# HCAW February 2021 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.*

| **Date: 02/18/21** | | **Time:** 10:00 a.m.-11:00 a.m. | **Location:** GoTo Meeting | |
|---|---|---|---|---|
| **TIME** | **TOPIC** | **DISCUSSION** | **PLAN OF ACTION** | **RESPONSIBLE** |
| 10:00 a.m. | Call to Order | Welcome/Updates<br>• Approval of January 2021 Minutes | Approval | Rachel/All |
| 10:05 a.m. | Website Update | • Committee Designation | Discussion | Britni/All |
| 10:10 a.m. | Financial Report | • January Financials | Review | Amber |
| 10:20 a.m. | Education Platform Review | • Proposal Review | Discussion/Vote | Donna/Britni/All |
| 10:30 a.m. | Proposal Review | • Insurance<br>• Conference | Discussion/Vote | Britni/All |
| 10:40 a.m. | Committee Updates | • As Needed | Review and Questions | All |
| 10:45 a.m. | Action Items | • Review of key deliverables/action items/decisions | | Rachel |
| 10:50 a.m. | Legislative Updates | • Public Policy Report<br>• Clinical Director Report | Review<br>Review | Leslie<br>Donna |

**Board Meeting Teleconference Minutes**
Thursday January 21st, 2021
10:00 am-11:00 am

*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.*

## ATTENDANCE

**Board:** Rachel Manchester, President;Gretchen Anderson, President-Elect, Marilou Church, Past President, Amber Hahn-Keenan, Secretary/Treasurer, Directors Shelly Davidson, Sheena Paylor, Lexi Phul, Alisa Van Sickle; Tammi Reeser,
**Staff:** Leslie Emerick, Public Policy Director; Donna Goodwin, Clinical Director; Britni Lundin Executive Director
**Not in Attendance:** Brent Korte, Ex-Officio, Geoff Meinken & Melinda Moore

## CALL TO ORDER

Meeting called to order at 10:02 am
**Motion to approve December minutes, seconded and passed.**

## I. PUBLIC POLICY REPORT

Leslie reported, notes in the Board packet
It was discussed during this report that HCAW is in need of an Ad Hoc Hot Team tor review bills and guide the endorsement process for HCAW. There is currently nothing in the Policies and Procedures that outlines this process.
**A motion was made to allow the formulation of an Ad Hoc "Hot Team" to review and endorse legislation on behalf of HCAW, Motion Seconded and passed.**
**A motion was made to add this to the policies and procedures, seconded and passed. Policy shall read as: During the legislative session the formulation of an Ad Hoc "Hot Team" will be approved to review and endorse upcoming legislation on behalf of the association. This committee will consist of the President, Public Policy Director and the Clinical Director. Other Board members are encouraged to join. If a conflict of interest arises, the vote to endorse will be sent to the Board for final approval.**

## I. Clinical Director Report

Donna Reported, notes in the Board Packet

## I. FINANCIAL REVIEW

Financial Report:

- Dues invoicing response has been positive with many reports that invoices have gone to accts. payable department.
- Insurance has been paid for the year.
- Undeposited funds line item will be removed as the bank account signer issue is settled and checks are able to be deposited. Checks to go to bank 1/21 for deposit.
- The Treasurer requests a report of paid vs. unpaid members be included in the next report.
- It was also discussed that member benefits should be listed on the home page. The Executive Director will take care of this.

Website:

- Website redesign options were tabled for email discussion.

Learning Platform for members:

- Donna has been reviewing options to replace RCTC Learn. The cost of platforms has proven to be much higher than anticipated. Membership that used RCTC Learn has stated that they would like to have a replacement sooner than later. This is seen as a vital member benefit and potentially one that could bring in new members. One issue is cost associated with the new platforms, however final quotes are still being gathered. Donna asked for addition members of the Board to support this effort; Gretchen, Alisa and Shelly will aid in review.

Committee Reports:

- Committee Chairs will be required to complete a report for each Board meeting. Britni to send out after the Board meeting. Reports should be sent in to Britni one week prior to the Board meeting.

# Home Care Association of Washington
## Actual vs Budget Performance - 2021
### For the Year to Date Ended January 31, 2021

| | Jul '20 - Jan 21 | Budget | Annual Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|---|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| MEMBERSHIP | | | | | |
| Affiliate Dues | 1,622.11 | 2,000.00 | 2,000.00 | -377.89 | 81.11% |
| Affiliate Sponsor | 0.00 | 5,000.00 | 5,000.00 | -5,000.00 | 0.0% |
| Provider Dues | 204,039.14 | 175,000.00 | 175,000.00 | -137,538.66 | 21.41% |
| MEMBERSHIP - Other | | | | | |
| Total MEMBERSHIP | 205,661.25 | 182,000.00 | 182,000.00 | -151,086.80 | 16.99% |
| OPERATING | | | | | |
| Job Target/Career Board | 397.41 | 250.00 | 250.00 | 147.41 | 158.96% |
| Miscellaneous Income | 0.00 | 100.00 | 100.00 | -100.00 | 0.0% |
| Newsletter Ads/Subscriptions | 0.00 | 100.00 | 100.00 | -100.00 | 0.0% |
| Website Advertising | 0.00 | 200.00 | 200.00 | -200.00 | 0.0% |
| Total OPERATING | 397.41 | 650.00 | 650.00 | -252.59 | 61.14% |
| PROGRAMMING | | | | | |
| Annual Meeting/Conv - Spring | | | | | |
| Sponsorships/Endorsements/Rebat | 0.00 | 5,000.00 | 5,000.00 | -5,000.00 | 0.0% |
| Annual Meeting/Conv - Spring - Other | 2,608.33 | 10,000.00 | 10,000.00 | -7,391.67 | 26.08% |
| Total Annual Meeting/Conv - Spring | 2,608.33 | 15,000.00 | 15,000.00 | -12,391.67 | 17.39% |
| OCS OASIS Partnership | 0.00 | 1,500.00 | 1,500.00 | -1,500.00 | 0.0% |
| Workshops/Seminars | 0.00 | 20,000.00 | 20,000.00 | -20,000.00 | 0.0% |
| Total PROGRAMMING | 2,608.33 | 36,500.00 | 36,500.00 | -33,891.67 | 7.15% |
| Total Income | 208,666.99 | 219,150.00 | 219,150.00 | -185,231.06 | 15.48% |
| Expense | | | | | |
| ADMINISTRATIVE | | | | | |
| Bank / Merchant Fees | 341.99 | 291.70 | 500.00 | 50.29 | 117.24% |
| Business License | 0.00 | 10.00 | 10.00 | -10.00 | 0.0% |
| Contingency | 0.00 | 500.00 | 500.00 | -500.00 | 0.0% |
| Insurance | 1,814.58 | 3,500.00 | 3,500.00 | -1,685.42 | 51.85% |
| Management | 14,400.00 | 37,600.00 | 72,100.00 | -23,200.00 | 38.3% |
| Miscellaneous | 71.30 | 100.00 | 100.00 | -28.70 | 71.3% |
| Office Supplies | 17.09 | 300.00 | 300.00 | -282.91 | 5.7% |
| Postage | 12.65 | 300.00 | 300.00 | -287.35 | 4.22% |
| Printing/Copies | 31.65 | 400.00 | 400.00 | -368.35 | 7.91% |
| Publications/Subscriptions | 1,500.00 | | | | |
| Telephone | 12.75 | 500.00 | 500.00 | -487.25 | 2.55% |
| Total ADMINISTRATIVE | 18,202.01 | 43,501.70 | 78,210.00 | -25,299.69 | 41.84% |
| ADVOCACY | | | | | |
| Lobbyist Expenses | 479.50 | 1,750.00 | 1,750.00 | -1,270.50 | 27.4% |
| Lobbyist/Legislative Consultant | 29,600.00 | 25,900.00 | 44,400.00 | 3,700.00 | 114.29% |

# Home Care Association of Washington
## Actual vs Budget Performance - 2021
### For the Year to Date Ended January 31, 2021

| | Jul '20 - Jan 21 | Budget | Annual Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|---|
| Policy & Advocacy | 375.00 | 1,500.00 | 1,500.00 | -1,125.00 | 25.0% |
| Total ADVOCACY | 30,454.50 | 29,150.00 | 47,650.00 | 1,304.50 | 104.48% |
| COMMUNICATIONS | | | | | |
| Website- Reg & Maint | 139.24 | 0.00 | 2,500.00 | 139.24 | 100.0% |
| Total COMMUNICATIONS | 139.24 | 0.00 | 2,500.00 | 139.24 | 100.0% |
| LEADERSHIP | | | | | |
| Board Meetings | 0.00 | 750.00 | 750.00 | -750.00 | 0.0% |
| Strategic Planning | 0.00 | 300.00 | 300.00 | -300.00 | 0.0% |
| Total LEADERSHIP | 0.00 | 1,050.00 | 1,050.00 | -1,050.00 | 0.0% |
| MEMBERSHIP SERVICE/RETENTION | | | | | |
| Clinical Director | 10,188.75 | 17,500.00 | 30,000.00 | -7,311.25 | 58.22% |
| Clinical Director Expenses | 0.00 | 500.00 | 500.00 | -500.00 | 0.0% |
| NAHC Dues/Other Memberships | 0.00 | 1,500.00 | 1,500.00 | -1,500.00 | 0.0% |
| Public Relations/ Awards | 0.00 | 250.00 | 250.00 | -250.00 | 0.0% |
| Total MEMBERSHIP SERVICE/RETENTION | 10,188.75 | 19,750.00 | 32,250.00 | -9,561.25 | 51.59% |
| PROGRAMS | | | | | |
| Annual Mtg/Convention Spring | | | | | |
| A/V - Technology | 0.00 | 4,000.00 | 4,000.00 | -4,000.00 | 0.0% |
| Food and Beverage | 0.00 | 15,000.00 | 15,000.00 | -15,000.00 | 0.0% |
| Speaker | 0.00 | 4,000.00 | 4,000.00 | -4,000.00 | 0.0% |
| Syllabus | 0.00 | 500.00 | 500.00 | -500.00 | 0.0% |
| Total Annual Mtg/Convention Spring | 0.00 | 23,500.00 | 23,500.00 | -23,500.00 | 0.0% |
| Workshops/Seminar Expense | | | | | |
| A/V-Technology | 1,080.00 | 250.00 | 250.00 | 830.00 | 432.0% |
| Food and Beverage | 0.00 | 2,000.00 | 2,000.00 | -2,000.00 | 0.0% |
| Lodging & Transportation | 0.00 | 1,500.00 | 1,500.00 | -1,500.00 | 0.0% |
| Other Workshops/Seminar Expense | 0.00 | 3,500.00 | 3,500.00 | -3,500.00 | 0.0% |
| Speaker | 0.00 | 10,000.00 | 10,000.00 | -10,000.00 | 0.0% |
| Syllabus Copies | 0.00 | 2,500.00 | 2,500.00 | -2,500.00 | 0.0% |
| Total Workshops/Seminar Expense | 1,080.00 | 19,750.00 | 19,750.00 | -18,670.00 | 5.47% |
| Total PROGRAMS | 1,080.00 | 43,250.00 | 43,250.00 | -42,170.00 | 2.5% |
| Total Expense | 60,064.50 | 136,701.70 | 204,910.00 | -76,637.20 | 43.94% |
| Net Ordinary Income | 148,602.49 | 82,448.30 | 14,240.00 | -108,593.86 | -31.71% |
| Other Income/Expense | | | | | |
| Other Income | | | | | |
| Interest & Dividends | 566.47 | 750.00 | 750.00 | -183.53 | 75.53% |
| Gain/Loss on Investments | 7,102.71 | 0.00 | 0.00 | 7,102.71 | 100.0% |
| Total Other Income | 7,669.18 | 750.00 | 750.00 | 6,919.18 | 1,022.56% |
| Net Other Income | 7,669.18 | 750.00 | 750.00 | 6,919.18 | 1,022.56% |
| **Net Income** | **156,271.67** | **83,198.30** | **14,990.00** | **-101,674.68** | **-22.21%** |

See Accountant's Compilation Report

## Home Care Association of Washington
# Actual vs Budget Performance - 2021
### For the Year to Date Ended January 31, 2021

| Jul '20 - Jan 21 | Budget | Annual Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|

**See Accountant's Compilation Report**

## Home Care Association of Washington
# Actual vs Budget Performance - 2021
### For the Year to Date Ended January 31, 2021

| Jul '20 - Jan 21 | Budget | Annual Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|

**See Accountant's Compilation Report**

# Home Care Association of Washington
## Statement of Activities
### For the Month ended January 31, 2021 and 2020

| | Jan 21 | Jan 20 | Jul '20 - Jan 21 | Jul '19 - Jan 20 |
|---|---|---|---|---|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| MEMBERSHIP | | | | |
| Affiliate Dues | 1,394.62 | 58.33 | 1,622.11 | 1,556.44 |
| Provider Dues | 165,972.80 | 577.13 | 203,434.14 | 105,805.89 |
| MEMBERSHIP - Other | 0.00 | 0.00 | 605.00 | 0.00 |
| Total MEMBERSHIP | 167,367.42 | 635.46 | 205,661.25 | 107,362.33 |
| OPERATING | | | | |
| Job Target/Career Board | 279.25 | 119.25 | 397.41 | 119.25 |
| Total OPERATING | 279.25 | 119.25 | 397.41 | 119.25 |
| PROGRAMMING | | | | |
| Annual Meeting/Conv - Spring | 0.00 | 0.00 | 2,608.33 | 0.00 |
| Workshops/Seminars | 0.00 | 374.50 | 0.00 | 9,733.10 |
| Total PROGRAMMING | 0.00 | 374.50 | 2,608.33 | 9,733.10 |
| Total Income | 167,646.67 | 1,129.21 | 208,666.99 | 117,214.68 |
| Expense | | | | |
| ADMINISTRATIVE | | | | |
| Bank / Merchant Fees | 311.59 | 132.33 | 341.99 | 319.80 |
| Business License | 0.00 | 113.75 | 0.00 | 10.00 |
| Insurance | 0.00 | 9,250.00 | 1,814.58 | 671.70 |
| Management | 0.00 | 0.00 | 14,400.00 | 69,666.65 |
| Miscellaneous | 11.33 | 0.00 | 71.30 | 0.00 |
| Office Supplies | 1.65 | 0.00 | 17.09 | 0.00 |
| Postage | 11.47 | 0.00 | 12.65 | 0.00 |
| Printing/Copies | 0.00 | 0.00 | 31.65 | 0.00 |
| Publications/Subscriptions | 12.75 | 0.00 | 1,500.00 | 0.00 |
| Telephone | 348.79 | 9,496.08 | 12.75 | 0.00 |
| Total ADMINISTRATIVE | | | 18,202.01 | 70,668.15 |
| ADVOCACY | 0.00 | 0.00 | | |
| Lobbyist Expenses | 7,400.00 | 3,700.00 | 479.50 | 1,171.55 |
| Lobbyist/Legislative Consultant | 0.00 | 125.00 | 29,600.00 | 25,900.00 |
| Policy & Advocacy | 7,400.00 | 3,825.00 | 375.00 | 3,375.00 |
| Total ADVOCACY | | | 30,454.50 | 30,446.55 |
| COMMUNICATIONS | 0.00 | 0.00 | | |
| Website- Reg & Maint | 0.00 | 0.00 | 139.24 | 0.00 |
| Total COMMUNICATIONS | | | 139.24 | 0.00 |
| LEADERSHIP | 2,010.00 | 1,357.50 | | |
| Board Meetings | 2,010.00 | 1,357.50 | 0.00 | 300.00 |
| Strategic Planning | | | 0.00 | 4,258.56 |
| Total LEADERSHIP | | | 0.00 | 4,558.56 |
| MEMBERSHIP SERVICE/RETENTION | 0.00 | 360.00 | | |
| Clinical Director | 0.00 | 360.00 | 10,188.75 | 7,511.25 |
| Total MEMBERSHIP SERVICE/RETENTION | 0.00 | 360.00 | 10,188.75 | 7,511.25 |
| PROGRAMS | 9,758.79 | 15,038.58 | | |
| Workshops/Seminar Expense | 157,887.88 | -13,909.37 | | |
| A/V-Technology | | | 1,080.00 | 2,160.00 |
| Other Workshops/Seminar Expense | | | 0.00 | 3,275.00 |
| Workshops/Seminar Expense - Other | 1.81 | 166.06 | 0.00 | 275.00 |
| Total Workshops/Seminar Expense | 0.00 | -5,188.70 | 1,080.00 | 5,710.00 |
| Total PROGRAMS | 1.81 | -5,022.64 | 1,080.00 | 5,710.00 |
| Total Expense | 1.81 | -5,022.64 | 60,064.50 | 118,894.51 |
| Net Ordinary Income | **157,889.69** | **-18,932.01** | 148,602.49 | -1,679.83 |

Cash received is $84,000 and includes the late 2020 du

$605 moved out of other-reflected in Jan month isolate

# Home Care Association of Washington
## Statement of Activities
### For the Month ended January 31, 2021 and 2020

| | Jan 21 | Jan 20 | | Jul '20 - Jan 21 | Jul '19 - Jan 20 |
|---|---|---|---|---|---|
| Other Income/Expense | | | Other Income/Expense | | |
| Other Income | | | Other Income | | |
| Interest & Dividends | | | Interest & Dividends | 566.47 | 2,631.71 |
| Gain/Loss on Investments | | | Gain/Loss on Investments | 7,102.71 | 908.70 |
| Total Other Income | | | Total Other Income | 7,669.18 | 3,540.41 |
| Net Other Income | | | Net Other Income | 7,669.18 | 3,540.41 |
| Net Income | | | Net Income | **156,271.67** | **1,860.58** |

# Home Care Association of Washington
## Statement of Financial Position
### As of January 31, 2021

| | Jan 31, 21 | Jan 31, 20 |
|---|---|---|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| Baird Cash and Equivalents | 33,970.00 | 32,348.64 |
| Bairds Investment Assets | 92,493.21 | 103,593.32 |
| Columbia Checking 0944 | 91,288.54 | 30,099.49 |
| Columbia Money Mkt #0936 | 65,686.22 | 65,658.54 |
| PAC - Columbia | 579.81 | 0.00 |
| Paypal | 0.00 | 2,235.55 |
| Total Checking/Savings | 284,017.78 | 233,935.54 |
| Accounts Receivable | | |
| Accounts Receivable | 125,790.67 | 12,450.00 |
| Total Accounts Receivable | 125,790.67 | 12,450.00 |
| Other Current Assets | | |
| Prepaid Annual Meeting Expenses | 750.00 | 0.00 |
| Prepaid Expenses | 0.00 | 5,075.00 |
| Prepaid Insurance | 0.00 | 1,018.33 |
| Prepaid Workshop Expenses | | |
| Prepaid Workshop Speaker Fee | 5,000.00 | 5,000.00 |
| Prepaid Workshop Expenses - Other | 1,080.00 | 3,960.00 |
| Total Prepaid Workshop Expenses | 6,080.00 | 8,960.00 |
| Undeposited Funds | 16,943.25 | 0.00 |
| Total Other Current Assets | 23,773.25 | 15,053.33 |
| Total Current Assets | 433,581.70 | 261,438.87 |
| **TOTAL ASSETS** | **433,581.70** | **261,438.87** |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| Accounts Payable | 0.00 | 13,258.75 |
| Total Accounts Payable | 0.00 | 13,258.75 |
| Other Current Liabilities | | |
| Deferred Annual Meeting/Conf | -3,825.00 | 0.00 |
| Deferred Dues | | |
| Affiliate Dues | 0.00 | 641.67 |
| Provider Dues | 226,368.30 | 6,348.37 |
| Total Deferred Dues | 226,368.30 | 6,990.04 |
| Deferred Workshop Income | -2,225.00 | 0.00 |
| Payable to HCAW PAC | 0.00 | 1,785.00 |
| Total Other Current Liabilities | 220,318.30 | 8,775.04 |
| Total Current Liabilities | 220,318.30 | 22,033.79 |
| Total Liabilities | 220,318.30 | 22,033.79 |
| Equity | | |
| Retained Earnings | -6,384.53 | 0.00 |
| Unrestricted Net Assets | 238,124.31 | 237,544.50 |
| Net Income | -18,476.38 | 1,860.58 |
| Total Equity | 213,263.40 | 239,405.08 |
| **TOTAL LIABILITIES & EQUITY** | **433,581.70** | **261,438.87** |

# Home Care Association of Washington
## A/P Aging Detail
## As of January 31, 2021

| | Type | Date | Num | Name | Due Date | Aging | Open Balance |
|---|---|---|---|---|---|---|---|
| Current | | | | | | | |
| Total Current | | | | | | | |
| 1 - 30 | | | | | | | |
| | General Journal | 01/01/2021 | 618 | Providence St. Mary's Home Health | | | -500.00 |
| Total 1 - 30 | | | | | | | -500.00 |
| 31 - 60 | | | | | | | |
| Total 31 - 60 | | | | | | | |
| 61 - 90 | | | | | | | |
| Total 61 - 90 | | | | | | | |
| > 90 | | | | | | | |
| | Bill | 08/15/2018 | scholarship | Providence St. Mary's Home Health | 08/25/2018 | 890 | 500.00 |
| Total > 90 | | | | | | | 500.00 |
| TOTAL | | | | | | | 0.00 |

# Home Care Association of Washington
## A/R Aging Detail
## As of January 31, 2021

| | Type | Date | Num | P. O. # | Name | Terms | Due Date | Aging | Open Balance |
|---|---|---|---|---|---|---|---|---|---|
| Current | | | | | | | | | |
| | Invoice | 01/01/2021 | 20150808 | | A Helping Hand Homecare | | 02/15/2021 | | 4,028.00 |
| | Invoice | 01/01/2021 | 20150815 | | Careage Home Health | | 02/15/2021 | | 7,728.25 |
| | Invoice | 01/01/2021 | 20150817 | | PeaceHealth Southwest WA Medical Center | | 02/15/2021 | | 5,738.00 |
| | Invoice | 01/01/2021 | 20150818 | | Providence VNA Home Health- C | | 02/15/2021 | | 9,330.00 |
| | Invoice | 01/01/2021 | 20150819 | | Providence Sound Homecare and Hospice | | 02/15/2021 | | 9,150.00 |
| | Invoice | 01/01/2021 | 20150820 | | Mountain View Home | | 02/15/2021 | | 3,125.50 |
| | Invoice | 01/01/2021 | 20150822 | | Care Force | | 02/15/2021 | | 920.55 |
| | Invoice | 01/01/2021 | 20150823 | | Sunshine Home Health | | 02/15/2021 | | 4,583.75 |
| | Invoice | 01/01/2021 | 20150824 | | Wesley Homes at Home | | 02/15/2021 | | 3,572.00 |
| | Invoice | 01/01/2021 | 20150825 | | Martha and Mary Home Services | | 02/15/2021 | | 1,985.00 |
| | Invoice | 01/01/2021 | 20150826 | | Community Home Health and Hospice | | 02/15/2021 | | 9,357.50 |
| | Invoice | 01/01/2021 | 20150827 | | Kaiser Permanente | | 02/15/2021 | | 9,091.50 |
| | Invoice | 01/01/2021 | 20150828 | | Evergreen Home Health Care | | 02/15/2021 | | 467.87 |
| | Invoice | 01/01/2021 | 20150829 | | Providence Hospice of Snohomish County | | 02/15/2021 | | 9,570.00 |
| | Invoice | 01/01/2021 | 20150830 | | Providence of King County | | 02/15/2021 | | 9,445.00 |
| | Invoice | 01/01/2021 | 20150832 | | LHC Group | | 02/15/2021 | | 21,237.00 |
| | Invoice | 01/01/2021 | 20150833 | | CHI Franciscan Health at Home | | 02/15/2021 | | 969.00 |
| | Invoice | 01/01/2021 | 20150835 | | KVH - Kittitas Valley Healthcare | | 02/15/2021 | | 1,976.25 |
| | Invoice | 01/01/2021 | 20150837 | | Providence Home Health | | 02/15/2021 | | 547.75 |
| | Invoice | 01/01/2021 | 20150838 | | Central WA Hospital Homecare Services | | 02/15/2021 | | 8,117.75 |
| | Invoice | 01/01/2021 | 20150839 | | Kenyon Home Care Consulting LLC | | 02/15/2021 | | 350.00 |
| | Invoice | 01/01/2021 | 20150841 | | Margaret Shepherd Associates | | 02/15/2021 | | 175.00 |
| Total Current | | | | | | | | | 121,465.67 |
| 1 - 30 | | | | | | | | | |
| Total 1 - 30 | | | | | | | | | |
| 31 - 60 | | | | | | | | | |
| Total 31 - 60 | | | | | | | | | |
| 61 - 90 | | | | | | | | | |
| Total 61 - 90 | | | | | | | | | |
| > 90 | | | | | | | | | |
| | Invoice | 06/01/2019 | 20150774 | | Kristen Rose | | 06/01/2019 | 610 | 475.00 |
| | Invoice | 03/31/2020 | 20150790 | | Providence Sound Homecare and Hospice | | 03/31/2020 | 306 | 2,925.00 |
| | Invoice | 03/31/2020 | 20150791 | | Kenyon Home Care Consulting LLC | | 03/31/2020 | 306 | 225.00 |
| | Invoice | 03/31/2020 | 20150792 | | Sea Mar Home Health | | 03/31/2020 | 306 | 225.00 |
| | Check | 06/30/2020 | | | Providence | | | | 475.00 |
| Total > 90 | | | | | | | | | 4,325.00 |
| TOTAL | | | | | | | | | 125,790.67 |

# Home Care Association of Washington
## A/R Aging Detail
## As of January 31, 2021

| | Name | Name E-Mail | Open Balance |
|---|---|---|---|
| Current | | | |
| | A Helping Hand Homecare | jensen@ahelpinghandnw.com | 4,028.00 |
| | Careage Home Health | hvirani@careagehealth.com | 7,728.25 |
| | PeaceHealth Southwest WA Medical Center | APuhl@peacehealth.org | 5,738.00 |
| | Providence VNA Home Health- C | Michael.Hone@providence.org | 9,330.00 |
| | Providence Sound Homecare and Hospice | jill.moynihan@providence.org | 9,150.00 |
| | Mountain View Home | epesek@mountainviewhh.org | 3,125.50 |
| | Care Force | payables@careforce.com | 920.55 |
| | Sunshine Home Health | gretchena@shfi.com | 4,583.75 |
| | Wesley Homes at Home | mmoore@wesleyhomes.org | 3,572.00 |
| | Martha and Mary Home Services | dwasson@marthaandmary.org | 1,985.00 |
| | Community Home Health and Hospice | gpang@chhh.org | 9,357.50 |
| | Kaiser Permanente | linda.l.raymer@kp.org | 9,091.50 |
| | Evergreen Home Health Care | bmkorte@evergreenhealthcare.org | 467.87 |
| | Providence Hospice of Snohomish County | mirna.musun@providence.org | 9,570.00 |
| | Providence of King County | Julie.Colaw@providence.org | 9,445.00 |
| | LHC Group | nathan.smith@lhcgroup.com | 21,237.00 |
| | CHI Franciscan Health at Home | judy.keyt@chs.trihealth.com | 969.00 |
| | KVH - Kittitas Valley Healthcare | asprague@kvhealthcare.org | 1,976.25 |
| | Providence Home Health | homeservices3@providence.org | 547.75 |
| | Central WA Hospital Homecare Services | accountspayable@confluencehealth.org | 8,117.75 |
| | Kenyon Home Care Consulting LLC | gkenyon@kenyonhcc.com | 350.00 |
| | Margaret Shepherd Associates | margaret@margaretshepherdassociates.com | 175.00 |
| Total Current | | | 121,465.67 |
| 1 - 30 | | | |
| Total 1 - 30 | | | |
| 31 - 60 | | | |
| Total 31 - 60 | | | |
| 61 - 90 | | | |
| Total 61 - 90 | | | |
| > 90 | | | |
| | Kristen Rose | | 475.00 |
| | Providence Sound Homecare and Hospice | jill.moynihan@providence.org | 2,925.00 |
| | Kenyon Home Care Consulting LLC | gkenyon@kenyonhcc.com | 225.00 |
| | Sea Mar Home Health | | 225.00 |
| | Providence | | 475.00 |
| Total > 90 | | | 4,325.00 |
| TOTAL | | | 125,790.67 |

# Home Care Association of Washington
## Customer Balance Detail
### As of January 31, 2021

| | Type | Date | Amount | Balance |
|---|---|---|---|---|
| **Alliance Nursing.** | | | | **0.00** |
| | Payment | 01/11/2021 | -7,410.00 | 0.00 |
| **Black Tree Healthcare** | | | | **0.00** |
| | Payment | 12/28/2020 | -350.00 | -350.00 |
| **Donna Goodwin Consulting** | | | | **0.00** |
| | Payment | 01/19/2021 | -169.62 | 0.00 |
| **Estelita Su HomeCare** | | | | **0.00** |
| | Payment | 12/31/2020 | -605.00 | 0.00 |
| **Evergreen Home Health Care** | | | | **0.00** |
| | Payment | 01/06/2021 | -8,889.63 | 467.87 |
| **Foundation for Home Health** | | | | **178.13** |
| | Payment | 08/12/2020 | -178.13 | 0.00 |
| **Kindred at Home** | | | | **0.00** |
| | Payment | 01/28/2021 | -16,943.25 | 0.00 |
| **Memorial Home Care Services 1** | | | | **0.00** |
| | Payment | 01/06/2021 | -3,572.00 | 0.00 |
| **Minnesota Homecare Association.** | | | | **31.25** |
| | Payment | 07/06/2020 | -31.25 | 0.00 |
| **Missouri Alliance for Home Care** | | | | **82.29** |
| | Payment | 07/06/2020 | -82.29 | 0.00 |
| **MultiCare Good Samaritan** | | | | **0.00** |
| | Payment | 01/05/2021 | -8,535.50 | 0.00 |
| **Ohio Council for Home Care and Hospice.** | | | | **66.67** |
| | Payment | 08/12/2020 | -66.67 | 0.00 |
| **Providence** | | | | **3,225.00** |
| | Credit Memo | 12/22/2020 | -1,800.00 | 1,425.00 |
| | Credit Memo | 12/22/2020 | -475.00 | 950.00 |
| | Credit Memo | 12/22/2020 | -475.00 | 475.00 |
| | Payment | 12/31/2020 | -2,050.00 | 475.00 |
| | Payment | 12/31/2020 | -950.00 | 475.00 |
| | Payment | 12/31/2020 | -5,339.00 | 475.00 |
| | Payment | 12/31/2020 | -7,389.00 | 475.00 |
| **Providence Home Services 1** | | | | **6,300.00** |
| | Credit Memo | 12/22/2020 | -5,225.00 | 1,075.00 |
| | Credit Memo | 12/22/2020 | -600.00 | 475.00 |
| | Credit Memo | 12/22/2020 | -475.00 | 0.00 |
| **Providence Hospice of Snohomish County** | | | | **0.00** |
| | Payment | 12/16/2020 | -8,865.00 | 0.00 |
| **Providence of King County** | | | | **0.00** |
| | Payment | 12/16/2020 | -8,613.00 | 0.00 |
| **Providence Sound Homecare and Hospice** | | | | **2,925.00** |
| | Payment | 12/16/2020 | -8,284.50 | 2,925.00 |
| **Providence St. Mary's Walla Walla** | | | | **0.00** |
| | Payment | 12/16/2020 | -4,252.50 | 0.00 |
| **Providence VNA Home Health- C** | | | | **0.00** |
| | Payment | 12/16/2020 | -8,559.00 | 0.00 |
| **Viventium** | | | | **0.00** |
| | Payment | 01/11/2021 | -350.00 | 0.00 |

# Educational Platform Comparison

| Provider | Cost | Notes |
|---|---|---|
| **Medbridge** | 50 users-$9500 Annually | DSHS approval for the caregiver/HHA courses anticipated in Feb |
| | 100 Users-$18,500 | Revenue sharing option included with a discount for full platform purchase for members. Want to become affilicate members |
| | 90 Users- $11,700 (must make presence known with members) | Person on screen teaching is known expert in HH |
| | | Personalized training<br>Compliance training $600 for all Evergreen Employees |
| **Relias** | Cost is $75 per user ($3000 set up fee) | Revenue sharing option included with a discount for full platform purchase for members |
| | | Voice only in teaching materials |
| **In The Know** | 100 Users-$5,334 (3yr agreement) | Voice only in teaching materials |
| | 100-300 Users-$14,535 (3yr agreement) | Outdated videos |
| **RCTC Learn** | $4,300 | Standard course offerings. |
| | | Voice only in teaching materials |
| | | OASIS is separate did not ask pricing |
| | | DSHS approval for CG/HHA |

# QUOTE PROPOSAL

PREPARED FOR:

## HOME CARE ASSOCIATION OF WASHINGTON

5727 BAKER WAY NW · 200 · GIG HARBOR, WA 98332

| COVERAGE | QUOTE NUMBER | QUOTE DATE | EFFECTIVE DATE |
|---|---|---|---|
| CHUBB BOP (BUSINESS OWNER'S POLICY) | 15495279 | 02/01/2021 | 02/28/2021 - 02/28/2022 |

MARSH & MCLENNAN AGENCY LLC

510 BANK STREET
CAPE MAY, NJ 08204

J.D. Power ranks Chubb #1 in Small Commercial Insurance Customer Satisfaction

*For J.D. Power 2020 award information, visit jdpower.com/awards*

*About Chubb*
Chubb is the world's largest publicly traded property and casualty insurer. With operations in 54 countries, Chubb provides commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance, and life insurance to a diverse group of clients. We combine the precision of craftsmanship with decades of experience to conceive, craft, and deliver the very best insurance coverage and service.

## Premium Summary

| Coverage | Quoted Premium |
|---|---|
| Chubb BOP (Business Owner's Policy) | $485.00 |
| **Total Quoted Premium** | **$485.00** |

*We are pleased to offer the attached quote; which will remain **valid for 90 days** from the quote date.*

*If between the date of this Quote and the Effective Date of the policy there is a significant adverse change in the condition of this Applicant, or an occurrence of an event, or other circumstances which could substantially change the underwriting evaluation of the Applicant, then, at the Insurer's option, this quotation may be withdrawn by written or electronic notice thereof to Applicant. The Insurer also reserves the right to modify the final terms and conditions upon review of the completed application and any other information requested by the underwriter herein. If such material change in the risk is discovered after binding, the insurance coverage will be void ab initio ("from the beginning").*

Dear Home Care Association of Washington,

Chubb Small Business leverages superior underwriting expertise and world renowned claims and account services to offer solutions for small businesses. At Chubb, we recognize that every small business is unique. That is why we crafted a customizable suite of state-of-the-art insurance products to fit your needs.

Thank you for placing your business with Chubb. We understand that small business owners like you work hard every day to better serve your customers and we share your commitment to hard work and customer service. Above all, you can rely on our exceptional claims service and financial strength to be there when you need us most.

Again, thank you for selecting Chubb to protect your business.

*According to Advisen (North America) - Chubb Claims Survey

# Chubb BOP (Business Owner's Policy)

**Quote Number:** 15495279 **Quote Date:** 02/01/2021

**Account:** Home Care Association of Washington
**Agent:** MARSH & MCLENNAN AGENCY LLC
**Producer Code:** 268101
**Writing Company:** ACE Fire Underwriters Insurance Company

**Effective Date:** 02/28/2021 - 02/28/2022

| | |
|---|---|
| Commercial Liability Premium | $72.00 |
| Balance to Minimum | $413.00 |
| **Total Quoted Premium** | **$485.00** |
| *Optional Coverages (Included in Commercial Liability and / or Commercial Property Premium)* | *$25.00* |
| *Terrorism (Included in Commercial Liability and / or Commercial Property Premium)* | *$1.00* |

## Commercial Liability

| Location # | Described Premises | Classification | Exposure / Rating Basis | Premium |
|---|---|---|---|---|
| 1 | 5727 Baker Way NW, 200, Gig Harbor, WA 98332 | Association - Professional | 45 MEMBER | $46 |

| Coverage | Premium |
|---|---|
| Terrorism (TRIA) - Liability | $1 |

**Limits**

| | |
|---|---|
| Other than Products / Completed Operations Aggregate | $2,000,000 |
| Products / Completed Operations Aggregate | $2,000,000 |
| Liability and Medical Expenses | $1,000,000 Per Occurrence |
| Damage to Premises Rented to You | $1,000,000 Any One Premise |
| Medical Expense | $5,000 Per Person |
| Combined Total Aggregate | $2,000,000 All Locations Combined |

## Policy Level Coverages

| Coverage | Limit of Insurance | Deductible | Period of Indemnity | Premium |
|---|---|---|---|---|
| Business Income | N/A | N/A | N/A | N/A |

## Optional Coverages

**Commercial Property**

| Coverage | Premium |
|---|---|

**Commercial Liability**

| | |
|---|---|
| **Businessowners Liability Enhancements** | **$25** |

| Electronic Data Liability | Included |
|---|---|
| Limited Form Limit | $25,000 |

## Additional Interests

| Form # | Coverage | Premium |
|---|---|---|

## Subjectivities

There are no subjectivities for this quote.

## Underwriting Notes

There are no underwriting notes for this quote.

## Coverage Forms

*Chubb BOP (Business Owner's Policy)*

| Form Number | Edition | Title |
|---|---|---|
| ALL20887 | 1006 | ACE PRODUCER COMPENSATION PRACTICES AND POLICIES |
| ALL21101 | 1106 | TRADE OR ECONOMIC SANCTIONS ENDORSEMENT |
| ALL42490B | 0716 | U.S. FOREIGN ACCOUNT TAX COMPLIANCE ACT ("FATCA") |
| BOP43591c | 1117 | BUSINESSOWNERS POLICY DECLARATIONS |
| BOP43828 | 0614 | ASBESTOS MATERIAL EXCLUSION |
| BOP43862 | 0914 | POLLUTION, ORGANIC PATHOGEN, SILICA, ASBESTOS AND LEAD EXCLUSION WITH HOSTILE FIRE AND HUMAN FOOD PRODUCT EXCEPTIONS |
| BOP45068 | 1214 | PROPERTY COVERAGE PART EXCLUSION |
| BOP46522 | 0815 | AMENDATORY ENDORSEMENT - WASHINGTON |
| BOP47635a | 0716 | BUSINESSOWNERS LIABILITY ENHANCEMENTS ENDORSEMENT |
| BOP47642 | 0316 | EXCLUSION -CERTIFICATIONS, GUIDELINES, SPONSORSHIPS, STANDARDS OR PROTOCOLS |
| BOP47643 | 0316 | EMPLOYMENT-RELATED PRACTICES EXCLUSION |
| BOP47653 | 0316 | INTELLECTUAL PROPERTY LAWS OR RIGHTS EXCLUSION - PERSONAL AND ADVERTISING INJURY |
| BOP47661 | 0316 | EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION- LIMITED BODILY INJURY EXCEPTION NOT INCLUDED |
| BOP47662 | 0316 | ATHLETIC PARTICIPANTS, PERFORMERS AND SPECIAL EVENTS EXCLUSION |
| BOP48528 | 1016 | ASBESTOS, SILICA OR SIMILAR COMPOUNDS, INCLUDING MIXED DUST EXCLUSION |
| BOP48573 | 0117 | LEAD EXCLUSION |
| BOP49665 | 0817 | COMMUNICABLE OR INFECTIOUS DISEASES EXCLUSION - TOTAL |
| BP0003 | 0713 | BUSINESSOWNERS COVERAGE FORM |
| BP0106 | 0315 | WASHINGTON CHANGES |
| BP0473 | 0106 | WASHINGTON CHANGES - DOMESTIC ABUSE |
| BP0501 | 0702 | CALCULATION OF PREMIUM |
| BP0515 | 0115 | DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT |
| BP0517 | 0106 | EXCLUSION - SILICA OR SILICA-RELATED DUST |
| BP0518 | 0115 | WASHINGTON - AMENDMENT OF TERRORISM EXCLUSIONS |
| BP0523 | 0115 | CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM |
| BP0595 | 0514 | ELECTRONIC DATA LIABILITY - LIMITED COVERAGE |
| BP0598 | 0713 | AMENDMENT OF INSURED CONTRACT DEFINITION |
| BP0612 | 1113 | WASHINGTON CHANGES - DEFENSE COSTS |
| BPP014 | 0713 | WASHINGTON - REVISED WATER, EARTH MOVEMENT AND WEATHER EXCLUSIONS ADVISORY NOTICE TO POLICYHOLDERS |
| CC1k11i | 0218 | SIGNATURES |
| ILP001 | 0104 | U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL ("OFAC") ADVISORY NOTICE TO POLICYHOLDERS |

## Installment Plan Options

| Full Pay | 2-Pay | 4-Pay | 10-Pay |
|---|---|---|---|
| 100%<br>in 1 payment | 60%<br>in 1 payment | 40%<br>in 1 payment | 25.3%<br>in 1 payment |
| | 40%<br>1 additional payment in month 7 | 20%<br>3 additional payments in months 3, 5, and 7 | 8.3%<br>9 additional payments in months 2 through 10 |

**Notes:**

1. After your initial payment, each additional payment is assessed a $10 installment fee ($5 for all mono-line Chubb business owner's policies).
2. For customers living in Florida and West Virginia, each additional payment is assessed a $3 fee only.
3. For policies that are issued 20 days after the effective date, a 10-pay plan will likely be invoiced for the first two payments.

**Did you know?**
For accounts enrolled in AutoPay, Chubb will waive the installment fees. Enroll today and save both time and money!

## Payment Types

- Accepted credit cards: American Express, Discover, Mastercard, and Visa
- Electronic funds transfer (EFT)
- Debit card
- Check

## Payment Options

**Chubb Commercial Client Center** - Within the Client Center, you have the option to pay your bill or sign up for recurring payments directly from your bank account or by credit or debit card. You can access the Client Center by logging into https://commercialservice.chubb.com.

Don't have access to the Client Center? Contact your agent to start the activation process.

**Mail** - Pay by check by mailing payment to: *Chubb, P.O. Box 382001, Pittsburgh, PA 15250-8001.*

**Phone** - Call 1.833.550.9660 to pay by EFT, credit card, or debit card.

## Need Help?

**Email** - smallbizbilling@chubb.com

**Phone** - 1.833.550.9660 from Monday to Friday, 8:00 a.m. - 8:00 p.m. (EST)

CHUBB®

# APPLICATION SUPPLEMENT
# STATE FRAUD WARNINGS

## NOTICE TO COMMERCIAL INSURANCE APPLICANTS

**This Notice to Commercial Insurance Applicants – State Fraud Warnings provides you with information concerning various state fraud warnings and statements. Where fraud warnings are required as part of the insurance application, this notice forms a part of your application for Commercial Insurance. Please have this form signed by an authorized representative and returned with your application.**

**NOTICE TO ALABAMA APPLICANTS:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON, OR ANY COMBINATION THEREOF.

**NOTICE TO ARKANSAS APPLICANTS:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

**NOTICE TO COLORADO APPLICANTS**: IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE, AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AUTHORITIES.

**NOTICE TO DISTRICT OF COLUMBIA APPLICANTS:** WARNING: IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT.

**NOTICE TO FLORIDA APPLICANTS**: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE.

**NOTICE TO HAWAII APPLICANTS:** INTENTIONALLY OR KNOWINGLY MISREPRESENTING OR CONCEALING A MATERIAL FACT, OPINION OR INTENTION TO OBTAIN COVERAGE, BENEFITS, RECOVERY OR COMPENSATION WHEN PRESENTING AN APPLICATION FOR THE ISSUANCE OR RENEWAL OF AN INSURANCE POLICY OR WHEN PRESENTING A CLAIM FOR THE PAYMENT OF A LOSS IS A CRIMINAL OFFENSE PUNISHABLE BY FINES OR IMPRISONMENT, OR BOTH.

**NOTICE TO KANSAS APPLICANTS:** ANY PERSON WHO COMMITS A FRAUDULENT INSURANCE ACT IS GUILTY OF A CRIME AND MAY BE SUBJECT TO RESTITUTION, FINES AND CONFINEMENT IN PRISON. A FRAUDULENT INSURANCE ACT MEANS AN ACT COMMITTED BY ANY PERSON WHO, KNOWINGLY AND WITH INTENT TO DEFRAUD, PRESENTS, CAUSES TO BE PRESENTED OR PREPARES WITH KNOWLEDGE OR BELIEF THAT IT WILL BE PRESENTED TO OR BY AN INSURER, PURPORTED INSURER OR INSURANCE AGENT OR BROKER, ANY WRITTEN, ELECTRONIC, ELECTRONIC IMPULSE, FACSIMILE, MAGNETIC, ORAL, OR TELEPHONIC COMMUNICATION OR STATEMENT AS PART OF, OR IN SUPPORT OF, AN APPLICATION FOR INSURANCE, OR THE RATING OF AN INSURANCE POLICY, OR A CLAIM FOR PAYMENT OR OTHER BENEFIT UNDER AN INSURANCE POLICY, WHICH SUCH PERSON KNOWS TO CONTAIN MATERIALLY FALSE INFORMATION CONCERNING ANY MATERIAL FACT THERETO; OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO

**NOTICE TO KENTUCKY APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME.

**NOTICE TO LOUISIANA APPLICANTS:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON, OR A DENIAL OF INSURANCE BENEFITS.

**NOTICE TO MAINE APPLICANTS:** IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

**NOTICE TO MARYLAND APPLICANTS:** ANY PERSON WHO KNOWINGLY OR WILLFULLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY OR WILLFULLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

**NOTICE TO NEW JERSEY APPLICANTS**: ANY PERSON WHO INCLUDES ANY FALSE OR MISLEADING INFORMATION ON AN APPLICATION FOR AN INSURANCE POLICY IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES.

**NOTICE TO NEW MEXICO APPLICANTS:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

**NOTICE TO NEW YORK APPLICANTS**: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH VIOLATION.

**ADDITIONAL NOTICE TO NEW YORK COMMERCIAL AUTO APPLICANTS**: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, AND ANY PERSON WHO, IN CONNECTION WITH SUCH APPLICATION OR CLAIM, WHO KNOWLINGLY MAKES OR KNOWLINGLY ASSISTS, ABETS, SOLICITS OR CONSPIRES WITH ANOTHER TO MAKE A FALSE REPORT OF THEFT, DESTRUCTION, DAMAGE OR CONVERSION OF ANY MOTOR VEHICLE TO A LAW ENFORCEMENT AGENCY THE DEPARTMENT OF MOTOR VEHICLES OR AN INSURANCE COMPANY COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE VALUE OF THE SUBJECT MOTOR VEHICLE OR STATED CLAIM FOR EACH VIOLATION.

**NOTICE TO OHIO APPLICANTS**: ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE/SHE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD.

**NOTICE TO OKLAHOMA APPLICANTS:** WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

**NOTICE TO OREGON APPLICANTS**: ANY PERSON WITH THE INTENT TO KNOWINGLY DEFRAUD MAKES ANY MISSTATEMENTS, MISREPRESENTATIONS, OMISSIONS OR CONCEALMENTS CONCERNING A MATERIAL FACT TO AN INSURANCE COMPANY OR OTHER PERSON IN CONNECTION WITH AN APPLICATION FOR INSURANCE MAY BE GUILTY OF INSURANCE FRAUD AND SUBJECT TO PROSECUTION.

**NOTICE TO PENNSYLVANIA APPLICANTS**: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

**ADDITIONAL NOTICE TO PENNSYLVANIA COMMERCIAL AUTO APPLICANTS**: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURER FILES AN APPLICATION OR CLAIM CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION SHALL, UPON CONVICTION, BE SUNJECT TO IMPRISONMENT FOR UP TO SEVEN YEARS AND PAYMENT OF A FINE OF UP TO $15,000.

**NOTICE TO RHODE ISLAND APPLICANTS:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

**NOTICE TO TENNESSEE APPLICANTS**: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

**NOTICE TO VERMONT APPLICANTS**:
ANY PERSON WHO KNOWINGLY PRESENTS A FALSE STATEMENT IN AN APPLICATION FOR INSURANCE MAY BE GUILTY OF A CRIMINAL OFFENSE AND SUBJECT TO PENALTIES UNDER STATE LAW.

**NOTICE TO VIRGINIA APPLICANTS**: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

**NOTICE TO WASHINGTON APPLICANTS:** IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

**NOTICE TO WEST VIRGINIA APPLICANTS:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWLINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

**NOTICE TO APPLICANTS IN STATES NOT LISTED ABOVE:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS THE PERSON TO CRIMINAL AND CIVIL PENALTIES.

Chubb. Insured.℠

**THIS ENDORSEMENT IS ATTACHED TO AND MADE PART OF YOUR POLICY IN RESPONSE TO THE DISCLOSURE REQUIREMENTS OF THE TERRORISM RISK INSURANCE ACT. THIS ENDORSEMENT DOES NOT GRANT ANY COVERAGE OR CHANGE THE TERMS AND CONDITIONS OF ANY COVERAGE UNDER THE POLICY.**

# DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT

**SCHEDULE**

| **SCHEDULE – PART I** |
|---|
| **Terrorism Premium (Certified Acts)** **$**1.00<br><br>**Additional information, if any, concerning the terrorism premium:** |
| **SCHEDULE – PART II**<br>**Federal share of terrorism losses** **81 % Year: 2019**<br>(Refer to Paragraph **B.** in this endorsement.)<br><br>**Federal share of terrorism losses** **80 % Year: 2020**<br>(Refer to Paragraph **B.** in this endorsement.) |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |

**A. Disclosure Of Premium**

In accordance with the federal Terrorism Risk Insurance Act, we are required to provide you with a notice disclosing the portion of your premium, if any, attributable to coverage for terrorist acts certified under the Terrorism Risk Insurance Act. The portion of your premium attributable to such coverage is shown in the Schedule of this endorsement or in the policy Declarations.

**B. Disclosure Of Federal Participation In Payment Of Terrorism Losses**

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals a percentage (as shown in Part **II** of the Schedule of this endorsement or in the policy Declarations) of that portion of the amount of such insured losses that exceeds the applicable insurer retention. However, if aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed $100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion.


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**C. Cap On Insurer Participation In Payment Of Terrorism Losses**

If aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed $100 billion in a calendar year and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds $100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.


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SYNCHRONICITY
strategy | design | planning | production

***Home Care Association of WA (HCAW)***
***Virtual Conference 2021***
Estimate and Agreement for Professional Services

Submitted to: **Britni Lundin**

Submitted by: **Alex Martin**
Synchronicity Events, LLC
206 355 8426
alex@synchronicity-events.com

## Overview

**Synchronicity has been asked to serve as a thought partner, project manager, and event producer for this event:**

- HCAW – One Day Event
- Wednesday, April 28th
- Event Platform: TBD (Two Tracks Simultaneously)

## HCAW's Responsibilities

### Administrative
- Define budget guidelines
- Sign vendor contracts and assume financial responsibility to the vendors, including software licenses as necessary
- Furnish time sensitive information upon request
- Reimburse Synchronicity for event-related purchases made within the event budget (Synchronicity to provide receipts and documentation)
- Provide supplies & equipment for event coordination activities, including all administrative supplies, photocopying, and postage
- Answer general event inquiry emails and phone calls

### Program Development
- Recruit speakers, panelists, presenters, hosts and all other talent for the event
- Compile and finalize presenter photos, bios and session descriptions

### Event Financial & Admin
- Manage post-event data transfer from software into client's database
- Fulfill "Thank You" effort to item donors, guests, sponsors, and volunteers

**Sponsorship**
- Secure and manage individual, foundation, business and corporate sponsorships for the event. Collect logos, ad art and videos for event sponsor recognition
- Plan and execute sponsor recognition and thanks

**Communication & Registration**
- Build and maintain informational and registration website
- Identify potential participants
- Complete all communications with invitees and guests
- Define and fulfill press & publicity effort
- Manage online registration process

**Graphic Design**
- Coordinate with the graphic designer to create printed and digital materials
- Create graphics to support marketing efforts including social media and event website
- Share branded graphic assets for event slideshow

**Video and Content Creation**
- Write scripts and coordinate video shoots for pre-recorded videos
- Provide all videos, photos, written content, scripting notes, and audio content in a timely manner, to meet event production deadlines

**Volunteers**
- Recruit sufficient volunteers with the skills and abilities to cover event volunteer needs
- Confirm all volunteers, complete advance communication and post event 'thank you'
- Greet and supervise volunteers onsite at the event and at pre-event work days.

## Synchronicity's Professional Services

**Event Strategy and Design**
- Consult w/ staff, board, and volunteers about all aspects of the event. Provide general oversight and an overall production vision.
- Facilitate planning meetings throughout the process (schedule meetings, provide agendas, lead discussions).
- Coordinate with staff to meet timeline and benchmarks for all tasks as outlined in the timeline and work plan, and all tasks that arise out of necessity during the planning process.
- Assist with messaging, scripting and show flow advance work. Hold one advance rehearsal of all program speakers

**Event Planning and Production**
- Work within established event budget
- Consult on event planning timeline
- Consult on communication timeline to meet event goals
- Create detailed event run-of-show
- Consult on stage program and script
- Final script review before production
- Consult on the selection of the most appropriate livestream platform(s)

- Create event slides (based on client branding) and prepare them for the event
- Receive all photo, video and audio files from the client, prepare for playback
- Provide a list of jobs to fill for the Volunteer recruitment effort
- Train the Team Captains who will lead volunteer teams at the event
- Research and recommend ideal vendors to support the event. Coordinate production details with all vendors including
    - Event host
    - Attendee experience box provider
    - Caterer
    - Performers
    - Captioning and Interpretation Services
    - … and any other necessary vendors for the event
- Serve as lead coordinator during the event, with special attention to event management, stage management and tech cueing
- Follow-Up after event: review final vendor bills and submit them for processing and payment
- Participate in a post event wrap-up meeting and create a post event summary with suggestions for improvement

**Summary**
TOTAL **$7,500**

**Agreement for Professional Services**

**Terms**
This agreement begins on signing, and ends June 1, 2021. Alex Martin will remain the point of contact for any contracting issues. Hours and days worked by Synchronicity will be flexible and responsive to the needs of the event.

**Financial Terms**
HCAW agrees to pay Synchronicity $7,500 for professional services as detailed above.

HCAW will pay installments of this contract via check or direct deposit (ACH), according to the following schedule:

| | |
|---|---|
| March 1, 2021 | $3,500 |
| April 1, 2021 | $4,000 |

**Changes in Scope of Responsibility**
If HCAW desires to add to the scope of Synchronicity's Responsibilities and Professional Services, Synchronicity will provide a change order for signature. *A change order must be signed before Synchronicity begins any work that will result in an increased fee.*

**COVID-19 Precautions**
Synchronicity and HCAW mutually agree that the safety and well-being of all people involved in this project, including staff, contractors, vendors, volunteers, and event guests, is of the utmost priority. We mutually agree that no person will be asked to work or to volunteer in an environment in which proper social distancing and face mask wearing are not being practiced by everyone. Synchronicity team members reserve the

right to remove ourselves physically from any situation where current CDC recommendations for contagion control, and/or state and local guidelines, are not being followed.

**Non-Discrimination & Anti-Harassment Responsibilities**
Harassment or disrespectful conduct, including sexual harassment, as well as discrimination based on gender or gender expression, sexual orientation, religious beliefs, or racial or cultural background will not be tolerated by any party. If harassment or assault occurs, all parties agree to act immediately to restore a safe working environment.

**Acknowledgement**
As a business serving non-profit organizations, Synchronicity relies primarily on awareness of our work to build our brand and community presence. Client agrees to acknowledge Synchronicity with a brief mention at this event, in printed materials and/or other formats as the client deems appropriate. Suggested wording: “Event planning and production supported by Synchronicity” If you desire to place our logo, please give Synchronicity a chance to approve logo appearance in your print or digital materials before publishing.

**Travel**
The following additional fees apply to any work outside Seattle city limits. For travel time, Synchronicity will bill at $100 per hour or $250 per diem, whichever is less. Client will provide mileage reimbursement at $1 per mile for miles driven outside city limits. For ferry, train, or air travel, client will cover or reimburse all the costs of fares and fees. For overnight stays, client will cover or reimburse all accommodations and meals.

**Client Responsibilities**
HCAW and its agents shall render full, active and visible support to Synchronicity as shall be necessary or desirable, in the judgment of Synchronicity, for the timely completion of these Professional Services.

**Disclaimer**
In no event shall Synchronicity be liable for any indirect, incidental or consequential damages arising out of or in any way connected with its performance or nonperformance of the services described herein or otherwise by reason of this Agreement. Further, in no event shall the aggregate liability of Synchronicity exceed the compensation Synchronicity receives under this agreement. It is understood and agreed that Synchronicity will apply their best efforts in rendering the Professional Services, but that Synchronicity does not warranty or guaranty any particular result or outcome, nor does Synchronicity assume any liability for any work performed by Client with respect to the Project. The time to complete the work and the measure of its success depends, to a significant degree, upon factors outside the control of Synchronicity, and, with respect to Professional Services incorporating Client’s work, upon Client’s work product. It is understood, therefore, that Synchronicity makes no warranties, express or implied, with respect to Synchronicity’s Professional Services and further, that Synchronicity will not be liable for consequential damages incurred by Client arising out of the Professional Services.

Synchronicity will make every effort to manage the project to the agreed upon calculations. If appropriate, additional budget allocations will be recommended by

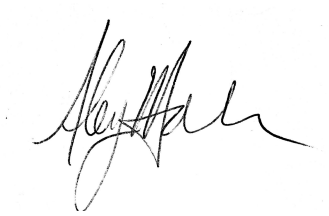
Synchronicity for approval by the Client. Synchronicity is not responsible for managing the dollars managed by HCAW.

**Termination**
Either party may terminate this Agreement, or any part of the agreement, by giving thirty (30) days prior written notice. All hours worked prior to termination will be billed at the rate of $75 per hour and paid by the client, and any expenses incurred prior to termination date will be paid by the client.

**Acceptance of Agreement**
The above Terms and Conditions are satisfactory and are hereby accepted. Synchronicity is authorized to perform the work as specified on behalf of HCAW. Payment will be made as outlined above.

**Synchronicity Events, LLC**
Federal EIN # 83-1926355

ADDRESS:
3234 S Ferdinand St., Unit A
Seattle, WA 98118



_____
Alex Martin

_____2/8/2021_____
Date

**Home Care Association of WA (HCAW)**

_____

_____
Date

FOR INFORMATION ONLY
**The following additional services are available at additional cost. Please contact Synchronicity to add these to your quote:**

- Designing custom floor plans inside the event software
- Preparing 'homemade' video recordings for presentation
- Conducting advance video recordings for the show, via Zoom
- Sourcing, packaging, and shipping your guest experience box or package
- Post-event: preparing and organizing the video archive of the conference

# 2021 Committee Report

**Committee Name:** Education **Date: 2/9/2021**
**Date of last committee meeting:** 2/3/2021
**Submitted by:** Rachel Manchester

## COMMITTEE UPDATES:

Planning of the annual conference has commenced! Here is the rough agenda for 4/28 we are planning:

8:00-9:00: intro/update from NAHC with Bill

Class: 9:15-10:45 w/two options

Class 11:00-12:00 w/two options

Class 1:00-2:30 w/two options

Class 3:00-4:00 w/two options

Platform: Possibly Remo (please see link here https://remo.co/)

Tech support: Quote is in from Synchronicity now $7,500

Sponsorship Opportunities: Britni will be getting a prospectus together once we have more firm details so I can price it out accordingly. Amber is working on Sponsorship.

Speakers: Gretchen and Rachel are working on this

Our next meeting will be Feb 10th 4:00pm-4:30pm, and you should have already received the invite for this.

**In addition to the annual conference offering, we are working hard to offer more on-line webinars by partnering with the OHIO home care association as well as Donna will be providing a quarterly clinical connection class.**

## BOARD ACTION REQUESTED:

**Would love to hear your speaker/topic ideas so we can get them offered.**

**Next committee meeting information:**
Date/Time:
Location:

# 2021 Committee Report

**Committee Name:** Nomination Committee **Date: 2.10.21**
**Date of last committee meeting:** Unknown
**Submitted by:** Marilou Church

## COMMITTEE UPDATES:

We will need to schedule a meeting in the next 30 days to begin to fill open seats on the board.

## BOARD ACTION REQUESTED:

**Next committee meeting information:**
Date/Time:
Location:

# 2021 Committee Report

**Committee Name:** NAHC Update **Date: 2.9.21**
**Date of last committee meeting:** n/a
**Submitted by:** Brent Korte

## COMMITTEE UPDATES:

NAHC is currently working to prop up a committee to address issues of diversity within home care (essentially all aspects: patients served, employees, leadership, NAHC staff, NAHC BOD, etc..). We are hiring a facilitator to help advance this discussion. I serve on this council as one of the board members representing the industry.

NAHC is working on committee assignments currently. Recommendations for committees are made through the Governance and Nominating Committee (GNC), which I chair. Public Policy, Executive Eval and Compensation, Finance and Audit Committee slates will be submitted this week to NAHC Chair, Mary Myers. The GNC committee is determined directly by the board of directors.

NAHC will be hosting a series of webinars over the next few months focusing on COVID, with topics related to vaccine distribution, business continuity and testing.

NAHC continues to advance its Private Duty offerings with a winter leadership summit taking place on February 23.

I'm honored to serve as Secretary for the NAHC Board of Directors in 2021. This will be final year on the board as I am limited by term length.

## BOARD ACTION REQUESTED:

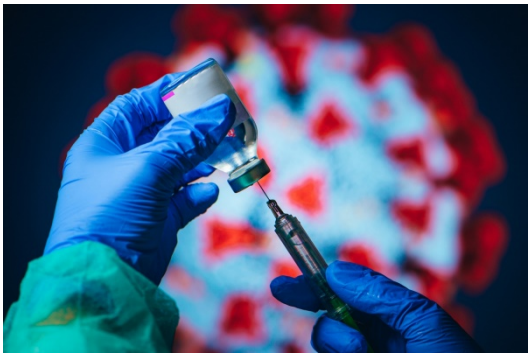
n/a

**Next committee meeting information**: I attend NAHC meetings multiple times per month and will update HCAW as needed.
Date/Time:
Location:

February 7, 2020

# HCAW February 2021 Public Policy Report

Prepared by Leslie Emerick, Public Policy Director



## ***Legislative Overview***

The 2021 Legislative session will go down in the history books with the dueling drama of a pandemic and armed militia threats against our Governor, Legislators, and the state capitol buildings!! The capitol in Olympia is still in a state of "Restricted Access" for the near foreseeable future with Washington State Patrol taking high security measures to protect the capital campus and the employees in this time of militia related unrest. The National Guard has finally been sent home at a cost of over $1.6 million. The federal Department of Homeland Security has issued a recent warning for potential violence in all 50 state capitols. The capitol campus already had most employees from home due to the pandemic, but some continue to work at the capital during session.

The 2021 "virtual" legislative session is now moving into its fourth week (Feb. 1 being the 22nd day of the 105-day legislative session) with new bill introductions starting to wind down. February 15th is the first big policy bill cut-off, with fiscal bills cut-off on February 22nd. Bills that have been introduced and received a public hearing must pass out of these committees to continue through the legislative process. Those bills that do not get a vote out of their respective committees by this date die for this legislative session. Since WA State has a biennial legislative session, bills that die for this session may be back next year.

So far, 1,167 bills have been introduced this session which is far less than a regular long session which typically introduces closer to 2,600 bills! Legislators were concerned about the ability pass bills in the virtual environment in a timely manner and limited the number of bills to be heard by House of Representatives to 7 bills, requested that they do not file "Companion" bills in the opposite house and focus on COVID-19, the 2-year operating budget, social justice, and climate issues. Here is a really good resource for accessing the legislature this session!

Accessing the Legislature remotely.p

## COVID-19 Information

The first bills passing the legislature this session was COVID-19 related, such as extending the month-to-month waivers until the end of the state emergency orders under the Governor. (COVID-19 Proclamations Extended under SCR 8402) No one knows when the pandemic will "officially" end, so this offers some stability and consistency for health care providers and their organizations. There are several bills that direct the use of federal dollars for COVID-19 into various state funding accounts, much of which came into the state under the CARES Act.

There are also business-related bills, in particular one that provides additional funding to make up for the shortfalls in the Unemployment Insurance Account (SB 5061) due to millions being stolen through fraudulent accounts and the significant increase in unemployment due to the pandemic. SB 5061 has already passed both houses of the state legislature and is moving towards the Governor's desk for signature! Just goes to show you that the legislature can move fast when it wants to!!

Much of my time has been spend working with the state DOH and King County to help expand access to care for in-home services agencies. The state has sent up large vaccination events in regions around the state. We were also part of the soft launch of www.findyourphasewa.com, which is fully operational now.

Getting vaccinated in King County - King County: DOH determines the distribution of vaccine for our state and eligibility for vaccination in phases. King County is currently in the state's Phase 1a and Phase 1b, Tier 1 for vaccine distribution.

**Mass Vaccination Sites:** DOH, along with the assistance from the Washington National Guard and local and private sector partners, is launching four mass vaccination sites across the state for people eligible for the COVID-19 vaccine under Phase 1A or Phase 1B tier 1 (PDF). Locations will be appointment only and appointments must be made in advance. To get a vaccine, you first need eligibility confirmation from Phase Finder.

**Crossing state lines for vaccine:** Given the limited supply of vaccine that is available at this time and our state's commitment to equitable and fair access to vaccine, Washington is requiring that those seeking COVID-19 vaccines in its four mass vaccination sites must either live or work in Washington state. If you do not live or work in Washington, please do not make vaccine appointments or travel to these sites for vaccines.

**Location of Sites**
**Kennewick**
**Ridgefield**
**Spokane**
**Wenatchee**

**Tracking PPE Distribution Dashboard:** https://coronavirus.wa.gov/what-you-need-kno00w/personal-protective-equipment/tracking-ppe-distribution

**Vaccine Coordination Meetings:** I also attend the DOH Vaccine Partners meeting and have met three times with King County Public Health. They reported that much more vaccination is heading to Washington state in the near future and they are working on multiple pathways to get the vaccine out into our communities, include mobile vaccinations for home bound patients or those with difficulty traveling.

***Department of Health (DOH)***

**Department of Health Vaccine Updates:**
https://www.doh.wa.gov/Emergencies/COVID19/Vaccine, Find COVID-19 vaccine information for health care providers.

**DOH Rules Update: PAs ordering Home Health Services Expedited Rule Making CR-105:**
WAC 246-335-510 Definitions. In-Home Services, Home Health. DOH is proposing a permanent rule amendment to WAC 246-335-510(3), adding physician assistants to the list of practitioners authorized to order home health services and to sign plans of care, consistent with federal changes due to the coronavirus disease (COVID-19) pandemic filed as WSR# 20-23-089 - Filing date/time 11/17/20202:23 PM. This rulemaking is still in process, and the emergency rules are still in place allowing for PAs to order home health during the pandemic.

**Telemedicine Supervisory Visits for Home Health & Hospice:** HCAW has submitted a rulemaking request to DOH to allow for telemedicine supervisory visits for home health and hospice. Telemedicine has kept consumers and providers safe while allowing patients to continue their care plan with their home health and hospice providers during the COVID-19 pandemic, but its benefits extend far beyond the current outbreak. And here is the response from DOH!!

"Thank you for contacting the Department of Health (department) on behalf of the Home Care Association of Washington. **This correspondence confirms that the department approves your petition received on December 2, 2020 to initiate rulemaking regarding telehealth supervisory visits for home health nurses.**

To further investigate this issue, the department will file a Preproposal Statement of Inquiry (commonly known as a CR-101 form) with the Office of the Code Reviser. The CR-101 is a statement of inquiry that does not amend a rule by itself but allows the department to have formal discussions with the public and stakeholders to help determine what next steps are appropriate.

In the correspondence sent to the department with the petition it was requested that the department consider Expedited Rulemaking since there is no known opposition to the rule. RCW 34.05.350 establishes the criteria of when an agency may use the Expedited Rulemaking process to adopt or repeal a rule. At this time the department does not believe this rulemaking meets the criteria.

We acknowledge that the CR-101 process will take more time than the expedited route you had requested. DOH staff will work with stakeholders to move through the process as efficiently as possible to update the rules. The department will keep you and other interested parties informed as we continue through this process."

**DOH Announcement: Help us to learn what you need to prevent the spread of COVID-19 and other infectious diseases:** To better fight COVID-19, the Washington State Department of Health (WA DOH) and the Centers for Disease Control and Prevention (CDC) created an infectious disease survey for frontline healthcare workers. This survey is part of a project called Project Firstline. Project Firstline is designed to prevent the spread of infectious diseases in healthcare settings across Washington through interactive trainings and resources. For more information, please go to: Prevent COVID-19 infections in healthcare settings (govdelivery.com)

**PREP Act Authorization for Health Care Workers with Expired or Inactive Licenses to Administer COVID-19 Vaccines:** DOH, in partnership with our health profession boards and commissions, is taking action to support retired health care workers or those with inactive licenses to more easily get back into the workforce to administer the COVID-19 vaccine. The goal is to ensure we have a robust workforce to help us bring an end to the COVID-19 pandemic.

Please find the attached Public Readiness and Emergency Preparedness Act (PREP Act) authorization from Secretary of Health Dr. Umair Shah for health care workers with expired or inactive licenses to administer COVID-19 vaccines under certain circumstances.

To participate, health care workers must register at: https://www.waserv.org. Step-by-step instructions to register: https://www.doh.wa.gov/Emergencies/COVID19/HealthcareProviders.

Before registering, participants will need to have access to previous Washington state credential numbers, which may be obtained through the Department of Health's Provider Credential Search, accessible at https://fortress.wa.gov/doh/providercredentialsearch/. After registering, participants must wait to receive confirmation from DOH that they are authorized to administer COVID-19 vaccines under Dr. Shah's authorization. Certain health care workers with expired/inactive licenses may qualify for PREP Act coverage under both state and federal authorizations. Secretary of Health Shah's authorization for Washington State currently allows broader participation. Questions about registration? Please email: waserv@doh.wa.gov.

**DOH and LNI's Fit Testing Training Webinars:** Please review the information below for important information including a recording of the webinar and additional resources on fit testing.

1. Recordings, videos and resource links (for everyone) - Please note due to the size of the slide deck slides are NOT available at this time.
2. Sign-up for small group fit testing practice and coaching (doing their own fit testing)
3. Obtaining a fit testing kit (for those doing their own fit testing)
4. Accessing the 3M online medical clearance system (for those doing their own fit testing)
5. Accessing mobile fit testing (for everyone)

RECORDING of 1/20 webinar (same content as 1/13) – Click here:
https://attendee.gotowebinar.com/recording/1294987615467886607

Fit Testing Demonstration Videos from webinar
Part 1 Click here: https://attendee.gotowebinar.com/recording/9064256624105775619
Part 2 Click here: https://attendee.gotowebinar.com/recording/6512252752642420994

Full version UW of video shown by LNI during webinar (importance of fit):
https://attendee.gotowebinar.com/recording/3987538759800525570 Questions from the Q&A will be posted to DOH's web page in the near future. We encourage you to reach out to us if you have specific questions about your agency or facility. Please email carolyn.ham@doh.wa.gov.

To request Consultation from LNI https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/ The Respiratory Protection Plan template from LNI is located here: https://lni.wa.gov/safety-health/_docs/Respirator-Program-Template%20-Guide-for-N95-Use-in-LTC-During-the-COVID-19-Pandemic.docx (alternatively, try accessing from this webpage, https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus#industry-and-topic-specific-resources scroll down to 'Long Term Care Facilities' and click on "Respirator Program Template and Guide for N95 use at Long Term Care Facilities During the COVID-19 Pandemic") The facial hair guide from CDC NIOSH is here:
https://www.cdc.gov/niosh/npptl/pdfs/facialhairwmask11282017-508.pdf

To sign up for these, please fill out this SurveyMonkey:
https://www.surveymonkey.com/r/GQ5GSLZ If you are interested in obtaining a fit testing kit and you have more than 20 staff who need fit testing, please email DOH at carolyn.ham@doh.wa.gov with the following information. We do not recommend this option for smaller facilities.
**-Facility Name, Facility Address, Number of staff to be fit tested, Contact person**

Accessing mobile fit testing (for everyone) Beginning in January 2021, facilities and agencies in all counties in Washington State are eligible for no-cost fit testing through funding provided by the Department of Health. Eligible facility and agency types are:

- Assisted Living Facilities
- Skilled Nursing Facilities/Nursing Homes
- Adult Family Homes
- Supported Living Agencies
- Home Care Agencies
- Home Health Agencies
- Hospice Agencies

Each county has been assigned a fit testing provider who is participating in the DOH N95 Fit Testing Project. Appointments for fit testing with these providers will begin after February 1st. To

access this program, facilities should contact the fit testing provider assigned to their county directly. You do not need to contact DOH to qualify, please directly contact the fit testing provider for your area. To find the provider assigned to your county, please review the chart or map below. If your county isn't listed below, please contact DOH (carolyn.ham@doh.wa.gov) to find out who your fit testing provider will be. Please note, if you need online medical evaluations ONLY (do NOT need mobile fit testing).

**DOH Update on Telemedicine Training Completion:** Beginning **January 1, 2021** and **no later than June 30, 2021**, health care professionals, who offer telemedicine services to patients must complete telemedicine training. (See deadlines for RN, LNP and ARNP telemedicine training below under the Nursing Commission.) Washington State Telehealth Collaborative Training webpage. To participate in any of these ***free*** trainings you will need to enroll and create a Canvas account by accessing the Washington State Medical Professional Telemedicine Training.

**Safe medication return program:** Safe medication return is a statewide program that gives WA residents free and environmentally responsible options to dispose of unwanted medication. If you have questions, please contact us by email or phone 360-236-4698.

- **Mail in your unused medication:** Request a free prepaid envelope & it will be sent to you.
- **Take it to a drop off site:** Find your nearest drop off site, and deposit your medication.

**Palliative Care Roadmap Still Available!!** Pat Justis has located funds for a third printing of the PC Roadmap that are available until the end of March so please place your orders soon! It's posted on DOH Rural Health webpage, as well as the WA Rural Palliative Care Initiative portal To order: https://prtonline.myprintdesk.net/DSF/

**Palliative Care-Rural Health Integration Advisory Team (PC-RHIAT):** Pat Justis provided an update on the activities of the Rural Health Palliative Care initiative on February 5, 2021. For more information on their efforts go to: https://waportal.org/partners/home/washington-rural-palliative-care-initiative

***Nursing Care Quality Assurance Commission*** **(NCQAC)**

On January 27, the Senate Health & Long-Term Care Committee held a Work Session: "Long-term care workforce update". This is the workgroup that I have been participating on for the past 2 years to help develop an updated curriculum and to assure that testing and data and incorporated into the plan. These meetings are monthly, and the bigger Steering Committee meetings are quarterly. Here the report that is being finalized for the legislature.

LTC Workforce Development Steering

**Nursing Care Quality Assurance Commission Telemedicine Training Update:** The NCQAC finally released their guidance for the telemedicine training impacting nurses licensed under the commission. The final date is later than the "Secretary" Professions that are not under a board or commission. The Nursing Care Quality Assurance Commission (NCQAC) recommends telemedicine training be completed as soon as possible as a demonstration of competency. The licensed nurse (RN, LPN, or ARNP) providing telemedicine clinical services licensed prior to January 1, 2021 will need to complete telemedicine training by December 31, 2021.

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

Health insurance and coronavirus (COVID-19) frequently asked questions | Washington state Office of the Insurance Commissioner

**Emergency order on telehealth coverage extended to March 7** (February 5, 2021)

Insurance Commissioner Mike Kreidler extended his emergency order directing all state-regulated health insurers to make additional coverage changes to aid consumers during the coronavirus pandemic. To help free up hospital beds, Kreidler is directing health insurers to waive or expedite prior authorization requirements for home healthcare or long-term care facility services to speed up discharging patients who are ready to leave.

His order is in effect until March 7 and requires health insurers to:

> - Continue coverage for providing telehealth via methods including telephone and video chat tools such as Facetime, Facebook Messenger video chat, Google Hangout video, Skype and Go-to-Meeting.
> - Cover all medically necessary diagnostic testing for flu and certain other viral respiratory illnesses billed during a provider visit for COVID-19 with no copay, coinsurance or deductible.
> - Treat drive-up testing sites for COVID-19 as provider visit with no copay, coinsurance or deductible.

***Department of Labor and Industries Coronavirus Response Data***

Coronavirus (COVID-19) data dashboard (last update: Feb. 3, 2021): Coronavirus-related enforcement, inspections, consultations, and workers' compensation claims.

***Health Care Authority (HCA)***

HCA has been working on the rules that allow ARNPs and PAs to order home health. This would make the emergency rules permanent. We requested an amendment that includes PAs in definitions.

WAC Crosswalk Form.docx

***Public Policy Issues***

**WA State Telemedicine Collaborative:** The next meeting will be on March 2, 2021, 10 am-12 pm.

**WSMA, WSHA, WEOLC, and HCPNW Invite Input on Revised Advance Directive and Washington POLST** RELEASE DATE: February 1, 2021

We are pleased to invite stakeholders to participate in a call for comment about the proposed revisions to the Advance Directive and Washington POLST documents. The proposed, revised documents were developed based on extensive conversations with the end-of-life stakeholder community. The goal is to streamline, clarify, and modernize the documents, and to ensure their continued relevance and effectiveness in the changing health care environment.

To support participation in the call for comment, we have prepared an information package including the proposed Advance Directive and Washington POLST documents and the current (outgoing) versions of the documents. Please review the materials in the first bullet below before completing the Advance Directive survey (2nd bullet) and Washington POLST survey (3rd bullet).

- **Information Package: https://wsma.org/doc_library/resources/advance_care_planning/call_for_comment.pdf**
- Advance Directive Survey: https://www.surveymonkey.com/r/2021AdvanceDirective
- Washington POLST Survey: https://www.surveymonkey.com/r/2021POLST

*Partners*

- Washington State Medical Association and the WSMA Foundation
- Washington State Hospital Association
- Honoring Choices® Pacific Northwest, joint initiative of WSHA and the WSMA Foundation
- Washington End of Life Coalition and Washington POLST Task Force

**They will accept comments until February 22, 2021.** Please contact jessica@wsma.org with questions.

**Virtual In-Home Services Days**

I am working on a new format for our In-Home Services Day and will share ASAP with our updated talking points ASAP! More to come…

**Home Care Association of Washington**

**Clinical Director Report**

**January 2021**

***COVID Updates*:**

The U.S. Department of Health and Human Services (HHS) Secretary, Alex Azar, officially renewed the Public Health Emergency (PHE) for COVID-19, effective January 21, 2021, for an additional 90 days. This renewal happened on Thursday, January 7, 2021.

The current PHE declaration was set to expire on January 21, 2021. That expiration date has now been moved to April 21, 2021. But wait there's more.

On January 25, 2021 state Governors where notified by HHS that the PHE will likely extend to the end of 2021 and perhaps into 2022.

"To assure you of our commitment to the ongoing response, we have determined that the PHE will likely remain in place for the entirety of 2021, and when a decision is made to terminate the declaration or let it expire, HHS will provide states with 60 days' notice prior to termination", reads the letter to governors.

HHS Tells Governors Public Health Emergency to Last All of 2021 – NAHC Report

Public-Health-Emergency-Message-to-Governors.pdf (georgetown.edu)

***Legislative/Regulatory:***

**Home Health Value Based Purchasing Program due for Expansion:**

The U.S. Department of Health and Human Services (HHS) is announcing that HHS Secretary, Alex M. Azar, II, has approved the expansion of the Home Health Value-Based Purchasing (HHVBP) Model. The HHVBP expansion would be implemented through rulemaking no earlier than January 1, 2022.
Tested by the Centers for Medicare & Medicaid Services (CMS) Innovation Center, the HHVBP Model began its first performance year in 2016. The CMS Office of the Actuary has certified, based on its independent assessment of the model's performance over the first three years of the Model that an expansion would reduce, or not result in any increase in, net Medicare spending. The Secretary has also determined that an expansion of the HHVBP Model would likely improve quality of care for Medicare beneficiaries, without denying or limiting coverage or provision of benefits to Medicare beneficiaries. These combined determinations, coupled with the actuarial certification, meet the criteria set by Section 1115A(c) of the Affordable Care Act to allow the Secretary to expand the model through rulemaking. (NAHC)

Home Health Value-Based Purchasing Model | CMS Innovation Center

Press release: CMS Takes Action to Improve Home Health Care for Seniors, Announces Intent to Expand Home Health Value-Based Purchasing Model | CMS

Letter to President Biden from the NHPCO –
Microsoft Word - NHPCO Letter to CMS with Feedback on 3.9 Guidance v2 3 12 am

**OIG Adds items related to home health care to their work plan for 2021** –

The Office of Inspector General (OIG) has announced two new items of interest to NAHC home health members. One is an audit of home health telehealth services during the COVID-19 public health emergency (PHE) and the second is a report on the challenges faced by home health agencies in responding to the PHE and the strategies used to respond. Looking forward to the results that will be due later in 2021 for the telehealth services and 2022 for the challenges due to the PHE study.

OIG Adds 2 Home Health Items to Work Plan – NAHC Report

Work Plan | Office of Inspector General | U.S. Department of Health and Human Services (hhs.gov)

Enter 'home health' in the search bar.

**MEDPAC at it again**:

On an annual basis our friends at MEDPAC recommend pay cuts to the home health Medicare rates. During a January 14-15 meeting, the Medicare Payment Advisory Commission (MedPAC) recommended to Congress a five percent base rate cut for home health services. MEDPAC based this recommendation on the following data: 2019 Medicare home health spending totaled $17.8 billion. Approximately 11, 300 certified agencies provided care to 3.3. million patients across 6.1 million episodes of care. Only about 1% of beneficiaries live in a zip code not covered by a home health agency. According to MEDPAC, the average profit margin for an agency is 15.9% for Medicare and 6% for all payers. MEDPAC has consistently made similar recommendations for rate cuts over the years. NAHC has argued against them and Congress has so far not taken up the recommendations.

MedPAC Recommends Home Health Rate Cut – NAHC Report

**Learning Management Systems review:**

We expanded the group to assess various learning platforms to include Gretchen Anderson, Shelly Davidson, Alisa Van Sickle and Britni Lundin. The group did a second demo and Q and A with Relias, MedBridge and In the Know. We also took a closer look at RCTC again. MedBridge did inform me last week that they had made progress with WA State DSHS in getting approval for the caregiver courses. Primary approval is expected for most courses by the end of February and full approval by the end of March.

**Representing HCAW:**

I attend the following meetings throughout the month representing HCAW:

Forum of States;  DOH COVID 19 vaccine webinars (multiple); advocated for vaccine plan for IHS agencies in Spokane County;  advocated for vaccine plan for King county agencies; participate in HCAW Public Policy meeting and review selected legislation as requested;  Bree Collaborative webinar on Heath Disparity and Striving for Health Equity; LTC Workforce Steering Committee;  CMS Open Door Forum.