

Welcome to Ohio mobility management!

First steps:

1. Schedule a meeting with Olivia Hook at ODOT to gather an overview of the program and know ODOT expectations
2. Schedule a “shadow day” with at least 2 different mobility managers within your first 60 days
3. Access [Google Doc's](#) and research the “If you're new- start here” folder
<https://drive.google.com/drive/folders/1ZOKv6oULTnOxk2zhKK4ZOpdqW1p1Qqma?usp=sharing>
4. Take note of critical due dates. This document can be accessed in [Google Doc's](#).
5. Update or add your contact information in [Google Doc's](#) on the Contact Info sheet
6. Assess where your local mobility management project is by reviewing the application project narrative and your county(s) coordinated plan.
 - a. Project Narrative- entire document outlines the project scope for the year
 - b. Coordinated Plan- goals & strategies section



The Ohio Department of Transportation Transit Website -

<https://www.transportation.ohio.gov/wps/portal/gov/odot/programs/transit>



To share resources and information, the Ohio mobility managers use Google Doc's.

Some of the information that can be found here include: Annual calendar of Ohio MM events, Contact Information, Outreach material, tips and more.

Getting Started

- Mobility Management Program
 - The funding cycle can be found in [Google Doc's](#)
 - Visit the office of [transit website](#) > funding programs > mobility management for the most current program guide
 - Mobility Management Program Cycle
 - Is annually. You will need to apply every year to continue. Steps include:
 - Letter of Intent
 - Application

- Start Your Network:
 - Local Relationships
 - County Commissioners
 - Metropolitan Planning Organizations MPO & Regional Transportation Planning Organizations RTPO
 - Coordinated Planning Committee
 - Does your county have transportation advisory meetings?
 - If so, when are they and who is in charge. Get involved to see if you can take a leadership role.
 - If not, start holding these meetings at a local facility. Contact a mobility manager mentor for guidance on how to do this.
 - Invite local government, transportation providers (both public & private, taxi's, Uber and Lyft), senior center managers, employers, local job & family services, veterans dept., etc.
 - Public Transit (Rural & Urban) providers list can be found on the ODOT [Office of Transit Website](#)
 - Always be on the look out to grow your attendance and discussion about transportation needs in the community.

- Make sure you are in the communications loop
 - **Quarterly Roundtables** are held in Columbus. These are typically in January, April, June and October
 - Very casual and if held on-site at ODOT, there is a cafeteria
 - A chance to meet Transit staff, learn new skills and hear from important speakers
 - Be prepared to give an update on your local program for open discussion
 - Agenda and Meeting Minutes can be found in [Google Doc's](#) "Meetings & Roundtables" folder

 - **Mobility Manager weekly update emails**- news around Ohio for MM's sent currently by Jessie Schmitzer. Contact Jessie or Olivia if you would like to be on this email list

 - **Monthly Mobility Manager Conference Calls**- Held the 2nd Wednesday of every month at 10 AM
 - Meeting is held online or can just be a conference call if you are working remote
 - Be prepared to give an update on your local program

- Agenda and meeting minutes can be found in [Google Doc's](#) "Meetings & Roundtables" folder
 - All MM's are responsible for entering their own update in the meeting notes
 - **Sign up for e-updates** on the ODOT [Office of Transit website](#)
<http://www.dot.state.oh.us/Divisions/Planning/Transit/Documents/EmailForm.html>
- Join a Mobility Management subcommittee [Google Doc's](#)
 - Advisory Committee
 - Google Database Committee
 - Social Media Committee
 - Training Committee
 - Welcome Committee
- Share your story
 - As you help others, success stories can be shared to improve the understanding of the mobility management program impact
 - Share as often and as many stories using the browser link
 - https://ODOT.formstack.com/forms/mobility_manager_story_share
- Annual Site-Visits from ODOT MM Program Manager
 - Complete the questionnaire prior to the due date every year <https://www.formstack.com/admin/form/link/3230171>
 - What to expect:
 - Discussion about your program and feedback on how you are doing
 - Visit should take about 2-4 hours
 - Your direct supervisor must be available to meet for a short discussion with ODOT during this site visit
- Coordinated Plans (template, guidance & tool box can be found on the ODOT [Office of Transit Website](#))
 - A new plan is required every 4 years and updates are annually. Typically, in November they should be updated. See the CP template guidance for more instruction.
- Invoices
 - Due Quarterly (April, July, October & February)
 - Currently done via spreadsheet & email to Olivia Hook
- Reports https://ODOT.formstack.com/forms/mobility_management_project_report
 - Due Quarterly (April, July, October & January)
 - Keep track of performance measures and successes throughout the quarter for your report.
 - There is a mobility tracking tool you can use (make a copy) in [Google Doc's](#) > Resources > Mobility Tracking
 - Some of the reporting metrics include:

- Number of seniors without disabilities helped
 - Number of people with disabilities helped
 - How many individuals were provided individual-person-centered (one-on-one) transportation training?
 - Report on the progress and status of your program goals this year
 - Website analytics
 - Feel free to use bulleted lists to summarize your answer
 - There is a save & return feature, but this is not 100% reliable. Save your work and your email confirmation to cover for any computer glitches.
- Outreach
- Print Material
 - Guidelines:
 - Use a standard set of colors that are the same with every item type- keeping a consistent brand for your mobility management program
 - Do NOT use your agency colors or logo - especially if you are under a transportation provider
 - Create a logo or have one created for you (contact Jessie Schmitzer for more info)
 - Send to ODOT MM Program Coordinator for approval prior to printing
 - Types: (examples can be found in [Google Doc's](#))
 - Brochure
 - Getting Around County Transportation Guides
 - Business Cards
 - Flyers
 - Promotional Items
 - Misc:
 - Magnets
 - Website
 - Social Media
 - Radio/Podcast
- Regions
- Regional Coordinated Plans
 - Pilot Regions
 - Future of Mobility Management - Regional Mobility Management Team
 - Apply for entire region of MM projects
- Conferences & Learning Workshops
- Feel free to attend conferences and workshops to learn or find resources to improve mobility in your service area.

- Some common conferences that mobility managers attend include:
 - OPTA Ohio Public Transit Association annual conference- Columbus, OH- held in April
 - Shared Mobility Summit- Chicago, IL- Held in March
 - Civil Rights Transportation Symposium - Columbus, OH - Held in April
 - Community Transportation Association of America CTAA Annual Expo - Location Varies- held in May/June
 - National RTAP Technical Assistance Conference- Location Varies- September
- You can check the current annual calendar for these dates in [Google Docs](#) > Resources

- Transit in Ohio - Information about these programs in detail can be found on the ODOT [Office of Transit Website](#)
 - 5310- Rural Transit Program
 - 5311 - Specialized Transportation Program
 - 5339- Inner-city Bus
 - 5307- Urban Transit Program
 - Tiger Grant
 - Transit Asset Management TAM
 - Ohio Statewide Transit Needs Study
 - Statewide Transportation Improvement Program STIP
 - Locally Developed Coordinated Public Transit Human Services Transportation Plans (Coordinated Plans)

E-Learning modules are available at L-Tap.

<http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Pages/default.aspx>



Important Contacts

Ohio Department of Transportation- [Office of Transit](#) Contact List can be found here:

<https://www.transportation.ohio.gov/wps/portal/gov/odot/programs/transit/transit-general-resources/a-transit-staff-directory>

- I. Regions Program Coordinators
 - a. Region 2- Elizabeth Baxter ebaxter@mvrpc.org
 - b. Region 9 - Deb Hill dhill@omegadistrict.org
- II. Department of Developmental Disabilities
 - a. Stacy Collins Stacy.Collins@dodd.ohio.gov
- III. Ohio Department of Medicaid
 - a. Shari Warner - Policy Sherri.Warner@medicaid.ohio.gov
 - b. Irene Bennett - Medicaid Health Systems Admin Irene.Barnett@medicaid.ohio.gov
- IV. Job & Family Services
 - i. Angela Martin - HS Developer Angela.Martin@jfs.ohio.gov
 - b. Gerrie Cotter - PM Gerrie.Cotter@jfs.ohio.gov
- V. CNCS/RSVP Center for National Community Service/Retired Senior Volunteer Program
 - i. Tina Dunphy TDunphy@cns.gov
- VI. GoBus & Barons Bus Lines <https://ridegobus.com>
 - a. Mat Roberts mathew.roberts@hapcap.org
- VII. Ohio Disabilities Coalition
 - a. Kathy Foley kfoley@sil-oh.org
 - i. They have meetings every quarter in Delaware County Ohio. They are very big advocates for mobility management and love it when MM's attend their meetings. Please let me know if you're interested and I'll introduce you to Kathy Foley.
- VIII. Ohio Risk Pool
 - a. Ken Reed
- IX. Ohio Agency on Aging
 - a. I'm working on this
- X. National Center for Mobility Management NCMM
 - a. Judy Shanley jshanley@easterseals.com
- XI. Ohio Opportunities for Ohioans with Disabilities
 - a. Julie Hance julie.hance@ood.ohio.gov

- XII. Ohio Active Transportation @ ODOT (Safe
 - a. Michelle May Michelle.May@dot.ohio.gov

- XIII. Department of Veterans Services
 - a. I would encourage you to contact your local service office <http://dvs.ohio.gov/main/county-veterans-service-offices.html#>

- XIV. Gohio Commute/MORPC
 - a. Patty Olmsted polmsted@morpc.org

- XV. Consultants
 - a. KFH Group
 - i. Dan Dalton
 - 1. ddalton@kfhgroup.com
 - b. RLS & Associates
 - i. Robbie Sarles
 - 1. rsarles@rlsandassoc.com
 - ii. Julie Schafer
 - 1. jschafer@rlsandassoc.com

Resource Library

 <p>National Center for Mobility Management - NCMM</p>	<p>National Center for Mobility Management - NCMM</p>	<p>https://nationalcenterformobilitymanagement.org/</p>
	<p>Easter Seals</p>	<p>http://www.easterseals.com/</p>
 <p>National RTAP Rural Transit Assistance Program</p>	<p>National RTAP</p>	<p>http://nationalrtap.org/marketingtoolkit/How-To-Guide-for-Marketing-Transit</p>
 <p>AMERICAN PUBLIC TRANSPORTATION ASSOCIATION</p>	<p>American Public Transportation Association</p>	<p>https://www.apta.com/resources/mobility/Pages/default.aspx</p>
 <p>COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA</p>	<p>Community Transportation Association of America</p>	<p>http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=2207&z=60.</p>
 <p>WISCONSIN ASSOCIATION OF Mobility Managers New Directions in Transportation</p>	<p>Wisconsin Association of Mobility Managers</p>	<p>http://wi-mm.org/</p>
	<p>Iowa DOT</p>	<p>https://iowadot.gov/iowamobilitymanagement/mobility-resources</p>
 <p>SCIENCE ENGINEERING MEDICINE</p>	<p>The National Academies of Sciences' Transit Cooperative Research Program (TCRP) Reports</p>	<p>http://www.trb.org/Publications/PubsTCRPPProjectReports.aspx</p>
	<p>FTA Grant Program Circulars</p> <p>FTA NEPA Reference Library</p>	<p>https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-circulars</p> <p>https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/nepa-reference-library</p>

	APTA Resource Library	http://www.apta.com/resources/reportsandpublications/Pages/default.aspx
	APTA Published Standards	http://www.apta.com/resources/standards/Pages/default.aspx
	American Planning Association	https://www.planning.org/
	Planetizen	https://www.planetizen.com/news
	Shared Use Mobility Center	http://sharedusemobilitycenter.org/about-us/
	Institute for Transportation & Development Policy	https://www.itdp.org/where-we-work/united-states/
	Global BRT Data	https://brtdata.org/
	Foundation Center	http://foundationcenter.org/