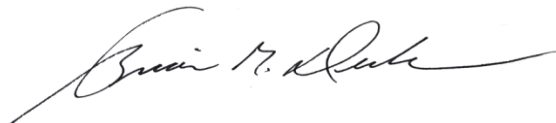
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	5. Program Area: Quality Assurance	
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AGING PROGRAM DIRECTIVE

**SUBJECT: UPDATE TO AGING SERVICE POLICY AND PROCEDURE MANUAL
CHAPTER 1 – ADMINISTRATION**

TO: AREA AGENCIES ON AGING
EXECUTIVE STAFF
PENNSYLVANIA COUNCIL ON AGING
ADMINISTRATION ON AGING
COMPTROLLER
PENNSYLVANIA ASSOCIATION OF AREA AGENCIES ON AGING



FROM: -----
Brian M. Duke
Secretary
Pennsylvania Department of Aging

**LEGISLATIVE/
REGULATORY
REFERENCE:**

BACKGROUND: Historically the Pennsylvania Department of Aging (PDA) has provided direction to the Area Agencies on Aging (AAA) regarding their administrative roles and responsibilities and their relationship with the Department of Aging through various Aging Program Directives and the Home and Community Based Service Manual (HCBS) manual. The PDA HCBS manual is outdated and required updates to provide local AAA and service providers with information regarding departmental policies, procedures and processes.

The Quality & Compliance Division has worked with Pennsylvania Area Agency on Aging (P4A) and 13 volunteer Area Agencies on Aging (AAA) members that formed a work group to update and revise the manual renamed the "Aging Service Policy and Procedure Manual". This revised manual has 12 chapters which address aging programs and services. Due to the request by the AAA network the chapters will be released individually as they are completed. Aging Waiver policies and procedures are addressed through Department of Public Welfare, Office of Long Term Living.

The process for this revision included a thorough review of previous aging APD's, policies, references, etc. followed with a draft chapter presented to the AAA work group for input and revisions. Following revisions the chapter was distributed to the entire aging network with comment period and additional revision prior to finalization. Due to the nature of the Chapter, PDA fiscal staff and Human Resources was consulted and involved in the drafting of the chapter.

The update Aging Service Policy and Procedure Manual will be posted on the internet for reference with links to additional reference documents, forms and appendices for the user to have easy access to the information. The document can also be printed by the local user if they prefer. The Department will not provide hard copies of the documents.

PURPOSE: The purpose of this Aging Program Directive is to set forth **Chapter 1: Administration** of the Aging Service Policy and Procedures Manual. This Chapter will set forth a basis for both the Department of Aging and the AAAs partner responsibilities and identifies the authority to engage in various roles and responsibilities. This APD rescinds APD 14-01-03 AGING SERVICE POLICY AND PROCEDURE MANUAL CHAPTER 1 – ADMINISTRATION.

CONTENT: **Chapter I: Administration** contains the following:

Section I: State Administrative Authority

- An overview of level of care determinations and home and community-based programs and services
- Role and responsibilities of the State Authority

Section II: Roles and Responsibilities of AAAs

- General Responsibilities
- Required services and programs
- Procurement requirements
- Sub-contractor monitoring Requirements
- Merit System Requirement for AAAs
- Record retention policy
- HIPAA Standards
- Staffing Requirements

This chapter contains hyperlinks to state program regulations and also includes definitions outlined in the Appendix.