Appendix H

Administration
Administrative Information

Assessment Process

ADSS conducts bi-annual on-site program and fiscal monitoring per AAA and quarterly internal monitoring, based on AAA four-year Area Plans on Aging, fiscal year specific Annual Operating Plans, and monthly/quarterly performance reports. ADSS monitors each AAAs AoA-funded activity to ensure compliance with applicable federal requirements and achievement of performance goals. ADSS is currently working towards updating business practices such as utilization of work plans and budget narratives to ensure better management and accountability of program performance.

Cost Share (Section 315(a))

The OAA allows, and ADSS will permit, cost sharing for all OAA services except those for which the OAA prohibits cost sharing. This policy is designed to ensure participation of low-income older individuals (with particular attention to low-income minority individuals) receiving services will not decrease with the implementation of cost-sharing. When developing and reviewing the cost sharing policy, ADSS will always use the latest DHHS poverty guidelines. As updated data becomes available, ADSS will replace older data (e.g. Gross Monthly Income in Table F-1). When new State Plans are developed, ADSS will review and update its cost sharing policy, as necessary.

Eligible Population

Individuals age 60 years and over whose self-declared, individual incomes are above poverty, and individuals of any age who are caregivers of persons age 60 years and over if the care recipient’s self-declared income is above poverty, are eligible to participate in cost sharing for OAA services. Clients whose incomes are near poverty and considered “low income” will be excluded. The person performing the intake/enrollment will verify that the client meets the definition of eligibility listed above and as stated in the law.

<table>
<thead>
<tr>
<th>Allowable Services</th>
<th>Excluded Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost sharing may be implemented for any OAA service, including the following:</td>
<td>Cost sharing is not permitted for the following services:</td>
</tr>
<tr>
<td>Personal care</td>
<td>Information and assistance</td>
</tr>
<tr>
<td>Homemaker</td>
<td>Outreach</td>
</tr>
<tr>
<td>Chore</td>
<td>Benefits counseling</td>
</tr>
<tr>
<td>Adult day care</td>
<td>Case management</td>
</tr>
<tr>
<td>Assisted transportation</td>
<td>Ombudsman</td>
</tr>
<tr>
<td>Transportation</td>
<td>Elder abuse prevention</td>
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<tr>
<td>----------------</td>
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<tr>
<td>Caregiver Respite</td>
<td>Legal assistance and other consumer protection services</td>
</tr>
<tr>
<td>Caregiver Supplemental Services</td>
<td>Meals (congregate and home-delivered)</td>
</tr>
<tr>
<td></td>
<td>Services delivered through tribal organizations</td>
</tr>
</tbody>
</table>

**Cost Sharing and Contributions**

In utilizing the cost sharing plan, ADSS and the AAAs assure they will:

- Protect the privacy and confidentiality of each older individual with respect to the declaration or non-declaration of individual income and to any share of costs paid or unpaid by an individual;

- Establish appropriate procedures to safeguard and account for cost share payments;

- Use each collected cost share payment to expand the service for which such payment was given;

- Not consider assets, savings, or other property owned by an older individual in determining whether cost sharing is permitted;

- Not deny any service for which funds are received under this Act for an older individual due to the income of such individual or such individual's failure to make a cost sharing payment;

- Determine the eligibility of older individuals to cost share solely by a confidential declaration of income and with no requirement for verification; and

- Widely distribute State created written materials in languages reflecting the reading abilities of older individuals that describe the criteria for cost sharing, the State's sliding scale, and the mandate described under paragraph (e) above.

**Clients Eligible for Cost Sharing**

In the event the confidential assessment reveals the family has financial resources above the poverty line, the following may apply:

- Using ADSS’ approved cost sharing sliding fee scale, personnel performing the intake may ask clients for fees; however, a client who is unwilling or unable to pay may not be denied services.
- Cost sharing options should be discussed with eligible clients before starting services.
- All fees/contributions should be logged, according to AAA policy, and used to expand services for which such payment was given.

**AAA Waivers for Cost Share and Direct Service Provision**

An AAA may request a waiver to ADSS' cost sharing policy, and ADSS shall approve such a waiver if the AAA can adequately demonstrate that:

- A significant proportion of persons receiving services under this Act subject to cost sharing in the PSA have incomes below the threshold established in State policy; or
- Cost sharing would be an unreasonable administrative or financial burden upon the AAA.

**Table -1**
Cost Sharing System for Older Americans Act Services
(Based on 2016 DHHS Poverty Guidelines)

<table>
<thead>
<tr>
<th>Percent of Federal Poverty Level</th>
<th>Gross Annual Income</th>
<th>Percent per $100 Cost of Service</th>
<th>Cost/Fee per $100 Cost of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 - 133%</td>
<td>$11,881 - $15,800</td>
<td>5 %</td>
<td>$  5.00</td>
</tr>
<tr>
<td>134 - 150%</td>
<td>$15,801 - $17,820</td>
<td>10 %</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>151 - 200%</td>
<td>$17,821 - $23,760</td>
<td>15 %</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>201 - 250%</td>
<td>$23,761 - $29,700</td>
<td>20 %</td>
<td>$ 20.00</td>
</tr>
<tr>
<td>251 - 300%</td>
<td>$29,701 - $35,640</td>
<td>40 %</td>
<td>$ 40.00</td>
</tr>
<tr>
<td>300 - 400%</td>
<td>$35,640 - $47,520</td>
<td>60 %</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>400% - 499%</td>
<td>$47,521 - $59,399</td>
<td>80 %</td>
<td>$ 80.00</td>
</tr>
<tr>
<td>500% and over</td>
<td>$59,400 and over</td>
<td>100 %</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Individuals who have an income at or below $981.00 per month or $11,880.00 gross annual income may not be asked to cost share; however, they may be provided an opportunity to voluntarily contribute to the cost of the service.

**Direct Services by the Area Agency on Aging (Section 307(a) (8))**

Direct services are defined as those OAA services provided by AAA staff or their volunteers. Services not provided by the AAA would be offered by the AAA's contractors and/or their local service providers. These services are provided by local governments, non-profits, and private entities. All procurement laws must be adhered to in regards to Request for Proposals and other competitive bidding. Any private contractor must be approved by the ADSS Commissioner. In granting a waiver to an AAA for the provision of direct services, ADSS must judge whether this
direct service provision is necessary to assure an adequate supply of services, such services are
directly related to the AAA’s administrative functions, or such services can be provided more
economically and with comparable quality by the AAA. If ADSS or an AAA is currently
providing case management as of Fiscal Year 2000 OAA Amendments, under a State Program,
ADSS, or an AAA will be allowed to continue providing case management services. An AAA is
allowed to directly provide information and assistance services and outreach. Covered as a case
management service, an AAA is also allowed to directly provide care coordination, education,
LTC counseling, options counseling, and anything else ADSS permits the AAA to provide
directly. ADSS has developed guidance and a process for approval/disapproval of annual waiver
requests.

Program Reporting

The AAAs are required to update Title III client demographics information each year in ADSS’
Aging Information Management System (AIMS) based on the clients’ responses to questions on
the Client Enrollment Form and Caregiver Enrollment Form (i.e., for the Alabama Cares
program). The AAAs are responsible for entering data into AIMS regarding the number of
service units delivered in their regions; they are also required to either link each service unit to a
specific client or enter these service units as an aggregate service (i.e., client is unknown). For
state reporting and AAA monitoring purposes, ADSS monitors the service unit and client
demographic information and compares the AAA’s actual service units and number of persons
served to their projected performance indicators. The agency ensures the service units are as
accurate as possible by distributing service definitions to the AAAs annually and recommending
they include a copy of these definitions in contracts with local providers and provide training to
staff and local providers.

Participant Contributions

The Older Americans Act states that voluntary contributions shall be allowed and may be
solicited for all services for which funds are received under the OAA if the method of solicitation
is non-coercive. Under the OAA 2006 amendments, individuals whose self-declared income is
above 185% of poverty can be encouraged to contribute the actual cost of the service.

AAAs shall not means test for any Title III service or deny services to any individual who does
not contribute to the cost of the service. AAAs may develop a suggested contribution rate for
their AAA providers. The AAA ensures each service provider establishes appropriate
accounting procedures to safeguard and account for all participant contributions. AAAs are
required to ensure that all collected contributions are utilized to expand the service for which the
contributions were given.
ADVISORY BOARD
Alabama Code §38-3-1 creates an Advisory Board for ADSS which is under the direction and control of the Commissioner of ADSS. There are 16 appointed members who advise the Commissioner in the administration of the department. The membership is made up of: two members of the Senate to be appointed by the President of the Senate; two members of the House of Representatives to be appointed by the Speaker of the House; the Commissioner of the State Department of Labor, the State Health Officer, and the Commissioner of the State Department of Human Resources as ex officio members; and nine members to be appointed by the Governor for terms concurrent with the term of the Governor. Of the members appointed by the Governor, one shall be a representative of business, one shall be a representative of labor, one shall be a representative of the medical profession, three shall be representatives of senior citizen organizations, and the remaining three shall be responsible citizens of the state. The membership of the board is inclusive and reflects the racial, gender, geographic, urban/rural, and economic diversity of the state.

Alabama Code §38-3-2 details the duties of the Advisory Board. They are to meet within 30 days after their appointment, and to elect a chair and other officers from among themselves, who serve for a period of two years. Thereafter, the board elects a new chair every two years. The duties of the Advisory Board include the following: collect facts and statistics and make special studies of conditions and problems pertaining to the employment, health, financial status, recreation, social adjustment, or other conditions affecting the welfare of the aging people in this state; keep abreast of the latest developments in this field of activity throughout the nation, and to interpret its findings to the Commissioner; provide for a mutual exchange of ideas and information on national, state, and local levels; give a report of its advisory activities to the Legislature, and make recommendations for needed improvements and additional resources to promote the welfare of the aging in this state; serve as an advisory body to the Commissioner. The Commissioner calls meetings of the Advisory Board as needed. The members of the Advisory Board receive no compensation other than reimbursement for travel in performance of their official duties at the manner and amount provided for other state employees and members of boards, commissions, and agencies.

Current Members of the ADSS Advisory Board
Thomas Ray Edwards, Board Chairman - Valley
Dr. Horace Patterson, Vice-Chair - Talladega
Ann Anderson - Madison
Elizabeth Anderson
Billy Bolton - Mobile
Jackie Goggins - Birmingham
Dr. Michael Johnson - Tuscaloosa
Rhodel Rhone - Grove Hill
Candi Williams, AARP
Senator Gerald Dial
Senator Jim McClendon
Representative Mac McCutcheon
Representative Randall Shedd
Director Fitzgerald Washington, Alabama Department of Labor
Dr. Tom Miller, Alabama Department of Public Health
Commissioner Nancy Buckner, Alabama Department of Human Resources
Emergency Preparedness

Disasters or emergencies can happen anywhere, at any time, as we have experienced on numerous occasions in Alabama. The Commissioner of Senior Services as a member of the Governor’s Cabinet is a member of the Governor’s Advisory Relief Team which works directly with the State Emergency Management Agency. In the event of inclement weather or any other potential pre/post disaster event the Team is informed by EMA on an hourly basis of the status of event. In the case of an actual emergency or disaster the team has morning and afternoon briefings. Staff also participate in the Alabama Emergency Preparedness and Response Plan and Quarterly FAND Task Force meetings with the Center for Emergency Preparedness. To further facilitate preparedness each Area Plan is to attach a Disaster Plan including their local MOU with the Local Emergency Management Agencies. These plans include calling trees and other information which is to be updated annually in the Annual Operating Plan.

Pre and post-disaster, older persons and persons with disabilities often are placed in traumatic situations that threaten their well-being. In many cases, existing physical or mental impairments may worsen and needed family and community-based supports are disrupted by the emergency situation. The ADRCs seek to provide planning and response information, resources, and strategies that assist individuals to better prepare for, and respond to, all types of emergencies and disasters. In the event of a disaster, ADRC staff is expected to be full participants in coordinated response efforts between federal, state, and local governments, as well as the private, voluntary, and faith-based sectors. ADRCs currently function as a hub for sharing and disseminating key information to individuals during a disaster, including working at Disaster Recovery Centers, assisting with hotlines, and updating daily resource lists for distribution in the community.

ADSS continues to focus on improving preparedness education and disaster relief efforts to “be ready” and organized in the face of uncertainty when dealing with emergencies or disasters. ADSS’s focus areas for disaster relief include advocating for implementation of additional safe centers, currency of emergency/disaster plans, and continued development of partnerships with statewide emergency management personnel.

The ADPH recognizes ADSS as a key partner in preparedness of at-risk populations. For the past several years, ADPH awarded a grant that allows the agency to provide preparedness/disaster education for seniors and persons with disabilities. These grants also allowed ADSS to support at-risk individuals with all-hazard weather radios, basic first aid supplies, distribution of disaster media, capabilities to host a regional preparedness seminar, and conduct satellite conference/live webcast for nurses, social workers, home care professionals, Para-professionals, caregivers, and case managers on preparedness and home safety basics. ADPH will be training all Aging network staff on preparedness and how to assist client’s pre and post disaster during the course of this planning period.
Text of Ad:

Notice of Public Hearing

State of Alabama, Department of Senior Services, 2017-2020 State Plan on Aging and 2017-2020, Interstate Funding Formula.

On behalf of the State of Alabama, the Alabama Department of Senior Services (ADSS) developed a State Plan on Aging and Interstate Funding Formula for fiscal years 2017-2020. A Public Hearing will be held to discuss the proposed Plan and funding formula. The hearing will be held on the date, time, and location as shown below:

Date: Tuesday, April 19, 2016
Time: 10:30 AM
Place: Alabama Center for Commerce, 7th Floor Auditorium, 401 Adams Avenue, Montgomery, AL 36104

Free parking is available in the parking deck across from the Commerce Building. Attendees should use the South Decatur street entrance to the parking deck. The access code is 3651. The purpose of this hearing is to provide general program information and to receive input from interested parties. The proposed plan can be reviewed at www.alabamadot.gov or you may view a copy at the RSA Tower, Suite 350, 201 Monroe Street, Montgomery, AL 36130. Phone number: 1-877-425-2243. April 13-19, 2016 (8:30 AM-4:30 PM). Attendees and interested parties may offer public comments at the hearing or submit written comments to the State. Written comments should be received at ADSS no later than April 25, 2016. Persons with disabilities or special needs who may require special materials, services, or assistance should call Nicole Roberts at 334-242-5775 or email her at Julie.williams@doa.als.gov or send letter to above address no later than April 11, 2016. The location of the public hearing is handicap accessible.