

AGING PROGRAM DIRECTIVE #96-04-01

SUBJECT: SENIOR COMMUNITY CENTER AND SATELLITE CENTER POLICIES AND STANDARDS

TO: COUNTY COMMISSIONERS CHAIRPERSONS, NON-PROFIT AAA GOVERNING BOARDS

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 AGENCIES ON AGING COMMISSIONERS
 COMPTROLLER

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Section I - General Provisions

I.1 Purpose

The purpose of this directive is to provide a document of all policies and procedures on senior community center programs, thereby establishing minimum operating standards for senior community centers funded by the Pennsylvania Department of Aging.

I.2 Background

The promulgation of Senior Community Center Policies and Standards through Aging Program Directive 89-04-01 established minimum standards for the operation of senior community centers in the Commonwealth. With the passage of the 1992 Amendments to the Older Americans Act and the formulation of the Secretary's Work Group on Senior Center/Area Agency on Aging Partnerships this program directive is being revised to reflect the Work Group's findings and updated information from existing state and federal regulations governing senior community centers. As a result of this collaboration, this policy document addresses many of the concerns of the various groups working within the center network (consumers, AAAs, center directors, center service subcontractors and the Department). This will better prepare us to work together towards center revitalization and growth into the 21st century.

A senior community center is a visible symbol of society's concern and support for older persons. Because senior community centers provide easy access to a range of services, including those offered by other community organizations, they help older persons address the changing aspects of their everyday lives. Centers support the independence of the elderly and encourage consumer involvement in the community, thereby enhancing their dignity and increasing the quality of their later years.

For many elderly, the new overwhelming factor in their lives is the variety of choices that they can make. This is particularly applicable to those in the younger and more healthy of the over 60 population. For the most part, they have better health, more financial resources and higher educational levels than previous generations. While the basic needs for socialization, accessing information, proper nutrition and social service supports will continue to be part of growing older, many older people have higher expectations of how these services are rendered in terms of quality and sophistication. How centers respond to these new demands is one of the major challenges for the aging network in the future.

I.3 Purpose of the Senior Community Center

The purpose of the senior community center program in Pennsylvania is to facilitate the social, emotional and physical well-being of older Pennsylvanians as part of a comprehensive and coordinated system of services by the establishment and support of community-based services and activities. Senior community centers provide access to community resources as well as providing services and activities that maintain independence and wellness. Individuals of all generations interact and interrelate in many kinds of senior community center programs. These individuals form a community of mutual interests in which all concerned benefit from a balanced, meaningful, and

enjoyable program of individual and group services.

I.4 Purpose of the Satellite Center

The main function of the satellite center is to provide meal programs. The satellite center should also provide the opportunity for socialization.

I.5 Definitions

For the purposes of this Aging Program Directive, the following definitions will be used:

Area Agency on Aging (AAA) - an agency designated by the Pennsylvania Department of Aging to develop an area plan and administer a comprehensive and coordinated system of services for older people within the boundaries of a defined planning and service area.

AAA Advisory Council - an organized group of individuals with written bylaws who serve in an advisory capacity to the Area Agency on Aging.

Community Focal Point - a place in a community or neighborhood designated by the Area Agency on Aging for the collocation and coordination of service delivery to older persons.

Consumer - For the purpose of this document, a consumer is one who uses services provided by or through a senior community center or satellite center.

Department (PDA) - the Pennsylvania Department of Aging.

Monitoring and Evaluation - an ongoing series of related activities undertaken to determine the extent to which a program is in compliance with applicable law, policy, regulation, contracts; and to determine the quality and effectiveness of programs in order to suggest ways to enhance and improve those programs.

Resource Diversification - a method of obtaining funding or resources for senior community centers and/or senior community center satellites from non-AAA sources. This is an expansion of the pursuit of funding which may include in-kind contributions and collaborative endeavors in partnerships between AAAs, senior community centers/satellite centers and public or private organizations.

Senior Community Center - a community facility in which people 60 years of age and over and their spouses regardless of age can meet with one another to access a wide array of services and to fulfill many of their social, physical, emotional, and intellectual needs. If designated by the AAA, a center may also serve as a focal point. Center programs and activities can help older persons enhance their dignity, support their independence, and encourage their involvement in and with the community. Senior community centers should also provide an opportunity for people to socialize.

Senior Community Center Council - an organized group of individuals who serve in an

advisory capacity to the appointing authority on programs/activities at the senior community center.

Satellite Center - a community facility where people 60 years and older and their spouses regardless of age can meet and where the primary service provided is congregate meal service. A satellite center must be affiliated with a designated senior community center for the purpose of allowing consumers to have access to a wide array of services. Satellite centers should also provide an opportunity for people to socialize and interact.

Senior Community Center Resource Diversification Strategy - a jointly developed document between a senior community center and the AAA outlining the methods and means to be utilized in obtaining funding and resources beyond those available through the Department.

Service Provider - an agency or organization which provides services to older people in the community under a contract with an Area Agency on Aging.

Section II - Organization and Administration

The Area Agency on Aging must assist senior community center personnel in the development of sound management practices and must ensure that center programs are operated in the most effective manner possible.

II.1 AAA Administrative Responsibility

The Area Agency on Aging will be held accountable for all center and satellite center programs which are funded with Department of Aging resources.

- a. The Area Agency on Aging shall monitor all center activities within the planning and service area and ensure compliance with all applicable State and Federal regulations.
- b. The Area Agency on Aging shall identify an AAA staff person responsible for the development, monitoring and coordination of all center services within the planning and service area.
- c. The Area Agency on Aging has the authority to impose center policies and requirements in addition to those specified in this APD, so long as they are not in conflict with Pennsylvania Act 1988-153, the Older Americans Act and its regulations, or other PDA regulations or policy directives. This authority includes the use of differential requirements based on a percentage of AAA financial support.
- d. The Area Agency on Aging must request written approval from the Pennsylvania Department of Aging before opening, relocating or closing centers.
- e. The Area Agency on Aging must ensure that at least one senior community center is in operation Monday through Friday somewhere within the planning and service area. Every effort should be made to ensure that regular transportation to the senior community centers is available.

II.2

Resource Diversification

Working in partnership, Area Agencies on Aging, senior community centers and satellite centers should collaboratively develop resource diversification strategies to expand local resources beyond their AAA funding base, mutually formulating realistic goals. Although Department of Aging funding has been a significant component of the centers' diversified resources, existing Federal and State aging resources alone are insufficient to fuel the revitalization necessary for senior community centers and satellite centers to remain vital in an increasingly dynamic service climate. The Department of Aging encourages senior community centers and satellite centers to collaborate with community partners to empower the center network. Centers and consumers should work towards assuming a greater share of the management, direction, program and operational responsibility to increase consumer involvement and revitalize centers. In response, each AAA in collaboration with the senior community centers it funds, must develop a written resource diversification strategy.

Resource diversification strategies should recognize and attempt to capitalize upon the uniqueness of each senior community center and its community setting which affect the ability to create resources. Resource diversification strategies should be developed with sensitivity to each senior community center's and satellite center's specific history, staffing patterns, organizational structure, participant income level and availability of resources - financial and in-kind - from philanthropic sources, community businesses and human service organizations. Resource diversification strategies and goals should be realistic to ensure the fiscal well-being necessary for senior community centers to perform their vital role in the service continuum.

Resource diversification includes in-kind resources and collaborative endeavors, as well as monetary support. It is recommended that AAAs, senior community centers, and/or satellite centers should survey their service areas, identifying organizations and individuals with possible interests in areas such as philanthropy or marketing in providing support or engaging in partnership activities. For example, the area school district or college may be a source of class instructors. Also, a local business, hospital or other organization may be willing to share organizational resources such as printing, computer services, mailing services or staff to provide technical assistance.

A key factor in successful resource diversification is adequate knowledge of and experience in development activities, particularly in what is an increasingly competitive environment. Area Agencies on Aging and senior community centers should mutually assess experience levels within the AAA network and, as appropriate and feasible, acquire needed expertise through staff training and technical assistance support.

In the development of a collaborative plan for resource diversification, the AAA must, at a minimum, include the following:

- a. A clear statement by the AAA of its overall goals related to resource diversification.
- b. Specify methods (tasks) used to attain objectives and the time frames for anticipated

completion.

- c. Describe how the strategy relates to all participating centers.

II.3 Senior Community Center and Satellite Center Management Responsibilities

The senior community center or satellite center shall manage its programs and services in a manner which is consistent with the philosophy of the senior community center or satellite center. These facilities will also be operated utilizing accepted management practices as determined by the Department, the AAA or the parent organization where applicable. In order to perform this function, the senior community center or satellite center shall be managed by a responsible competent individual, who is either a paid or volunteer staff person. This designated individual will be responsible for the coordination of all center activities and will encourage communication between the center, the consumers, the AAA and other community organizations which offer services to older adults.

II.4 Minimum Staff Qualifications

There shall be a sufficient number of competent paid and/or volunteer staff, to effectively carry out the programs and services provided at a senior community center or satellite center. AAAs and centers should consider involving older people as paid and/or volunteer staff. While this APD does not mandate a staffing ratio or specific qualifications for the senior community center or satellite center staff, AAAs and subcontract agencies should consider alternative staffing patterns and specific qualifications in order to reflect the complexity of demands on the center. All staff shall exhibit positive, supportive behavior toward consumers at the senior community center or satellite center.

II.5 Training of Staff

To the extent that current funding levels permit, an ongoing program of training and development should be provided for all staff. This program should be consistent with procedures established by the Area Agency on Aging and should include:

- a. Ongoing in-service training that will: improve skills, foster the development of positive behavior toward older persons, assist in center program development and provide skills necessary for adequate facility and fiscal management.
- b. Encouragement of participation in conferences, seminars, training sessions and other professional development opportunities sponsored by the Department of Aging and its subcontractors within prevailing budgetary restraints.
- c. First aid and cardiopulmonary resuscitation (CPR) certification and recertification courses for senior community center and satellite center staff.
- d. Training for center staff related to the special needs of center consumers with physical or mental disabilities.

- e. Training for staff related to marketing strategies appropriate to reach the diverse populations within their communities.
- f. Diversity training for center staff working with minorities, including older persons who may be Hispanic/Latino, African American, Asian/Pacific Islanders, other immigrant populations and Native Americans.
- g. Training for center staff related to confidentiality.

II.6

Emergency Preparedness

- a. Area Agency on Aging Responsibility: Each senior community center or satellite center must be considered in the Area Agency on Aging's emergency preparedness plan as part of the county emergency management agency's master plan. Senior community centers or satellite centers shall be instructed on their role and responsibilities in community emergency situations.
- b. Senior Community Center and Satellite Center Responsibility: Emergency arrangements shall be made by the senior community centers and satellite center staff in consultation with relevant organizations such as the fire department for addressing in-house emergencies affecting the center. At a minimum, the following components of an emergency plan shall be developed:
 - 1. Specific personnel within the senior community center or satellite center shall be designated and trained to take charge during emergencies at the senior community center.
 - 2. Written notices shall be posted in conspicuous locations throughout the center; notices must include:
 - a. Telephone numbers for the fire department, police and ambulance services; and
 - b. Center evacuation procedures.
 - 3. Fire drills shall be held at least semi-annually, in cooperation with the fire department. If it is not possible to perform fire drills in conjunction with the fire department, centers must conduct their own fire drills. Policies on how fire drills are conducted must be developed (in writing) and implemented. Quarterly fire drills are suggested for large centers with multiple floor levels or a complicated physical layout. Exit maps for senior community centers and satellite centers should be written in a clear, concise manner and posted in areas so they can be referenced easily. Fire drill trainings should include an explanation and review of building exits and evacuation.
 - 4. Accommodations for people with disabilities must be prearranged should an emergency occur and evacuation of the center is necessary. This plan must be

implemented during fire drills and must be part of the written policies.

5. A written record of all consumer injuries occurring at the senior community center or satellite center shall be properly documented in a manner prescribed by the AAA and transmitted in a timely manner to the AAA and insurance carriers as appropriate.
6. When the Area Agency on Aging provides State or Federal funds for the purchase of property, and such property is stolen, lost, vandalized or otherwise damaged or destroyed for reasons other than normal wear and tear, a written record must be submitted to the AAA and the appropriate insurance carrier in a timely manner.

II.7

Fiscal Management

The Area Agency on Aging shall establish budgeting, accounting and financial reporting requirements for all senior community centers or satellite centers which they fund within its planning and service area. Each senior community center or satellite center shall conform to the requirements established by the Area Agency on Aging.

- a.
 1. At a minimum, accounting procedures must be established by the center which shall provide adequate control over cash and other resources in conformity with generally accepted accounting principles.
 2. The center shall be covered by an insurance program which is adequate to meet its needs and follows the guidelines set by the AAA.
 3. Where the AAA, senior community center or satellite center does not own the building, there shall be a written lease or agreement defining landlord and tenant responsibilities.
- b. The AAA shall establish a formal process for regular fiscal monitoring of centers with appropriate procedures to review and evaluate the adequacy of the accounting and internal control systems of the centers, compliance with fiscal stipulations of contracts where applicable and the validity of financial data reported to the AAA.

II.8

Collection and Use of Participant Contributions

- a. The AAA shall develop guidelines in accordance with the current APD on Program Income concerning voluntary contributions and donations received from program participants or members of their families for activities which utilize Department of Aging funds.
- b. Accurate and complete fiscal records shall be maintained for all receipts and disbursements.
- c. There shall be written procedures for centralized cash control including the collection of participant contributions, the recording of cash receipts and expenditures, the implementation of proper controls for the safeguarding and deposit of cash collections

and the appropriate reporting of program income activities to the AAA.

II.9

Community Focal Points

In order to facilitate ready access to services provided under the area plan, the Area Agency must designate, where feasible and cost effective, a focal point for comprehensive service delivery to encourage the maximum collocation and coordination of services for older individuals and must give special consideration to designation of senior community centers as these focal points. The AAA, to the maximum extent feasible and cost efficient, is encouraged to assist senior community centers in its planning and service area in attaining a level of service consistent with the overall purpose of community focal points.

- a. Area Agency on Aging Responsibility - The Agency must identify the communities in which it will designate and develop focal points through the consideration of the following factors:
 1. Communities with the greatest incidence of older persons with the greatest economic needs or social needs with particular attention to low-income and/or minority individuals;
 2. The delivery pattern of services funded by the Area Agency and other service providers;
 3. The location of senior community centers;
 4. The geographical boundaries of communities and natural neighborhoods; and
 5. The location of facilities suitable for designation.
- b. Community Focal Point Responsibility - The senior community center, if designated as a community focal point by the Area Agency for service delivery, shall as directed by the Area Agency:
 1. Establish an operation schedule which is convenient and accessible for older persons in the community.
 2. Assure access to community services in accordance with Section III.5 of this Aging Program Directive.

II.10

Senior Community Center and Satellite Center Consumer Participation

AAAs, senior community centers and satellite centers must regularly establish opportunities for consumers to participate in the development of programs and services and the operation of the center. This may include collecting consumer input on the day-to-day operation of the center through the use of suggestion boxes, telephone surveys, confidential written surveys, personal interviews and committee/ council involvement. Such input may also come from members of the community at large. The opportunity for

consumers to be actively involved in the center operation must be afforded to all consumers.

Section III - Senior Community Center and Satellite Center Programs

III.1 General

It must be emphasized that policies related to senior community center and satellite center programs are set forth here in order to provide only minimum standards for operation. It is intended that the senior community center resource diversification strategies will enable senior community centers or satellite centers to exceed these minimums.

III.2 Marketing Strategy Development

A marketing strategy must be collaboratively developed for funded centers in the Planning and Service Area. This strategy must address how marketing responsibilities will be implemented. Collaborative approach is preferred because it will likely generate more support and have greater success. The strategy should be targeted towards a wide age span of older persons although initiatives can be directed to specific segments of the population depending upon the need for revitalization and future growth within the Planning and Service Area. The strategy should include but not be limited to the following items:

- promote centers as being a place that provides education, information and wellness activities for older consumers;
- secure the center's and AAA's interaction with the community;
- promote a positive image about senior community centers by providing a true picture of services and recreational activities made available through the center network;
- establish goals and time frames for ongoing revitalization initiatives;
- define future directions for growth.

III.3 Access to Senior Community Center Services

All senior community centers or satellite centers funded by the Department of Aging throughout Pennsylvania shall design services to meet the needs of a wide range of older persons, while giving preference in service delivery to those eligible with the greatest economic and social need. Particular attention should be given to low income and/or minority individuals in accordance with the current departmental policies on eligibility and priority-setting. Also, consideration should be given to those older consumers residing in rural areas and those with disabilities.

Area Agencies shall evaluate access to services annually and review the quality of programs and services provided. Through this evaluation process, agencies shall place emphasis on high quality services in the most cost-efficient manner possible.

Senior community centers and satellite centers should be as inclusive as possible. The Older Americans Act considers a person eligible for services if he/she is 60 years of age or older or is married to an eligible person regardless of the spouse's age. People who are under the age of 60 may attend centers and participate in activities or services offered at the center when they are funded by sources other than Older Americans Act or funds appropriated to the Department of Aging from sources directed to older Pennsylvanians.

Access to services should not be determined solely by a person's physical or mental capability. Because the number of center staff vary and the types of buildings where the centers are located differ, it is important for the health and safety of the consumer to be able to function within the existing center environment.

It is the AAA's and center's obligation to develop and support policies that provide guidance on how to provide services to consumers at centers while maintaining consumers' safety and providing them with quality service. The guidelines should define reasonable options that may be utilized on the occasion that a consumer experiences difficulty in adjusting to the existing center environment. Policies could provide options such as the consumer being accompanied by an attendant or use of an assistive device to assist with the consumer's mobility, feeding and/or toileting; meeting with the consumer and/or family members to inform them about alternative supportive services; discussing the policies and accommodations with owners/operators/staff of personal care homes or other residential facilities; or making referrals to adult day care or other community services/agencies to request assistance.

AAAs and centers must articulate these policies to ensure that their customers have been fully informed of their content. AAAs and centers must also ensure that staff are fully aware of these policies and when it is appropriate to enforce restrictions.

In order to provide direction, senior community centers and satellite centers must have written participation policies approved by AAAs that address:

- serving individuals with functional impairments;
- handling disruptive behavior including physical and verbal abuse;
- determining who is to be served when demand exceeds supply of service.

III.4 Senior Community Center Services

Each senior community center should provide a wide variety of activities and services to senior citizens in the community. While the type and quantity of activities and services may vary from center to center, they should be responsive to the needs and desires of the consumers and community being served.

The following services must be provided in all senior community centers:

- a. Intake - procedures developed in accordance with current Department policies

regarding center consumer eligibility and appropriateness as well as to enable the center to report required information.

- b. Nutrition Services - in accordance with the current nutrition services policy as developed by the Department.
- c. Educational Programs - Senior community centers shall provide an ongoing program of regularly scheduled creative instruction on self enrichment and living independently. Every attempt shall be made to provide the following types of education to the extent financially feasible and expressed as a need by the center consumers:
 - 1. Health and Wellness;
 - 2. Nutrition Education;
 - 3. Consumer Education; and
 - 4. Self-Enrichment.
- d. Volunteer Programs - Senior community centers shall provide a wide range of volunteer opportunities to consumers. This can be accomplished through an informal center volunteer program or it can be accessed directly or in conjunction with other volunteer programs.

III.5 Access to Community Services (senior community centers and centers designated as community focal points)

Senior community centers shall provide access to a variety of services if available within the Planning and Service Area. These services can be provided directly, through contracts, collaboration or through referral to other providers:

- a. Information and referral and outreach
- b. Transportation (both public and special service)
- c. Counseling (on subjects including, but not restricted to, nutrition, insurance, public benefits and supportive services)
- d. Legal and advocacy assistance
- e. Employment services
- f. Socialization, recreation, educational and intergenerational activities
- g. Nutrition programs
- h. Care management

- i. In-home services
- j. Adult day care
- k. Protective services
- l. Medical equipment and supplies
- m. Volunteer services
- n. Ombudsman
- o. Health and wellness programs
- p. Friendly visiting, telephone reassurance
- q. Housing and placement services
- r. Other services which may be available in the community and may be needed by senior community center participants (e.g., transportation)

III.6 Program Planning and Development

Senior community center programs should reflect the needs of the older community in their service area. Senior community centers have an obligation to plan and develop programs and activities geared toward meeting the needs of culturally diverse populations and older persons of color, including African-Americans, Hispanic/Latinos, recent immigrant populations and Native Americans. The AAA must be able to demonstrate how it gathers suggestions and input from consumers and those not currently participating. Surveys and focus groups are also good ways of seeking input from the community. Senior community center councils are an excellent means through which to assure regular, formalized input for this purpose. While this APD does not mandate the requirement that all senior community centers must have a Senior Community Center Council, the Department of Aging remains fully supportive of this concept and encourages AAAs to require or establish them.

The AAA is responsible for assuring that program planning and development occurs on behalf of all centers. Centers are encouraged to establish relationships with the community and especially the news media in order to develop a positive community image about senior community center services.

III.7 Program Reporting

Each senior community center or satellite center shall establish and maintain appropriate participant records, using forms specified or approved by the Area Agency, to obtain information about the participants and record the participants' involvement in center activities. These records shall meet the reporting requirements of the Department of

Aging and the Area Agency on Aging and for reasons of confidentiality, be kept in locked files available only to authorized staff. In addition, centers shall maintain a system of records about service activity participation and scheduling in order to document current operations, meet funding requirements, promote community support, and guide future planning.

III.8 Nondiscrimination in Services

Senior community center services and programs shall be available to eligible persons regardless of race, sex, national origin, religion, or presence of a disability. Training for staff and education for participants should include programs on understanding and respecting the individual needs, interests, rights and values of all potential older consumers. The senior community center, satellite center and/or its parent organization in conjunction with the Area Agency on Aging shall:

- a. Develop and follow hearings and appeals procedures based on guidelines established by the Department of Aging through 6 PA Code, Chapter 3, Fair Hearings and Appeals Regulations.
- b. Establish policies which ensure that individual participant information is maintained in a confidential manner consistent with applicable State and Federal laws.
- c. Establish policies which are responsive to the Americans with Disabilities Act relating to access to services, programs and facilities. AAA and center staff should be trained on the policies and procedures.

Section IV - Senior Community Center and Satellite Center Buildings

Area Agencies on Aging and senior community centers must ensure that senior community center and satellite center buildings are conducive to their purposes and goals to maximize program performance and participation.

IV.1 Building Requirements

- a. At a minimum, the following standards must be achieved by the senior community center and satellite center and monitored by the Area Agency on Aging:
 1. Centers must be located in areas accessible to older persons with the greatest social and economic needs with particular attention to low-income and/or minority individuals.
 2. Centers must have on file, a Certificate of Occupancy from the Department of Labor and Industry ensuring that the building meets the requirements of the State Fire and Panic Code. A copy of the certificate must be visibly displayed at the site. In Philadelphia, Pittsburgh and Scranton where Labor and Industry certification is not applicable, a Certificate of Compliance with local building codes is required.

3. Centers must be accessible to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794, the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101-12213) and the Pennsylvania State Handicapped Code, Public Law 235 as amended. (71 P.S. § 1455.1 - .3b).
 4. Each center shall provide toilet facilities equipped for use by persons with disabilities.
 5. Temperatures in winter months (October 15 through April 15) must be maintained at a minimum of 70 degrees F to prevent hypothermia. This requirement must be included as a part of the written agreement for the use of the building. Every attempt should be made to maintain temperatures at a level to ensure the comfort and health of consumers throughout the year.
 6. Each center shall have a sign of a size that is clearly visible and which clearly states its name or identifies it as a senior community center or satellite center. It is not required that the words "senior," "community," "center," or "satellite" are included on the sign. If a permanent fixed sign is not possible because of dual occupancy, (e.g., church building, high rise, etc.) a portable or removable sign is acceptable. The AAAs, centers or satellite centers may consider including the days and/or hours of operation on the signs.
 7. Center buildings which are renovated with funds from the Department of Aging shall have written leases for a period of one year for each \$5,000 worth of renovations performed at the center up to a maximum of ten years.
- b. In addition, senior community centers should make every effort to achieve the following standards:
1. There should be a designated non-smoking area which may comprise all or part of the senior community center facility. Through consultation with consumers, a senior community center or the AAA may have the discretion to establish a center as a non-smoking building.
 2. The building should be of adequate size and design to carry out all senior community center activities and services; senior community centers should provide for:
 - a. Spaces for group activities which are large enough to avoid crowding and rooms located and designated so that meetings and other programs can be conducted without interruption.
 - b. Sufficient office space to permit staff to work effectively and without undue interruption.
 - c. Adequate locked storage space for program and operating supplies.

- d. Illumination levels in all areas which are adequate and compensate for visual losses experienced by many older people.
- e. Adaptive devices or telephones to accommodate the hearing impaired.
- f. An area where an ill person may lie down. The area should be private if possible.
- g. A private area where confidential discussions may be held.

IV.2 Prohibition of Sectarian Use

Buildings altered, acquired, renovated or constructed using Department of Aging funds may not be used for sectarian instruction or as a place for religious worship during the center operation hours.

IV.3 Furnishings and Equipment

Furniture and equipment for use by participants when purchased with Department of Aging funds shall be selected for comfort and safety and shall compensate for visual and mobility limitations.

IV.4 Safety

The senior community center or satellite center should be designed, constructed and maintained in compliance with all applicable Federal, State and local building, safety and fire codes. In addition, the center shall make arrangements for:

- a. The clear identification of hazards such as high steps, steep grades, etc.
- b. A safe and secure interior and exterior with well-lighted areas and paved exterior walkways free of debris and snow and ice in winter months.
- c. At least one fire extinguisher with a minimum of 2-A rating for each floor including the basement. The AAA and centers should give consideration to the number of fire extinguishers as compared to the size and layout of the senior community centers' area and room divisions.
- d. An annual on-site fire safety inspection by the local fire department or any other fire safety authority. If this is not possible, the AAA must provide assistance with arranging for an annual fire inspection to be done by a person trained in fire safety. Documentation of the date, source and results of the fire safety inspections must be kept on file.
- e. Emergency exits which are unobstructed, unlocked and clearly marked.

- f. All fire extinguishers must be inspected and approved annually by the local fire department or other fire safety authority. The date of the inspection shall be marked on the extinguisher.
- g. Adequate supplies and equipment for emergency first aid.

IV.5

Maintenance and Upkeep

Responsibility for maintenance and upkeep must be part of the written lease or agreement. There shall be sufficient maintenance and housekeeping to assure that the building is clean, sanitary and safe, when the center is open. In addition, the center shall make arrangements for the following:

- a. Maintenance and housekeeping shall be done on a regular basis and in conformance with generally acceptable standards.
- b. Provision shall be made for frequent, safe and sanitary disposal of trash and garbage.
- c. Painting and redecorating shall be done as appropriate.
- d. Provision should be made for equipment maintenance, repair and replacement.
- e. Senior community centers or satellite centers must adhere to requirements pertaining to all aspects of food service, e.g. receiving, storing, preparing, serving, and cleaning/sanitizing in accordance with the policies established by the Pennsylvania Department of Aging and local health departments.