

Transitional Paths to Independent Living



To: All Attendants
From: Personal Assistance Services Supervisors
Date: 8/1/2019
Re: Availability for Work

We have discovered a feature in HHA Exchange (our Electronic Visit Verification system) that will assist us in matching attendants with consumers' schedules. This will allow us to help you find work during the hours you are available and in the areas in which you are available. It should help us eliminate multiple phone calls to the same attendant when they are not able to fill shifts or not able to go to a different area. It also will give us opportunity to offer more hours for those who wish to work more.

In order to help us get all the necessary data into the system, **please complete the enclosed availability survey and return it to us no later than August 31**. Any attendant who does not return the form by that date will be considered to have open availability and work in any zone within our service area. This means that you could be called to fill any shift 24/7 or go anywhere in the counties served out of the Washington office.

Please complete all sections of the form. If you are restricted to certain times (rather than general blocks of time), please write in the times on the form. Please indicate all the times that you are available for work – including any time that you are already working. For example, you may have more than 20 hours of availability even if you are only willing to work up to 20 hours. This will help us find available shifts for you.

If you are **consumer-delegated** and do not wish to work for another consumer, you can mark that on the form. You will not be called for additional consumers, but we still need your form returned so that we can enter your consumer-delegated information into the EVV system.

Also, please mark the zones in which you are able to work. Simply check the boxes for all zones. A map with the outline of the zones has been provided for your reference.

We thank you for your assistance in this project. It will take us time to get all the data entered, but we look forward to using this feature to assist attendants with finding work. We would also like to remind using the EVV system is required. If you have any questions about the survey or the EVV system, please contact the PAS staff at TRPIL.