



# Regional Plans on Aging

GATEWAY AREA DEVELOPMENT DISTRICT

Department for Aging and Independent Living

*Fiscal Years 2015-2017*

*Extended to FY 2018*

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In accordance with the Older Americans Act of 1965, as amended, Section 307(a)(1), the Department for Aging and Independent Living prepared a Kentucky Comprehensive Aging Area Plan format with input from Area Agencies on Aging and Independent Living. This format is to be used by area agencies on aging and independent living in developing an area plan for the administration and provision of specified adult and aging services in each planning area. The Area Plan required for FY 2015-2017 will be three-year plan cycle.

Area plans are prepared and developed by the Area Agencies on Aging and Independent Living. Each agency is responsible for the plan for the multi-county planning and service area (PSA) in which the agency is located. The area plan should reflect the efforts of the AAAIL in:

- Determining the needs of the older population within its service jurisdiction;
- Arranging through a variety of linkages for the provision of services to meet those needs; and
- Evaluating how well the needs were met by the resources applied to them.

In addition to those services mandated under Title III-B (supportive services), Title III-C (congregate and home-based nutrition), Title III-D (disease prevention), Title III-E (caregiver), Title VI (elder abuse, ombudsman), plans provide for Homecare, Adult Day Care and Alzheimer's Respite, Personal Care Attendant, SHIP, LTC Ombudsman, Kentucky Family Caregiver, Consumer Directed Options, Community Preparedness Planning and a range of other programs, many of which are planning and service area specific.

**Due Date: Completed area plans are due April 15, 2016.**

**Format:** Text should be entered into the PDF file, using the most updated version of Adobe Reader currently available. This PDF file features the functionality to save the data you enter into the area plan.

**Number of Copies:** Submit a copy of this area plan electronically to [dail.general@ky.gov](mailto:dail.general@ky.gov)

The disaster plan and Senior Community Service Employment Program are separate plans and not included in this plan. Separate instructions will be sent for those plans by the program coordinator.

# Gateway Area Agency on Aging and Independent Living

## I. Mission and Vision

Some things to consider when developing your mission and vision:

- Why do we exist? Who do we serve? and Why? What values govern our decision-making?
- What do we ultimately see as our vision for our older persons and their caregivers in our AAA region?

### 1. How do you describe the purpose of your agency and what you are trying to achieve?

The GADD AAAIL strives to promote the dignity and independence of senior citizens by serving as an advocate for seniors and promote the development of a comprehensive coordinated system of care that is responsive to the needs of older people and family caregivers.

### 2. Please provide a short narrative or introduction which includes basic information about the agency and the area it serves.

The Gateway AAAIL operates under the Gateway Area Development District Board of Directors, and is advised by the Gateway Advisory Council on Aging. The GADD Board is comprised of locally elected officials and citizen members from the counties and cities. The Advisory Council on Aging was established and operates under the requirements as outlined in the Older Americans Act.

## II. Service Area

### 3. How do you define the geographic boundaries of your service area region? Please be sure to indicate which counties you serve. Insert a map of your region as well.

GADD AAAIL services five counties in rural East Central Kentucky. It includes Bath, Menifee, Morgan, Montgomery and Rowan Counties.

*Attach Map (Only utilize the following file types: \*.bmp, \*.jpg, \*.gif, \*.png, \*.tif)*



**III. Profile of Your Region**

**4. Please complete a demographic profile of your region by answering the questions below.**

*(Much of this data is available through the University of Louisville website; data are available by KYAAAIL areas.)*

[www.ksdc.louisville.edu/](http://www.ksdc.louisville.edu/)

**Year for which data is current: 2014**

	<b>Information Not Available</b>	
a. Percent of persons 60 and older in your region	<input type="checkbox"/>	<b>20%</b>
b. Percent of region's total population over 60	<input type="checkbox"/>	<b>19%</b>
c. Percent 60+ who are low income (poverty rates as provided by HHS)	<input type="checkbox"/>	<b>17%</b>
d. Percent 60+ who are minority	<input type="checkbox"/>	<b>3%</b>
e. Percent 60+ who live in rural areas	<input type="checkbox"/>	<b>80%</b>
f. Percent 60+ with severe disability (3 or more ADL/IADL impairments)*	<input type="checkbox"/>	<b>30%</b>
g. Percent 60+ with limited English proficiency	<input type="checkbox"/>	<b>.25%</b>
h. Percent 60+ with Alzheimer's Disease or related dementia	<input type="checkbox"/>	<b>13%</b>
i. Percent 60+ isolated or living alone	<input type="checkbox"/>	<b>17%</b>
j. Percent of grandparents or older relative rearing a grandchild under 18	<input type="checkbox"/>	<b>3%</b>

*\*ADLs (Activities of Daily Living): feeding, getting in/out of bed, dressing, bathing, toileting. IADLs (Instrumental Activities of Daily Living): Meal preparation, light housework, heavy housework, laundry, shopping, taking medicine*

**IV. Funding Sources for Your AAAIL**

<b>5. In your last fiscal year, what percent of your revenue was from...</b>	<b>%</b>
a. Federal grants/contracts	<b>32%</b>
b. State government grants/contracts	<b>52%</b>
c. Local government grants/contracts	<b>0</b>
d. Foundation grants/contracts	<b>0</b>
e. Corporate grants/contracts	<b>0</b>
f. Direct mail fundraising	<b>0</b>
g. Fundraising events	<b>0</b>
h. Individual contributions	<b>0</b>
i. Fees for services	<b>0</b>
j. Other (Specify: <u>Program Income</u> )	<b>2%</b>
k. Other (Specify: <u>Local, including matching</u> )	<b>14%</b>
<b>Total.....</b>	<b>100%</b>

**6. List below all sources of program and staff revenues for your agency.**

Name of Source		Value (\$ amount) for current fiscal year
A	Federal	<b>\$481,302</b>
B	State	<b>\$798,016</b>
C	State Restricted	<b>\$0</b>
D	Local (Excluding fee for service)	<b>\$100,457</b>
E	Program Income	<b>\$25,185</b>
F	Fees for Service	<b>\$0</b>
G	In-Kind	<b>\$115,683</b>
H		\$ .
I		\$ .
J		\$ .
K		\$ .
L		\$ .
M		\$ .
N		\$ .
O		\$ .
P		\$ .
Q		\$ .
R		\$ .
<b>GRAND TOTAL</b>		<b>\$1,520,643</b>

↑ Use these letters to indicate program funding sources in Section V.

**V. Services Offered as Part of Your Plan**

	Is this type of service offered?		Is service directly provided by AAAIL?		Is service provided under contract?		Number of people served in FY16	Amount spent in FY16 (round to nearest hundred)	Funding source(s) (use letters from Section IV)
	Yes	No	Yes	No	Yes	No			
<b>a. Advocacy</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	
<b>b. Information and Referral</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1309	65,437	A,B,D
<b>c. Legal Assistance</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	58	27,415	A,B,D
<b>d. Transportation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	96	84,406	A,B,D,E,G
<b>e. Home Delivered Meals</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	291	324,827	A,B,D,E,G
<b>f. Congregate Dining</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	418	189,113	A,B,D,E,G
<b>g. Senior Center</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>h. Mental Health Services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>i. Dementia Care or Support</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>j. Caregiver Support</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	59	6,502	A,B
<b>k. Caregiver Training or Education</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>l. Training or Education or Older Adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>m. Training or Education for Service Providers</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>n. Training or Education for Volunteers</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>o. Case Management</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	104	41,670	B,D
<b>p. Housing or Shelter Assistance</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>q. Personal Care or Home Health Services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	72	96,760	B,D
<b>r. Homemaker Services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	98	77,561	A,B,D
<b>s. SHIP</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40	11,000	A
<b>t. Elder Abuse Prevention</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28	1,766	A,D
<b>u. Disease Prevention Health Promotion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	124	10,958	A,B
<b>v. Adult Day</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>w. Consumer Directed Option</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	112		
<b>x. Ombudsman</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	273	47,475	A,B,D
<b>y. Telephone Reassurance</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>z. Friendly Visitors</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>aa. Personal Care Attendant Program</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	239,635	B
<b>ab. Senior Community Service Employment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	

	Is this type of service offered?		Is service directly provided by AAAIL?		Is service provided under contract?		Number of people served in FY15	Amount spent in FY13 (round to nearest hundred)	Funding source(s) (use letters from Section IV)
	Yes	No	Yes	No	Yes	No			
<b>ac. Other – Specify: Escort IIIB</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19	8,133	A,B,D
<b>ad. Other – Specify: Outreach IIIB</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1,112	35,883	A,B,D
<b>ae. Other – Specify: Assessment Homecare</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	92	11,291	B,D
<b>af. Other – Specify: Chore Homecare</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	39	5,785	B, D
<b>ag. Other – Specify: Respite IIIE &amp; Homecare</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	47	29,503	A,B,D
<b>ah. Other – Specify: Supplemental Services &amp; Supplies (KY Caregiver, IIIE, &amp; Homecare</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	190	63,010	A,B,D
<b>ai. Other – Specify:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>aj. Other – Specify:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>ak. Other – Specify:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



## VI. Program Explanation

Detailed program specific policies and procedures will be reviewed during the yearly on-site monitoring. Please ensure that each program listed in the previous question has policies and procedures and that these are available for review during onsite monitoring. Assurances will also be verified during monitoring.

## VII. Partnerships and Collaborations

7. Do you engage in partnerships or collaborations with other programs or agencies in your service area?

- Yes  
 No

8. If yes, please identify key partners and collaborators, what activities you collaborate on, and when this partnership or collaboration began (year). Attach additional sheets as necessary to list all partnerships and collaborations.

	Collaboration Partner	Activity or Focus of Collaboration	Approx. Year Began
1	Legal Aid of the Bluegrass, DCBS, RSVP, Long term care facilities, Law Enforcement, Guardianship, Pathways, St. Claire Hospital, MSU, other regional Elder Abuse councils	Local Coordinating Council on Elder Abuse	2003
2	Project Worth, FRCYSC, Extension Office	<del>Grandparents Raising Grandchildren support groups</del> Our Grandparents program was suspended in FY 2017 due to budget cuts.	2005
3	ARH Homecare Services	<del>Home care services in Morgan Co.</del> ARH discontinued its Morgan County Homecare Services in December 2016	2005
4	Morehead-Rowan Co. Repair Affair	Home repairs to qualifying elderly	2009
5	MOU with City Councils	Provide funds for Title III meals	2001
6	Long Term Recovery	Continued relief to tornado impacted community	2012
7	Inter-agency Council-Multi agencies through % County Areas	Membership in each council in (5) five counties	2003
8	Friendly Visiting	Nursing homes and PC homes	2001
9			

## VIII. Capacity Assessment

9. Do you collect information from seniors, caregivers, service providers, elected officials, committee members, and/or interested citizens about needs or gaps in services for older adults in your service area?

- Yes  
 No

10. If yes: How do you collect this information?

We collect information in the following ways:

Each senior center has a box for suggestions, homecare clients, aging advisory council, ADD Board members, interagency meetings, satisfaction surveys, incoming calls & referrals through the ADRC phone line, and the biannual needs assessment send out in paper copy & online.

11. How often do you collect this information?

- Monthly  
 Quarterly  
 Semi-annually  
 Annually  
 Other: monthly, annually and see comments above.

12. When did you conduct your most recent capacity assessment? Feb-15  
(month and year)

13. When is the next capacity assessment scheduled? May-17  
(month and year)

14. How will you use this information to coordinate planning and delivery of services for older adults and persons with disabilities?

The data will help guide the agency to better meet the needs of our clients, and help transform our agency into what our region requires.

## IX. Capacity Building Plan

15. Identify your top three overall agency goals for this planning cycle.

1. Continue to improve our evidenced based health programs
2. Partner with local hospitals & medical agencies to develop a program to assist in the discharge and admittance of our senior population.
3. Continue to develop strong working relationships with DEMS directors and FAST Teams to ensure the safety of our senior population in the event of disasters.

**16. What is your plan for achieving these goals in the coming planning cycle?**

We plan to continue to provide trainings & classes in evidenced based health promotion programs at all senior centers, and other locations in the community as time permits. We will encourage partnerships with other agencies to look for other opportunities to host & participate in CDSME trainings & activities.

Reach out to hospital staff & administrators to host an event to look for ways this agency and other agencies in our region can help reduce the re-admittance rate after discharge of our senior population. Take the steps to begin a pilot project this next fiscal year in one county.

**17. Total number of program managers/supervisors**   2   Number

**18. Total number of program staff**   6   Number

**19. Total number of program volunteers (in house & contract)**  57  Number

**20. Do all supervisors (in house & contract) have access to computers with internet access?**

- Yes, all
- Half or more
- Less than half
- No, none

**21. Do all direct service (in house & contract) staff have access to computers with internet access?**

- Yes, all
- Half or more
- Less than half
- No, none

**22. Do volunteers (in house & contract) have access to computers with internet access?**

- Yes, all
- Half or more
- Less than half
- No, none

**23. How many new volunteers were recruited in the past 12 months?**  7  Number

Which programs?  Senior centers 

**24. How many new staff were hired by the AAAIL in the past 12 months?**  2  Number

Which programs?  AAAIL Administrator and SHIP 

**25. Are there written job descriptions for all positions in your agency?**

Staff?  Yes  
 No

Volunteers?  Yes  
 No

**26. Do you conduct annual performance reviews for all staff?**

- Yes
- No

If no, please explain?

**27. Do you have any plans to help staff members increase knowledge or skills during the next year?**

- Yes  
 No

**28. If yes, please describe your plans and the specific sources for these trainings.**

We will continue to encourage staff & senior center directors to participate in aging trainings, meeting, or conferences **including those provided by the Alzheimer's Association and DAIL**. The AAAIL will fund these trainings.

**29. Do you have a plan to promote volunteer opportunities across programs? Be sure to specifically include SHIP, Senior Center Services and Ombudsman**

- Yes  
 No

**30. If yes, please describe your plans. If no, why not?**

Our senior center directors recruit & train volunteers. The SHIP & Ombudsman program staff recruit during outreach activities such as health fairs, presentations, & community events. We continue to look for volunteers and request assistance from our ADD Board & Aging Council.

**31. How will you measure your progress toward achieving your overall agency goals?**

Increase volunteers & agency participation will demonstrate success.

**X. Public Hearing**

**32. Area Plan Public Hearing**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b># of participants present</b>	<b># of staff present</b>	<b># of others present</b>
03/13/2015	1:00pm	Bath County Senior Center Site	3	1	

<b>Date plan available for review</b>	<b>Place(s) available for review</b>	<b>Dates advertised</b>	<b>Ad appeared in newspaper</b>
02/27/2015	Gateway Area Development District & website	2 weeks	Menifee, Morgan, Montgomery, Rowan & Bath County and all radio stations in Gateway Region.

**33. Participation in Public Hearing was actively sought from:**

The five county Senior Centers, providers of AAAIL, the Gateway ADD Board of Directors, and the Aging Council.

**34. Indicate means used in soliciting views:**

The plan was linked to the GADD website for public review along with hard copies placed at senior center sites. Copies of the plan were provided to each aging council member, and copies were available to be sent per request through the ADRC line.

**35. Summary of public comments:**

There were two typos identified, and no other comments. There was a brief presentation on DAIL & GADD program & services, the Area Plan was reviewed.

**36. Summary of changes as a result of public comments:**

No changes other than typos.

## XI. Service Usage

37. What are the three most frequently identified needs or gaps in older adult services in your service area?

1. Transportation to and from medical appointments
2. Home Repairs for low income elderly
3. Evidence based health promotion programs easily accessible to rural and low income people

38. Describe the strengths in your area's service delivery.

In home services allow the individual to reside and stay in the comfort of their home. The senior centers provide a safe environment for seniors to socialize, feel supported, gain knowledge, have a nutritious meal, and have access to resources. Our SHIP program has resolved many issues with Medicare/Medicaid that members had not been able to sort through on their own, and to assist clients in determining eligibility for MIPPA and MSP. Our Ombudsman program is a great advocate for our clients in the LTC facilities and is a champion against elder abuse.

39. Describe the weaknesses in your area's service delivery.

Older & small senior center sites.  
We need to get the word out to the individuals in our district about our ADRC line – network providers know about us, but often times not the individual at home.  
We still have a need for affordable non-emergency medical transport for folks who cannot sit up for long periods of time or are bedbound.  
There is very limited resources for the lower income elderly or disable to have repairs to their homes – such as roofs replaced, painting, and other home repairs/upkeep.

40. What has the AAAIL determined to be the three most utilized services in your service area?

1. Transportation
- 1a. Why is this service used more than others?

Rural senior individuals have no other access to get to town for shopping, drug store, or senior activities

2. Homemaking
- 2a. Why is this service used more than others?

This program allows individuals to remain in their home and to avoid nursing facilities.

3. Caregiver
- 3a. Why is this service used more than others?

This service provides support and assistance that enables older people to live independently in their homes and communities.

41. What has the AAAIL determined to be the three least utilized services in your service area?

1. CDSME
- 1a. Why is this service used less than others?

Some participants find the program to be uninteresting and slow. Participation falls dramatically as the weeks of the program progress.

2. **HBE Title III D Programs**

2a. Why is this service used less than others?

~~There has not been a large attendance to HBE events, and this may be attributed to lack of desire in this field or regional mindset.~~ With the requirement of using only evidenced based programs for Title III D it is difficult to use this program. We get people trained to teach a program (which is very expensive and time intensive) and they can only have new participants attend these programs every year. So, every year we will have to look at finding new programs and these are very expensive.

3. **Exercise Programs**

3a. Why is this service used less than others?

There was a strong participation in some centers after the program had been established for a while, but it will not be successful if there is not continuity with funding. These programs have moderate success, but fluctuate and are not consistent as funding is not consistent.

**XII. Participant Feedback and Satisfaction**

42. Do you obtain regular feedback from clients about their satisfaction with services?

- Yes
- No

43. If yes, how is feedback obtained? (Check yes or no for each)

Yes No

	Yes	No
a. Client surveys or interviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Caregiver surveys or interviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Provider logs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Provider surveys or interviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Client focus groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Other, Specify:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

44. How often is feedback collected?

- Monthly
- Quarterly
- Semi-annually
- Annually
- Other, Specify: **surveys are conducted yearly, but we take suggestions/complaints daily from phone calls, client interviews, and suggestion boxes at each Senior Center**

45. What do you do with this information? How is it used?

GADD AAAIL uses the information to help formulate changes to make a positive impact and to look for ways to change identified weak areas. We also look to highlight effective and efficient staff or providers.

**46. Is there a formal process to investigate complaints?**

- Yes
- No

**47. Is there a formal process to respond to complaints?**

- Yes
- No

### **XIII. Coordination and Collaboration**

**48. What are your procedures and methods for ensuring that services for older adults are delivered in a coordinated and efficient way?**

GADD AAAIL contracts services out or provides them in house. We monitor expenditures as budgeted monthly and meet with providers in our area. We communicate with our clients to ensure all clients' needs are being met in the most efficient manner and there is no duplication of services. With the ever-increasing senior population, the need for effective services as an alternative to nursing facility care. Therefore, GADD AAAIL continues to build and foster relationships with other community-based agencies to ensure all services are maximized to enable seniors to remain in their homes.

**49. Do you have plans to improve service coordination?**

- Yes
- No

**50. If yes, please describe your plans. If no, why not?**

We will continue to look for ways to measure client satisfaction in every program and through all services provided through the AAAIL by way of surveys & ongoing communication, at the same time make sure that every dollar spent gets the maximum benefit to the senior population of the GADD Region.

**51. How will you measure the effectiveness of your service coordination?**

Through data compilation from surveys, open communications, focus groups, and by ongoing budget analysis.

### **XIV. Outreach & Expansion**

**52. Do you have plans to conduct outreach to those with “greatest economic and social needs” (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, older persons with disabilities, older persons with limited English, and older individuals residing in rural areas) as specified in the Older Americans Act?**

- Yes
- No



53. If yes, please describe your plans. If no, why not?

The GADD AAAIL continues to market the ADRC line as the front door to service availability. This accomplished through outreach to the community and other community based agencies, as well as through marketing materials that identify the ADRC line as the primary number to call to receive services for those individuals with the greatest economic and social need.

54. How will you measure your progress?

Congregate meals, home delivered meals, education, healthy promotions, information & assistance, outreach, recreation, telephone reassurance, and transportation. **An increase in services provided to this population will be evidenced by NAPIS data collected in SAMS**

55. Do you have plans to increase the visibility of your AAAIL's services?

- Yes
- No

56. If yes, please describe your plans. If no, why not?

Our outreach methods will continue to be met by using marketing materials identifying the ADRC line, local radio stations, newspapers, and businesses in the GADD Region. We continue to utilize our GADD website to disseminate information and events.

57. How will you measure your progress?

By increasing our numbers served and maintaining client satisfaction.

## XV. Community Opportunities

58. How many of the counties in your service area currently have at least one focal point? 5

59. What services do focal points typically offer in your region?

Congregate meals, home delivered meals, education, healthy promotion, information & assistance, outreach, recreation, telephone reassurance, and transportation

60. Do you have plans to improve or expand senior center/focal point services?

- Yes
- No

61. If yes, please describe your plans. If no, why not?

We will continue to offer evidenced based health promotion programs **& the memories & melodies musical program**, and look for more availability to offer arts & entertainment programs as well

62. How will you measure your progress?

Increase the number of attendees to centers and to the number of clients served.

**63. Do you have a community education plan to increase long-term care planning among older adults and individuals with disabilities to remain in their home?**

- Yes  
 No

**64. If yes, please describe your plans. If no, why not?**

We educate our current clients & participants on long-term care options and continue to distribute and offer literature. We will look for opportunities to have educational programs to address this topic at all senior centers.

**65. Do you have a plan to improve or expand training for your AAAIL staff or other contracted providers?**

- Yes  
 No

**66. If yes, describe your plans. If no, why not? Please describe the current training plan for each program.**

We will take advantage of all training opportunities offered by DAIL for our staff & providers and look for additional opportunities that will enhance the services for our clients and ensure all AAAIL staff/providers are very knowledgeable on all aging services and programs.

**67. How will you measure your progress?**

By making sure that staff & providers attend a training opportunity at least once a quarter.

## **XVI. Information and Referral**

**68. Does your agency maintain and staff a separate information and referral line?**

- Yes  
 No

**69. How does your agency advertise and/or market your information and referral system.**

The Regional Aging and Disability Resource Center is administered by GADD AAAIL. We continue to look for ways to streamline our processes and make sure we are servicing our customers quickly and efficiently. We have purchased many different types of marketing materials to identify the name and primary toll-free number. We additionally ensure ADRC name & contact information is published in newspapers and other community based agencies.

**70. If yes: On average, how many intake calls do you handle in a typical month? # 300**

**71. Do you assess client satisfaction of the information and referral process?**

- Yes  
 No

**72. Do you have a plan for improving the information and referral process?**

- Yes  
 No

73. If yes, please describe your plans.

We have an ongoing process to make sure the ADRC service and operations is as consumer-friendly as possible. We look for ways to service clients and be as accommodating to consumers and clients as possible. The ADRC coordinator collects essential information and referred to a case manager for priority ranking and the appropriate program. Additional information or assistance is then tracked in SAMS.

## XVII. Financial Management and Fund Development

74. Do you have adequate funding to meet your community's needs?

- Yes  
 No

75. What needs are difficult to meet with current funding levels?

We have waiting lists and we would love to be able to service all clients in every program. Transportation continues to be costly and our senior centers need newer vehicles for transportation as maintenance on older vehicles is costly. We need additional funding for National & Kentucky Caregiver, as we can't meet the needs of all those that are eligible.

76. Provide an explanation of how program income, fees, donations as well as other resources (i.e. local fund grants) will be collected and used to expand services.

Our local governments donate funds to serve individuals for homebound meals on the waiting list. We have a fundraising account to utilize to help fill the gaps when dollars are not available. Fees are collected by our provider at the senior centers, and those donated fees are to be utilized before reimbursement from GADD.

77. Do you have a plan for increasing the financial resources available to your agency?

- Yes  
 No

78. If yes, please describe your plans.

GADD is fostering business relationships with the local Family Dollar distributing center for donated goods that may be utilized by our clients, additionally GADD is attempting to secure donated shelf-stable meals from the CTI corporation in Owingsville to be utilized as alternatives for home delivered meals during extreme weather conditions. **We apply for any available grants that would help us to increase our services or add new services. We also communicate with local elected officials of the need for local financial contributions from counties and cities.**

79. Are financial reports shared with the aging council and board members?

- Yes  
 No

80. How do you provide for equitable allocations of funds for programs and services within the planning and services area? Summary must include the AAAIL allocation process approved by the regional Council on Aging and ADD Board. The most recent census data available must be used for determining the distribution of funds.

GADD AAAIL is working with the Aging Advisory Council to develop a policy that addresses the equitable allocation of funding for the GADD five counties.

**81. How does your agency assure that all funds are expended?**

1. Daily internal budget monitoring
2. Periodical review with GADD Executive Director, CFO, Associate Director of Human Services and AAAIL Aging ~~Director~~ Administrator
3. Budget modifications to DAIL as needed.

**82. If funds are not expended, what does your agency do with the remaining funds?**

It is the goal of the GADD AAAIL to expend all state dollars before federal. Any remaining federal funding is requested to apply to the next fiscal year contract.

**XVIII. PROGRAM SITE MONITORING**

**83. Please describe your in-house evaluation and on site monitoring process of all direct and contract programs for compliance with state and federal guidelines. (Copies shall be made available during onsite monitoring)**

Annual monitoring visits will be conducted on each subcontractor to carefully examine the provider for compliance with policies and regulations, administration, and contract requirements.

A monitoring tool for each program will be used during all site visits.

An annual evaluation will be conducted on the effectiveness of outreach methods used by the provider in reaching low income, minorities.

Case managers will monitor Homecare clients ~~every month including, by making a monthly telephone call and making a scheduled home visit with face to face contact every other month as often as is required by the client's level of care. A telephone call is made to check on the status of a client's condition.~~ Each ~~monthly~~ visit or phone call is documented in the case records and client's plan of care is updated if necessary.

**84. Please describe any other methods to your evaluation and monitoring process.**

~~N/A~~ We also collect satisfaction surveys for all programs. The information from these surveys is reviewed and evaluated. Any issues are investigated and any suggestions are considered during the planning process.

**XIX. GOALS**

Goals are visionary statements that describes the strategic direction in which the region is moving while objectives are the attainable, specific and measurable steps the region will achieve its goal. A well written goal summary can aid the region in education the public, lawmakers and other agencies of the operation of programs and services of the agency. Please provide a narrative for how the region will meet the goals listed below.

**Goal 1. Empower older Kentuckians, their families, and other consumers to make informed decisions about, and be able to easily access, existing health and long-term care options;**

**GADD AAAIL strives to provide valuable information & services to seniors in our region so they and their families can make the most beneficial decisions that will directly impact their daily lives. We will continue to **utilize ADRC and** look for ways to improve our agency to make our services and information more easily accessible and available so that the positive impact is felt to as many citizens in our region and the Commonwealth as a whole.**

**Goal 2. Enable senior Kentuckians to remain in their own homes with high quality of life for as long as possible through the provision of home and community-based services, including supports for family caregivers;**

**GADD AAAIL will utilize all agency funding, community resources, agency expertise and knowledge to the betterment of our region’s elderly population with a focus to keep our seniors in their homes for as long as possible while improving their quality of life.**

**Goal 3. Empower older Kentuckians to stay active and healthy through Older Americans Act services and prevention benefits, including programs funded through Medicare;**

**GADD AAAIL will utilize various funding streams and community resources to promote & encourage healthy active lifestyles among our region’s elderly population through CDSMP classes & trainings.**

**Goal 4. Ensure the rights of older Kentuckians and individuals with disabilities and seek to prevent their abuse, neglect, and exploitation; and,**

**GADD AAAIL will coordinate with local community agencies and utilize community resources to promote the Gateway Regional Elder Abuse Task (GREAT) enforcement, guardianship, and adult protective services. The GREAT committee is comprised of AAAIL staff, LTC Ombudsman, Senior Center staff, LTC facilities, judicial staff, law and enforcement staff**

**GREAT will work to provide public education and outreach, and participate in regional partnerships to bring about elder abuse awareness, prevention, financial literacy/exploitation, and identity theft prevention.**

**GADD Staff has been trained through DCBS APS to detect abuse, neglect, and exploitation and how to report any issues.**

**Goal 5. Maintain effective and responsive management.**

**GADD AAAIL will work to ensure internal agency effectiveness & efficiency, and look for ways to encourage & promote effective management among our providers. This agency will work to ensure effective and responsive management is the primary focus of all services & programs throughout the GADD region.**

## XX. Kentucky's Outcome and Performance Measures 2015-2017

*Instructions: Develop objectives for each goal listed below. Do not limit yourself to the space provided. Provide the strategies for meeting the objectives as well.*

<b>GOAL 1:</b> Empower older Kentuckians, their families, and other consumers to make informed decisions about, and to be able to easily access, existing health and long-term options.	
Objective	
GADD AAAIL strives to provide valuable information & services to seniors in our region so they and their families can make the most beneficial decisions that will directly impact their daily lives. We will continue to look for ways to improve our agency to make our services and information more easily accessible and available so that the positive impact is felt to as many citizens in our region and the Commonwealth as a whole.	
Objective	
Strategies	
Ensure a full-time ADRC coordinator is employed for every business day to process intake, referral, and information calls. Development and streamline the process to include a website intake that can be utilized at senior centers to request information and receive guidance. GADD AAAIL will look for ways to expand our meals program to include a voucher program & other home-delivered meals options.	
Person and entity responsible for completion	Date
GADD AAAIL Staff & Director Center Directors	Ongoing

<b>GOAL 2:</b> Enable senior Kentuckians and individuals with disabilities to remain in their homes with high quality of life for as long as possible through the provision of home and community-based services, including supports for family caregivers.	
Objective	
GADD AAAIL will utilize all agency funding, community resources, agency expertise and knowledge to the betterment of our region's elderly population with a focus to keep our seniors in their homes for as long as policy while improving their quality of life.	
Objective	
Strategies	
GADD AAAIL will ensure all AAAIL staff receive all trainings as needed brought about by statutory & regulatory changes. The ADRC component will be modified and streamlined as the needs of clients change and evolve through the transitional regulatory changes. This agency will ensure that we are utilizing all funding, community based resources & family caregiver supports to enable our seniors to remain in their homes with a high quality of life.	
<ol style="list-style-type: none"> <li>1. Clients, who are able, will be encouraged to attend senior centers for a congregate meal, socialization, education, health promotion.</li> <li>2. ADRC will be utilized for intake, and services will be arranged through appropriate programs with case manager or support broker oversight.</li> <li>3. A trained professional case manager or support broker will have contact with the client or</li> </ol>	

caregiver to complete a comprehensive assessment & case management. GADD AAAIL will ensure the client's needs will be addressed based upon the client's level of functioning, existing support, and other needs for services as they arise.

Person and entity responsible for completion	Date
GADD AAAIL staff & Administrator Senior Center Directors Provider staff	Ongoing

**GOAL 3:** Empower senior Kentuckians and individuals with disabilities to stay active and healthy through Evidence-Based disease and Disability Prevention Programs and other community opportunities.

Objective  
GADD AAAIL will utilize various funding streams and community resources to promote & encourage healthy active lifestyles among our region's elderly population through CDSMP classes & trainings.

Objective

Strategies  
GADD AAAIL will contract and complete "in-house" programs that provide evidenced based healthy promotions programs & CDSME. We will partner with other community based agencies to look for ongoing support so these programs have overlap throughout the year. Our focus will be to offer multiple times & programs throughout the year to receive education health promotion trainings and participate in activities that promote active lifestyles at our senior centers and other community locations.

Person and entity responsible for completion	Date
GADD AAAIL Staff & Administrator Senior center director Provider staff	ongoing

**GOAL 4:** Ensure the rights of senior Kentuckians and individuals with disabilities and prevent their abuse, neglect and exploitation

Objective  
GADD AAAIL will coordinate with local community agencies and utilize community resources to promote the Gateway Regional Elder Abuse Task (GREAT) enforcement, guardianship, and adult protective services. The GREAT committee is comprised of AAAIL staff, LTC Ombudsman, Senior Center staff, LTC facilities, judicial staff, law and enforcement staff

GREAT will work to provide public education and outreach, and participate in regional partnerships to bring about elder abuse awareness, prevention, financial literacy/exploitation, and identity theft prevention

Objective

Strategies

1. GADD AAAIL will partner with law enforcement staff and judicial staff to host a financial exploitation forum/conference to include other regional elder abuse councils.
2. GADD AAAIL will create a new component to the AAAIL website for elder abuse educational awareness and for APS referrals. This agency will work with local APS staff to develop this website component.

Person and entity responsible for completion	Date
Aging Administrator	Ongoing

<b>GOAL 5: Promote effective and responsive management.</b>	
Objective	
GADD AAAIL will work with to ensure internal agency effectiveness & efficiency, and look for ways to encourage & promote effective management among our providers. This agency will work to ensure effective and responsive management is the primary focus of all services & programs throughout the GADD region.	
Objective	
Strategies	
(AGING LISTSERV) GADD AAAIL would like to develop a newsletter, AAAIL blog, aging listserv that can be utilized by aging staff & senior directors across the Commonwealth that can be utilized for to develop ideas, resources, policies, activities that focus on effective & responsive management in the aging world/field.	
Person and entity responsible for completion	Date
Aging Administrator	Ongoing



## **XXI. PERFORMANCE PLAN FORMS**

**These are the Performance Plan Forms that are referenced in the instructions. Please find them in the attachment marked forms. They are as follows:**

**Form A – Area Agency on Aging and Independent Living Advisory Council Membership**

**Form B – Area Agency on Aging Independent Living Administration Staffing Plan**

**Form C – Area Agency on Aging Independent Living Direct Staffing Plan**

**Form C.1 – Provider Direct Staffing Plan**

**Form D – Public Hearing**

**Form E – Demographics**

**Form F – Case Managers**

**Form G – Adult Day Centers**

**Form H – SHIP Counselor Locations**

**Form H.1 – SHIP Counselor Site Details**

**Form I – Ombudsman Advisory Council Membership**

**Form J – Provider Site List**

## XXII. WAIVER & SPECIAL PROGRAM APPROVALS

### A. DIRECT SERVICE WAIVER REQUEST FOR THE PERIOD OF THE PLAN

*Instructions: In accordance with Section 316 of the Older Americans Act (Chapter 35, 42 U.S.C. 3030c-3) Area Agencies on Aging will submit all of the required items listed below to the Department for Aging and Independent Living when initially requesting to provide a service directly. Contact the appropriate Programs Field Representative for more information.*

#### Statement of Request – One request for each service.

Gateway ADD, Area on Aging is requesting a **continuation of the waiver again** to be the provider for Homecare services **including homemaker, personal care, respite, and chore**. There are no providers in this area that have expressed an interest in services provision. Gateway AAAIL also has discussed this situation with potential providers among our community partners and has not found any organization that is interested. **Gateway will produce a new RFP in the new fiscal year to attempt to secure a provider for our Homecare services. We brought this service in house and hired both full and part time staff who have stayed with us for consistency, and have been able to provide services and spend the allocations.**

#### Actions taken prior to determination of direct service provisions

- Names of potential providers contacted, their responses, and
- Names of newspapers and documentation of announcement of the availability of funds.

In the past, Gateway region had a provider for this program however, they no longer provide this service. St. Claire provided the program for over 30 yrs.

Gateway contacted other Area Development Districts asking if any would be willing or able to provide this service with no avail.

#### Scope of Work – One scope of work completed for each service.

**As per the Homecare contract with DAIL to provide homemaker, personal care, respite and chore services.**

~~Gateway AAA has included in the plan all Home care services as outlined in 910 KAR 1:180, section 1, (8) a and b will be provided in all five counties of the District.~~

#### ~~SUMMARY:~~

~~Make provisions for an array of Homecare services to be available in all Gateway (Bath, Menifee, Montgomery, Morgan and Rowan) Counties to assist older individuals at risk of being placed in a nursing home to remain at home in a safe environment. Services will include: assessment/case management, home management, home delivered meals, home health aide, and personal care and respite services. Case Managers will conduct assessments/reassessments to determine eligible for Homecare services and each case manager will carry a case load not to exceed seventy five (75) clients. Case managers will conduct monitoring activities to include a face to face visit and a telephone call every other month.~~

~~Homecare services will be provided in all five counties of the District and all essential services will be funded. FY15, Revised Gateway AAAIL currently employs 1part time case managers and 1contracted one full-time case manager. Gateway will provide the direct services as no other providers have been identified. Referrals will be given to the District office through phone, fax, or e-referral. Case managers will screen clients for eligibility, assess as required for services according to Kentucky Administrative Regulation, KAR, and link clients with all applicable services. Case managers will be~~

~~trained according to regulation.~~

~~To assure quality of care, each client shall be given a copy of the Quality Assurance Agreement upon admission to the Homecare Program. The Agreement shall be read and explained to the client when necessary and the client shall acknowledge receipt by signing his/her care plan. A copy of the Agreement shall be left with the client. Use of the standardized form is required. The respective case managers will inquire as to the quality of service during each monthly contact and this information will be a part of the case record. Additionally, the supervisor or designee will be conducting periodic telephone and home visits for the purpose of determining the quality of the service provision.~~

~~Copies of all written complaints and detailed reports of all telephone or verbal complaints, concerns or service suggestions shall be maintained in the case manager's file. Documentation of investigation and efforts at resolution or service improvement shall be available for monitoring by the area development district and Office of Aging Services' staff. The identity of the complainant shall be kept confidential when requested and the standardized reporting form shall be used.~~

**ACTION STEPS:**

~~Action Steps by AAA to meet Statewide Outcome:~~

~~AAA Action Step(s):~~

- ~~1. Make arrangements with local agencies to provide direct services, to older individuals in their home, in Bath, Menifee, Montgomery, Morgan and Rowan Counties.~~
- ~~2. A case manager will make arrangements with providers for appropriate services based on the client's plan of care.~~
- ~~3. Client services will be kept and maintained in data bases that will interface with the Department for Aging and Independent Living system.~~
- ~~4. All essential Homecare services will be provided in every county of the District.~~
- ~~5. The Information/Referral Coordinator will receive all referrals by phone, fax, or email~~
- ~~6. Case managers initially will screen all referrals for eligibility and assess them as deemed necessary and appropriate.~~
- ~~7. All clients will be referred to all applicable services and shall receive Homecare services as delineated on their care plan.~~
- ~~8. Case managers will be monitored to assure that the minimum training requirement is met.~~

**PERFORMANCE MEASURES:**

~~Statewide Performance Measures:~~

~~Regional Plans will contain 100% of required assurances that AAA services are available to clients of each County served.~~

~~AAA Performance Measure(s):~~

- ~~1. Contracts on file for Homecare Services.~~
- ~~2. Each Client will be assigned a certified Case Manager.~~
- ~~3. All clients that are receiving Homecare services will be entered in a client tracking system according to individual social security number.~~
- ~~4. Intake shall be completed within 3 business days and distributed to the appropriate case manager.~~
- ~~5. 95% of case managers will meet minimum training requirements.~~

**OUTCOME:**

**Statewide Outcome:**

~~Clients from all counties will have access to all services.~~

**AAA Outcome(s):**

- ~~1. Homecare services will be assessable to eligible individuals in Bath, Menifee, Montgomery, Morgan and Rowan Counties.~~
- ~~2. An assessment will be completed on each Homecare client.~~
- ~~3. Case Managers will input data into a computerize system to track clients services, units and report client information to the Cabinet, Department for Aging and Independent Living.~~
- ~~4. FY15, Revised )1-4. Homecare services in the Gateway area will be provided by trained staff.~~
- ~~5. Provide a process used to ensure homecare program coordinates with other community long-term living services.~~

**SUMMARY:**

~~All referrals will be directed to a case manager who will be responsible for capturing information from the caller that will be used to pre-screen the callers' needs and for follow-up. Contracts with other community based services and years of working experiences will establish coordination to avoid duplication efforts as well to ensure homecare clients have access to other services.~~

~~Gateway AAA will ensure that the homecare program coordinates with other community long-term living services through association/coordination/ and attendance at Gateway Community Action Agency Interagency meetings, Gateway Aging Coalition , as well as other community meetings and the semi-annual case conferences coordinated by the GADD AAA case management unit. The Homecare case managers will also be active in visiting the senior citizen centers in their respective areas.~~

**ACTION STEPS:**

- ~~1. Complete an Intake Assessment Form on all referrals.~~
- ~~2. Informational material will be mailed to human service agencies and long-term living agencies in Bath, Menifee, Montgomery, Morgan and Rowan Counties~~
- ~~3. Homecare Case managers will participate in community meetings targeting human service agencies and those relative to the elderly and disabled.~~
- ~~4. Homecare case managers will host case conferences with other long-term living services providers to ensure coordination of services.~~

**PERFORMANCE MEASURES:**

- ~~1. 100% request for services or assistance will be pre-screen and referred to the appropriate agency to provide direct services.~~
- ~~2. Brochures will be developed by the District Area Agency on Aging and Independent Living.~~
- ~~3. Homecare case managers will participate in 8 community meetings.~~
- ~~4. Homecare case managers will host a minimum of one case conference.~~

**OUTCOME:**

- ~~1. To avoid duplication of efforts.~~
- ~~2. Other agencies in the District will be informed about services that are provided in the five county area.~~

~~3. Homecare program will coordinate with other long-term living services in order to meet the needs of the residents of Gateway.~~

**Budget Justification – One budget justification for each service. Explain how AAAIL determined final unit cost.**

**GADD AAAIL analyzed previous agency budgets and prior expenditures to reach a final determined unit cost.**

*\*Scope of work must be detailed further in the Area Plan, service section. Budgets must be detailed in plan budget section.  
Note: Additional information and/or documentation may be required by the State Agency.*

## **B. PROGRAM APPROVAL/EXCEPTION REQUESTS FOR THE PERIOD OF THE PLAN**

### **Special Program Approval**

**A request is required that includes justification for special program approval.**

N/A

### **Exception Requests**

**A request for an exception of service is required. Exceptions are granted only on a temporary basis. Justification along with a plan and timeline for meeting program compliance is required.**

**Gateway AAA is requesting an approval to provide frozen and/or shelf stable meals to eligible individuals that live off an established route of a great distance from the Senior Center.**

**XXIII. PROVIDER APPROVALS**

**List of Contracts with a Profit Making Organization**

**Instructions:** List of contracts with profit making organizations and approval request - A new approval is required for all contracts with profit making organizations for a new multi-year area plan. Only submit one sample of a CONTRACT unless there are significantly different requirements, between contracts.

The form below is to be used to list all of the for-profit contractors with information under each contractor containing:

- Name and address of each for-profit service provider
- Service to be provided by provider
- The unit of service to be provided
- Total amount per unit of service not to exceed a certain amount per contract period

**Complete the list of contracts with any Profit Making Organization.**

*Important Note:* Any and all contractual relationships with a Profit Making Organization requires DAIL prior approval not less than thirty (30) days prior to signing of contract by the area agency and service provider. You need to send a facsimile of your contract with a profit-making organization for prior approval for any and all contractual relationships.

<b>List of Contracts with Profit Making Organization(s) &amp; Approval Request</b>			
<b>Name &amp; Address For-Profit Services Provider</b>	<b>Services to be provided</b>	<b>Unit of Service to be provided</b>	<b>Cost/Unit of Service</b>
N/A			

## **XXIV. ASSURANCES**

- 1. Each Area Agency on Aging and Independent Living shall assure that case management services under Title III of the OAA will not duplicate case management services through other federal and state-funded programs and will include in its annual plan the coordination of case management services between programs.**
- 2. Each Area Agency on Aging and Independent Living shall provide for adequate and qualified staff for service provisions.**
- 3. Each Area Agency on Aging and Independent Living assures that the Area Agency on Aging and Independent Living and Independent Living and its services provider staff are trained as required for their job functions.**
- 4. Each Area Agency on Aging and Independent Living and Independent Living shall assure that there is an integrated regional client management data system.**
- 5. Each Area Agency on Aging and Independent Living shall encourage local cities and towns to plan for the growing aging populations and needs.**
- 6. In accordance Sec. 306(a) of the Older Americans Act, each Area Agency on Aging and Independent Living shall assure that an adequate proportion, as required under section 307(a)(2), of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of services and will report annually, to the State Agency, in detail, the amount of funds expended for each such category during the fiscal year most recently concluded:**
  - (a) Services associated with access to services transportation, health services (including mental health services)**
  - (b) Outreach, information and assistance which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in public supported programs for which the consumer may be eligible**
  - (c) Case management services**
  - (d) In-home services, including supportive services for families of older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and**
  - (e) Legal assistance.**
- 7. Each Area Agency on Aging and Independent Living shall assure that it will establish specific objectives, consistent with State Policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need and older individuals at risk for institutional placement.**
- 8. Each Area Agency on Aging and Independent Living shall assure that it will develop proposed methods to achieve the objectives described in Section 306(1), paragraph (4)(a)(i), clause I as follows:**
  - (a) Set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;**
  - (b) Include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas;**
  - (c) Include the proposed methods to achieve the objectives described in Section 306(a), paragraph (4)(a)(i), clause (I)**
- 9. Each Area Agency on Aging and Independent Living shall provide information to extent to it meets the following objectives:**
  - (a) Establishes specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;**

**(b) Includes specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas.**

- 10. Each Area Agency on Aging and Independent Living shall assure that it will conduct outreach efforts that identify individuals eligible for assistance under this Act, with special emphasis on-older individuals residing in rural areas and older individuals with greatest social and economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas); older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas); older individuals with severe disabilities; older individuals with limited English proficiency; older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and inform the older individuals referred to above and the caretakers of such individuals, and older individuals at risk for institutional placements of the availability of such assistance.**
- 11. Each Area Agency on Aging and Independent Living shall assure that each activity undertaken by the agency, including planning, advocacy, and systems development, will include a focus on the needs of low-income minority older individuals and older individuals residing in rural areas.**
- 12. Each Area Agency on Aging and Independent Living shall assure that it will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and individuals at risk for institutional placement with agencies that develop or provide services for individuals with disabilities.**
- 13. Each Area Agency on Aging and Independent Living shall assure that in carrying out the State Long-Term Care Ombudsman program under section 307(a)(9), it will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2001 in carrying out such a program under this Title.**
- 14. Each Area Agency on Aging and Independent Living shall provide information and assurances concerning services to older individuals who are older Native Americans including-information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the Area Agency on Aging and Independent Living will pursue activities, including outreach, to increase access of those older Native Americans to programs and benefits provided under this title; an assurance that the Area Agency on Aging and Independent Living will, to the maximum extent practicable, coordinate the services the agency provides under this title with services provided under title VI; and an assurance that the Area Agency on Aging and Independent Living will make services under the area plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans.**
- 15. Each Area Agency on Aging and Independent Living shall provide assurances that the Area Agency on Aging and Independent Living will maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships.**
- 16. Each Area Agency on Aging and Independent Living shall provide assurances that the Area Agency on Aging and Independent Living will disclose to the Assistant Secretary and the State agency --the identify of each non-governmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and the nature of such contract or such relationship.**
- 17. Each Area Agency on Aging and Independent Living shall provide assurance that the AAAIL will demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under this title by such agency has not resulted and will not result from such non-governmental contracts or such commercial relationships.**
- 18. Each Area Agency on Aging and Independent Living shall provide assurances that the AAAIL will demonstrate that the quantity or quality of the services to be provided under this title by such agency will be enhanced as a result of such non-governmental contracts or commercial relationships.**
- 19. Each Area Agency on Aging and Independent Living shall provide assurances that the AAAIL request of the Assistant Secretary or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals.**
- 20. Each Area Agency on Aging and Independent Living shall provide assurances that preference in receiving services under this Title III of the Older Americans Act will not be given by the Area Agency on Aging and**



**Independent Living to particular older individuals as a result of a contract or commercial relationship that is not carried out to implement this subchapter.**

- 21. Each Area Agency on Aging and Independent Living shall provide assurances that funds received under this Title will be used; to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph Section 306(a)(4)(A)(i); and in compliance with the assurances specified in Section 306(a)(13) and the limitations specified in section 212 of the Older Americans Act.**
- 22. Each Area Agency on Aging and Independent Living shall support the encouragement of local cities and towns to plan for the growing aging population and needs.**
- 23. Each Area Agency on Aging and Independent Living shall provide for a legal representation/advise in accordance with Chapter 4, Section 731 of OAA (Chapter 35, 42 U.S.S. 3058j) including a listing of the types of cases that will be accepted through this program.**
- 24. Each Area Agency on Aging and Independent Living shall assure that its legal assistance provider will identify and serve those who are homebound by reason of illness, incapacity, disability or otherwise isolated.**
- 25. Each Area Agency on Aging and Independent Living and independent living shall provide assurances that the legal assistance provider will make referrals and maintain an individual referral list for clients who request services but are not served.**
- 26. Each Area Agency on Aging and Independent Living shall implement and oversee a community Elder Abuse Prevention program in accordance with Chapter 3, Section 721 of OAA (Chapter 35, 42 U.S.C. 3058i) for the prevention of elder abuse including neglect and exploitation. The program shall coordinate with LTC Ombudsman, senior centers, long term care facilities, judicial, law enforcement and other community agencies.**
- 27. Each Area Agency on Aging and Independent Living shall develop programs, services and initiatives that support a comprehensive coordinated system of care for older Kentuckians.**
- 28. Each Area Agency on Aging and Independent Living shall facilitate the coordination of community-based, long-term care services designed to enable older individuals to remain in their homes.**
- 29. Each Area Agency on Aging and Independent Living shall maintain a plan for the development and administration of regional ADRC and coordinate information and access to regional services.**
- 30. Each Area Agency on Aging and Independent Living shall plan for the development of consumer directed options to expand service delivery and coordination with other service delivery.**
- 31. Each Area Agency on Aging and Independent Living shall assure Title III-B Supportive Services will be delivered in the District in accordance with Section 321 of the OAA, as amended.**
- 32. Each Area Agency on Aging and Independent Living shall assure service providers have an adequate process for referral, service scheduling, and an internal evaluation system to ensure quality services are provided.**
- 33. Each Area Agency on Aging and Independent Living and independent living shall provide assurances for coordination of services described in Section 321 (a) of the OAA with other community agencies and voluntary organizations providing the same services, including agencies that carry out intergenerational programs or projects.**
- 34. Each Area Agency on Aging and Independent Living shall implement services in accordance with 910 KAR 1: 180 for the provision Homecare services to be delivered in the District.**
- 35. Each Area Agency on Aging and Independent Living shall provide a process used to ensure the Homecare program coordinate services for individuals with other publicly funded community long-term living services.**
- 36. Each Area Agency on Aging and Independent Living shall implement services in accordance with 910 KAR 1:160 for the provision of Adult Day Care and Alzheimer's respite services.**
- 37. Each Area Agency on Aging and Independent Living receiving funds to implement Personal Care Assistance Program (PCAP) in the district, shall provide for the implementation and oversight of the PCAP program and its provisions according to 910 KAR 1:090**

38. Each Area Agency on Aging and Independent Living shall provide a plan for the provision of SHIP services which includes those provided by Title III-B Legal Services and CMS funds.
39. Each Area Agency on Aging and Independent Living shall provide for locally accessible counseling to individual beneficiaries unable to access other channels of information or needing and preferring locally based individual counseling services.
40. Each Area Agency on Aging and Independent Living assure that the SHIP program will target outreach in order to address access to counseling for low-income, dual-eligible, and hard-to-reach populations.
41. Each Area Agency on Aging and Independent Living enhance the counselor work force including the recruitment and training of counselors and volunteers and shall ensure that all SHIP counseling sites have access to a computer with Internet access and are registered on the SHIPTalk website: [www.SHIPTALK.org](http://www.SHIPTALK.org).
42. Each Area Agency on Aging and Independent Living ensure participation in SHIP education and communication activities, thus enhancing communication to assure that SHIP counselors are equipped to respond to counseling needs and that the regional coordinator will disseminate information as needed and conduct quarterly meetings with SHIP staff and volunteers.
43. Each Area Agency on Aging and Independent Living provide for the implementation and management of Title III C-1 (Congregate) Services and maintain a plan for back up food preparation sites and nutrition sites.
44. Each Area Agency on Aging and Independent Living shall provide for the implementation and management of Title III C-2 (Home-Delivered Meal) Services, including an emergency plan for back up food preparation sites and nutrition sites.
45. Each Area Agency on Aging and Independent Living shall provide nutritionally balanced meals that comply with the most recent Dietary Guidelines, published by the Secretary of Health and Human Services and the Secretary of Agriculture, and Dietary Reference Intakes as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences for meals funded through Title III-C Nutrition Services Program.
46. Each Area Agency on Aging and Independent Living shall provide for nutritional screening, nutrition education, and where appropriate nutrition counseling.
47. Each Area Agency on Aging and Independent Living shall comply with applicable provisions of State or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to an older individual.
48. Each Area Agency on Aging and Independent Living shall implement a plan for furnishing emergency meals during inclement weather conditions, power failure, any disaster that may cause isolation, medical emergencies, or those with a special need. At least three menus that meet the nutritional requirements of the program shall be planned.
49. Each Area Agency on Aging and Independent Living shall provide for Title III D services as outlined in Sections 361 & 362 of OAA (Chapter 35, 42 U.S.C. 3030F), by providing integrated health promotion and disease prevention programs that include nutrition education, physical activity and other activities to modify behavior and to support improved health and wellness of older adults.
50. Each Area Agency on Aging and Independent Living provide or arrange for medication management programs in accordance to Title III D, including activities to screen to prevent drug reactions and incorrect prescriptions.
51. Each Area Agency on Aging and Independent Living provide for a healthy aging initiative, including coordination with state health and wellness programs and senior games.
52. Each Area Agency on Aging and Independent Living coordinate the recruitment, supervision, retention, recognition and training of volunteers, including senior centers, long term care ombudsman and SHIP (benefits counseling) volunteers within Area Agency on Aging and Independent Living programs.
53. Each Area Agency on Aging and Independent Living assist with and coordinate activities to encourage opportunities for older persons to stay active and involved through community volunteerism.

54. Each Area Agency on Aging and Independent Living provide for support of caregivers through regional programs that provide information, assistance accessing resources, training, respite, counseling, support groups and other services provided in National Family Caregiver Support Program in accordance with Section 373 of OAA (Chapter 35, 42 U.S.C. 3030s-1.
55. Each Area Agency on Aging and Independent Living shall provide for support of grandparents/relative caregiver through regional programs that provide information, assistance accessing resources, training, respite, counseling, support groups and other services provided in National Family Caregiver Support Program and Kentucky Caregiver Support Program.
56. Each Area Agency on Aging and Independent Living shall inform the public, including policy makers, about the challenges the elderly face when disability changes their lives. Maintain an AAAIL Advisory Council consisting of older individuals, including older rural and minority who are participants or who are eligible for programs assisted under OAA.
57. Each Area Agency on Aging and Independent Living shall provide for coordination and delivery of Title III services to residents of long-term care facilities including community based services which residents may access, when other public resources are not available to provide such services.
58. Each Area Agency on Aging and Independent Living provide community awareness regarding the needs of residents of long-term care facilities.
59. Each Area Agency on Aging and Independent Living shall provide for a formal process to receive/identify, investigate and resolve inquiries and complaints that are made by or on behalf of residents of licensed Long Term Care facilities.
60. Each Area Agency on Aging and Independent Living shall maintain a management system which ensures accountability of the district office to respond to the resident's needs including certified back-up in absence of the District Long Term Care Ombudsman.
61. Each Area Agency on Aging and Independent Living provide to the general public, potential residents of long-term care facilities and facility residents information and education regarding: The LTC Ombudsman Program, navigating the long-term care system, Residents' Rights in Long-Term Care facilities.
62. Each Area Agency on Aging and Independent Living shall utilize the state-provided system to document information on complaints and conditions in long-term care facilities; maintaining confidentiality and prohibiting disclosure of identity of any complainant or resident, except as allowed under 42 U.S.C. 3058g (5)(D)(iii). Submit quarterly, annual and special reports as required by the State Long Term Care Ombudsman and DAIL.
63. Each Area Agency on Aging and Independent Living shall provide for adequate legal counsel, without conflicts of interest, to provide advice and consultations for the protection of health, safety, welfare and neglect of residents, and support the district LTC Ombudsman by representing older adults as provided under the Act for legal representation.
64. Each Area Agency on Aging and Independent Living will give priority to legal assistance related to income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect, and age discrimination.
65. Each Area Agency on Aging and Independent Living shall provide assurances to provide for a District LTC Ombudsman Advisory Council in accordance with state requirements.
66. Each Area Agency on Aging and Independent Living provide for the support of the District LTC Ombudsman program with state funds (CMP) as well as with funds from the federal Title VII Ombudsman and Elder Abuse Prevention program.
67. Each Area Agency on Aging and Independent Living provide for the expansion of the District LTC Ombudsman program as additional funding is provided.
68. Each Area Agency on Aging and Independent Living make use of trained volunteers in providing direct services delivered to older individuals and individuals with disabilities needing services offered through the AAAIL. As appropriate and possible, work in coordination with organizations that have experience in providing training,

placement, and stipends for volunteers or participants (such as organizations carrying out Federal service programs administered by the Corporation for National and Community Service), in community service settings.

69. Each Area Agency on Aging and Independent Living shall coordinate with the state, local and/or regional public mental health services agency to: increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental health services (including mental health screenings) provided with funds expended by the Area Agency on Aging and Independent Living with mental health services provided by community health centers and by other public agencies and local mental health organizations to facilitate the area-wide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings. Coordination shall be conducted in a manner that is responsive to the needs and preferences of older individuals and their family caregivers, by: collaborating, coordinating activities, and consulting with other local public and private agencies and organizations responsible for administering programs, benefits, and services related to providing long-term care. In coordination with local mental health entities, continuously analyze and recommend strategies as needed to modify the local system of long-term care to better: respond to the needs and preferences of older individuals and family caregivers; facilitate the provision, by service providers, of long-term care in home and community-based settings.
70. Target services to older individuals at risk for institutional placement, to permit such individuals to remain in home and community-based settings; implementing, through the agency or service providers, evidence-based programs to assist older individuals and their family caregivers in learning about and making behavioral changes intended to reduce the risk of injury, disease, and disability among older individuals; and providing for the availability and distribution of public education programs provided through the Aging and Disability Resource Center, the Area Agency on Aging and Independent Living, and other appropriate means relating to: the need to make individual improvements in daily health and wellness habits; plan in advance for long-term care; and (ii) the full range of available public and private long-term care (including integrated long-term care) programs, options, service providers, and resources.
71. Each Area Agency on Aging and Independent Living shall provide assurances that funds received will be used: to provide benefits and services to older individuals, giving priority to older individuals with greatest economic need, older individuals with greatest social need and older individuals at risk for institutional placement, low income minority older individuals, older individuals with limited English proficiency, and older individual residing in rural areas; and in compliance with the assurances Section 306(a)(13) and the limitations specified in Section 212.
72. Each Area Agency on Aging and Independent Living will coordinate activities, and develop long-range emergency preparedness plans, with local and State emergency response agencies, relief organizations, local and State governments, and any other institutions that have responsibility for disaster relief service delivery.
73. Each Area Agency on Aging and Independent Living shall include in the area plan statistical data indicating projected changes in the number of older individuals residing in the AAAIL over the next 10-year period, the impact of changes in population to older individuals and the AAAIL's services, statistical data regarding projected changes in minority, low-income, number of older rural individuals and other target populations over the next 10-year period for which data is available. Further, the AAAIL shall provide an overview of an analysis regarding how programs, policies, resources and services can be adjusted to meet the needs of the changing population of older individuals in the planning and service area, particularly supportive services to address the change in the number of individuals age 85 and older in the planning and service.
74. Each Area Agency on Aging and Independent Living shall provide services in cooperation with government officials, State agencies, tribal organizations, or local entities, may make recommendations to government officials in the planning and service area and the State, on actions determined by the AAAIL to build the capacity in the planning and service area to meet the needs of older individuals for: health and human services; land use; housing; transportation; public safety; workforce and economic development; recreation; education; civic engagement; emergency preparedness; and any other service as determined by the AAAIL in coordination with public officials.
75. Each Area Agency on Aging and Independent Living shall provide, to the extent feasible, the provision of services under the Older Americans Act and Kentucky Administrative Regulations consistent with self-directed care.

**ASSURANCES**

The GATEWAY Area Agency on Aging and Independent Living hereby assures compliance, on behalf of itself and any subcontractors, with all applicable provisions of the following statutes, regulations, and other compliance requirements:


- 42 USC 3001 et seq (Older Americans Act of 1965) Amended in 2006
- 42 USC 2000 et seq (Civil Rights Act of 1964)
- 29 USC 201 et seq (Fair Labor Standards Act of 1938)
- 42 USC 4601 et seq (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970)
- 42 USC 12101 et seq (Americans with Disabilities Act of 1990)
- 29 CFR Part 96
- 29 CFR 95.25
- 45 CFR 1321
- KRS Chapter 205
- KRS Chapter 290
- KRS Chapter 907 1:070-072, 1:090-092
- 910 KAR 1:090, 160, 170, 180, 190, 200, 210, 220, and 230
- Office of Management and Budget Circulation A-102
- New assurances resulting from the Older American Act amendments of 2006

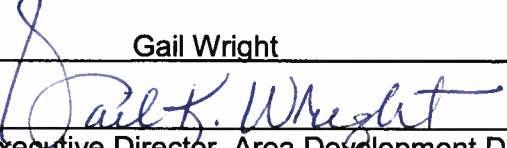
Further assurance is given that: (1) safeguards will be established to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties; (2) the Cabinet for Health and Family Services and the Environmental and Public Protection, or the Comptroller General, through any authorized representatives, will be provided access to and the right to examine all records, books, papers, or documents related to this plan; and (3) local governments applying for Title V funds possess legal authority to make such application and that action has been duly taken authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**CERTIFICATION OF ASSURANCES AND  
COMPLIANCE WITH GENERAL PROVISIONS**

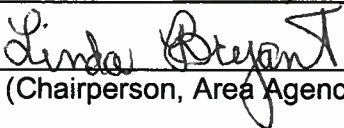
The GATEWAY/AAAIL certifies its acceptance of responsibility for the  
Area Agency on Aging

foregoing assurances and assures compliance thereunder. It is understood by the signatures thereto that this instrument of certification encumbers the Area Agency to periodic evaluations on adherence to its provisions and systematic progress toward specified goal attainment.

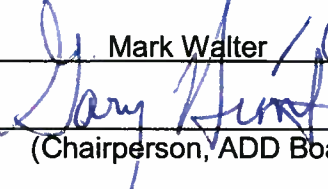
3/28/17 (Typed): Jason Boggs  
Date  
(Signed):   
(Prepared by Associate Director of Human Services)

March 28, 2017 (Typed): Gail Wright  
Date  
(Signed):   
(Executive Director, Area Development District)

The Area Agency Advisory Council on Aging has reviewed this section and certifies its support thereof.

(Typed): Linda Bryant  
Date  
(Signed):   
(Chairperson, Area Agency Advisory Council on Aging)

The governing body of the Area Agency has reviewed this section and assures compliance therewith.

March 28, 2017 (Typed): Mark Walter / Gary Hunt  
Date  
(Signed):   
(Chairperson, ADD Board) 1st Vice Chair

ADD: GATEWAY

Plan Page 38

Date 03/28/2017

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

GADD/AAAIL (hereinafter called the "Applicant") HEREBY  
Name of Applicant (type or print)

AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964, 42 USC 2000, et. seq., and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, and as additional result of national origin are limited in their English proficiency, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

This assurance is hereby submitted for the period 07/01/2017 through 06/30/2018.

Date March 28, 2017

By Mark Walter / Gary Hunt  
(Chairperson, ADD Board) 1st Vice Chair

GADD/AAAIL

Applicant (type or print)

110 Lake Park Drive

Street Address

Morehead KY 40351

City State Zip

**PROCUREMENT REQUIREMENTS  
DEPARTMENT FOR AGING AND INDEPENDENT LIVING**

1. The Area Agencies on Aging must adhere to the references listed below and should review the references for additional information.

**REFERENCES**

- 45 CFR Part 74 and Part 92
- 45 CFR Part 91
- OMB Circular A-102
- KRS Chapter 045A- Kentucky Model Procurement Code

2. The Area Agencies on Aging must promote open and free competition among all qualified bidders.
3. The Area Agencies on Aging shall not restrict or eliminate competition by placing unreasonable and/or unnecessary requirements on potential bidders.
4. The Area Agencies on Aging must establish procurement procedures which take into account the requirements of OMB Circular A-102 and any other federal, state and local requirements. Procedures must include:
- a. Method for resolving protests, disputes and/or claims.
  - b. Written code or standards of conduct.
  - c. Review process to avoid unnecessary purchase and/or duplicative items.
  - d. Affirmative action standards which encourage contracting with minority-owned, women-owned, small businesses.
  - e. Methods for procurement.
  - f. Evaluation and selection criteria.
5. Every effort should be made by the AAAIL's to formally advertise programs and/or services. However, should the AAAIL's choose to utilize non-competitive negotiations, they must clearly document, and maintain on file, that only one responsible provider is available, capable and qualified to provide the service; and that by using non-competitive negotiations, open and free competition will not be restricted. Documents should include a) justification/rationale for utilizing this method of procurement, b) basis for award cost and analysis of costs. In addition to maintaining these documents on file, the AAAIL's must furnish copies to the Department for Aging and Independent Living (prior to subcontracting) to support all non-competitive negotiations.

The above policy has been read and has been followed in the selection of service providers outlined in the Area Plan for Aging Services and will continue to be followed during implementation.

(Typed): Mark Walter / Gary Hunt

(Signed): Gary Hunt  
Chairperson, ADD Board / 1st Vice chair



**VERIFICATION OF INTENT**

The Area Plan on Aging is hereby submitted for the GADD/AAAIL  
Planning and Service Area for the period 07/01/2017 through 06/30/2018. It includes all  
assurances and plans to be followed by the GADD/AAAIL  
Area Agency

Under provisions of the Older Americans Act, 42 USC 3001, et seq, as amended, during the period identified.  
The Area Agency identified will assume full authority to develop and administer the Area Plan on Aging in  
accordance with all requirements of the Act and related State policy. In accepting this authority, the Area  
Agency assumes major responsibility to develop and administer the Area Plan for a comprehensive and  
coordinated system of service and to serve as the advocate and focal point for older people in the planning and  
service area.

The Area Plan on Aging has been developed in accordance with all rules and regulations specified under the  
Older Americans Act and is hereby submitted to the State Agency on Aging for approval.

3/28/17 (Typed): Jason Boggs  
Date  
(Signed): *Jason Boggs*  
(Prepared by Associate Director for Human Services)

March 28, 2017 (Typed): Gail Wright  
Date  
(Signed): *Gail K. Wright*  
(Executive Director, Area Development District)

The Area Agency Advisory Council on Aging has had the opportunity to review and comment on the Area Plan  
on Aging. Comments are attached.

(Typed): Linda Bryant  
Date  
(Signed): *Linda Bryant*  
(Chairperson, Area Agency Advisory Council on Aging)

The governing body of the Area Agency has reviewed and approved the Area Plan on Aging.

March 28, 2017 (Typed): Mark Walter / Gary Hunt  
Date  
(Signed): *Mark Walter / Gary Hunt*  
(Chairperson, ADD Board) 1st Vice Chair

## **ATTACHMENT 1**

### **PERFORMANCE PLAN**

## **FORMS**

**Form A – Area Agency on Aging and Independent Living Advisory Council Membership**

**Form B – Area Agency on Aging Independent Living Administration Staffing Plan**

**Form C – Area Agency on Aging Independent Living Direct Staffing Plan**

**Form C.1 – Provider Direct Staffing Plan**

**Form D – Public Hearing**

**Form E – Demographics**

**Form F – Case Managers**

**Form G – Adult Day Centers**

**Form H – SHIP Counselor Locations**

**Form H.1 – SHIP Counselor Site Details**

**Form I – Ombudsman Advisory Council Membership**

**Form J – Provider Site List**

ADD: Gateway

Form: **A**  
Date: 3/28/2017

**AAA ADVISORY COUNCIL MEMBERSHIP**

Revised 6-30-2013

NAME	COMPLETE ADDRESS AND COUNTY NAME	REPRESENTING:			NAME OF AGENCY REPRESENTED
		OLDER PERSONS	LOCAL ELECTED OFFICIALS OR DESIGNEE	GENERAL PUBLIC	
Edward Bryant	P.O. Box 113, Frenchburg, Ky 40322	X	X		City of Frenchburg Mayor
Linda Bryant #1	1309 HWY 36, Frenchburg, KY 40322	X			Private Citizen-Chairperson
Ruth Bryant # 2	1092 Tarr Ridge Rd., Frenchburg, KY 40322	X			LRC & Older Person Rep.
Winston Hamilton #5	111 Aden Hill Dr., Jeffersonville, KY 40337	X			Retired Teacher Association/Older Person Rep.
Eva Orme	144 W. Main St., Owingsville, KY 40360	X			Private Citizen
Nancy Purvis #6	P.O. Box 293, Owingsville, KY 40360	X			LRC & Older Person Rep.
Brenda Ralls #2	106 Estill Street, Mount Sterling, KY 40353	X			Private Citizen & Older Person
Chatherine & Bill Riley	669 Whiraker St. Morehead, KY 40351	X			Private Citizen
Sharon Stiltner #4	P.O. Box 8, Frenchburg, KY 40322			X	EKISO-Provider
Roland Williams	278 Ridgeway Dr., Owingville, KY 40360	X		X	Private Citizen

**\*\*GADD AAAIL currently does not have a representative of a health care provider organization on our Advisory Council, but is actively recruiting to meet this requirement.**

#1 Indicates chairperson

#2 Indicates minority member eligible for or participating in AOA programs.

#3 Indicates representative of health care provider organizations(including veteran's health care if appropriate).

#4 Indicates representative of supportive services provider organizations

#5 Indicates representative of private and voluntary sectors with leadership experience

#6 Indicates a representative of older persons.

ADD: Gateway

Form: B

Revised 6-30-2013

Date: 3/28/2017

**AREA AGENCY ON AGING ADMINISTRATIVE STAFFING PLAN**

AAA STAFF		Weekly hours worked in the following services:						Total Aging Services Weekly Hours	If Position is not Currently Filled, Please Note Proposed Hire Date
Name	Title	Title III & VII	Title V	Homecare	Adult Day and Alzheimer's Respite	PCAP	Other Aging Programs (Specify)		
Becky Combs	AAAIL Administrator	6.00		3.00			31.00	40.00	
Jason Boggs	Assoc. Dir. Of Human Svcs						5.00	5.00	
								0.00	
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ADD: Gateway

Form: C

Revised 6-30-2013

Date: 3/28/2017

**AREA AGENCY ON AGING DIRECT STAFFING PLAN**

AAA STAFF		Weekly hours worked in the following services:					Total Aging Services Weekly Hours	If Position is not Currently Filled, Please Note Proposed Hire Date
Name	Title	Title III & VII	Title V	Assessor / Case Manager	Adult Day - Alzheimer's Respite Assessor / Case Manager	Other Aging Programs (Specify)		
Waynanne Caudill	Ombudsman					40.00	40.00	Contracted
Angela Zeek	Ombudsman (Back-up)					1.00	1.00	Contracted
Bonnie Hunt	SHIP & ADRC Coordinator					40.00	40.00	
Elizabeth Smith	Homecare Case Manager			40.00			40.00	
Christina Page	Homecare Aide					40.00	40.00	
Angela Slone	Homecare Aide					40.00	40.00	
Caroline Gilliam	Homecare Aide					23.00	23.00	
Sandy Davis	PDS Coordinator / Trad Case Mgr					40.00	40.00	
Janet Kalsey	PDS Coordinator / Trad Case Mgr					40.00	40.00	
Amanda Greene	PDS Financel / NFCSP Coordinator	15.00				25.00	40.00	
Vacant	Homecare & PDS Coordinator					40.00	40.00	04/03/17
Vacant	Homecare Aide					23.00	23.00	04/10/17

\* List staff of Area Agency on Aging. If required positions are contracted, please complete "Provider Staffing Plan for Required Positions", Form C-1

ADD: Gateway

Form: C-1

Date: 3/28/2017

**PROVIDER STAFFING PLAN FOR REQUIRED POSITIONS**

AAA STAFF		Weekly hours worked in the following services:					Total Aging Services Weekly Hours	If Position is not Currently Filled, Please Note Proposed Hire Date
Name & Agency	Title	Title III & VII	Title V	Assessor / Case Manager	Adult Day - Alzheimer's Respite Assessor / Case Manager	Other Aging Programs (Specify)		
Waynane Caudill	Ombudsman						40.00	
Angela Zeek	Ombudsman (Back-up)						1.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	

\* Complete this form for required program positions only.

ADD: \_\_\_\_\_ Gateway

Form:     D    

Date:     3/28/2017    

### Public Hearing Information

1. Area Plan Public Hearing(s)

Date	Time	Location	# of Participants Present	# of Staff Present	# of Service Providers	# of Others
03/13/15	1:00pm	Gateway ADD	3	1	1	

Date Plan Available for Review	Place(s) Available	Dates Advertised	Ad Appeared in Newspapers:
02/26/15	Gateway ADD, 5 Senior Centers, Web	2/26/2015	Radio community Calender in 5 counties
		advertised for	(s), The Licking Valley Courier, Bath County

2. Participation in public hearing(s) was actively sought from the following groups (check all that apply)

- Minority
- Alzheimer's or Related Disorders
- Rural Elderly
- Disabled
- Greatest Economic Need
- Native Americans

3. Indicate means used in soliciting views (check all that apply):

- Newspaper Ad
- Scheduling and Facilitating
- Written Invitation
- Other (Describe)

4. Summary of public comments.

No comments were made. Aging Council approved following hearing time.

5. Summary of changes as a result of public comments.

No coments

ADD: Gateway

Form: E

Date: March 28, 2017

**Demographic Information by County for 60+**

County	Total 60+ Population	Low Income		Minority		Rural
		Minority	Other	Native American	Other	
Bath	2,557	77	2,480	0	0	2,557
Menifee	1,362	27	1,335	0	0	1,362
Montgomery	5,126	256	4,870	0	0	2,925
Morgan	2,737	27	2,710	0	0	2,737
Rowan	4,015	40	3,975	0	0	3,036
<b>Districtwide TOTAL</b>	<b>15,797</b>	<b>427</b>	<b>15,370</b>	<b>0</b>	<b>0</b>	<b>12,617</b>

Data Source: <http://www.agid.acl.gov/Default.aspx>



ADD: Gateway

Form: F

Date: 3/28/17

**Case Managers**

Name	Provider Agency	BSN	RN	LPN	MSW	BSW	CM
Becky Combs	GADD						X
Elizabeth Smith	GADD					X	
Sandy Davis	GADD					X	
Janet Kelsey	GADD					X	

ADD: Gateway

Form: G

Revised 6-30-2013

Date: 03/28/2017

**Adult Day Centers**

Location	Days and Hours of Operation	Activities / Purpose
Gateway no longer has Adult Day Centers		



Jason Boggs

Other Pertinent Info:

Name of Person Submitting

Gateway AAAIL

Agency

3/28/2017

Date

## Counselor Details

Counselors Name	Counseling locations	Phone Number	Paid/Volunteer	Completed Required Training
Bonnie Hunt	Gateway	606-780-0090	Paid	Yes

ADD: Gateway

Form: I

Revised 6-30-2013

Date: March 28, 2017

**Ombudsman Advisory Council Membership**

<b>Member Name</b>	<b>Complete Address</b>	<b>County Name</b>	<b>Agency Represented</b>
Catherine Riley	669 Whitaker Street, Morehead KY	ROWAN	Senior Citizen Chair Adv.
Bill Riley	669 Whitaker Street, Morehead KY	ROWAN	Advocate
Teresa Judd	231 Waterfield Hall, Morehead, KY	ROWAN	RSVP Director
Linda Bryant	1309 HWY 36, Frenchburg, KY	MENIFEE	Consumer
Carole Olson	585 Eagle Drive, Morehead, KY	ROWAN	MSU (SW) Professor
Peggy Powell	529 Alliance Drive, Morehead, KY	MONTGOMERY	Consumer
Erica Stacy-Stegman	4468 Liberty Rd., West Liberty, KY 41472	MORGAN	Legal

\*Indicates Consumers or Family Member of a Consumer

**Provider / Site List**

Agency / Site Name and Address	Provider:	Site:
EKISO  Bath County Senior Center 81 B Water Street Owingsville, KY 40360	Homecare _____ Legal _____ Ombudsman _____ PCAP _____ Title III _____ Profit _____ Non Profit <input checked="" type="checkbox"/>	Adm. Office _____ Adult Day Care _____ Focal Point <input checked="" type="checkbox"/> X Multipurpose Center _____ Senior Center <input checked="" type="checkbox"/> X Nutrition Site _____ Food Preparation _____
EKISO  Menifee County Senior Center 68 Old Campus Road Frenchburg, Ky 40322	Homecare _____ Legal _____ Ombudsman _____ PCAP _____ Title III _____ Profit _____ Non Profit <input checked="" type="checkbox"/>	Adm. Office _____ Adult Day Care _____ Focal Point <input checked="" type="checkbox"/> X Multipurpose Center _____ Senior Center <input checked="" type="checkbox"/> X Nutrition Site _____ Food Preparation <input checked="" type="checkbox"/> X
EKISO  Montgomery County Senior Center 320 W Main St Mt. Sterling, Ky 40353	Homecare _____ Legal _____ Ombudsman _____ PCAP _____ Title III _____ Profit _____ Non Profit <input checked="" type="checkbox"/>	Adm. Office _____ Adult Day Care _____ Focal Point <input checked="" type="checkbox"/> X Multipurpose Center _____ Senior Center <input checked="" type="checkbox"/> X Nutrition Site _____ Food Preparation _____
EKISO  Morgan County Senior Center 493 Riverside Drive West Liberty, Ky 41472	Homecare _____ Legal _____ Ombudsman _____ PCAP _____ Title III _____ Profit _____ Non Profit <input checked="" type="checkbox"/>	Adm. Office _____ Adult Day Care _____ Focal Point <input checked="" type="checkbox"/> X Multipurpose Center _____ Senior Center <input checked="" type="checkbox"/> X Nutrition Site _____ Food Preparation _____
Center for Independent Living Options  632 Vine Street, Suite 305 Cincinnati, OHIO 45202 Lin Lang [lilaing@cilo.net] Norma Stamper [nstamp@cilo.net]	Homecare _____ Legal _____ Ombudsman _____ PCAP <input checked="" type="checkbox"/> X Title III _____ Profit _____ Non Profit <input checked="" type="checkbox"/>	Adm. Office <input checked="" type="checkbox"/> X Adult Day Care _____ Focal Point _____ Multipurpose Center _____ Senior Center _____ Nutrition Site _____ Food Preparation _____

ADD: Gateway

Form:

J

Date:

March 28, 2017

**Provider / Site List**

Agency / Site Name and Address	Provider:	Site:
EKISO  Rowan County Senior Center 200A Heritage Place Morehead, KY 40351	Homecare _____ Legal _____ Ombudsman _____ PCAP _____ Title III _____ Profit _____ Non Profit <input checked="" type="checkbox"/>	Adm. Office _____ Adult Day Care _____ Focal Point <input checked="" type="checkbox"/> Multipurpose Center _____ Senior Center <input checked="" type="checkbox"/> Nutrition Site _____ Food Preparation _____
EKISO  Jeffersonville Nutrition Center 225 Ky HWY 213 Jeffersonville, KY 40337	Homecare _____ Legal _____ Ombudsman _____ PCAP _____ Title III _____ Profit _____ Non Profit <input checked="" type="checkbox"/>	Adm. Office _____ Adult Day Care _____ Focal Point <input checked="" type="checkbox"/> Multipurpose Center _____ Senior Center _____ Nutrition Site <input checked="" type="checkbox"/> Food Preparation _____
Legal Aid Of the Bluegrass 320 East Main Street Morehead, Ky 40351 Waynanne Caudill	Homecare _____ Legal <input checked="" type="checkbox"/> Ombudsman <input checked="" type="checkbox"/> PCAP _____ Title III _____ Profit _____ Non Profit <input checked="" type="checkbox"/>	Adm. Office <input checked="" type="checkbox"/> Adult Day Care _____ Focal Point _____ Multipurpose Center _____ Senior Center _____ Nutrition Site _____ Food Preparation _____
East Ky Independent Services Organization  68 Old Campas Rd. Frenchburg, KY 40322 eastky@mrtc.com	Homecare <input checked="" type="checkbox"/> Legal _____ Ombudsman _____ PCAP _____ Title III <input checked="" type="checkbox"/> Profit _____ Non Profit <input checked="" type="checkbox"/>	Adm. Office <input checked="" type="checkbox"/> Adult Day Care _____ Focal Point _____ Multipurpose Center _____ Senior Center _____ Nutrition Site _____ Food Preparation <input checked="" type="checkbox"/>