

Regional Plan on Aging
Fiscal Years 2012 – 2014

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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 2012-2014 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 and 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 February 28, 2011.

Format: Text should be entered into the PDF file using Adobe Reader using the most updated version 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 via Moveitz in PDF format.

Signatures: An original signature is required on the signature page and is a separate attachment. Your signature should be in blue ink and sent by mail to DAIL..

Forms: The forms referenced in the area plan are a separate attachment.

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.

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?

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

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

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.

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/

Year for which data is current: _____

Information Not Available

- | | | |
|--|-----------------------|---------|
| a. Number of persons 60 and older in your region | <input type="radio"/> | _____ % |
| b. Percent of region's total population over 60 | <input type="radio"/> | _____ % |
| c. Percent 60+ who are low income (poverty rates as provided by HHS) | <input type="radio"/> | _____ % |
| d. Percent 60+ who are minority | <input type="radio"/> | _____ % |
| e. Percent 60+ who live in rural areas | <input type="radio"/> | _____ % |
| f. Percent 60+ with severe disability
(3 or more ADL/IADL impairments)* | <input type="radio"/> | _____ % |

- g. Percent 60+ with limited English proficiency ☐ _____ %
- h. Percent 60+ with Alzheimer's Disease or related dementia ☐ _____ %
- i. Percent 60+ isolated or living alone ☐ _____ %
- j. Percent of grandparents or older relative rearing a grandchild under 18 ☐ _____ %

*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 AAAILIL

5. In your last fiscal year, what percent of your revenue was from...

- a. Federal grants/contracts _____ %
- b. State/local government grants/contracts _____ %
- c. Foundation grants/contracts _____ %
- d. Corporate grants/contracts _____ %
- e. Direct mail fundraising _____ %
- f. Fundraising events _____ %
- g. Individual contributions _____ %
- h. Fees for services _____ %
- i. Other (Specify: _____) _____ %
- j. Other (Specify: _____) _____ %
- Total.....100%**

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

	Name of source	Value (\$ amount) for current fiscal year
A		_____
B		_____
C		_____
D		_____
E		_____
F		_____
G		_____

H		_____
I		_____
J		_____
K		_____
L		_____
M		_____
N		_____
O		_____
P		_____
Q		_____
R		_____
S		_____
T		_____

^ 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 last fiscal year	Number of people to be served next fiscal year	Amount spent in last fiscal year (round to nearest hundred)	Amount spent next fiscal year (rounded to the nearest hundred)	Funding source(s) (use letters from Section IV)
	Yes	No	Yes	No	Yes	No					
a. Advocacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
b. Information and referral	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
c. Legal assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
d. Transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
e. Home delivered meals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
f. Congregate dining	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
g. Senior Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
h. Mental health services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
i. Dementia care or support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
j. Caregiver support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
k. Caregiver training or education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
l. Training or education for older adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
m. Training or education for service providers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
n. Training or education for volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
o. Case management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____

	Is this type of service offered?		Is service directly provided by AAAIL?		Is service provided under contract?		Number of people served in last fiscal year	Number of people to be served next fiscal year	Amount spent in last fiscal year (round to nearest hundred)	Amount spent next fiscal year (rounded to the nearest hundred)	Funding source(s) (use letters from Section IV)
	Yes	No	Yes	No	Yes	No					
p. Housing or shelter assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
q. Personal care or home health services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
r. Homemaker services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
s. SHIP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
t. Elder Abuse Prevention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
u. Disease Prevention Health Promotion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
v. Adult Day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
w. Consumer Directed Option	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
x. Ombudsman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
y. Telephone Reassurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
z. Friendly Visitors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
aa. Personal Care Attendant Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
bb. Senior Community Service Employment Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____
Other (Specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	_____	_____	_____

VI. Program Explanation

Detailed programs 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).

Collaborator/Partner	Activity or focus of collaboration	Year began
1.		
2.		
3.		
4.		
5.		

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?

11. How often do you collect this information?

- ☐ Monthly
- ☐ Quarterly
- ☐ Semi-annually
- ☐ Annually
- ☐ Other (Specify: _____)

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

13. When is the next capacity assessment scheduled? _____
(month and year)

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

IX. Capacity Building Plan

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

1.
2.
3.

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

17. Total number of program managers/supervisors _____ Number

18. Total number of program staff _____ Number

19. Total number of program volunteers (in house & contract) _____ 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? _____ Number
Which programs?

24. How many new staff were hired by the AAAAIL in the past 12 months? _____ Number
Which programs?

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

Staff? ☐ Yes

Volunteers? ☐ Yes

☐ No

☐ 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.

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?

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

X. Public Hearing

32. Area Plan Public Hearing

Date	Time	Location	# of participants present	# of staff present	# of service providers present	# of others present

Date plan available for review	Place(s) available for review	Dates Advertised	Ad appeared in newspaper

33. Participation in Public Hearing was actively sought from:

34. Indicate means used in soliciting views:

35. Summary of public comments:

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

XI. Service Usage

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

1.
2.
3.

38. Do you collect information from seniors, caregivers, service providers, elected officials, committee members, and/or interested citizens about service delivery in your region (e.g., exemplary programs, outstanding service models)?

- ☐ Yes
- ☐ No

39. **If yes**, please describe the strengths in your area's service delivery.

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

1.

1a. Why is this service used more than others?
2.

2a. Why is this service used more than others?
3.

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

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

1.

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

2.

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

3.

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

XII. Participant Feedback and Satisfaction

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

☐ Yes

☐ No

(Please attach your most recent client satisfaction information for each program administered by the AAAIL, if available.)

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

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

44. How often is feedback collected?

☐ Monthly

☐ Quarterly

☐ Semi-annually

☐ Annually

☐ Other (Specify: _____)

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

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?

49. Do you have plans to improve service coordination?

☐ Yes

☐ No

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

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

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?

54. How will you measure your progress?

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?

57. How will you measure your progress?

XV. Community Opportunities

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

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

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?

62. How will you measure your progress?

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 not**, why not?

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 not**, why not? Please describe the current training plan for each program.

67. How will you measure your progress?

XVI. Intake and Referral

68. Does your agency maintain and staff an information and referral line?
- ☐ Yes
- ☐ No
69. **If yes**, please describe the type of information you collect during intake and referral contacts.

70. **If no**, please describe how older adults obtain information and referral services in your area.

71. Do you have a computerized database system where intake information is entered?
- ☐ Yes
- ☐ No

72. **If yes**: what data system?

73. Do you track the number of intake screenings annually?
- ☐ Yes
- ☐ No

74. **If yes**: On average, how many intake calls do you handle in a typical month? _____ Number

75. Do you assess client satisfaction of the intake process?

- ☐ Yes
☐ No

76. Do you have a plan for improving the intake and referral process?

- ☐ Yes
☐ No

77. **If yes**, please describe your plans.

75. Provide the method used to determine how the waiting list for agency programs is developed and maintained.

XVII. Financial Management and Fund Development

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

- ☐ Yes
☐ No

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

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

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

- ☐ Yes
☐ No

80. **If yes**, please describe your plans.

81. Are financial reports shared with the aging council and boardmembers?

- ☐ Yes
☐ No

82. 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.

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)

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

XIX. Kentucky's Outcome and Performance Measures 2012-2014

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.

GOAL 1: 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 care options.		
Objective		
Objective		
Strategies	Person and entity Responsible for Completion	Date
GOAL 2: 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		
Objective		
Strategies	Person and entity Responsible for Completion	Date
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		
Objective		
Strategies	Person and entity Responsible for Completion	Date
GOAL 4: Ensure the rights of senior Kentuckians and individuals with disabilities and prevent their abuse, neglect and exploitation		
Objective		
Objective		
Strategies	Person and entity Responsible for Completion	Date
GOAL 5: Promote effective and responsive management.		
Objective		
Objective		
Strategies	Person and entity Responsible for Completion	Date

XX. 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

XXI. 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.

--

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.

--

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

Budget Justification – One budget justification for each service. Explain how AAAIL determined final 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. (Example: Delivery of Frozen Meals in accordance with 910 KAR 1:190 Section 9 (2))

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. (Example: 3 hour meal time delivery in accordance with 910 KAR Section 7 (1) (b))

XXII. 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.

List of Contracts with Profit Making Organization(s) & Approval Request

Name & Address For-Profit Services Provider	Service to be Provided	Unit of Service to be Provided	Cost/ Unit of Service

XXIII. 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 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 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 nongovernmental 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 attendant program (PCAP) in the district, shall provide for the implementation and oversight of the PCAP program and its provisions.

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.
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 make provisions for a licensed dietitian or certified nutritionist in the planning of nutritional services as outlined in 910 KAR 1:190 Section 4.
50. 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.
51. 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.
52. 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.
53. 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.

54. 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.
55. 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
56. 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.
57. 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.
58. 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.
59. Each Area Agency on Aging and Independent Living provide community awareness regarding the needs of residents of long-term care facilities.
60. 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.
61. 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.
62. 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.
63. 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.
64. 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.
65. 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
66. 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.
67. 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.
68. Each Area Agency on Aging and Independent Living provide for the expansion of the District LTC Ombudsman program as additional funding is provided.

69. 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
70. 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.
71. 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.
72. 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.
73. 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.
74. 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
75. 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.
76. 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.