



AGING PROGRAM DIRECTIVE

APD# 21-01-02	
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Program Area: AAA Administration	Disposition:
Origin: Bureau of Finance	Contact: Finance-Rob Heinlen

SUBJECT AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND AGING SERVICES BLOCK GRANT FORMAT FOR FY 2020-2021-REVISION #2

TO Executive Staff
Administration on Community Living
Area Agencies on Aging
PA Association of Area Agencies on Aging
Office of Long-Term Living
PA Council on Aging
Comptroller

FROM 
Robert Torres
Secretary

PURPOSE The purpose of this Aging Program Directive (APD) is to: (1) delineate financial requirements for FY 2020-21 Area Agency on Aging (AAA) program; (2) provide procedures for the development and submission of the FY 2020-21 Aging Services Block Grant Revised Budget No. 2; (3) transmit the FY 2020-21 funding allocation levels for each AAA; and (4) supplement the information previously provided in APD 21-01-01.

BACKGROUND This APD transmits key information required for the submission of the FY 2020-21 Aging Block Grant Revised Budget No.2. The AAAs are to refer to this APD and APD 21-01-01 frequently throughout the planning process for the development of these plans.

**FEDERAL
CAREGIVER
SUPPORT
PROGRAM
(Amended)**

Federal Caregiver Support Program (FCSP) funding can be expended on Caregiver Support Program (CSP) activities and program administration costs as long as federal match requirements are maintained.

AAA administration costs charged to the FCSP allocation must not exceed 10% of the FCSP allocation. Caregiver care plans have a cap of \$200/month. In instances where services above this amount are needed, the care plan cost cap may be exceeded to a maximum of \$500 with proper justification and noted in SAMS. The AAA's aggregate average monthly reimbursement for all FCSP cases shall not exceed \$300. If the AAA's aggregate average monthly reimbursement (based on service deliveries) exceeds \$300, the agency shall limit all new care plans to a \$200 cost cap until the aggregate average reimbursement is \$300 or less. At least 55% of the allocated CSP funding must be budgeted and expended for reimbursement to Caregivers for caregiving-related services and supplies. Of this amount, no more than 20% of the amount budgeted and expended for financial assistance to Caregivers may be budgeted and expended for home modifications and assistive devices.

There is a \$2,000 lifetime cap per caregiver for the purchase of a Home Modification or Assistive Devices, which is subject to the Caregiver's determined reimbursement percentage.

The Department of Aging defines eligible caregiving-related services and supplies as respite services, consumable supplies, supportive services, supplemental services, home modifications, assistive devices and services specific to Grandparents/Older Relative Caregivers.

In administering cost sharing for the **CSP and FCSP**, AAAs must comply with the requirements for determining the reimbursement percentage for Caregivers enrolled in the program (Section V. B. of the CSP Chapter in the Department's Policy and Procedure Manual) using the CSP Reimbursement Percentage Guide (Appendix F.2 of the CSP Chapter in the Department's Policy and Procedure Manual).

**OMBUDSMAN
(Amended)**

Each AAA must budget and provide monies for the local ombudsman entity, or for a contracting provider of ombudsman services including: recruitment, training, and volunteer management, to perform activities for the PA Long-Term Care Ombudsman Office subject to policies and reporting requirements contained in APD #16-10-01. All activities must be documented in the statewide reporting system, OmbudsManager, to include full-time equivalency staff and volunteers. The corresponding amounts identified by AAAs are as outlined in the formulary in the attached ABGATCHA on the Ombudsman worksheet.

If the AAA chooses to or is required to utilize a contractor to administer Ombudsman services, including staff, volunteers, and the Pennsylvania Empowered Expert Residents (PEER) program, the entire amount of the Volunteer/PEER allocation must be provided to the contractor in support of the Ombudsman Volunteer/PEER program.

These funds must be over and above any other funds expended on Ombudsman activities and must be reported in the Ombudsman cost center.

Ombudsman allocations are subject to adjustment in subsequent budget amendments based on the performance of the local ombudsman program in relation to the performance of the volunteer ombudsman component.

Ombudsman Volunteer/PEER allocations are to be used solely for the purposes of recruitment, retention, training and management of volunteers performing activities as ombudsmen for the program.

Acceptable Use of Volunteer/PEER Funds include:

PEER Program:

- PEER recruitment
- PEER training costs
- Copying of PEER training materials
- Meals for PEERs
- Transportation for PEERs
- Any ADL support not provided by the facility in order for PEERs to attend PEER Training
- **Equipment for use by PEERs only; such as laptops, tablets, and phones. This equipment would be the property of the PA Department of Aging Office of Long-Term Care Ombudsman.**

Volunteer recruitment:

- Advertising
- Training costs
- Meals for volunteers
- Mileage for volunteers

Volunteer retention:

- Ongoing volunteer meetings
- Copying/printing of the ombudsman training materials
- Stipends
- Speakers
- Meals
- Mileage
- Recognition activities

Uses do NOT include:

- Staff costs of mentoring activities
- Meal provisions for certification trainings
- Equipment for staff and volunteers; such as laptops, computers, tablets and phones
- Staff Time for acceptable use of Volunteer/PEER funds

Regional Ombudsman Contracts:

AAAs that have agreed to hold regional ombudsman contracts must budget these funds in the Ombudsman cost center. PDA will negotiate separate budget and reporting requirements with the AAAs that are hosting the regional ombudsmen. An annual spreadsheet of budgeted expenses should be supplied to the Department and approved prior to the fiscal year. This will also be supplied upon request at any time.

In addition, each AAA must budget an amount of funds equal to the AAA share of ombudsman activities charged to Older Americans Title III funds in FY 2000-01.

The ABGATCHA contains the minimum funds that **must** be budgeted for ombudsman Volunteer/PEER activities. All ombudsman activities for all ombudsman funding sources, projects and program must be budgeted and expended in the Ombudsman cost center.

APPRISE (Amended)

Funding for APPRISE must be dedicated to training sessions, Medicare Part D enrollment and information **presentations**, informational efforts, equipment needs such as laptops, **phones**, LCD projectors, and other activities related to Medicare benefits, Medicare Advantage plan selection, Medicare Part D assistance, application for assistance and outreach to enroll people in the low-income assistance programs for Medicare premiums, and long-term care insurance. A minimal amount of funding should be designated to personnel cost.

AAAs should carefully analyze its costs allocation methodologies associated with these funds. Funds for telecenters must be expended on the daily operations of the telecenters activities; this money must not be utilized for other activities.

Funding for the APPRISE Program is identified as a categorical allocation in the AAA's Total Block Grant. AAAs must continue to provide APPRISE Program services consistent with the established program requirements.

Funds for the AAA's APPRISE Program must be budgeted and expended on allowable activities in the Information and Referral and/or the Senior Community Center Services cost center(s). AAAs that receive funding for

the telecenters and outreach must budget these funds in the information and referral cost center.

HEALTH PROMOTION (Amended)

AAAs must continue to provide Health Promotion Program services consistent with the established **Health & Wellness Program** requirements.

Each AAA must report all Health & Wellness Program activities in the SAMS/Wellsky data system consistent with the established program requirements.

Funds for the AAA's Health Promotion Program must be budgeted and expended on allowable activities in the Senior Community Center Services cost center. The current allocations are based on the approved Health and Wellness **Annual Plans** each AAA submitted in the Spring of 2020. Title III-D funding **must only be used for PDA endorsed and approved evidenced-based program's allowable costs identified in APD 19-04-01 and** cannot be used to pay for administrative costs.

SENIOR COMMUNITY CENTER GRANTS

Each AAA will receive **\$4,938** for each eligible Senior Community Center (SCC) in their planning and service area and shall allocate the funds to each center within **30** business days of receipt of the funds from PDA. Each eligible SCC will have the flexibility to use this funding for a variety of purposes to best meet the needs of the center and their participants during this pandemic. There is no AAA administrative fee for disbursing this funding to the SCCs.

Allowable uses of the funding by SCCs include, but are not limited to:

COVID-19 Mitigation

- Items or modifications to the center to assist with mitigation strategies to prevent the spread of COVID-19, such as cleaning supplies or services, protective equipment, purchase/installation of plexiglass dividers/guards, etc.

Capital Improvements & Renovations

- Small capital improvements/renovations such as painting, new flooring, lighting, cabinets, countertops, etc.
- Renovations to upgrade or repurpose space within the center to allow for social distancing, for additional programming or activities, or to improve safety and/or accessibility
- Repairs or replacement of essential equipment or furniture

Programs & Services

- Equipment and supplies for new or existing programming
- Contracted instructors or speakers for programming activities

Technology

- Technology equipment and supplies for new or existing programs in the center
- Technology equipment and supplies to provide virtual programming
- Purchase of Copilot or MySeniorCenter hardware, software, and/or annual subscription fees

Nutrition Services

- Improvements for the provision of meal services, including appliance upgrades/replacements
- Covering increased costs of acquiring or serving food for congregate/take-out meals during the pandemic, such as fresh fruits/vegetables, to-go containers, etc.

Marketing

- Marketing and outreach tools and materials to reach new and existing center participants

Other

- Utilities and/or rent
- Costs to provide alternative transportation for participants to the center (i.e. Uber/Lyft)
- Any other need directly related to the operation of the senior center, except for those items which are not allowed

Unallowable uses of the funding include:

- Staff salaries/wages or other personnel costs
- Administrative costs or any fees associated with administering the grant funding
- Projects, repairs, renovations, equipment in spaces that are not primarily used by senior center participants or for their direct benefit.
- Renovations to other locations, including future senior center sites
- Renovations that change the “footprint” of the building
- Renovations/repairs that are the responsibility of the landlord
- Consultant fees
- Travel expenses for staff or contractors
- Vehicles

- Handouts/gifts

ADRC/PA LINK AWARD

AAA PA Link Fiscal Managers, Members of the ADRC Grant Steering Committee, Service Area Oversight Committees, and the Service Area Local Lead Coordinators, with support from the PDA Aging and Disability Resources Office Regional Coordinators and Program Manager, will assist their respective service area with the implementation of projects related to the following activities:

Virtual Management of ADRC Access Functions—Utilize funds for the purpose of enhancing virtual activities within the service area. Transform traditional face-to-face activities to virtual by utilizing audio/video conferencing, online survey instruments, virtual trainings and webinars. Ensure the service area is properly equipped to perform these virtual functions. Assess and acquire the needed equipment, software and programs. Examples of such items include: Laptops with video capabilities, printers, scanners, cell phones, and software needed for virtual communication and survey functions.

Care Transition Services—Target populations most at risk of COVID-19 who are seeking transitional support from hospital-to-home and nursing home-to-home by utilizing Aging and Disability network supports and services.

Food Order and Delivery—Identify and partner with local food distribution efforts to provide delivered groceries and food to targeted populations in need who are not currently being assisted.

Assistive Technology—Refer individuals to the PA Assistive Technology Act program, TechOwl. TechOwl will provide assistive technology assessments, technology devices, and training for older adults, people with disabilities, caregivers and clinicians in order to improve understanding of how to use technology for telehealth, obtaining services, and providing services. Also, Service Areas will develop ways to assist this population to increase social engagement and connections to mitigate social isolation.

Marketing of PA Link Helpline and Outreach—Support the marketing efforts and increased demand for information by the Aging and Disability communities and their families. Create and implement cost effective and sustainable outreach activities to increase awareness of the PA Link Helpline and PA Link resources and services in the Service Area. Emphasis should be placed on improving and expanding outreach efforts to hard to reach and high-risk individuals, limited English proficiency, and diverse populations.

Mitigate Social Isolation—Identify at-risk individuals. Implement mitigation interventions to include but not limited to technology, virtual platforms, person to person connections. Also, increase awareness and access for

targeted populations to low-cost programs that connect individuals through broadband and telecommunication equipment.

I&R/Person-Centered Counseling (PCC)—Provide financial assistance to ADRC partner agencies for promoting and conducting I&R/PCC to targeted populations. A lack of resources caused some PA Link partner agencies to temporarily close or significantly reduce staffing levels due to COVID-19. This has reduced the availability of Person-Centered Counseling within the State.

**IN-HOME
SERVICE
PARAMETER**

The In-Home Service Parameter has been adjusted to include the allocations for OPTIONS Services (2) and Block Grant Supplement (2).

**BUDGET
SUBMISSION**

AAAs must submit their revised budget information for upload into AccuFund within 30 calendar days of the Issuance Date of this APD.

**TECHNICAL
ASSISTANCE**

Questions regarding contents of this APD should be directed to Rob Heinlen (rheinlen@pa.gov) at 717.772.0192 or Zach Sensenig (zsensenig@pa.gov) at 717.783.3471.