.

“We know that choosing the correct face covering, mask or respirator can be confusing. It’s a new experience for most employers and people on the job,” said L&I Assistant Director Anne Soiza. “This guidance should help employers and workers understand the risk level for various tasks, and make the right choice to protect workers from the coronavirus. Employers needing assistance can call on our statewide consultants for help.”

**Home Care Association of Washington**  
**Actual vs. Budget Performance**  
For the Month and Eleven Months Ended May 31, 2020

	May 20	Budget	\$ Over Budget	Jul '19 - May 20	YTD Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
4000 · Provider Dues	7,784.60	17,916.67	-10,132.07	115,745.91	197,083.37	-81,337.46
4010 · Affiliate Dues	75.83	333.33	-257.50	1,842.26	3,666.63	-1,824.37
4100 · Annual Meeting/Conv - Spring	0.00	0.00	0.00	9,850.00	40,000.00	-30,150.00
4110 · Conf Trade Show Booth	0.00	0.00	0.00	0.00	12,500.00	-12,500.00
4200 · Workshops/Seminars	0.00	0.00	0.00	9,733.10	24,000.00	-14,266.90
4240 · Job Target/Career Board	0.00	104.17	-104.17	119.25	1,145.87	-1,026.62
4250 · Newsletter Ads/Subscriptions	0.00	41.67	-41.67	0.00	458.37	-458.37
4280 · Sponsorships/Endorsements/Rebate	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
4285 · Affiliate Sponsor	0.00	625.00	-625.00	0.00	6,875.00	-6,875.00
4310 · OCS OASIS Partnership	0.00	0.00	0.00	0.00	1,500.00	-1,500.00
4385 · Website Advertising	0.00	62.50	-62.50	0.00	687.50	-687.50
5000 · Interest & Dividends	3.03	0.00	3.03	98.81	0.00	98.81
<b>Total Income</b>	<b>7,863.46</b>	<b>19,083.34</b>	<b>-11,219.88</b>	<b>137,389.33</b>	<b>292,916.74</b>	<b>-155,527.41</b>
<b>Expense</b>						
7000 · Management/Facilities/Staff/Equ	12,083.33	12,083.33	0.00	132,916.63	132,916.63	0.00
7010 · Service Charge Expense	0.00	279.12	-279.12	934.71	3,220.89	-2,286.18
7020 · Staff Travel	0.00	0.00	0.00	312.74	1,950.00	-1,637.26
7130 · Lobbyist/Legislative Consultant	3,700.00	3,700.00	0.00	40,700.00	40,700.00	0.00
7150 · Lobbyist Expenses	0.00	145.83	-145.83	1,356.01	1,604.13	-248.12
7180 · Clinical Director	1,275.00	2,083.33	-808.33	13,950.00	22,916.63	-8,966.63
7190 · Clinical Director Expenses	0.00	125.00	-125.00	0.00	1,375.00	-1,375.00
7195 · Policy & Advocacy	0.00	125.00	-125.00	3,250.00	2,375.00	875.00
7230 · Insurance	113.75	250.00	-136.25	1,235.03	2,750.00	-1,514.97
7240 · Office Supplies/Equipment	0.00	62.50	-62.50	0.00	687.50	-687.50
7250 · Printing/Stationery	0.00	83.33	-83.33	0.00	916.63	-916.63
7260 · Photocopies	0.00	41.67	-41.67	0.00	458.37	-458.37
7270 · Telephone	0.00	60.00	-60.00	300.00	660.00	-360.00
7290 · Tech. Dev/Maint/Website	0.00	416.67	-416.67	1,053.05	4,583.37	-3,530.32
7310 · Postage	0.00	62.50	-62.50	0.00	687.50	-687.50
7370 · NAHC Dues/Other Memberships	0.00	125.00	-125.00	0.00	1,375.00	-1,375.00
7400 · Membership Certificates	0.00	20.83	-20.83	0.00	229.13	-229.13
7450 · Committee & Task Force Support	0.00	125.00	-125.00	0.00	1,375.00	-1,375.00
7520 · Board Meetings Expense	0.00	250.00	-250.00	300.00	2,750.00	-2,450.00
7530 · President's Travel Expense	0.00	83.33	-83.33	0.00	916.63	-916.63
7540 · Strategic Planning	0.00	0.00	0.00	4,258.56	6,000.00	-1,741.44
7560 · Taxes	0.00	0.00	0.00	10.00	100.00	-90.00
7600 · Unallocated Contingency	0.00	41.67	-41.67	0.00	458.37	-458.37
7700 · Annual Mtg/Convention Spring						
7710 · Speaker	0.00	0.00	0.00	0.00	6,000.00	-6,000.00
7715 · Food and Beverage	0.00	0.00	0.00	0.00	35,000.00	-35,000.00
7720 · Technology	0.00	0.00	0.00	0.00	5,500.00	-5,500.00
7725 · Hand Outs	0.00	0.00	0.00	0.00	1,500.00	-1,500.00
7730 · Lodging	0.00	0.00	0.00	0.00	2,700.00	-2,700.00
7740 · Travel	0.00	0.00	0.00	0.00	2,000.00	-2,000.00
<b>Total 7700 · Annual Mtg/Convention Spring</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,700.00</b>	<b>-52,700.00</b>
7900 · Workshops/Seminar Expense						
7910 · Speaker	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
7915 · Food and Beverage	0.00	0.00	0.00	0.00	1,500.00	-1,500.00
7920 · Technology	360.00	300.00	60.00	3,960.00	3,300.00	660.00
7925 · Hand Outs	0.00	0.00	0.00	0.00	0.00	0.00
7930 · Lodging & Transportation	0.00	0.00	0.00	0.00	750.00	-750.00
7940 · Other Workshops/Seminar Exper	0.00	291.67	-291.67	3,275.00	3,208.37	66.63
7900 · Workshops/Seminar Expense - O	0.00			275.00	0.00	275.00
<b>Total 7900 · Workshops/Seminar Expense</b>	<b>360.00</b>	<b>591.67</b>	<b>-231.67</b>	<b>7,510.00</b>	<b>13,758.37</b>	<b>-6,248.37</b>
<b>Total Expense</b>	<b>17,532.08</b>	<b>20,755.78</b>	<b>-3,223.70</b>	<b>208,086.73</b>	<b>297,464.15</b>	<b>-89,377.42</b>
<b>Net Ordinary Income</b>	<b>-9,668.62</b>	<b>-1,672.44</b>	<b>-7,996.18</b>	<b>-70,697.40</b>	<b>-4,547.41</b>	<b>-66,149.99</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
9000 · Baird Change in Market Value	2,392.02			-18,283.30		
9100 · Baird Income and Distributions	261.67			3,604.43		
<b>Total Other Income</b>	<b>2,653.69</b>			<b>-14,678.87</b>		
<b>Net Other Income</b>	<b>2,653.69</b>			<b>-14,678.87</b>		
<b>Net Income</b>	<b>-7,014.93</b>			<b>-85,376.27</b>		

**Home Care Association of Washington**  
**Statement of Activities**  
For the Month Ended May 31, 2020 and 2019

	May 20	May 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Provider Dues	7,784.60	15,995.74
4010 · Affiliate Dues	75.83	249.68
4100 · Annual Meeting/Conv - Spring	0.00	34,290.00
4110 · Conf Trade Show Booth	0.00	6,665.00
4280 · Sponsorships/Endorsements/Rebat	0.00	2,500.00
5000 · Interest & Dividends	3.03	21.43
<b>Total Income</b>	7,863.46	59,721.85
<b>Expense</b>		
7000 · Management/Facilities/Staff/Equ	12,083.33	12,083.33
7010 · Service Charge Expense	0.00	156.88
7020 · Staff Travel	0.00	12.06
7130 · Lobbyist/Legislative Consultant	3,700.00	3,700.00
7150 · Lobbyist Expenses	0.00	87.50
7180 · Clinical Director	1,275.00	1,162.50
7195 · Policy & Advocacy	0.00	604.00
7230 · Insurance	113.75	108.33
7250 · Printing/Stationery	0.00	5.70
7270 · Telephone	0.00	60.00
7290 · Tech. Dev/Maint/Website	0.00	210.61
7700 · Annual Mtg/Convention Spring		
7710 · Speaker	0.00	8,839.47
7715 · Food and Beverage	0.00	16,259.76
7720 · Technology	0.00	4,876.53
7730 · Lodging	0.00	2,198.38
7740 · Travel	0.00	566.02
7700 · Annual Mtg/Convention Spring - Other	0.00	1,044.41
<b>Total 7700 · Annual Mtg/Convention Spring</b>	0.00	33,784.57
7900 · Workshops/Seminar Expense		
7920 · Technology	360.00	360.00
<b>Total 7900 · Workshops/Seminar Expense</b>	360.00	360.00
<b>Total Expense</b>	17,532.08	52,335.48
<b>Net Ordinary Income</b>	-9,668.62	7,386.37
<b>Other Income/Expense</b>		
<b>Other Income</b>		
9000 · Baird Change in Market Value	2,392.02	-6,156.66
9100 · Baird Income and Distributions	261.67	371.77
<b>Total Other Income</b>	2,653.69	-5,784.89
<b>Net Other Income</b>	2,653.69	-5,784.89
<b>Net Income</b>	-7,014.93	1,601.48



**Home Care Association of Washington**  
**Statement of Financial Position**  
As of May 31, 2020 and 2019

	May 31, 20	May 31, 19
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1000 · PCB Checking 0944	79,983.01	99,434.82
1010 · PCB Money Mkt	65,672.71	95,558.69
1020 · Baird Cash and Equivalents	33,360.25	30,019.80
1030 · Bairds Investment Assets	84,446.03	96,274.69
1050 · Paypal	1,000.00	3,590.76
<b>Total Checking/Savings</b>	264,462.00	324,878.76
<b>Accounts Receivable</b>		
1200 · Accounts Receivable	15,825.00	582.00
<b>Total Accounts Receivable</b>	15,825.00	582.00
<b>Other Current Assets</b>		
1300 · Prepaid Expenses	0.00	16,658.33
1310 · Prepaid Insurance	455.00	433.36
1375 · Prepaid Workshop Expenses		
1380 · Prepaid Workshop Speaker Fee	5,000.00	5,000.00
1375 · Prepaid Workshop Expenses - Other	2,160.00	2,160.00
<b>Total 1375 · Prepaid Workshop Expenses</b>	7,160.00	7,160.00
<b>Total Other Current Assets</b>	7,615.00	24,251.69
<b>Total Current Assets</b>	287,902.00	349,712.45
<b>TOTAL ASSETS</b>	<b>287,902.00</b>	<b>349,712.45</b>
<b>LIABILITIES &amp; NET ASSETS</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	75,450.77	1,162.50
<b>Total Accounts Payable</b>	75,450.77	1,162.50
<b>Other Current Liabilities</b>		
2110 · Deferred Dues		
2115 · Provider Dues	54,492.15	111,970.22
2120 · Affiliate Dues	530.85	1,747.79
<b>Total 2110 · Deferred Dues</b>	55,023.00	113,718.01
2175 · Deferred Workshop Income	2,925.00	11,975.00
2200 · Deferred Annual Meeting/Conf	550.00	-1,100.00
2360 · Payable to HCAW PAC	1,785.00	2,477.00
<b>Total Other Current Liabilities</b>	60,283.00	127,070.01
<b>Total Current Liabilities</b>	135,733.77	128,232.51
<b>Total Liabilities</b>	135,733.77	128,232.51
<b>Net Assets</b>		
3000 · Unrestricted Net Assets	237,544.50	218,098.26
Net Income	-85,376.27	3,381.68
<b>Total Net Assets</b>	152,168.23	221,479.94
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>287,902.00</b>	<b>349,712.45</b>

**Home Care Association of Washington**  
**Budget vs. Actual by Month**  
 July 2019 through May 2020

	Jul 19	Budget	\$ Over Budget	% of Budget	Aug 19	Budget	\$ Over Budget	% of Budget	Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>												
<b>Income</b>												
4000 · Provider Dues	16,601.46	17,916.67	-1,315.21	92.66%	16,601.46	17,916.67	-1,315.21	92.66%	18,006.40	17,916.67	89.73	100.5%
4010 · Affiliate Dues	249.68	333.33	-83.65	74.91%	249.68	333.33	-83.65	74.91%	249.68	333.33	-83.65	74.91%
4100 · Annual Meeting/Conv - Spring	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4110 · Conf Trade Show Booth	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4200 · Workshops/Seminars	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	8,150.00	0.00	8,150.00	100.0%
4240 · Job Target/Career Board	0.00	104.17	-104.17	0.0%	0.00	104.17	-104.17	0.0%	0.00	104.17	-104.17	0.0%
4250 · Newsletter Ads/Subscriptions	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%
4280 · Sponsorships/Endorsements/Rebat	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4285 · Affiliate Sponsor	0.00	625.00	-625.00	0.0%	0.00	625.00	-625.00	0.0%	0.00	625.00	-625.00	0.0%
4310 · OCS OASIS Partnership	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
4385 · Website Advertising	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%
5000 · Interest & Dividends	21.04	0.00	21.04	100.0%	17.41	0.00	17.41	100.0%	15.30	0.00	15.30	100.0%
<b>Total Income</b>	<b>16,872.18</b>	<b>19,083.34</b>	<b>-2,211.16</b>	<b>88.41%</b>	<b>16,868.55</b>	<b>19,083.34</b>	<b>-2,214.79</b>	<b>88.39%</b>	<b>26,421.38</b>	<b>20,583.34</b>	<b>5,838.04</b>	<b>128.36%</b>
<b>Expense</b>												
7000 · Management/Facilities/Staff/Equ	12,083.33	12,083.33	0.00	100.0%	12,083.33	12,083.33	0.00	100.0%	12,083.33	12,083.33	0.00	100.0%
7010 · Service Charge Expense	21.50	300.63	-279.13	7.15%	21.50	300.63	-279.13	7.15%	21.50	300.63	-279.13	7.15%
7020 · Staff Travel	0.00	50.00	-50.00	0.0%	0.00	50.00	-50.00	0.0%	70.53	100.00	-29.47	70.53%
7130 · Lobbyist/Legislative Consultant	3,700.00	3,700.00	0.00	100.0%	3,700.00	3,700.00	0.00	100.0%	3,700.00	3,700.00	0.00	100.0%
7150 · Lobbyist Expenses	0.00	145.83	-145.83	0.0%	425.67	145.83	279.84	291.9%	0.00	145.83	-145.83	0.0%
7180 · Clinical Director	581.25	2,083.33	-1,502.08	27.9%	1,631.25	2,083.33	-452.08	78.3%	1,218.75	2,083.33	-864.58	58.5%
7190 · Clinical Director Expenses	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7195 · Policy & Advocacy	125.00	125.00	0.00	100.0%	2,625.00	125.00	2,500.00	2,100.0%	125.00	125.00	0.00	100.0%
7230 · Insurance	108.33	250.00	-141.67	43.33%	108.33	250.00	-141.67	43.33%	108.33	250.00	-141.67	43.33%
7240 · Office Supplies/Equipment	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%
7250 · Printing/Stationery	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%
7260 · Photocopies	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%
7270 · Telephone	60.00	60.00	0.00	100.0%	60.00	60.00	0.00	100.0%	60.00	60.00	0.00	100.0%
7290 · Tech. Dev/Maint/Website	210.61	416.67	-206.06	50.55%	210.61	416.67	-206.06	50.55%	210.61	416.67	-206.06	50.55%
7310 · Postage	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%
7370 · NAHC Dues/Other Memberships	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7400 · Membership Certificates	0.00	20.83	-20.83	0.0%	0.00	20.83	-20.83	0.0%	0.00	20.83	-20.83	0.0%
7450 · Committee & Task Force Support	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7520 · Board Meetings Expense	0.00	250.00	-250.00	0.0%	0.00	250.00	-250.00	0.0%	0.00	250.00	-250.00	0.0%
7530 · President's Travel Expense	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%
7540 · Strategic Planning	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	4,258.56	6,000.00	-1,741.44	70.98%
7560 · Taxes	0.00	0.00	0.00	0.0%	10.00	0.00	10.00	100.0%	0.00	0.00	0.00	0.0%
7600 · Unallocated Contingency	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%
7700 · Annual Mtg/Convention Spring												
7710 · Speaker	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7715 · Food and Beverage	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7720 · Technology	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7725 · Hand Outs	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7730 · Lodging	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7740 · Travel	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 7700 · Annual Mtg/Convention Spring</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
7900 · Workshops/Seminar Expense												
7910 · Speaker	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7915 · Food and Beverage	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7920 · Technology	360.00	300.00	60.00	120.0%	360.00	300.00	60.00	120.0%	360.00	300.00	60.00	120.0%
7930 · Lodging & Transportation	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7940 · Other Workshops/Seminar Expense	0.00	291.67	-291.67	0.0%	0.00	291.67	-291.67	0.0%	0.00	291.67	-291.67	0.0%

**Home Care Association of Washington**  
**Budget vs. Actual by Month**  
 July 2019 through May 2020

	<u>Jul 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Aug 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7900 · Workshops/Seminar Expense - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 7900 · Workshops/Seminar Expense</b>	<b>360.00</b>	<b>591.67</b>	<b>-231.67</b>	<b>60.85%</b>	<b>360.00</b>	<b>591.67</b>	<b>-231.67</b>	<b>60.85%</b>	<b>360.00</b>	<b>591.67</b>	<b>-231.67</b>	<b>60.85%</b>
<b>Total Expense</b>	<b>17,250.02</b>	<b>20,827.29</b>	<b>-3,577.27</b>	<b>82.82%</b>	<b>21,235.69</b>	<b>20,827.29</b>	<b>408.40</b>	<b>101.96%</b>	<b>22,216.61</b>	<b>26,877.29</b>	<b>-4,660.68</b>	<b>82.66%</b>
<b>Net Ordinary Income</b>	<b>-377.84</b>	<b>-1,743.95</b>	<b>1,366.11</b>	<b>21.67%</b>	<b>-4,367.14</b>	<b>-1,743.95</b>	<b>-2,623.19</b>	<b>250.42%</b>	<b>4,204.77</b>	<b>-6,293.95</b>	<b>10,498.72</b>	<b>-66.81%</b>
<b>Other Income/Expense</b>												
<b>Other Income</b>												
9000 · Baird Change in Market Value	3,109.47	0.00	3,109.47	100.0%	-8.24	0.00	-8.24	100.0%	1,434.88	0.00	1,434.88	100.0%
9100 · Baird Income and Distributions	128.98	0.00	128.98	100.0%	367.43	0.00	367.43	100.0%	452.67	0.00	452.67	100.0%
<b>Total Other Income</b>	<b>3,238.45</b>	<b>0.00</b>	<b>3,238.45</b>	<b>100.0%</b>	<b>359.19</b>	<b>0.00</b>	<b>359.19</b>	<b>100.0%</b>	<b>1,887.55</b>	<b>0.00</b>	<b>1,887.55</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>3,238.45</b>	<b>0.00</b>	<b>3,238.45</b>	<b>100.0%</b>	<b>359.19</b>	<b>0.00</b>	<b>359.19</b>	<b>100.0%</b>	<b>1,887.55</b>	<b>0.00</b>	<b>1,887.55</b>	<b>100.0%</b>
<b>Net Income</b>	<b>2,860.61</b>	<b>-1,743.95</b>	<b>4,604.56</b>	<b>-164.03%</b>	<b>-4,007.95</b>	<b>-1,743.95</b>	<b>-2,264.00</b>	<b>229.82%</b>	<b>6,092.32</b>	<b>-6,293.95</b>	<b>12,386.27</b>	<b>-96.8%</b>

**Home Care Association of Washington  
Budget vs. Actual by Month  
July 2019 through May 2020**

	<u>Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
4000 · Provider Dues	18,006.46	17,916.67	89.79	100.5%	18,006.46	17,916.67	89.79	100.5%	18,006.52	17,916.67	89.85	100.5%	577.13	17,916.67	-17,339.54	3.22%
4010 · Affiliate Dues	249.68	333.33	-83.65	74.91%	249.68	333.33	-83.65	74.91%	249.71	333.33	-83.62	74.91%	58.33	333.33	-275.00	17.5%
4100 · Annual Meeting/Conv - Spring	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4110 · Conf Trade Show Booth	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4200 · Workshops/Seminars	69.80	0.00	69.80	100.0%	1,059.00	0.00	1,059.00	100.0%	79.80	9,000.00	-8,920.20	0.89%	374.50	0.00	374.50	100.0%
4240 · Job Target/Career Board	0.00	104.17	-104.17	0.0%	0.00	104.17	-104.17	0.0%	0.00	104.17	-104.17	0.0%	119.25	104.17	15.08	114.48%
4250 · Newsletter Ads/Subscriptions	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%
4280 · Sponsorships/Endorsements/Rebat	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4285 · Affiliate Sponsor	0.00	625.00	-625.00	0.0%	0.00	625.00	-625.00	0.0%	0.00	625.00	-625.00	0.0%	0.00	625.00	-625.00	0.0%
4310 · OCS OASIS Partnership	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4385 · Website Advertising	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%
5000 · Interest & Dividends	12.23	0.00	12.23	100.0%	5.99	0.00	5.99	100.0%	5.85	0.00	5.85	100.0%	5.78	0.00	5.78	100.0%
<b>Total Income</b>	<b>18,338.17</b>	<b>19,083.34</b>	<b>-745.17</b>	<b>96.1%</b>	<b>19,321.13</b>	<b>19,083.34</b>	<b>237.79</b>	<b>101.25%</b>	<b>18,341.88</b>	<b>28,083.34</b>	<b>-9,741.46</b>	<b>65.31%</b>	<b>1,134.99</b>	<b>19,083.34</b>	<b>-17,948.35</b>	<b>5.95%</b>
<b>Expense</b>																
7000 · Management/Facilities/Staff/Equ	12,083.33	12,083.33	0.00	100.0%	12,083.33	12,083.33	0.00	100.0%	12,083.33	12,083.33	0.00	100.0%	12,083.33	12,083.33	0.00	100.0%
7010 · Service Charge Expense	57.35	300.63	-243.28	19.08%	44.12	300.63	-256.51	14.68%	21.50	300.63	-279.13	7.15%	132.33	300.63	-168.30	44.02%
7020 · Staff Travel	242.21	1,000.00	-757.79	24.22%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7130 · Lobbyist/Legislative Consultant	3,700.00	3,700.00	0.00	100.0%	3,700.00	3,700.00	0.00	100.0%	3,700.00	3,700.00	0.00	100.0%	3,700.00	3,700.00	0.00	100.0%
7150 · Lobbyist Expenses	390.92	145.83	245.09	268.07%	228.52	145.83	82.69	156.7%	126.44	145.83	-19.39	86.7%	0.00	145.83	-145.83	0.0%
7180 · Clinical Director	1,331.25	2,083.33	-752.08	63.9%	750.00	2,083.33	-1,333.33	36.0%	641.25	2,083.33	-1,442.08	30.78%	1,357.50	2,083.33	-725.83	65.16%
7190 · Clinical Director Expenses	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7195 · Policy & Advocacy	125.00	125.00	0.00	100.0%	125.00	125.00	0.00	100.0%	125.00	125.00	0.00	100.0%	0.00	125.00	-125.00	0.0%
7230 · Insurance	113.79	250.00	-136.21	45.52%	113.75	250.00	-136.25	45.5%	113.75	250.00	-136.25	45.5%	113.75	250.00	-136.25	45.5%
7240 · Office Supplies/Equipment	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%
7250 · Printing/Stationery	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%
7260 · Photocopies	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%
7270 · Telephone	60.00	60.00	0.00	100.0%	60.00	60.00	0.00	100.0%	0.00	60.00	-60.00	0.0%	0.00	60.00	-60.00	0.0%
7290 · Tech. Dev/Maint/Website	210.61	416.67	-206.06	50.55%	210.61	416.67	-206.06	50.55%	0.00	416.67	-416.67	0.0%	0.00	416.67	-416.67	0.0%
7310 · Postage	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%
7370 · NAHC Dues/Other Memberships	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7400 · Membership Certificates	0.00	20.83	-20.83	0.0%	0.00	20.83	-20.83	0.0%	0.00	20.83	-20.83	0.0%	0.00	20.83	-20.83	0.0%
7450 · Committee & Task Force Support	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7520 · Board Meetings Expense	0.00	250.00	-250.00	0.0%	0.00	250.00	-250.00	0.0%	300.00	250.00	50.00	120.0%	0.00	250.00	-250.00	0.0%
7530 · President's Travel Expense	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%
7540 · Strategic Planning	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7560 · Taxes	0.00	0.00	0.00	0.0%	0.00	100.00	-100.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7600 · Unallocated Contingency	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%
7700 · Annual Mtg/Convention Spring																
7710 · Speaker	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7715 · Food and Beverage	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7720 · Technology	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7725 · Hand Outs	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7730 · Lodging	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7740 · Travel	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 7700 · Annual Mtg/Convention Spring</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
7900 · Workshops/Seminar Expense																
7910 · Speaker	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	2,500.00	-2,500.00	0.0%	0.00	0.00	0.00	0.0%
7915 · Food and Beverage	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	500.00	-500.00	0.0%	0.00	0.00	0.00	0.0%
7920 · Technology	360.00	300.00	60.00	120.0%	360.00	300.00	60.00	120.0%	360.00	300.00	60.00	120.0%	360.00	300.00	60.00	120.0%
7930 · Lodging & Transportation	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	250.00	-250.00	0.0%	0.00	0.00	0.00	0.0%
7940 · Other Workshops/Seminar Expense	3,275.00	291.67	2,983.33	1,122.84%	0.00	291.67	-291.67	0.0%	0.00	291.67	-291.67	0.0%	0.00	291.67	-291.67	0.0%

**Home Care Association of Washington**  
**Budget vs. Actual by Month**  
 July 2019 through May 2020

	<u>Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7900 · Workshops/Seminar Expense - Other	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	275.00	0.00	275.00	100.0%	0.00			
<b>Total 7900 · Workshops/Seminar Expense</b>	<b>3,635.00</b>	<b>591.67</b>	<b>3,043.33</b>	<b>614.36%</b>	<b>360.00</b>	<b>591.67</b>	<b>-231.67</b>	<b>60.85%</b>	<b>635.00</b>	<b>3,841.67</b>	<b>-3,206.67</b>	<b>16.53%</b>	<b>360.00</b>	<b>591.67</b>	<b>-231.67</b>	<b>60.85%</b>
<b>Total Expense</b>	<b>21,949.46</b>	<b>21,777.29</b>	<b>172.17</b>	<b>100.79%</b>	<b>17,675.33</b>	<b>20,877.29</b>	<b>-3,201.96</b>	<b>84.66%</b>	<b>17,746.27</b>	<b>24,027.29</b>	<b>-6,281.02</b>	<b>73.86%</b>	<b>17,746.91</b>	<b>20,777.29</b>	<b>-3,030.38</b>	<b>85.42%</b>
<b>Net Ordinary Income</b>	<b>-3,611.29</b>	<b>-2,693.95</b>	<b>-917.34</b>	<b>134.05%</b>	<b>1,645.80</b>	<b>-1,793.95</b>	<b>3,439.75</b>	<b>-91.74%</b>	<b>595.61</b>	<b>4,056.05</b>	<b>-3,460.44</b>	<b>14.68%</b>	<b>-16,611.92</b>	<b>-1,693.95</b>	<b>-14,917.97</b>	<b>980.66%</b>
<b>Other Income/Expense</b>																
<b>Other Income</b>																
9000 · Baird Change in Market Value	466.16	0.00	466.16	100.0%	-493.15	0.00	-493.15	100.0%	1,588.28	0.00	1,588.28	100.0%	-5,188.70	0.00	-5,188.70	100.0%
9100 · Baird Income and Distributions	120.27	0.00	120.27	100.0%	359.60	0.00	359.60	100.0%	958.88	0.00	958.88	100.0%	160.28	0.00	160.28	100.0%
<b>Total Other Income</b>	<b>586.43</b>	<b>0.00</b>	<b>586.43</b>	<b>100.0%</b>	<b>-133.55</b>	<b>0.00</b>	<b>-133.55</b>	<b>100.0%</b>	<b>2,547.16</b>	<b>0.00</b>	<b>2,547.16</b>	<b>100.0%</b>	<b>-5,028.42</b>	<b>0.00</b>	<b>-5,028.42</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>586.43</b>	<b>0.00</b>	<b>586.43</b>	<b>100.0%</b>	<b>-133.55</b>	<b>0.00</b>	<b>-133.55</b>	<b>100.0%</b>	<b>2,547.16</b>	<b>0.00</b>	<b>2,547.16</b>	<b>100.0%</b>	<b>-5,028.42</b>	<b>0.00</b>	<b>-5,028.42</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-3,024.86</b>	<b>-2,693.95</b>	<b>-330.91</b>	<b>112.28%</b>	<b>1,512.25</b>	<b>-1,793.95</b>	<b>3,306.20</b>	<b>-84.3%</b>	<b>3,142.77</b>	<b>4,056.05</b>	<b>-913.28</b>	<b>77.48%</b>	<b>-21,640.34</b>	<b>-1,693.95</b>	<b>-19,946.39</b>	<b>1,277.51%</b>

**Home Care Association of Washington  
Budget vs. Actual by Month  
July 2019 through May 2020**

	<b>Feb 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Mar 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Apr 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>May 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
4000 · Provider Dues	684.38	17,916.67	-17,232.29	3.82%	684.38	17,916.67	-17,232.29	3.82%	786.66	17,916.67	-17,130.01	4.39%	7,784.60	17,916.67	-10,132.07	43.45%
4010 · Affiliate Dues	58.33	333.33	-275.00	17.5%	75.83	333.33	-257.50	22.75%	75.83	333.33	-257.50	22.75%	75.83	333.33	-257.50	22.75%
4100 · Annual Meeting/Conv - Spring	0.00	0.00	0.00	0.0%	9,850.00	0.00	9,850.00	100.0%	0.00	40,000.00	-40,000.00	0.0%	0.00	0.00	0.00	0.0%
4110 · Conf Trade Show Booth	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	12,500.00	-12,500.00	0.0%	0.00	0.00	0.00	0.0%
4200 · Workshops/Seminars	0.00	15,000.00	-15,000.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4240 · Job Target/Career Board	0.00	104.17	-104.17	0.0%	0.00	104.17	-104.17	0.0%	0.00	104.17	-104.17	0.0%	0.00	104.17	-104.17	0.0%
4250 · Newsletter Ads/Subscriptions	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%
4280 · Sponsorships/Endorsements/Rebat	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	5,000.00	-5,000.00	0.0%	0.00	0.00	0.00	0.0%
4285 · Affiliate Sponsor	0.00	625.00	-625.00	0.0%	0.00	625.00	-625.00	0.0%	0.00	625.00	-625.00	0.0%	0.00	625.00	-625.00	0.0%
4310 · OCS OASIS Partnership	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4385 · Website Advertising	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%
5000 · Interest & Dividends	5.44	0.00	5.44	100.0%	3.80	0.00	3.80	100.0%	2.94	0.00	2.94	100.0%	3.03	0.00	3.03	100.0%
<b>Total Income</b>	<b>748.15</b>	<b>34,083.34</b>	<b>-33,335.19</b>	<b>2.2%</b>	<b>10,614.01</b>	<b>19,083.34</b>	<b>-8,469.33</b>	<b>55.62%</b>	<b>865.43</b>	<b>76,583.34</b>	<b>-75,717.91</b>	<b>1.13%</b>	<b>7,863.46</b>	<b>19,083.34</b>	<b>-11,219.88</b>	<b>41.21%</b>
<b>Expense</b>																
7000 · Management/Facilities/Staff/Equ	12,083.33	12,083.33	0.00	100.0%	12,083.33	12,083.33	0.00	100.0%	12,083.33	12,083.33	0.00	100.0%	12,083.33	12,083.33	0.00	100.0%
7010 · Service Charge Expense	395.01	279.12	115.89	141.52%	126.99	279.12	-152.13	45.5%	92.91	279.12	-186.21	33.29%	0.00	279.12	-279.12	0.0%
7020 · Staff Travel	0.00	0.00	0.00	0.0%	0.00	700.00	-700.00	0.0%	0.00	50.00	-50.00	0.0%	0.00	0.00	0.00	0.0%
7130 · Lobbyist/Legislative Consultant	3,700.00	3,700.00	0.00	100.0%	3,700.00	3,700.00	0.00	100.0%	3,700.00	3,700.00	0.00	100.0%	3,700.00	3,700.00	0.00	100.0%
7150 · Lobbyist Expenses	184.46	145.83	38.63	126.49%	0.00	145.83	-145.83	0.0%	0.00	145.83	-145.83	0.0%	0.00	145.83	-145.83	0.0%
7180 · Clinical Director	1,188.75	2,083.33	-894.58	57.06%	1,556.25	2,083.33	-527.08	74.7%	2,418.75	2,083.33	335.42	116.1%	1,275.00	2,083.33	-808.33	61.2%
7190 · Clinical Director Expenses	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7195 · Policy & Advocacy	0.00	125.00	-125.00	0.0%	0.00	1,125.00	-1,125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7230 · Insurance	113.75	250.00	-136.25	45.5%	113.75	250.00	-136.25	45.5%	113.75	250.00	-136.25	45.5%	113.75	250.00	-136.25	45.5%
7240 · Office Supplies/Equipment	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%
7250 · Printing/Stationery	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%
7260 · Photocopies	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%
7270 · Telephone	0.00	60.00	-60.00	0.0%	0.00	60.00	-60.00	0.0%	0.00	60.00	-60.00	0.0%	0.00	60.00	-60.00	0.0%
7290 · Tech. Dev/Maint/Website	0.00	416.67	-416.67	0.0%	0.00	416.67	-416.67	0.0%	0.00	416.67	-416.67	0.0%	0.00	416.67	-416.67	0.0%
7310 · Postage	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%	0.00	62.50	-62.50	0.0%
7370 · NAHC Dues/Other Memberships	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7400 · Membership Certificates	0.00	20.83	-20.83	0.0%	0.00	20.83	-20.83	0.0%	0.00	20.83	-20.83	0.0%	0.00	20.83	-20.83	0.0%
7450 · Committee & Task Force Support	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
7520 · Board Meetings Expense	0.00	250.00	-250.00	0.0%	0.00	250.00	-250.00	0.0%	0.00	250.00	-250.00	0.0%	0.00	250.00	-250.00	0.0%
7530 · President's Travel Expense	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%	0.00	83.33	-83.33	0.0%
7540 · Strategic Planning	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7560 · Taxes	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7600 · Unallocated Contingency	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%	0.00	41.67	-41.67	0.0%
7700 · Annual Mtg/Convention Spring																
7710 · Speaker	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	6,000.00	-6,000.00	0.0%	0.00	0.00	0.00	0.0%
7715 · Food and Beverage	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	35,000.00	-35,000.00	0.0%	0.00	0.00	0.00	0.0%
7720 · Technology	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	5,500.00	-5,500.00	0.0%	0.00	0.00	0.00	0.0%
7725 · Hand Outs	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	1,500.00	-1,500.00	0.0%	0.00	0.00	0.00	0.0%
7730 · Lodging	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	2,700.00	-2,700.00	0.0%	0.00	0.00	0.00	0.0%
7740 · Travel	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	2,000.00	-2,000.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total 7700 · Annual Mtg/Convention Spring</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>52,700.00</b>	<b>-52,700.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
7900 · Workshops/Seminar Expense																
7910 · Speaker	0.00	2,500.00	-2,500.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7915 · Food and Beverage	0.00	1,000.00	-1,000.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7920 · Technology	360.00	300.00	60.00	120.0%	360.00	300.00	60.00	120.0%	360.00	300.00	60.00	120.0%	360.00	300.00	60.00	120.0%
7930 · Lodging & Transportation	0.00	500.00	-500.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
7940 · Other Workshops/Seminar Expense	0.00	291.67	-291.67	0.0%	0.00	291.67	-291.67	0.0%	0.00	291.67	-291.67	0.0%	0.00	291.67	-291.67	0.0%

**Home Care Association of Washington**  
**Budget vs. Actual by Month**  
 July 2019 through May 2020

	<b>Feb 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Mar 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Apr 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>May 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
7900 · Workshops/Seminar Expense - Other	0.00				0.00				0.00				0.00			
<b>Total 7900 · Workshops/Seminar Expense</b>	<b>360.00</b>	<b>4,591.67</b>	<b>-4,231.67</b>	<b>7.84%</b>	<b>360.00</b>	<b>591.67</b>	<b>-231.67</b>	<b>60.85%</b>	<b>360.00</b>	<b>591.67</b>	<b>-231.67</b>	<b>60.85%</b>	<b>360.00</b>	<b>591.67</b>	<b>-231.67</b>	<b>60.85%</b>
<b>Total Expense</b>	<b>18,025.30</b>	<b>24,755.78</b>	<b>-6,730.48</b>	<b>72.81%</b>	<b>17,940.32</b>	<b>22,455.78</b>	<b>-4,515.46</b>	<b>79.89%</b>	<b>18,768.74</b>	<b>73,505.78</b>	<b>-54,737.04</b>	<b>25.53%</b>	<b>17,532.08</b>	<b>20,755.78</b>	<b>-3,223.70</b>	<b>84.47%</b>
<b>Net Ordinary Income</b>	<b>-17,277.15</b>	<b>9,327.56</b>	<b>-26,604.71</b>	<b>-185.23%</b>	<b>-7,326.31</b>	<b>-3,372.44</b>	<b>-3,953.87</b>	<b>217.24%</b>	<b>-17,903.31</b>	<b>3,077.56</b>	<b>-20,980.87</b>	<b>-581.74%</b>	<b>-9,668.62</b>	<b>-1,672.44</b>	<b>-7,996.18</b>	<b>578.12%</b>
<b>Other Income/Expense</b>																
<b>Other Income</b>																
9000 · Baird Change in Market Value	-11,443.96	0.00	-11,443.96	100.0%	-18,927.65	0.00	-18,927.65	100.0%	8,787.59	0.00	8,787.59	100.0%	2,392.02	0.00	2,392.02	100.0%
9100 · Baird Income and Distributions	336.63	0.00	336.63	100.0%	365.66	0.00	365.66	100.0%	92.36	0.00	92.36	100.0%	261.67	0.00	261.67	100.0%
<b>Total Other Income</b>	<b>-11,107.33</b>	<b>0.00</b>	<b>-11,107.33</b>	<b>100.0%</b>	<b>-18,561.99</b>	<b>0.00</b>	<b>-18,561.99</b>	<b>100.0%</b>	<b>8,879.95</b>	<b>0.00</b>	<b>8,879.95</b>	<b>100.0%</b>	<b>2,653.69</b>	<b>0.00</b>	<b>2,653.69</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>-11,107.33</b>	<b>0.00</b>	<b>-11,107.33</b>	<b>100.0%</b>	<b>-18,561.99</b>	<b>0.00</b>	<b>-18,561.99</b>	<b>100.0%</b>	<b>8,879.95</b>	<b>0.00</b>	<b>8,879.95</b>	<b>100.0%</b>	<b>2,653.69</b>	<b>0.00</b>	<b>2,653.69</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-28,384.48</b>	<b>9,327.56</b>	<b>-37,712.04</b>	<b>-304.31%</b>	<b>-25,888.30</b>	<b>-3,372.44</b>	<b>-22,515.86</b>	<b>767.64%</b>	<b>-9,023.36</b>	<b>3,077.56</b>	<b>-12,100.92</b>	<b>-293.2%</b>	<b>-7,014.93</b>	<b>-1,672.44</b>	<b>-5,342.49</b>	<b>419.44%</b>

**Home Care Association of Washington**  
**Budget vs. Actual by Month**  
 July 2019 through May 2020

	TOTAL			
	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Provider Dues	115,745.91	197,083.37	-81,337.46	58.73%
4010 · Affiliate Dues	1,842.26	3,666.63	-1,824.37	50.24%
4100 · Annual Meeting/Conv - Spring	9,850.00	40,000.00	-30,150.00	24.63%
4110 · Conf Trade Show Booth	0.00	12,500.00	-12,500.00	0.0%
4200 · Workshops/Seminars	9,733.10	24,000.00	-14,266.90	40.56%
4240 · Job Target/Career Board	119.25	1,145.87	-1,026.62	10.41%
4250 · Newsletter Ads/Subscriptions	0.00	458.37	-458.37	0.0%
4280 · Sponsorships/Endorsements/Rebat	0.00	5,000.00	-5,000.00	0.0%
4285 · Affiliate Sponsor	0.00	6,875.00	-6,875.00	0.0%
4310 · OCS OASIS Partnership	0.00	1,500.00	-1,500.00	0.0%
4385 · Website Advertising	0.00	687.50	-687.50	0.0%
5000 · Interest & Dividends	98.81	0.00	98.81	100.0%
<b>Total Income</b>	<b>137,389.33</b>	<b>292,916.74</b>	<b>-155,527.41</b>	<b>46.9%</b>
<b>Expense</b>				
7000 · Management/Facilities/Staff/Equ	132,916.63	132,916.63	0.00	100.0%
7010 · Service Charge Expense	934.71	3,220.89	-2,286.18	29.02%
7020 · Staff Travel	312.74	1,950.00	-1,637.26	16.04%
7130 · Lobbyist/Legislative Consultant	40,700.00	40,700.00	0.00	100.0%
7150 · Lobbyist Expenses	1,356.01	1,604.13	-248.12	84.53%
7180 · Clinical Director	13,950.00	22,916.63	-8,966.63	60.87%
7190 · Clinical Director Expenses	0.00	1,375.00	-1,375.00	0.0%
7195 · Policy & Advocacy	3,250.00	2,375.00	875.00	136.84%
7230 · Insurance	1,235.03	2,750.00	-1,514.97	44.91%
7240 · Office Supplies/Equipment	0.00	687.50	-687.50	0.0%
7250 · Printing/Stationery	0.00	916.63	-916.63	0.0%
7260 · Photocopies	0.00	458.37	-458.37	0.0%
7270 · Telephone	300.00	660.00	-360.00	45.46%
7290 · Tech. Dev/Maint/Website	1,053.05	4,583.37	-3,530.32	22.98%
7310 · Postage	0.00	687.50	-687.50	0.0%
7370 · NAHC Dues/Other Memberships	0.00	1,375.00	-1,375.00	0.0%
7400 · Membership Certificates	0.00	229.13	-229.13	0.0%
7450 · Committee & Task Force Support	0.00	1,375.00	-1,375.00	0.0%
7520 · Board Meetings Expense	300.00	2,750.00	-2,450.00	10.91%
7530 · President's Travel Expense	0.00	916.63	-916.63	0.0%
7540 · Strategic Planning	4,258.56	6,000.00	-1,741.44	70.98%
7560 · Taxes	10.00	100.00	-90.00	10.0%
7600 · Unallocated Contingency	0.00	458.37	-458.37	0.0%
7700 · Annual Mtg/Convention Spring				
7710 · Speaker	0.00	6,000.00	-6,000.00	0.0%
7715 · Food and Beverage	0.00	35,000.00	-35,000.00	0.0%
7720 · Technology	0.00	5,500.00	-5,500.00	0.0%
7725 · Hand Outs	0.00	1,500.00	-1,500.00	0.0%
7730 · Lodging	0.00	2,700.00	-2,700.00	0.0%
7740 · Travel	0.00	2,000.00	-2,000.00	0.0%
<b>Total 7700 · Annual Mtg/Convention Spring</b>	<b>0.00</b>	<b>52,700.00</b>	<b>-52,700.00</b>	<b>0.0%</b>
7900 · Workshops/Seminar Expense				
7910 · Speaker	0.00	5,000.00	-5,000.00	0.0%
7915 · Food and Beverage	0.00	1,500.00	-1,500.00	0.0%
7920 · Technology	3,960.00	3,300.00	660.00	120.0%
7930 · Lodging & Transportation	0.00	750.00	-750.00	0.0%
7940 · Other Workshops/Seminar Expense	3,275.00	3,208.37	66.63	102.08%



**Home Care Association of Washington**  
**Budget vs. Actual by Month**  
 July 2019 through May 2020

	TOTAL			
	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
7900 · Workshops/Seminar Expense - Other	275.00	0.00	275.00	100.0%
<b>Total 7900 · Workshops/Seminar Expense</b>	<b>7,510.00</b>	<b>13,758.37</b>	<b>-6,248.37</b>	<b>54.59%</b>
<b>Total Expense</b>	<b>208,086.73</b>	<b>297,464.15</b>	<b>-89,377.42</b>	<b>69.95%</b>
<b>Net Ordinary Income</b>	<b>-70,697.40</b>	<b>-4,547.41</b>	<b>-66,149.99</b>	<b>1,554.67%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9000 · Baird Change in Market Value	-18,283.30	0.00	-18,283.30	100.0%
9100 · Baird Income and Distributions	3,604.43	0.00	3,604.43	100.0%
<b>Total Other Income</b>	<b>-14,678.87</b>	<b>0.00</b>	<b>-14,678.87</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>-14,678.87</b>	<b>0.00</b>	<b>-14,678.87</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-85,376.27</b>	<b>-4,547.41</b>	<b>-80,828.86</b>	<b>1,877.47%</b>

Jul '19 - May 20	2018-19 Budget	2019-20 Budget	2020-21 Budget
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Christine's comments

Ordinary Income/Expense

Income

4000 · Provider Dues	115,745.91	215,000.00	215,000.00	175,000.00	Dues run Jan-Dec so some of this income will be 2020 dues received. Membership is based on previous year's gross revenue so even if all members renew their dues rate will be lower.
4010 · Affiliate Dues	1,842.26	4,000.00	4,000.00	2,000.00	
4100 · Annual Meeting/Conv - Spring	9,850.00	48,000.00	40,000.00	10,000.00	recommend still holding a 2021 conference, even if it has to be a live/virtual combo. May be future NAHC summits to partner on. (don't know income from PDGM reg + NAHC sponsor revenue this year)
4110 · Conf Trade Show Booth	0.00	25,000.00	12,500.00	0.00	not anticipating having much income from exhibitors - most will transition to sponsors
4200 · Workshops/Seminars	9,733.10	45,000.00	48,000.00	20,000.00	includes OASIS Workshops, revenue shares, and any other seminars
4240 · Job Target/Career Board	119.25	1,500.00	1,250.00	250.00	consider offering one free job posting for members to drive more traffic to the career center
4250 · Newsletter Ads/Subscriptions	0.00	650.00	500.00	100.00	
4280 · Sponsorships/Endorsements/Rebat	0.00	2,500.00	5,000.00	5,000.00	annual conference sponsorships
4285 · Affiliate Sponsor	0.00	7,500.00	7,500.00	5,000.00	member category
4300 · Health Care Reform Income		0.00	0.00	0.00	<i>recommend removing COA</i>
4310 · OCS OASIS Partnership	0.00	1,500.00	1,500.00	1,500.00	June 2021 OASIS Workshop - received \$2900 in 2020. If Dec 2020 is r/s to 2021, the exam income will be on the 2021/22 budget
4370 · Miscellaneous Income		0.00			
4385 · Website Advertising	0.00	1,000.00	750.00	200.00	using third part like AdButler (see marketing options: <a href="https://njcpa.org/partner">https://njcpa.org/partner</a> )
5000 · Interest & Dividends	98.81				<i>don't budget for this</i>
<b>Total Income</b>		<b>351,650.00</b>	<b>336,000.00</b>	<b>219,050.00</b>	

Expense

7000 · Management/Facilities/Staff/Equ	132,916.63	145,000.00	145,000.00	40,000.00	need to hire clinical director, reduce CPMS tasks
7010 · Service Charge Expense	934.71	5,000.00	3,500.00	500.00	reduced # of payment processors so these should only be PayPal charges (2.9% + \$0.30 every transaction)
7020 · Staff Travel	312.74	5,000.00	2,000.00	-	for in-person events, which may not happen this budget cycle. Can also ask to include small travel into staff salary
7130 · Lobbyist/Legislative Consultant	40,700.00	41,900.00	44,400.00	44,400.00	
7150 · Lobbyist Expenses	1,356.01	1,500.00	1,750.00	1,750.00	
7180 · Clinical Director	13,950.00	50,000.00	25,000.00	35,000.00	
7190 · Clinical Director Expenses	0.00	3,000.00	1,500.00	500.00	if not wrapped into salary, keep this line item
7195 · Policy & Advocacy	3,250.00	2,500.00	2,500.00	1,500.00	SoftEdge contract
7230 · Insurance	1,235.03	2,000.00	3,000.00	2,500.00	TBD - waiting for insurance quote
7240 · Office Supplies/Equipment	0.00	500.00	750.00	-	wrapping into CPMS' costs
7250 · Printing/Stationery	0.00	1,500.00	1,000.00	-	wrapping into CPMS' costs
7260 · Photocopiers	0.00	1,000.00	500.00	-	wrapping into CPMS' costs
7270 · Telephone	300.00	2,670.00	720.00	-	wrapping into CPMS' costs
7290 · Tech. dev/Maint/Website	1,053.05	650.00	5,000.00	2,500.00	yearly fee (\$1,728) + payment system servicing fee (\$345.60) - the latter is for using PayPal and not their preferred payment processor; website domain renewal; \$348 GoToMeeting renewal wrapping into CPMS' costs - consider keeping mailings electronic for now but added small amount for e.g. conference promo
7310 · Postage	0.00	0.00	750.00	200.00	
7360 · Product/Service Development	0.00	1,500.00	0.00	0.00	
7370 · NAHC Dues/Other Memberships	0.00	0.00	1,500.00	1,500.00	NAHC and Council of States
7390 · Legislative Bulletins	0.00	250.00	0.00	0.00	
7400 · Membership Certificates	0.00	0.00	250.00	-	
7440 · Public Relations/ Awards	0.00		0.00	0.00	

7450 · Committee & Task Force Support	0.00		1,500.00	-	
7455 · Committee & Task Force Speaker	0.00	0.00			
7450 · Committee & Task Force Support - Other	0.00	0.00			
<b>Total 7450 · Committee &amp; Task Force Support</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-</b>	
7520 · Board Meetings Expense	300.00	2,500.00	3,000.00	750.00	did budget to help reimburse for in-person events - reduced for this year due to COVID
7530 · President's Travel Expense	0.00	2,000.00	1,000.00	-	budgeted for over the past several years but have not received expenses
7540 · Strategic Planning	4,258.56	1,500.00	6,000.00	700.00	recommend doing a strategic review but possibly w/o a facilitator; these costs are for food and supplies
7560 · Taxes	10.00	100.00	100.00	100.00	
7580 · Miscellaneous					
7600 · Unallocated Contingency		500.00	500.00	500.00	
7700 · Annual Mtg/Convention Spring					
7710 · Speaker	0.00	6,000.00	6,000.00	4,000.00	will vary if virtual or in-person
7715 · Food and Beverage	0.00	35,000.00	35,000.00	15,000.00	total anticipated F&B from hotel agreement - could be higher depending on event (traditionally ~\$35K) A/V - can possibly cut out costs but will still be high for in-person; if virtual, may want to consider using a platform other than GTM to support breakout sessions, etc.
7720 · Technology	0.00	5,500.00	5,500.00	4,000.00	
7725 · Hand Outs	0.00	1,500.00	1,500.00	500.00	if in-person, will most likely be daily agenda, posters, etc.
7730 · Lodging	0.00	2,700.00	2,700.00	2,000.00	keynotes, staff, board pres & pres-elect
7740 · Travel	0.00	2,000.00	2,000.00	2,000.00	keynotes
<b>Total 7700 · Annual Mtg/Convention Spring</b>	<b>-</b>	<b>52,700.00</b>	<b>52,700.00</b>	<b>27,500.00</b>	
7900 · Workshops/Seminar Expense					
7910 · Speaker	0.00	15,000.00	15,000.00	15,000.00	\$10K for Dec 2020 OASIS Workshop, \$5K for remainder of June 2021 OASIS Workshop. If Dec 2020 contract r/s to 2021, this expense will be deferred until Dec 2021
7915 · Food and Beverage	0.00	4,400.00	3,000.00	2,000.00	June 2021 OASIS breakfast, lunch, snacks, drinks - no June 2020 workshop so no expenses this year
7920 · Technology	3,960.00	3,000.00	3,600.00	5,000.00	Recommend pausing the RCTC Online University contract - not much participation from members
7925 · Hand Outs	0.00	2,500.00	3,000.00	2,500.00	printing for June 2021 OASIS workbooks
7930 · Lodging	0.00	0.00	1,500.00	1,500.00	Travel expenses for OASIS Answers - assuming none for Dec 2020 class so this is for June 2021
7900 · Workshops/Seminar Expense - Other	3,550.00	1,500.00	3,500.00	3,500.00	
<b>Total 7900 · Workshops/Seminar Expense</b>	<b>7,510.00</b>	<b>26,400.00</b>	<b>29,600.00</b>	<b>29,500.00</b>	
<b>Total Expense</b>	<b>208,086.73</b>	<b>349,670.00</b>	<b>333,520.00</b>	<b>189,400.00</b>	

## Expected Accounts Payable for 2020-21

*Does not include staff expenses*

### JUNE

\$172.80 – monthly website fee (incl. WA payment fees)  
\$5,000 – Dec 2020 OASIS workshop deposit  
\$750 – 2021 annual conference initial deposit (remainder due in Feb)  
\$10 – Secretary of State annual report

**TOTAL: \$5,932.80**

### JULY

\$172.80 – monthly website fee (incl. WA payment fees)  
~\$5000 – revenue share to NAHC host sites for PDGM Summit (awaiting confirmation on our costs, plus expected income from NAHC sponsorships)

**TOTAL: \$5,172.80**

### AUGUST

\$172.80 – monthly website fee (incl. WA payment fees)  
\$348.00 – yearly GoToMeeting fee

**TOTAL: \$172.80**

### SEPTEMBER

*Unknown cost: staff transition fees*

\$172.80 – monthly website fee (incl. WA payment fees)  
\$1,365.00 – Insurance (actual costs TBD)

**TOTAL: \$1,537.80**

### OCTOBER

\$172.80 – monthly website fee (incl. WA payment fees)  
\$4,320 – RCTC Online University (Nov – Oct; due Dec)  
\$750 – NAHC membership dues renewal  
~\$350 – graphic design costs for annual conference

**TOTAL: ~\$5,592.80**

### NOVEMBER

*Unknown cost: conference insurance coverage including communicable diseases*

\$172.80 – monthly website fee (incl. WA payment fees)  
\$700 – Council of States membership renewal

**TOTAL: \$872.80**

### DECEMBER

\$172.80 – monthly website fee (incl. WA payment fees)  
\$1,500 – SoftEdge renewal (Jan – Dec 2021)  
~\$2,000 – Keynote speaker deposit fee (TBD)

*OASIS workshop estimated expenses if held in-person:*

\$5,000 – deposit remainder (\$10K total)  
~\$1,500 – OASIS Answers travel expenses  
~\$2,000 – booklet printing costs (can print extra to sell)  
~\$1,500 – food and beverage for attendees

**TOTAL: ~\$13,672.80**

## JANUARY

\$172.80 – monthly website fee (incl. WA payment fees)

**TOTAL: \$172.80**

## FEBRUARY

\$172.80 – monthly website fee (incl. WA payment fees)  
\$750 – deposit remainder due to hotel by 2/28/21  
~\$250 – In-Home Services Day expenses

**TOTAL: ~\$1,172.80**

## MARCH

\$172.80 – monthly website fee (incl. WA payment fees)

**TOTAL: \$172.80**

*Unknown cost: NAHC March on Washington participation/travel*

## APRIL

\$172.80 – monthly website fee (incl. WA payment fees)  
~\$2,000 – remainder of keynote speaker fee  
~\$2,000 – keynote speakers travel reimbursement  
\$750 – NAHC keynote speaking fee  
~\$4,000 – annual conference A/V

**TOTAL: ~\$8,922.80**

*Unknown cost: hotel F&B, etc. is unknown but the hotel is expecting \$29,320 in “total anticipated revenue”.*

## MAY

\$172.80 – monthly website fee (incl. WA payment fees)

**TOTAL: \$172.80**

## JUNE

\$172.80 – monthly website fee (incl. WA payment fees)  
OASIS workshop:  
\$5,000 – deposit remainder (\$10K total)  
~\$1,500 – OASIS Answers travel expenses  
~\$2,000 – booklet printing costs (can print extra to sell)  
~\$1,500 – food and beverage for attendees

**TOTAL: ~\$10,172.80**

**YEARLY TOTAL: ~\$53,741.40**

	STANDARD MONTHLY FEE	REDUCED MONTHLY FEE	EXPENSES
January	\$ 12,083.33	\$ 10,500.00	\$ -
February	\$ 12,083.33	\$ 9,000.00	\$ 1,541.69 SoftEdge & flowers for Gretchen
March	\$ 12,083.33	\$ 8,000.00	\$ 49.99 Sympathy gift for Leslie
April	\$ 12,083.33	\$ 6,750.00	\$ -
May	\$ 12,083.33	\$ 5,500.00	\$ -
June	\$ 12,083.33	\$ 6,000.00	\$ 10.00 SOS Renewal
TOTAL	\$ 72,499.98	\$ 45,750.00	\$ 1,601.68
<b>FULL TOTAL</b>		<b>\$ 47,351.68</b>	Reduced Monthly Fee & Expenses

**Wrapping in Monthly Expenses:**

Telephone	\$	60.00
Office Printing		<i>varies</i>
Wild Apricot	\$	144.00
Constant Contact	\$	34.68
GoToMeeting	\$	31.93
Staff Travel		<i>varies</i>

**Expenses Not Included:**

SoftEdge	\$	1,500.00
Flowers for Gretchen	\$	41.69
Sympathy gift for Leslie	\$	49.99
SOS Renewal	\$	10.00



## DRAFT PROPOSAL OF SERVICES FOR HCAW

All services include:

- Provide onsite storage of association inventory and maintain electronic files
- Maintain and continue as website host
- Maintain dedicated phone line and home office address
- Filing annual report with SOS (done – due July 31)
- Assistance transitioning to new association staff as needed – includes assisting with RFP process, reviewing received proposals, providing guidance to Board, and providing transition-out docs

### GENERAL ADMIN SERVICES – \$2,500/month

- Attend and schedule board meetings, work with President on agenda, prepare board packet, take minutes during meetings. (Does not provide executive director report.)
- Maintaining bookkeeping responsibilities including monthly financial reports, maintaining QuickBooks, processing A/P and A/R. Preparing and submitting Form 990 (due Nov. 15<sup>th</sup>)
- Managing info@ email account and phone lines. Forwarding christine@ emails to Leslie, Donna, and/or Officers for following-up including Forum and Council of States listserv emails. (Will not participate in Forum or Council of States calls.)
- Renew insurance (application renewal filed, awaiting quote)
- Create and send Constant Contact emails as requested. Content to be provided by Leslie/Donna/Committee/Board
- Provide general website maintenance
- Create event registration pages and provide registration lists as requested

### EXECUTIVE ASSISTANT SERVICES – \$4,000/month

- Above General Admin Services included
- Participate in Forum and Council communications including phone calls
- Support Leslie/Donna with legislative priorities
- Create and provide Board orientation for new and returning board members
- Provide executive director guidance as requested\*
- Provide support for board strategic planning retreat. Includes sourcing facilitator, participate in planning, and acting as their point of contact for the day. If no facilitator requested, will work with Officers on forming agenda and take minutes
- Provide committee support as needed. Includes working with chairs on meeting agenda, taking minutes, and sending calendar invites to committee members

### EVENT MANAGEMENT SERVICES ONLY – \$3,500/month

- Liaise with speakers, content management vendors, and Annual Meeting/Education Committee on upcoming events. Act as point of contact and facilitate meetings as needed
- Maintaining bookkeeping responsibilities including monthly financial reports, maintaining QuickBooks, processing A/P and A/R. Preparing and submitting Form 990 (due Nov. 15<sup>th</sup>)
- Create content and graphics for event promotions



- Create and maintain event communication schedule
- Create event registration pages and provide registration lists as requested
- Work with Annual Meeting/Education Committee on creating 2020-21 education webinar and workshop calendar, maintaining speaker pool, and sourcing passive revenue streams (i.e. revenue sharing events)
- Plan annual conference with Annual Meeting/Education Committee. Includes sourcing topics, breakout and keynote speakers, and vendors; Providing draft budget including recommended registration prices; recommending different logistical options for conference format
- Liaise with HelmsBriscoe and DoubleTree on 2021 annual conference logistics. Act as point of contact for annual conference vendors
- Provide recommendations for conference insurance if requested

#### TECHNOLOGY SERVICES ONLY – \$2,200/month

- Provide onsite storage of association inventory and maintain electronic files.
- Website maintenance and content development as requested
- Create event registration pages and provide registration lists as requested.
- Create and send invoices as requested
- Create and send Constant Contact emails as requested. Content to be provided by Leslie/Donna/Committee/Board
- Small graphic design projects will be handled inhouse



### 2018 TOTALS

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<b>Time</b>	48.4
<b>Balance</b>	\$ 3,630.00

### 2018 HR SPLIT

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Committee	5
Board	15
Admin	2.4
Advocacy/Legislative	26

### 2019 TOTALS

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<b>Time</b>	162.77
<b>Balance</b>	\$12,207.75

### 2019 HR SPLIT

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Committee	11.75
Board	28.5
Admin	12.02
Advocacy/Legislative	110.5

### 2020 TOTALS

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<b>Time</b>	103.95
<b>Balance</b>	\$ 7,796.25

### 2020 HR SPLIT

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Committee	7.5
Board	2.75
Admin	22
Advocacy/Legislative	71.7

DATE	TASK	TIME (HR)	BALANCE
<b>AUGUST 2018</b>			
8/5/2018	Draft DDA response	0.5	\$ 37.50
8/6/2018	DOH workforce shortage committee	2	\$ 150.00
8/7/2018	Review DDA response	0.25	\$ 18.75
8/7/2018	Policy Call	1	\$ 75.00
8/10/2018	Board Meeting	2	\$ 150.00
8/13/2018	Sepsis Call WSHA	1	\$ 75.00
8/14/2018	Forum of States	1	\$ 75.00
8/14/2018	Kippi Waters phone call	0.25	\$ 18.75
8/20/2018	WSHA Sepsis call	1	\$ 75.00
8/24/2018	Job Description Call	1	\$ 75.00
8/24/2018	LTC workforce group	2	\$ 150.00
<b>TOTAL</b>		<b>12</b>	<b>\$ 900.00</b>
<b>SEPTEMBER 2018</b>			
9/11/2018	email q and a nonmember	0.25	\$ 18.75
9/13/2018	Policy Call	1	\$ 75.00
9/7/2018	Email with non-member	0.2	\$ 15.00
9/21/2018	LNI HHA Project—SHARP Study	1	\$ 75.00
9/21/2018	Medicaid rate research and email to Christine	0.25	\$ 18.75
9/28/2018	HCAW Board Retreat	8	\$ 600.00
<b>TOTAL</b>		<b>10.7</b>	<b>\$ 802.50</b>
<b>OCTOBER 2018</b>			
10/1/2018	Hospice forecast rule emails	0.25	\$ 18.75
10/1/2018	Webinar VBP prep work	1	\$ 75.00
10/8/2018	email Kristin—Private duty nursing provider to answer questions	0.25	\$ 18.75
10/8/2018	HCA VBP meeting	1	\$ 75.00
10/8/2018	Emails—Christine and provider in Anacortes	0.2	\$ 15.00
10/11/2018	Policy Call	1	\$ 75.00
10/11/2018	BPCI documents & VBP document review and emails	0.25	\$ 18.75
10/12/2018	Long term care workforce development call Session #7	1	\$ 75.00
10/12/2018	Review nurse delegation documents from WSNA and respond to email	1	\$ 75.00
10/19/2018	Board meeting	2	\$ 150.00
10/22/2018	emails nurse del	1	\$ 75.00
10/22/2018	Phone meeting with HCA Adult Palliative Care	1	\$ 75.00
<b>TOTAL</b>		<b>9.95</b>	<b>\$ 746.25</b>
<b>NOVEMBER 2018</b>			
11/1/2018	Sepsis call with WSHA and .5 HCAW related emails	1.5	\$ 112.50
11/5/2018	Email—Tom Meyer follow up re: question. Emails with Christine	0.25	\$ 18.75
11/6-10/18	HCAW email correspondence	0.5	\$ 37.50
11/12/2018	HCAW policy call recording	1	\$ 75.00
11/13/2018	Forum of States call—.5 hr; Sue Bergman call re: sepsis and hospital dc planning—.5 hr	1	\$ 75.00
11/16/2018	Board Meeting 2.0 hrs; meeting prep and emails for HCAW 1.0 hr	3	\$ 225.00
11/28/2018	HCAW emails	0.25	\$ 18.75
<b>TOTAL</b>		<b>7.5</b>	<b>\$ 562.50</b>
<b>DECEMBER 2018</b>			
12/4/2018	Forum of States Call	0.5	\$ 37.50
12/6/2018	Strategic Plan review	0.5	\$ 37.50
12/10/2018	WSHA Readmission Steering Committee	2	\$ 150.00
12/11/2018	HCAW Policy Call	1	\$ 75.00
12/12/2018	Phone call with Leslies and review of P. Justice's comments on VBP. Draft comm	0.75	\$ 56.25

12/13/2018	Revise draft comments on VBP and PC	0.5	\$	37.50
12/18/2018	Sandy Stith call on VBP	1	\$	75.00
12/21/2018	Gail Krieger Call re	1	\$	75.00
12/24/2018	email catch up and review of rural health report	1	\$	75.00
	<b>TOTAL</b>	<b>8.25</b>	<b>\$</b>	<b>618.75</b>

DATE	TASK	TIME (HR)	BALANCE
<b>JANUARY 2019</b>			
1/3/19	VBP emails—NY Dept of Health DSRIP review	1	\$ 75.00
1/4/19	Discussion with Leslie, Pat, Christine—Rural Health model—Palliative Care	1	\$ 75.00
1/4/19	Check in call VBP with Greg, Christine, Marilou, Leslie	0.5	\$ 37.50
1/5/19	Email catch up—VBP;	3	\$ 225.00
1/8/19	Policy Call	0.75	\$ 56.25
1/9/19	LNI Home Health Aide Research Project	1	\$ 75.00
1/18/19	HCAW Board Meeting	4	\$ 300.00
1/18/19	Travel	2.5	\$ 187.50
1/24/19	HCAW related emails and bill review	2	\$ 150.00
1/25/19	Review proposed legislation	3	\$ 225.00
1/25/19	Hot Team	0.5	\$ 37.50
1/28/19	Phone meeting with Christine to review options for Resource page on web site.	1	\$ 75.00
1/29/19	DOH Round Table meeting	1	\$ 75.00
1/31/19	HCAW emails and bill review	1	\$ 75.00
<b>TOTAL</b>		<b>22.25</b>	<b>\$1,668.75</b>
<b>FEBRUARY 2019</b>			
2/1/19	WSHA Multi-Visit Patient Learning Session	1	\$ 75.00
2/1/19	HOT TEAM	1	\$ 75.00
2/2/19	Bill review—Lobby .gov	2.5	\$ 187.50
2/6/19	PDGM—NAHC—Portland	6	\$ 450.00
2/8/19	HOT TEAM prep	1.5	\$ 112.50
2/9/19	Bill review	2.75	\$ 206.25
2/12/19	Public Policy Meeting; draft email to Gail Krieger; Bill review	2	\$ 150.00
2/13/19	Telehealth code research for home health Medicaid bill	0.25	\$ 18.75
2/14/19	Phone consultation with consumer	0.25	\$ 18.75
2/15/19	Board Meeting	1.5	\$ 112.50
2/26/19	Rural Palliative Care meeting	1	\$ 75.00
<b>TOTAL</b>		<b>19.75</b>	<b>\$1,481.25</b>
<b>MARCH 2019</b>			
3/1/19	WSHA Multi-visit webinar	1	\$ 75.00
3/5/19	Review home health shortage declaration from Pat Justice and respond back	0.5	\$ 37.50
3/5/19	Forum of States	0.5	\$ 37.50
3/7/19	Email Andy Billing; Prepare CON rule review form to request rule making	0.5	\$ 37.50
3/8/19	HOT TEAM	0.5	\$ 37.50
3/13/19	HCAW email catch up	0.5	\$ 37.50
3/15/19	Board Meeting	2	\$ 150.00
3/15/19	Strategic Plan Call	0.5	\$ 37.50
3/20/19	HHFMA/NAHC PDGM update	1	\$ 75.00
3/23/19	HCAW emails	0.5	\$ 37.50
3/29/19	HOT TEAM	0.3	\$ 22.50
<b>TOTAL</b>		<b>7.8</b>	<b>\$ 585.00</b>
<b>APRIL 2019</b>			
4/9/19	Prep for Policy Call	0.5	\$ 37.50
4/9/19	Emails—Pat Justice Rural Health	0.5	\$ 37.50
4/9/19	Policy Call	0.5	\$ 37.50
4/12/19	HCAW email	0.25	\$ 18.75
4/12/19	Performance eval call with Christine	0.42	\$ 31.50
4/12/19	Hot Team	0.9	\$ 67.50
4/15/19	Conference call with Leslie and state person (Carl) to discuss fiscal note for 5828	0.5	\$ 37.50
4/18/19	HCAW emails	0.1	\$ 7.50
4/19/19	Emails and review of overtime bill with responses	0.5	\$ 37.50
4/19/19	Board meeting prep	0.5	\$ 37.50
4/19/19	Board Meeting	2.25	\$ 168.75
<b>TOTAL</b>		<b>6.92</b>	<b>\$ 519.00</b>
<b>MAY 2019</b>			
5/1 - 5/2/19	HCAW conference	10	\$ 750.00
5/6/19	SHARP STUDY LNI research project	1	\$ 75.00
5/8/19	HCAW emails	0.25	\$ 18.75
5/14/19	Policy call	0.75	\$ 56.25
5/18/19	Review of 182-546-0200 language and emails with Leslie (community ambulance)	0.25	\$ 18.75
5/21/19	Draft response to 182-546-0200 to Leslie	0.25	\$ 18.75
5/24/19	Email to community member seeking WAC information	0.25	\$ 18.75
5/28/19	Review Rural Health Home Health Shortage Documents—email to Pat Justice	0.25	\$ 18.75

5/31/19	Prep—Board Meeting	0.5	\$ 37.50
5/31/19	HCAW Board Meeting	2	\$ 150.00
<b>TOTAL</b>		<b>15.5</b>	<b>\$1,162.50</b>
<b>JUNE 2019</b>			
6/3/19	Respond to Pat Justice re: home health article	0.25	\$ 18.75
6/8/19	HCAW emails	0.25	\$ 18.75
6/10/19	ARNP / DME orders phone call	1	\$ 75.00
6/12/19	HCAW emails	0.25	\$ 18.75
6/13/19	HCAW emails	0.25	\$ 18.75
6/17/19	SHARP project email	0.25	\$ 18.75
6/21/19	HCAW Board Meeting prep	0.75	\$ 56.25
6/21/19	HCAW Board Meeting	2.5	\$ 187.50
6/24/19	LNI Overtime rule review and email to Leslie	0.75	\$ 56.25
6/25/19	Review federal hospice payment rule	1	\$ 75.00
6/28/19	Resubmit CON petition	0.5	\$ 37.50
6/28/19	Hospice rule—Med Pac Letter; NAHC outline; WSHPKO slides	0.75	\$ 56.25
<b>TOTAL</b>		<b>8.5</b>	<b>\$ 637.50</b>
<b>JULY 2019</b>			
7/1/19	Review NAHC letter to CMS re: ICD 10 codes that map to questionable encounters.	0.5	\$ 37.50
7/2/19	Email to Leslie re WA Rural Health Multipayer Model	0.25	\$ 18.75
7/3/19	HCAW email	0.25	\$ 18.75
7/10/19	5828 Stakeholder work group	1	\$ 75.00
7/11/19	TC Leslie re: MCO's Kaiser Model for remote monitoring	0.25	\$ 18.75
7/14/19	HCAW emails	0.5	\$ 37.50
7/15/19	TC Leslie and Josh Morris to set up next stakeholder meeting; Respond to HCAW emails	0.5	\$ 37.50
7/16/19	HCAW call with some directors re: stakeholder work group	0.5	\$ 37.50
7/17/19	TC with Molly Firth re: research topics in home health	0.5	\$ 37.50
7/23/19	In home services round table call	1.5	\$ 112.50
7/28/19	Answered email to Julie Fergusson re; practice question	0.5	\$ 37.50
7/31/19	TC with Leslie and CON people re; error in hospice admission data for Clark County	0.5	\$ 37.50
7/31/19	Review of rural health waiver documents	1	\$ 75.00
<b>TOTAL</b>		<b>7.75</b>	<b>\$ 581.25</b>
<b>AUGUST 2019</b>			
8/2/19	CON report review and HCAW emails	1	\$ 75.00
8/7/19	HCAW emails	0.25	\$ 18.75
8/7/19	Stakeholder Work group	6	\$ 450.00
8/8/19	Rural Health Call	0.75	\$ 56.25
8/13/19	Policy call prep and policy call	1.5	\$ 112.50
8/13/19	Call with Marc Berg	0.5	\$ 37.50
8/16/19	Board meeting prep and Board Meeting	2.75	\$ 206.25
8/19/19	HCAW emails	0.25	\$ 18.75
8/21/19	Prep for Medicaid methodology call and Methodology call	2	\$ 150.00
8/21/19	Prepare one page summary of two payment models	1	\$ 75.00
8/27/19	Prep for Stakeholder call and Stakeholder call	3	\$ 225.00
8/29/19	HCAW emails	0.25	\$ 18.75
8/30/19	Prep for payment model call	0.75	\$ 56.25
8/30/19	Payment model call	1.5	\$ 112.50
8/30/19	Telephone call with Christine	0.25	\$ 18.75
<b>TOTAL</b>		<b>21.75</b>	<b>\$1,631.25</b>
<b>SEPTEMBER 2019</b>			
9/3/19	Emails on payer method—LE; Marc, Randy	0.25	\$ 18.75
9/3/19	Forum of States Call	1	\$ 75.00
9/3/19	TC—LE prep for stakeholder meeting	1	\$ 75.00
9/3/19	Email—Marc—review spread sheets	0.5	\$ 37.50
9/4/19	Review NAHC comments on PDGM	1	\$ 75.00
9/4/19	Stakeholder work group	2.5	\$ 187.50
9/10/19	Prep for Policy Call	0.25	\$ 18.75
9/10/19	Policy Call	1	\$ 75.00
9/13/19	Prep for Work Group	0.75	\$ 56.25
9/13/19	Work group call	1.5	\$ 112.50
9/15/19	Draft language to LE re: rate review and adjustment (Page 7)	0.5	\$ 37.50
9/20/19	Strategic Planning—Yakima	6	\$ 450.00
<b>TOTAL</b>		<b>16.25</b>	<b>\$1,218.75</b>
<b>OCTOBER 2019</b>			
10/1/19	Work on HCA report with Leslie	2	\$ 150.00

10/4/19	Developed snapshot of NAC federal training requirements for Leslie and LTC work force group	1	\$ 75.00
10/8/19	Prep for policy call	0.5	\$ 37.50
10/8/19	Policy call	0.75	\$ 56.25
10/8/19	Work on HCA report with Leslie	1	\$ 75.00
10/12/19	HCAW emails	0.75	\$ 56.25
10/17/19	HCAW emails	0.25	\$ 18.75
10/17/19	TC with Marc and Leslie re: leg report	0.25	\$ 18.75
10/18/19	DOH Round Table Call	2	\$ 150.00
10/19/19	Review of leg report	1	\$ 75.00
10/21/10	HCAW email	0.25	\$ 18.75
10/22/19	HCA work group	2	\$ 150.00
10/22/19	Sharp Study TC	0.25	\$ 18.75
10/23/19	HCAW Board Meeting	2.5	\$ 187.50
10/24/19	RHC call and email	0.5	\$ 37.50
10/24/19	HCAW emails	0.25	\$ 18.75
10/30/19	Prep leg meeting at presented at meeting with legislators	2.5	\$ 187.50
<b>TOTAL</b>		<b>17.75</b>	<b>\$1,331.25</b>

**NOVEMBER 2019**

11/2/19	Prep for Monday Leg Meeting	1	\$ 75.00
11/2/19	Prepare comparison report	1	\$ 75.00
11/4/19	Legislative Meeting in Spokane	1	\$ 75.00
11/7/19	HCAW emails	0.25	\$ 18.75
11/8/19	HCAW emails	0.25	\$ 18.75
11/9/19	Review Home Health—HCA draft report	1.5	\$ 112.50
11/11/19	Telephone call with Leslie—review report and email comments	0.5	\$ 37.50
11/12/19	Public Policy call prep	0.25	\$ 18.75
11/12/19	Public Policy call	1	\$ 75.00
11/13/19	Review HCA report to legislature	0.5	\$ 37.50
11/14/19	HCAW emails	0.25	\$ 18.75
11/15/19	Board meeting prep and review comments for report to legislature	0.75	\$ 56.25
11/16/19	HCAW emails	1	\$ 75.00
11/20/19	Email Leslie re: financial alignment incentive	0.25	\$ 18.75
11/23/19	Emails re: Rural Health	0.5	\$ 37.50
<b>TOTAL</b>		<b>10</b>	<b>\$ 750.00</b>

**DECEMBER 2019**

12/2/19	HCAW emails	0.25	\$ 18.75
12/2/19	Review Rural Home Health Shortage Area documents—Pat Justice	0.25	\$ 18.75
12/4/19	Telephone call re; Rural Home Health Shortage Area—Pat Justice, Leslie, etc.	0.3	\$ 22.50
12/4/19	Review draft application and emails	0.5	\$ 37.50
12/5/19	HCAW emails—Palliative Care	0.25	\$ 18.75
12/6/19	Review Rural Home Health Shortage Area application with response to PJ	0.5	\$ 37.50
12/9/19	HCAW emails	0.5	\$ 37.50
12/10/19	Prep for policy call plus emails	0.75	\$ 56.25
12/10/19	Policy Call	1.25	\$ 93.75
12/10/19	Prep for LTC data work group	0.25	\$ 18.75
12/11/19	LTC workforce development—data work group	1	\$ 75.00
12/11/19	HCAW emails	0.5	\$ 37.50
12/13/19	Feedback to Pat Justice re: Rural Home Health Shortage Area	0.25	\$ 18.75
12/19/19	HCAW emails	0.25	\$ 18.75
12/20/19	Review Governor's Budget Proposal.	0.25	\$ 18.75
12/23/19	HCAW emails	0.5	\$ 37.50
12/27/19	Review SB 6059 B & O tax amendment	0.25	\$ 18.75
12/27/19	Research question from member re: home health aide	0.5	\$ 37.50
12/30/19	Review CR 101 Notice on CON	0.25	\$ 18.75
<b>TOTAL</b>		<b>8.55</b>	<b>\$ 641.25</b>

DATE	TASK	TIME (HR)	BALANCE
<b>JANUARY 2020</b>			
1/1/2020	Email to John Hilger on behalf of a member	0.25	\$ 18.75
1/6/2020	RH emails to—from Pat Justus	0.25	\$ 18.75
1/7/2020	Rural Palliative Care review and respond to LE's emails	0.5	\$ 37.50
1/9/2020	Medicaid Home Health Bill review & Data work group emails	0.5	\$ 37.50
1/9/2020	Review Community Paramedic Slides	0.25	\$ 18.75
1/9/2020	Review and respond re: COP on NP for HCAW member	0.75	\$ 56.25
1/13/2020	Review Medicaid Bill and listen to Leslie's testimony	1	\$ 75.00
1/14/2020	Prep policy call	0.5	\$ 37.50
1/14/2020	Policy call	1	\$ 75.00
1/14/2020	Follow up on bills from leg report	1.5	\$ 112.50
1/14/2020	Lobby.gov high priority bills	1	\$ 75.00
1/17/2020	LTC Workforce Steering Committee emails	0.75	\$ 56.25
1/17/2020	Hot Team	0.5	\$ 37.50
1/18/2020	Review high priority bills	2.5	\$ 187.50
1/22/2020	DOH Round Table call	1.75	\$ 131.25
1/22/2020	Email to Leslie and review of song sheet	0.25	\$ 18.75
1/24/2020	Hot Team	0.5	\$ 37.50
1/25/2020	Bill Review	2.5	\$ 187.50
1/30/2020	HCAW emails with Leslie	0.25	\$ 18.75
1/31/2020	Review bills, prep for hot team, hot team meeting	1.6	\$ 120.00
<b>TOTAL</b>		<b>18.1</b>	<b>\$ 1,357.50</b>
<b>FEBRUARY 2020</b>			
2/4/2020	Emails with Leslie re: Medicaid rates comparisons	0.5	\$ 37.50
2/6/2020	Leslie—emails and LAN	0.5	\$ 37.50
2/7/2020	Hot Team	0.6	\$ 45.00
2/8/2020	Work on presentation for HCAW	1	\$ 75.00
2/8/2020	Review SHB 2426	0.5	\$ 37.50
2/8/2020	Email on Medicaid Bill	0.5	\$ 37.50
2/8/2020	Review SB 6492	0.5	\$ 37.50
2/10/2020	Prep policy call and return emails	1	\$ 75.00
2/11/2020	Policy call and email	1.5	\$ 112.50
2/15/2020	Presentation prep	3	\$ 225.00
2/18/2020	Emails on budget proviso	0.5	\$ 37.50
2/20/2020	HCAW emails	0.5	\$ 37.50
2/21/2020	Phone call to Tammy at Jefferson Home Health	0.25	\$ 18.75
2/22/2020	Prep for HCAW presentation	1	\$ 75.00
2/24/2020	Rural Health presentation on Palliative Care	1	\$ 75.00
2/26/2020	Bree Collaborative—Suicide Prevention	1	\$ 75.00
2/27/2020	TC to John Hilger and Sam Miller	1	\$ 75.00
2/28/2020	Conference prep and develop COVID19 document	1	\$ 75.00
<b>TOTAL</b>		<b>15.85</b>	<b>\$ 1,188.75</b>
<b>MARCH 2020</b>			
3/5/2020	HCAW emails	0.5	\$ 37.50
3/6/2020	Board meeting prep and Board meeting	2.75	\$ 206.25
3/10/2020	Prep policy call and Policy call	0.5	\$ 37.50
3/10/2020	Forum of States call	0.5	\$ 37.50

3/13/2020	HCAW emails	0.5	\$	37.50
3/14/2020	HCAW emails	1	\$	75.00
3/16/2020	HCAW emails	0.25	\$	18.75
3/17/2020	Forum of States Call	1	\$	75.00
3/17/2020	HCAW Call	0.5	\$	37.50
3/18/2020	HCAW COVID call	1	\$	75.00
3/19/2020	HCAW member call	1	\$	75.00
3/21/2020	COVID related emails and reading CDC, NAHC updates, etc	4.5	\$	337.50
3/23/2020	HCAW emails	0.5	\$	37.50
3/24/2020	HCAW emails	0.5	\$	37.50
3/25/2020	HCAW emails	0.5	\$	37.50
3/25/2020	NAHC Town Hall	1	\$	75.00
3/26/2020	HCAW emails	1	\$	75.00
3/27/2020	HCAW—HCA Medicaid rate call	1	\$	75.00
3/28/2020	HCAW emails	0.5	\$	37.50
3/30/2020	HCAW emails	0.5	\$	37.50
3/31/2020	Forum of States call	1.25	\$	93.75
<b>TOTAL</b>		<b>20.75</b>	<b>\$</b>	<b>1,556.25</b>

#### APRIL 2020

4/1/2020	HCAW Emails and COVID updates	1.5	\$	112.50
4/2/2020	HCAW Emails	0.5	\$	37.50
4/3/2020	Medicaid proposal; COVID Fed Register; Prep for Forum call	2.5	\$	187.50
4/3/2020	Forum of States Call	1.25	\$	93.75
4/4/2020	Emails; review doc from PQHC; Review IFC; Review Medicaid state plan amendment.	4.5	\$	337.50
4/7/2020	TC with Leslie; Forum of States	1	\$	75.00
4/8/2020	HCAW emails	0.5	\$	37.50
4/12/2020	HCAW emails	0.5	\$	37.50
4/13/2020	HCAW emails	0.25	\$	18.75
4/14/2020	Prep policy call; Policy call; Forum of states	2.25	\$	168.75
4/16/2020	HCAW emails; NP/PA signing POCs ordering home health	1	\$	75.00
4/17/2020	HCAW Forum prep; HCAW Forum call	2	\$	150.00
4/18/2020	Emails RHC shortage; WA state waivers—John Hilger	1.5	\$	112.50
4/20/2020	HCAW emails	0.5	\$	37.50
4/21/2020	Respond to Ask Donna question from Sam Miller; Forum of States	1.5	\$	112.50
4/23/2020	DOH Round Table	1.5	\$	112.50
4/24/2020	HCAW emails	0.25	\$	18.75
4/25/2020	Review Palliative Care Billing Manual draft for Office of Rural Health; HCA emails on Telehealth.	1.25	\$	93.75
4/28/2020	HCAW emails	0.5	\$	37.50
4/29/2020	PDGM 2020 National Summit	7	\$	525.00
4/30/2020	HCAW emails - John Hilger and Leslie	0.5	\$	37.50
<b>TOTAL</b>		<b>32.25</b>	<b>\$</b>	<b>2,418.75</b>

#### MAY 2020

5/1/2020	HCAW emails	0.5	\$	37.50
5/4/2020	RHC call—Pat Justice	0.75	\$	56.25



5/5/2020	HCAW emails with CO and LE re; RHC	0.25	\$	18.75
5/5/2020	FOS call	1.25	\$	93.75
5/6/2020	HCAW emails	0.5	\$	37.50
5/8/2020	HCAW emails - review Interim Final rules	1.75	\$	131.25
5/11/2020	Emails with Pat	0.25	\$	18.75
5/12/2020	Policy call prep and Policy Call	0.75	\$	56.25
5/12/2020	Forum of States	1	\$	75.00
5/15/2020	Emails LE/CO	0.5	\$	37.50
5/15/2020	LTC Workforce Committee	2.5	\$	187.50
5/18/2020	Prep HCA call HCA Palliative Care call	1.25	\$	93.75
5/19/2020	FOS call	1	\$	75.00
5/20/2020	HCAW emails and NAHC Town Hall	2	\$	150.00
5/22/2020	HCAW emails and CMS Front Line	1.5	\$	112.50
5/25/2020	Draft Medicare information on Homebound status for Stephanie Carpenter	0.75	\$	56.25
5/29/2020	HCAW emails	0.5	\$	37.50
	<b>TOTAL</b>	<b>17</b>	<b>\$</b>	<b>1,275.00</b>