PENNSYLVANIA DEPARTMENT OF AGING		
1. File Number: 15-01-03		**2. Disposition:** Note well and file for reference
3. Issuance Date: September 26, 2014		**4. Effective Date:** July 1, 2014
5. Program Area: AAA Administration		
6. Origin: Aging and Disability Resource Office		**7. Contact:** Aging and Disability Resource Office (717)783-4502

AGING PROGRAM DIRECTIVE

SUBJECT: **Pennsylvania Link To Aging and Disability Resources**

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

PURPOSE: To clarify program requirements, structure and funding levels for the 2014-2015 Fiscal Year for the Pennsylvania Link To Aging and Disability Resources Program.

BACKGROUND

The Aging and Disability Resource Center Program (ADRC) is a collaborative effort of the U.S. Administration on Community Living and the Centers for Medicare & Medicaid Services (CMS). Through integration or coordination of existing aging and disability service systems, ADRC programs raise visibility about the full range of options that are available, provide objective information, advice, counseling and assistance, empower people to make informed decisions about their long term supports, and help people more easily access public and private long term supports and services programs

In Pennsylvania, the ADRC is referred to as the Pennsylvania Link to Aging and Disability Resources. It is a network of human service agencies working together to provide ADRC programs and services, includes all 52 Area Agencies on Aging and covers all 67 counties of the Commonwealth.

Statewide expansion of the Link program began in FY 2010-2011. Over the course of the past four years progress has been made across the state in partnership development, cross training, community outreach and special projects. Many of our Non-Aging Core Partners are involved in multiple Links creating the potential for duplication of service. Many Link functions have been regionalized to maximize available resources. .

OVERVIEW

During fiscal year 2014-2015 the Pennsylvania Link to Aging and Disability Resources will reorganize the local program structure from 52 Links to 15.

This local regionalization process helps reduce fragmentation and increase programmatic consistency across the Commonwealth.

GENERAL REQUIREMENTS

The 15 service areas for the Link will be structured as follows:
Service Area 1: Erie, *Crawford, Forest/Warren, Clarion, Venango
Service Area 2: Lawrence, Mercer, *Butler
Service Area 3: Allegheny, Beaver,* Fayette/Greene/Washington
Service Area 4: Cameron/Elk/McKean, *Clearfield, Jefferson, Potter
Service Area 5: Armstrong, Indiana,*Westmoreland
Service Area 6: Blair, Cambria, *Somerset, Huntington/Bedford/Fulton
Service Area 7: *BSST

Service Area 8: Centre, Clinton/Lycoming, Columbia/Montour, Northumberland, *Union/Snyder, Schuylkill
Service Area 9: Mifflin/Juniata, Franklin, Adams, *Cumberland, Perry, Dauphin, York
Service Area 10: Pike, Monroe, *Wayne
Service Area 11: *Luzerne/Wyoming, Lackawanna, Carbon
Service Area: *Lehigh, Northampton
Service Area 13: Berks, *Lancaster, Lebanon
Service Area 14: *Bucks, Chester, Montgomery
Service Area 15: Delaware, *Philadelphia
*AAA Recipient of ADRC funding for grouping

SPECIFIC PROGRAM REQUIREMENTS

1. Each Link must designate a Lead Coordinator to work within the job description to meet program requirements.
2. Expand Core Partner Management to Advisory or Oversight Committee Management
3. Advisory/Oversight Committee will include a minimum of:
   a. Current Core Partner Agencies
   b. At least one Administrative Entity for Intellectual/Developmental Disability (I/DD) & Behavioral Health/ Substance Abuse (BH/SA) Agencies within your service area
   c. Consumer Representation of at a minimum a person over 60 years of age and a person under 60 years of age living with a disability (this cannot be a core partner who is over 60 and/or living with a disability)
   d. Any other Agencies committed to full participation whom the Core Partner agencies agree upon
      i. Examples of appropriate agencies would include: County Assistance Office (CAO), Community Action Agency, United Way/211 Agency, Housing Agency, Transportation Agency
4. Advisory/Oversight Committee to meet not less than quarterly.
5. Advisory/Oversight Committee to serve as or designate a Quality Control/Review Board
6. Quarterly meeting agenda will include at a minimum:
   a. Review of previous quarter Link spending and program activities; Discussion of current and upcoming Link program activities and anticipated spending; Review and Discussion of Link Consumer surveys/evaluations
7. Each Link, through its partner agencies will work to accomplish a core set of activities, goals and objectives that collectively meet program compliance for a fully functioning ADRC
   a. Information, Referral and Assistance
      i. Documented in SAMS

b. Options Counseling
    i. Offered throughout Link Service Area via phone and/or in-person
    ii. Documented in SAMS

c. Benefits Counseling
    i. APPRISE & Public Benefits such as SNAP or LIHEAP
    ii. Can be done as part of APPRISE (documented in SHIP Talk) or Options Counseling Process (documented in SAMS)

d. Application Assistance
    i. SNAP, LIHEAP, MSP, Extra Help, Housing etc.
    ii. Can be done through COMPASS

e. Person Centered Transition Support
    i. Augment, compliment or expand existing Care Transition and Nursing Home Transition programs or create new Transition Programs

f. Partnership Development
    i. Maintain and strengthen relationships with and between current partners
    ii. Increase number of collaborative partners
    iii. Support existing Aging/ID County Teams or create new Aging/ID County Teams where appropriate

g. Training
    i. Facilitate a minimum of four (4) separate trainings per year. Training on the new PA Link Resources Website is mandatory. At least 2 Trainings per year must be from the list of topics contained in the Link Program Guide.
    ii. Required Trainings must be offered in locations that allow staff from partner agencies across Link Service Area to attend

h. Community Outreach and Education
    i. Activities to raise awareness of Link partners and services throughout the Link service area includes local level marketing/advertising efforts

i. Special Projects
    i. Address a need in the community that will improve or sustain consumer/caregiver access to home and community based services
    ii. Must produce measurable outcomes
    iii. At least one (1) Special Project must be completed during fiscal year

BUDGET GUIDANCE

FY 2014-2015 marks the beginning of a multiyear process to move funding to a performance based model. This year we will be collecting data in order to create a baseline for future funding decisions.

Each Link will receive a base allocation of $32,000. The remainder of Link program funds will be distributed using a formula allocation based on target populations and capped at no more than $125,000 for any Link.

Every Link will receive a minimum of 50% of the FY 2013-2014 combined allocation for that grouping.

Timely and accurate reporting is critical as FY 2014 – 2015 reports will be used as a baseline for future allocation decisions. Future allocation decisions will be based on Link program performance measures.

A unit of Options Counseling (OC) is defined as 1 individual with multiple Long-Term Services and Supports (LTSS) needs completing a person centered counseling process with an OC trained staff member. This process must include:
- -Personal Interview identifying needs, preferences and values
- -Overview of Options/Resources available
- -Decision Support Process
- -Creation of Action Plan prioritized by individual
- -Follow-up – If contact is unable to be made on first attempt, at least 2 additional follow-up attempts required.

For the first half of the fiscal year a unit of OC is worth **$30**. This amount will be reevaluated after the first six months of the fiscal year as we gain information on the volume of OC and the average time required to perform a unit of OC. Therefore accurate documentation of Options Counseling is imperative.

Initial allocations should cover Coordinator expenses and expenses related to fulfilling program requirements excepting Special Projects.

Up to 10% of actual expended budget may be used to cover administrative costs. Fiscal Management is a subset of Administrative costs.

Additional funds will be available through an application process for Special Projects occurring in the 2nd half of the fiscal year.

The State Program Office will create and distribute statewide Link and OC brochures as well as statewide website advertising.

Links may be eligible for additional funding in the 2nd half of fiscal year or in future years.