

## South Carolina Department of Health and Human Services

### Transportation Advisory Committee

#### Meeting Minutes

December 10, 2015

**Committee Members in Attendance:** Lydia Hennick, Douglas Wright, Lynn Stockman, Dr. Keith Guest, and Troy Sapp.

**Committee Members via Telephone:** David Elliot, Ken Welch, Alfton Ellison, and Scott Bagwell

**Guests in Attendance:** Krista Martin, Celeste Edley, and Michael Egan

**SCDHHS staff:** Courtney Sanders, Stacey Shull, and Timothy Hartnett.

- I. **Welcome and Introductions:** Coretta Bedsole, Chairwoman of the TAC was unable to attend the December 10, 2015 TAC Meeting; at Ms. Bedsole's request Dr. Keith Guest chaired the meeting in her absence. Dr. Guest called the meeting to order.
- II. **Purpose of the Transportation Advisory Committee (TAC): (Skipped)** The purpose of the TAC meetings is to meet quarterly to review performance reports and to make recommendations to resolve issues or complaints.
- III. **Meeting Minutes Approval:** The committee approved the meeting minutes for September 24, 2015.
- IV. **Fleet Mechanical Health – Sub-Committee Update:** During the June 25, 2015, meeting the Sub Committee was formed to capture the vehicle health of all credentialed vehicles with full transportation contracts in the State of South Carolina. The chart presented by LogistiCare presented the Fleet Mechanical Health by vehicle mileage and age; data was as current as September 14, 2015. Doug advised the committee that in some markets 10 year old vehicles are prohibited and a maximum mileage is issued for vehicles. The committee agreed that age and mileage are a concern, but maintenance is key, and noting the committee understand these vehicle run every day for a minimum of 8 to 10 hours. Stephen discussed specific parameters of the chart, mainly that 13.36% of fleet in its upper life and questioned the reliability. Doug and Lynn stated that the DOT states that Goshen vans need to be replaced at 250,000 miles. Gloria stated the simplicity of the chart is amazing; questioned if data was available that compares high mileage vs. maintenance issues. LogistiCare stated the maintenance is handled internally; if a trend is noticed conversations between broker and provider are initiated, corrective action plan are issued, audits conducted, and re-inspection of specific vehicle or entire fleet are mandated. Coretta seconded Gloria's request for data, but it is simply not available.

TAC Quarterly Meeting  
December 10, 2015 Meeting Minutes

Stephen discussed that 50% of vehicles in the fleet have up to 250,000 miles on its vehicles; in 6 months those vehicles may not be viable, we need a plan from the providers. Doug pointed out that replacement vehicle and general maintenance is expensive, and correlates to the financial stability of the provider. Ken pointed out that the mileage on the odometer may not be the actual mileage due to engine replacement. Stephen stated that ties back to the vehicle maintenance and not be considered in this data. The committee recommended that the chart be broken down into two year increments to better capture the vehicle mechanical health. A revised chart will be presented at the December 10, 2015, and once approved the Fleet Mechanical Health report will be an annual document for the TAC to review. During the December 10, 2015, Krista Martin presented the new format of the Fleet Mechanical Health Graph. The TAC Members discussed the new graph did not effectively represent the true health of the fleet; the graph is overly complex and two topics represented on one graph misleads the data into an unnatural trend. The TAC members motioned to revert to the original graph presented in September, all seconded; so ordered. TAC will revisit in March to finalize format.

- V. Stakeholder Input – Procurement Update:** Courtney Sanders spoke about the new RFP; The Department is currently observing the quiet period of the Procurement Process, and Meetings are being scheduled internally to discuss the RFP, answer all questions submitted, and publish an updated timeline for the RFP. Amendment Number Two rewrote the RFP and Amendment Number Four answered questions related to Amendment Number Two; budget, rates, air ambulance, and fixed rates are reflected in Amendment Number Four. Lynn raised a question of recurring (standing) trips vs. regular (non-standing) rates, and why recurring was less; Courtney advised Lynn the answer is in Amendment Number Four. Additionally, Lynn stated the rates were possibly jeopardizing her business in the rural communities and the ability to transport members; Dr. Guest expressed concern for all communities. Courtney stated that network adequacy will be discussed with the Awardee and any related issues will be handled between the Transportation Coordinator and SCDHHS. Courtney reminded the TAC Members that we are still in the quiet period and the RFP would not be discussed further.
- VI. Program Monitoring Tools / Activities:** Reporting for the TAC has been modified; Reporting is Statewide versus Regional. Provider Retention was added; Report of Injuries/Incidents was modified; removal of DHHS internal Complaint Tracking; Transportation Provider Performance Reports and Summary was modified. TAC was allotted several minutes to review and discussion would follow. Motion to approved new reporting format, all seconded; so ordered. TAC will revisit if necessary.
- a. Transportation Broker Performance Reports (January - June 2015) – Trips, Denials, and Complaints Statewide (SFY 2015, SFY 2014):** Discussion surrounding the 'Explanation of Complaint & Denial Categories' was initiated by Dr. Guest. To the external individuals or groups the terminology is confusing and not specific. Dr. Guest suggested examples be given for certain terms, and more exact definitions provided. Lydia Hennick with LogistiCare acknowledged the external parties struggle, but stated changes to the 'Explanation of Complaint & Denial Categories' will be discussed internally with SCDHHS and any changes reported.
  - b. Transportation Provider Performance Reports:** The report was summarized into a one pager versus the multiple pages. No comments or discussion.

TAC Quarterly Meeting  
December 10, 2015 Meeting Minutes

- c. Complaint by Provider Type:** One pager was added to the TAC Reports to define Complaints by Provider Type and complaint type. Upon review of the document the TAC Members requested definitions for Private, Commercial, and 'Other' provider type. Lydia stated Private Providers only transports their Members (Adult Day), Commercial is both their and public members; 'Other' provider is defined as any other provider type, gas mileage reimbursement. The TAC Members motioned the 'Other' provider type category be removed, all seconded; so ordered. TAC will revisit if necessary.
- d. Transportation Broker Accounts Payable Aging Report:** SCDHHS and the TAC have requested to have the information contained in the two page document to be compressed into one page; the TAC approved. Doug commended LogistiCare on their payment methodology and efficiency; he continued by also commending the Electronic Claim System, highlighting the accuracy and efficiency the system has allotted his company.
- e. Transportation Provider Retention:** No comments or discussion.
- f. Report of Injuries / Incidents:** No comments or discussion.
- g. Report of Meetings:** During the June 25, 2015 meeting, Stephen moved to summarize by provider and other parameters; the draft was presented by Lydia and the committee approved the template and parameter of fiscal year vs. calendar year. The finalized document with valid data will be presented at the December 10, 2015 TAC meeting. On December 10, 2015, Lydia presented the one pager document representing the Report of Meeting document; data was not accurate in this document, for presentation only. TAC Members commented on the simplicity of the document, motion to approved new reporting format, all seconded; so ordered. TAC will revisit if necessary. Specific meeting data can be requested at any time and provided.
- h. Program review and Field Observation Site Visits:** No comments or discussion.

**XI Advisory Committee – Current Issues/Concerns:**

Coretta will be working with the Office of Aging to secure representation to fill the mandate vacancy on the TAC.

The meeting adjourned at 11:00

Quarter One: March 10, 2016

All meetings will be conducted at the South Carolina Department of Health and Human Services from 10:00 a.m. to 12: 00 p.m.