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WEST VIRGINIA COMMISSION ON AGING  
Holly Grove — Capitol Complex  
State Capitol  
Charleston, West Virginia 25305  
Telephone (304) 348-3317

1985 MAY 17 PM 4:03

Office of the Secretary of State  
SECRETARY OF STATE Phillip D. Turner  
EXECUTIVE DIRECTOR

Arch A. Moore, Jr.  
GOVERNOR

May 17, 1985

The Honorable Ken Hechler,  
Secretary of State  
Secretary of State's Office  
State Capitol Complex  
Charleston, West Virginia 25305

Dear Mr. Secretary:

Enclosed herewith is the notice of public hearing on the State Plan on Aging for 1986-1988 and a copy of that proposed plan.

I am also enclosing for your information a copy of a memorandum from the Attorney General's office advising us on the required procedures.

We will advertise the hearings in a Class I Legal Advertisement to be circulated throughout the State.

Sincerely,

Phillip D. Turner  
Executive Director

PDT/efj/sr

Enclosures



**WEST VIRGINIA COMMISSION ON AGING**  
Holly Grove — Capitol Complex  
State Capitol  
Charleston, West Virginia 25305  
Telephone (304) 348-3317

Arch A. Moore, Jr.  
GOVERNOR

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1986 JAN -2 PM 2:20  
Phillip D. Turner  
EXECUTIVE DIRECTOR

NOTICE OF AGENCY ADOPTION

DATE: January 2, 1986  
TO: The Honorable Ken Hechler, Secretary of State  
FROM: Phillip D. Turner, Executive Director  
RE: Notice of Adoption of the West Virginia Commission on Aging's  
State Plan for Fiscal Years 1986-1988

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The attached interpretive rule was adopted by the Commission on Aging in its meeting of August 8, 1985 and is hereby filed with the Secretary of State.

Respectfully submitted,

Phillip D. Turner  
Executive Director of the  
West Virginia Commission on Aging

PDT/sr

Attachment

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1985 MAY 17 PM 4:03

OFFICE OF THE  
SECRETARY OF STATE

NOTICE OF PUBLIC HEARING(S) OR COMMENT(S) PERIOD ON A PROPOSED RULE

PUBLIC HEARING

AGENCY: West Virginia State Commission on Aging

RULE TYPE: Interpretive Rule (Code 29A-1-2(c))

RULE TITLE: West Virginia Commission on Aging State Plan including the State  
funding formula and the geographic boundries of the planning and  
service areas.

A PUBLIC HEARING ON THE ABOVE PROPOSED RULE WILL BE HELD ON:

June 24, 1985, 2:00 p.m., Harrison County Senior Center, Clarksburg, W.Va.  
June 25, 1985, 10:30 a.m., Grant County Senior Center, Petersburg, W. Va.  
June 26, 1985, 10:00 a.m., Wetzel County Senior Center, New Martainsville, W.Va.  
June 27, 1985, 1:00 p.m., Raleigh County Senior Center, Beckley, W. Va.  
June 28, 1985, 10:30 a.m., Ceredo-Kenova Multi-Purpose Center, Ceredo, W. Va.  
July 5, 1985, 10:00 a.m., State Capitol Conference Center, Charleston, W. Va.

COMMENTS ARE LIMITED TO: ORAL \_\_\_\_\_ WRITTEN \_\_\_\_\_ BOTH XXX

COMMENTS MAY ALSO BE MAILED TO: West Virginia Commission on Aging,  
Holly Grove, State Capitol Complex, Charleston, West Virginia 25305.

THE DEPARTMENT REQUESTS THAT PERSONS WISHING TO MAKE COMMENTS AT THE HEARING MAKE AN EFFORT TO SUBMIT WRITTEN COMMENTS IN ORDER TO FACILITATE A REVIEW OF THESE COMMENTS. A COPY OF THE STATE PLAN IS AVAILABLE AT THE COUNTY AGING PROJECT(S) OFFICE(S) IN EACH OF THE 55 COUNTIES, THE AREA AGENCY ON AGING OFFICE(S) AND AT THE COMMISSION ON AGING OFFICE, HOLLY GROVE, STATE CAPITOL COMPLEX IN CHARLESTON, WEST VIRGINIA.

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THE PROPOSED RULE.

SIGNATURE:

  
EXECUTIVE DIRECTOR

# **STATE PLAN ON AGING WEST VIRGINIA**

## **FISCAL YEARS 1986-1988**

SUBMITTED TO:

ADMINISTRATION ON AGING  
OFFICE OF HUMAN DEVELOPMENT SERVICES  
U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

BY:

WEST VIRGINIA COMMISSION ON AGING  
STATE CAPITOL  
CHARLESTON, WEST VIRGINIA 25305

- D R A F T -

DRAFT

WEST VIRGINIA COMMISSION ON AGING

STATE PLAN FOR FY1986-88

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VERIFICATION OF INTENT

VERIFICATION OF INTENT

The State Plan on Aging is hereby submitted for the State of West Virginia for the period October 1, 1985 through September 30, 1988. It includes all assurances and plans to be conducted by the West Virginia Commission on Aging under provisions of the Older Americans Act, as amended, during the period identified. The State Agency named above has been given the authority to develop and administer the State Plan on Aging in accordance with all requirements of the Act, and is primarily responsible for the coordination of all State activities related to the purposes of the Act, i.e., the development of comprehensive and coordinated systems for the delivery of supportive services, including multipurpose senior centers and nutrition services, and to serve as the effective and visible advocate for the elderly in the State.

This Plan is hereby approved by the Governor and constitutes authorization to proceed with activities under the Plan upon approval by the Commissioner on Aging.

The State Plan on Aging hereby submitted has been developed in accordance with all Federal statutory and regulatory requirements.

\_\_\_\_\_  
(Date)

(Signed)

\_\_\_\_\_  
State Agency Director

I hereby approve this State Plan on Aging and submit it to the Commissioner on Aging for approval.

\_\_\_\_\_  
(Date)

(Signed)

\_\_\_\_\_  
Governor

PROLOGUE

## PROLOGUE

This document, the State Plan on Aging: 1986-88, describes in detail the objectives and plan of action of the West Virginia aging network for the provision of needed services to the senior population of the state over the following three years (1986-88). As of 1984, there were 341,000 citizens of our state who were 60 years of age or older; approximately 95,000 of those were 75 years of age or older. At the close of the third year of this plan, those 60 and older will have increased in number to 362,000 and those 75 and older to 105,000. By the year 2010, nearly 500,000 West Virginians will be 60 or older with those 75 and older numbering about 150,000. Because of the decline in birth rates which began in the late 1950's, the senior population is growing more rapidly than any other with those persons 80 years of age and older specifically growing more rapidly than all other age groups.

Professionals in the field of aging, public policy makers, legislators and much of the American public have in the last two decades become increasingly aware and concerned over the implications flowing from these and other demographic facts. In a sense, this society has gained a genuine "education" about itself because of the national attention being focused on the problems and prospects of a graying America. In West Virginia, we in the aging network have also been "taken to school", so to speak. Indeed, much time, energy and material resources are expended in the process of collecting and analyzing information which is vital in long-range planning for services delivery to the senior citizens of the state.

Basically, planning and service delivery are staged in a continuous, ongoing cycle. A plan such as this is built, to the fullest extent possible, upon a base of information collected from many sources including not only persons employed in the aging services network but interested and involved citizens of the state and its localities as well. With information describing the characteristics and needs of senior citizens and expected changes therein and an assessment of available and projected resources to be allocated for the period, the plan serves as a design or guide for the most effective and efficient delivery of services. Correspondingly, the actual experience of providing meals, van rides, legal and other services to needy seniors is periodically evaluated and what is learned is incorporated in the next planning stage of the cycle.

Planning, as might be expected, is not an exact science. In many instances, information about what services are needed, who should get them, how much money will be available, how services should be delivered, etc., is either not available, is incomplete, is just plain wrong. Therefore, those who plan must, on occasion, call upon their powers of observation, reason, judgment, intuition and sometimes dust-off the crystal ball in the search for answers to important questions. Such is the case in attempts to "see the future" and to try and discover emerging trends in needs and resources which lie beyond the power of the numbers, charts and graphs to inform us. Fairly recent examples of these emerging trends include the shifting of traditional

service delivery approaches toward case management models for long-term care, minimization of institutionalization through development of in-home services and informal support systems including respite and day-care programs and alternative methods of long-term care financing including private insurance coverage for these services.

Each of these examples represents an area of changing focus and emphasis in aging service delivery systems for the nation, states and localities together and thus their consideration in a comprehensive plan is of primary importance. Further attention to these areas represents a kind of "going beyond" the provision of nutrition and support services, the nuts and bolts of aging programs, in an attempt to adequately plan for both meeting the changing needs and concerns of seniors as well as the capacity of the aging network to address them.

### The Needs and Concerns of West Virginia's Senior Citizens

Certainly the most valid expression of the needs and concerns of the state's senior citizens is to be found in the long-lived experiences of this growing segment of West Virginia's population. Survey upon survey reveal the immediate circumstances of their lives and in some instances their needs and concerns are inferred from the statistics which describe who they are, where they live, how many there are and are soon to be, how they live, what they live without, and what they could use if available.

National surveys conducted by the U.S. Senate Special Committee on Aging, the American Association of Retired Persons (AARP) and the Administration on Aging provide a wealth of detailed information useful to state-level planners searching for "hard" data upon which to make planning and service delivery decisions. Similarly, the U.S. Census of the Population conducted in 1980 makes available specific tabulations of data for persons and household heads or spouses 65 years of age and older. Taken together, these sources of information provide the most comprehensive and detailed data describing the life experiences and current circumstances of senior citizens at the national, state and local levels.

The information which follows provides some insight into the characteristics and circumstances of the senior population for the nation and the state. In most instances, data on the nation's population is not available for the states but it is reasonable, however, to assume that the states will not differ markedly on most of the characteristics.

It should be pointed out that most demographic and quality of life data collected for the senior population at the national level is for those persons 65 years of age and older. In contrast, however, the Older Americans Act considers these persons 60 years of age and older as constituting the senior population for which programs are to be planned and services delivered. Consequently, it is more difficult to describe the 60 to 64 population because of the dearth of information available on this age group.

## A Profile of Senior Citizens

The greying of the population is one of the most significant demographic trends of the twentieth and twenty-first centuries. The senior population has been increasing at a far more rapid rate than the rest of the population for most of this century. For instance, in the last two decades the 65+ population grew twice as fast as the rest of the population.

In 1983, there were 27.5 million Americans 65 years or older, or 11.7% of the total United States population. Since 1980 the number of persons 65+ has increased by 1.7 million, an increase of 6% compared to the under-65 increase of 3%. The older population itself is getting older. In 1983, the 65-74 age group (16.4 million) was over seven times larger than in 1900, but the 75-84 group (8.5 million) was 11 times larger and the 85+ group (2.5 million) was 20 times larger!

The older population is expected to continue to grow in the future. The most rapid increase is expected between the years 2010 and 2030 when the "baby boom" generation reaches 65. By 2030, 21.2% of the population will be 65+, compared to 11.7% in 1983.

These trends apply similarly to West Virginia although the state has for the past 40 years had a larger percentage of its population in the 65+ age group than the nation as a whole. In 1980, for example, 11.2% of the nation's population was 65+ whereas for West Virginia the percentage was 12.2%. The state continues to be one of a handful of states experiencing net out-migration but this migration does not include large elements of the senior population. On the contrary, as young residents leave the state, seniors will make up a larger and larger portion of the total population.

## Living Arrangements

In 1980, 25% of persons 60+ in West Virginia lived alone (82,783), compared to 31% (7.9 million for the nation's 65+ population in 1983). These figures are likely to converge, however, and to continue to grow. Older persons living alone increased in number nationally by 130% between 1963 and 1983, nearly three times the growth rate for the older population in general. Furthermore, nearly 50% of older women are widowed compared to 13% for men. These figures are comparable for the nation and the state.

## Racial and Ethnic Composition

Compared to the nation, West Virginia has smaller percentage of senior racial and ethnic minorities within its population (4.1% to 10%).

## Geographic Distribution

Senior West Virginians are far more likely than their national counterparts to reside in rural areas, a fact that comes as no surprise to those familiar with the state's geography. In 1980, 26.5% of the nation's 60+ population lived in rural areas, compared to 57% for West Virginia. Further,

seniors are less likely to change residence than other age groups and are more likely to move to another home in the same state. In 1980, 23% of persons 65+ had moved within the previous 5 years compared to nearly 50% of other age groups. States in the South and in particular, Florida, are likely recipients of new senior migrants.

### Income and Poverty Status

The economic position of senior citizens is, in general, at a considerably lower level and is much less secure than that of the younger population. There is a strong pattern of declining income for older persons. Income data, however, presents an important example of the caution to be employed using statistical generalizations.

Between 1970 and 1980 the percent of the 65-plus population with incomes below the poverty level was reduced by one-half; 35% to 17% for the nation and 39% to 18% for West Virginia. Census Bureau poverty statistics for 1982 showed for the first time that persons 65 and over had slightly lower poverty rates than the general population. However, statistics for another common measure of poverty, 125% percent of poverty level, paint a different picture. According to the figures for 1982, 23.7% of persons 65-plus are either poor or "near poor" compared to 19.8% of the population under 65. In other words, valid statistics support both the argument that seniors are better off than ever before and also that disproportionately large numbers of them continue to hover precariously near poverty on marginal incomes.

As a matter of fact, 1982 Census statistics show that 49% of poor householders 65-plus receive no public assistance in the form of cash or non-cash benefits! Further, in West Virginia in 1980, 28,007 persons 60-plus (9% of the 60-plus population) had incomes below the poverty level and were living alone.

A somewhat positive note must be added to the picture of senior poverty rates in the state. In 1979, 10 states, all in the South had the highest national poverty rates for seniors ranging from a high of 34% in Mississippi to 23% in Kentucky. West Virginia, considered by many a southern state, had a rate of 18.5% which was slightly below that for the District of Columbia and a fraction above that for Missouri.

### Housing

The housing of older Americans is generally older and less adequate than the balance of all housing. About 40% of homes occupied by seniors nationally and 60% in West Virginia were built before 1940 (22% for younger owners). Nearly 10% of senior occupied homes were considered inadequate or substandard compared to 6% for younger owners in 1980. In West Virginia, approximately 80,000 housing units with the householder or spouse 65+ lacked complete plumbing or kitchen facilities or central heating systems. Roughly 16,000 of these households were heated by burning coal, coke or wood.

## Transportation and Telephone Service

According to the 1980 Census, 39,051 persons 65+ in the state suffered from a health condition which prevented them from using public transportation. In addition, 13,121 or 6% of these seniors did not have a telephone in their housing unit.

## Health and Health Care

Clearly the most significant concern of the senior population and the nation at large for now and even more so in the years to come is the provision and financing of adequate health care. Data from the National Center for Health Statistics published in 1981 provides a basis for analyzing and estimating need and demand for health care services by the greying population.

- Persons 65+ experience an annual average of 40 days during which activities are restricted due to illness or injury. Younger persons experience 17 such days.
- 11.5% or 2.7 million persons 65+ living in the community needed the assistance of another person to perform one or more personal care or home management activities such as bathing, dressing, eating, using the toilet, walking or going outside, routine chores or handling money.
- Comparison of health care demands between persons 65+ and younger persons show the following:

	<u>65+</u>	<u>Younger</u>
hospitalization rate	18%	9%
length of hospital stay	10 days	7 days
visits to doctors	6	4
% of total health care expenditures	31%	69%
% of total population	12%	88%
dollar cost per capita (1984)	\$4,202	\$1,300
% paid by government programs (medicare, medicaid, other)	67%	31%

- Hospital expenses account for the largest share (45%) of health expenditures by persons 65+, followed by physicians and nursing home care, 21%.
- Although the percentage of seniors in nursing homes is small, 4.7%, the likelihood of spending one's remaining life in a nursing home increases with age. One of every 100 persons 65-74 is in a nursing home on a given day. This number increases to 7 of 100 persons in the 75-84 age group and more than 1 of 5 persons in the 85+ population. In 1980, there were 1.2 million 65+ occupants of nursing homes and this figure is expected to rise to 1.7 million in 1990 and to 2.2 million by the year 2000.

The body of information provided here does not purport to give a complete picture of the life experiences and circumstances of the nation or the state's senior population. It is meant to provide a factual basis upon which to continue the exacting and important process of planning for meeting the needs of a greying population, a member of which we all are destined to become.

INTRODUCTION

## INTRODUCTION

The West Virginia State Plan for Fiscal Years 1986-1988 is a three year document designed in keeping with the requirements of the Older Americans Act and the West Virginia State Code to address in the most effective and efficient manner possible the issues and concerns raised in the preceding prologue of this plan.

In this regard the Older Americans Act enacted in 1965 and amended most recently in 1984 requires that the state designate a single State agency to develop and administer the State Plan. The Legislature of the State of West Virginia created the West Virginia Commission on Aging in Chapter 29, Article 14 of the West Virginia Code (see Attachment A) and empowered the Commission to carry out the following missions:

- (a) Conduct, and encourage other organizations to conduct studies of the state's older people.
- (b) Encourage, promote, and aid in the establishment of local programs and services for the aging. The Commission may assist local governmental and other agencies by designing surveys that could be used locally to determine needs of older people; by recommending the creation of such services and facilities as appear to be needed; by serving as a clearinghouse for collection and distribution of information on aging; and by assisting organizations and communities in such other ways as the Commission may deem appropriate.
- (c) Conduct programs of public education on the problems of the aging;
- (d) Review existing State programs for the aging and annually make recommendations to the Governor and the Legislature for improvements in and additions to such programs;
- (e) Encourage and assist governmental and private agencies to coordinate their efforts on behalf of the aging in order that such efforts be effective and duplication and wasting of effort be eliminated;
- (f) Represent the state's concern for its senior citizens by collecting, analyzing and disseminating information about the aged and aging; and
- (g) Coordinate statewide, local and voluntary efforts to serve the aging and make use of their wisdom and capacities with due regard to the development of programs at the local level.

The Code further specifies "that the Commission on Aging shall constitute the designated State agency for handling all programs of the Federal government relating to the aging requiring action within the state, which are not the specific responsibility of another State agency under the provisions of Federal law or which have not been specifically entrusted to another State

agency by the Legislature." To carry out these mandates and those of the Older Americans Act, the Commission on Aging, as is required, has divided the state into geographic Planning and Service Areas. There are nine Planning and Service Areas in the state with a selected private non-profit or public agency to administer programs of the Older Americans Act at the sub-state level known as Area Agencies on Aging. The boundaries of the nine Planning and Service Areas in West Virginia are the same as those of the state's Planning and Development Councils established by the state for the purpose of meeting the requirements of the Economic Development Act (see Attachment B). The Area Agencies on Aging contract or grant to local projects funds for services to the elderly in each of the state's fifty-five counties. The above described system is commonly referred to as the West Virginia Aging Network and will be referenced accordingly throughout this plan.

The funds appropriated through the Older Americans Act that are available to the State of West Virginia for aging programs are determined by a national intrastate funding formula. These funds are then in turn allocated to the Area Agencies on Aging on the basis of a State funding formula (Attachment C) established by the Commission on Aging in keeping with the requirements of the Older Americans Act. The Area Agencies then establish an Area Agency funding formula for distribution of funds to the local projects. The State formula will be addressed further in other sections of this plan. These funds are matched at the required percentages at the State, Area Agency and local levels. The State of West Virginia, as required by the Older Americans Act regulations, commits itself to spend at least the same amount of State funds each year as it spent in the previous fiscal year to meet the required non-Federal share applicable to its allotments. The State of West Virginia through this plan document also commits itself to that requirement of the Federal Regulations (45 CFR 1321.23) which prohibits the delegation of authority for awarding and administering Title III Older Americans Act funds coming into the state to any other agency other than the Commission on Aging.

In developing this plan the Commission on Aging's Executive Director selected a task force to determine the basic concepts of the plan. The task force was composed of representatives from the State, Area Agencies and local project directors or staffs. The basic contents were developed into a draft plan and submitted to the Commission on Aging in its May 17, 1985 meeting for review and comment. Copies were distributed to all local service providers, Area Agencies and other State agencies which are involved in the language of the document. The State Advisory Committee members were given a copy and requested to assist in conducting the public hearings held in six different locations throughout the state during the month of May 1985. The plan was reviewed at each of the selected locations after the public had been notified through the network and through legal advertisements in the various newspapers of the state (Attachment D). Recordings of the comments of those public hearings are on file at the Commission on Aging State office.

This plan was then submitted to the State Advisory Committee for its recommendations and to the Commission on Aging for its approval and recommendations to the Governor. Therefore, the views of older persons, the Aging Network, the public and all interested parties were considered in the preparation stages of this three year plan.

In order to carry out its responsibilities for providing a visible focus within the state for advocacy, coordination, monitoring and evaluating programs and activities affecting the aging, the Commission on Aging presents its objectives, the rationale for those objectives and the activities to be performed to accomplish those objectives into four major functional categories: (1) Management and Administration; (2) Services Development; (3) Service Systems Development; and (4) Advocacy. Following the statement of the planned objectives and activities, the Commission presents a series of General and Specific Assurances that commit the State Agency to carrying out the various mandates of the Older Americans Act. The General Assurances are generic and generally applicable to all State agencies on aging. The Program Specific Assurances are coded to the sections of the Older Americans Act.

There is a great deal of redundancy between the assurances and that which is reflected in the objectives and planned activities. However, this is unavoidable in designing a plan document that will accomplish the dual tasks of informing the citizens of the state and meeting the requirements of the Federal administration.

OBJECTIVES - MANAGEMENT AND ADMINISTRATION PLAN

## MANAGEMENT AND ADMINISTRATION PLAN

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### Objective:

(1) To ensure the proper and efficient administration of activities in the state related to the Older Americans Act and its programs.

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### Rationale for the selection of this objective and activities for carrying it out:

Much of the rationale related to this objective has been previously stated in the preceding pages of this document. However, this objective is most appropriate in order to outline several planned activities that can be reasonably accomplished over the next three years.

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### Activities:

- (1) Maintain and update as necessary the Commission on Aging's Network Policies and Procedures Manual.
- (2) Maintain adequate State agency staffing patterns (see Attachment E).
- (3) Consult regularly with the State Aging Network to:
  - (a) review procedures with regard to the implementation of the state plan and state and national initiatives and directives;
  - (b) develop procedures for assessing the needs of older persons in the state;
  - (c) establish statewide priorities; and
  - (d) ensure that the objectives of state and area plans are consistent.

## Management and Administration Plan

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### Objective:

(2) To ensure that the designated Area Agencies on Aging are operating administratively, programmatically and financially in the most effective and efficient manner.

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### Rationale for the selection of this objective and activities for carrying it out:

The Commission on Aging is responsible for a wide array of activities, issues and concerns which require the best possible utilization of the limited resources granted to it. The scope of the purposes of the Older Americans Act and the State Code places much activity in the state affecting the well-being of older persons within its purview. Therefore, it is imperative that ongoing monitoring, evaluation and auditing be conducted. Following these evaluative processes, the Commission is responsible for taking corrective action steps for any situations wherein there is substantial failure on the part of the Area Agencies.

The Older Americans Act regulations require the State Agency to withdraw the designation of an Area Agency when "it finds that there is substantial failure in the provisions or administration of an approved area plan to comply with any provision of the Act" or its regulations (45 CFR 1321.39).

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### Activities:

- (1) Conduct regular monitoring reviews including, but not limited to, at least three onsite monitoring visits of each Area Agency annually.
- (2) Conduct one onsite full assessment of each of the Area Agencies and their service providers at least once, but not limited to once, every three years on an alternating annual schedule during the period 1986-1988.
- (3) Require annual or biannual audits as specified in the Policies and Procedures Manual.
- (4) Require corrective action steps for negative findings through the review processes.
- (5) Withdraw Area Agency designation if corrective action is not in keeping with the mandates of the Act and after opportunity for a hearing has been given in keeping with 45 CFR 1321.39.
- (6) Require quarterly, but not limited to quarterly, collection, analysis and reporting of data related to at least the number of services delivered and the amount of dollars spent for those services.
- (7) Design a system of review that will assist in determining client impact and how well the Area Agencies on Aging are implementing their plans.

## Management and Administration Plan

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### Objective:

(3) To enhance the communication linkages utilizing a computer-based information network among the Area Agencies, the State Agency and the Federal Regional Office.

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### Rationale for the selection of this objective and activities for carrying it out:

In the fall of 1983 the Commission on Aging began an effort to convert the existing manual client and service recordkeeping system to an automated one throughout the Aging Network. The impetus for this initiative was provided by a major recommendation set forth in the Benedum Foundation funded study of the aging services delivery system published in that same year. This study proposed that microcomputer-based information systems be installed at Area Agencies on Aging and that they be linked in network-like fashion to a central system located at the Commission on Aging offices in Charleston, West Virginia. The ultimate purpose of this computerized network would be to facilitate the ready collection, processing and reporting of client specific service and fiscal information which could be easily communicated between these units and the regional Administration on Aging offices in Philadelphia.

As of May, 1985, such systems have been installed and are operating at six Area Agencies on Aging. Another system is on order and should be in place in the early summer of this year. The remaining two Agencies are in the planning process and plan to acquire the systems by early 1986.

Much of the work outlined above has been accomplished through West Virginia's participation in Administration on Aging supported grants to assist Area Agencies on Aging in automating their information systems.

Because of these successes, the Commission on Aging was selected from a group of competing states for participation in an Administration on Aging funded project to implement a central system to be networked with regional systems in place at the regional level. As of April of 1985, the order has been placed for the system hardware and required system software with funds provided under the terms of the grant. We expect installation in the summer of 1985 and the networking capacity to be fully established and operating by the close of the year in two to three Agencies.

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### Activities:

All nine Area Agencies will have installed and functioning systems in place and linked to a central system at the Commission on Aging. The systems will be compatible both in terms of hardware and software interfacing requirements. In addition to the client, service and provider data maintained by these systems, each node in the network will possess local accounting/funds management capabilities and other applications software commensurate with local and network needs.

## Management and Administration Plan

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### Objective:

(4) To maintain an equitable resource allocation plan by updating the intrastate funding formula as need demands.

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### Rationale for the selection of this objective and activities for carrying it out:

The Older Americans Act requires that funds be distributed to the Planning and Service Areas by an established intrastate funding formula. (A full explanation of West Virginia's funding formula is an attachment to this plan. See Attachment C). This formula has been updated in keeping with the 1980 Census figures available to date. It is through this formula that funds are targeted to serve those elderly in the greatest economic and social need. However, during the next three years population shifts and socio-economic changes may require adjustments.

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### Activities

- (1) Update the formula annually or otherwise as Census data becomes available.
- (2) Based upon continuous monitoring of services being provided, develop recommendations for change and/or adjustments.
- (3) Conduct public hearings if changes are necessary.
- (4) Adopt a revised formula and submit to the Administration on Aging for approval.

## Management and Administration Plan

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### Objective:

(5) To ensure that programs conducted by Older Americans Act funds give preference to serving older individuals with greatest economic or social need with particular attention to low-income minority individuals.

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### Rationale for the selection of this objective and activities for carrying it out:

Programs operating under the auspices of the Commission on Aging utilizing Older Americans Act funds are not permitted to use a "means test" to provide services to senior citizens. However, the Area Agencies are required to assure the State Commission on Aging that their funds will be targeted to those persons who are in greatest need. The Area Agency plans submitted for approval must include projections indicating this targeting from their review and approval processes of the plans of local service providers.

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### Activities:

- (1) Requiring the Area Agencies through the AAA format (see Attachment F) to appropriately utilize current Census data to consider the location and incidence of older citizens with greatest economic and social need in awarding local project grants or contracts.
- (2) Review each Area Agency's funding formula to ensure targeting.
- (3) Annually update the Policies and Procedures Network Manual in regard to criteria targeting.
- (4) Monitor targeting in onsite field visits.
- (5) Require corrective action as necessary.

## Management and Administration Plan

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### Objective:

(6) To ensure that the confidentiality of each older person receiving services provided by the Aging Network will be completely protected.

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### Rationale for the selection of this objective and activities for carrying it out:

The Older Americans Act prohibits the disclosure to anyone of any information concerning persons served without the written consent of those persons or their legal representatives. This concern will appear again in the section of this plan on assurances. However, this plan acknowledges that disclosure may be required by court order or by authorized monitoring agencies from the Federal, State or Area Agencies.

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### Activities:

- (1) Monitor confidentiality provisions as spelled out in the Policies and Procedures Manual.
- (2) Provide technical assistance on maintenance of records to ensure confidentiality, particularly as the network becomes more computerized.
- (3) Require necessary corrective action if violations occur.

## Management and Administration Plan

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### Objective:

(7) To obtain and consider for programmatic implementation the views of the senior citizens of the state.

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### Rationale for the selection of this objective and activities for carrying it out:

This is a requirement of both the Older Americans Act and the regulations. More importantly, such an objective speaks to the involvement of the senior citizens in the planning and development of programs that affect their lives.

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### Activities:

- (1) Continue to hold public meetings in each Area Agency of the state as initiated in the Commission's FY85-86 Title IV approved plan.
- (2) Conduct public hearings on the various state plans developed by the State Agency.
- (3) Provide staff to assist the State Advisory Council in that body's mandated and selected tasks.

## Management and Administration Plan

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### Objective:

(8) Assure the elderly that the Commission on Aging will represent them effectively by strengthening the activities of the state Advisory Council.

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### Rationale for the selection of this objective and activities for carrying it out:

The West Virginia Commission on Aging recognizes that Advisory Councils serve a particularly important function in ensuring the accountability of the aging units. The state Commission on Aging staff will provide back-up materials and training as needed in assisting them.

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### Activities:

- (1) Make presentations at state legislative hearings on elderly issues.
- (2) Advise and inform the elderly of available services.
- (3) Stimulate needed changes in service delivery.
- (4) Develop a strategy to assist the volunteer sector.
- (5) Assist in and/or conduct public hearings on the state plan and other issues.
- (6) Present to the Commission issues for programmatic development and implementation.

## Management and Administration Plan

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### Objective:

(9) To provide an annual resource allocation plan proposing the use of Older Americans Act, State and other funds available to the Commission on Aging.

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### Rationale for the selection of this objective and activities for carrying it out:

The Older Americans Act requires the development of such a plan. The funding formula related to that allocation plan has been discussed earlier in this document. (See Attachment C.)

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### Activities:

See the following "Financial Plan" of this Management and Administration Plan.

FINANCIAL PLAN

STATE PROGRAM ALLOCATIONS BY PLANNING AND SERVICE AREA FOR FY1986

<u>Planning and Service Area</u>	<u>Title III Service Funds (B and C)</u>	<u>Other OAA Funds (Title V)</u>	<u>Non-Title III Funds</u>	<u>Total Funds Awarded</u>
I	\$ 824,800	\$204,792	\$ 414,919	\$ 1,444,511
II	747,371		381,671	1,129,042
III	713,069	299,695	366,149	1,378,913
IV	508,683		273,373	782,056
V	553,683		310,123	863,806
VI	730,164	204,792	374,283	1,309,239
VII	499,967		281,249	781,216
VIII/IX	523,571		302,261	825,832
X/XI	482,873		262,291	745,164
PSA Subtotals	\$5,584,181 <sup>1</sup>	\$709,279	\$2,966,319 <sup>2</sup>	\$ 9,259,779
Other (undifferentiated)			\$1,686,659 <sup>3</sup>	\$ 1,686,659
TOTAL ALLOCATIONS	\$5,584,181	\$709,279	\$4,652,978	\$10,946,438 <sup>4</sup>

1. Title III-B and C amounts based on 1986 President's budget request.
2. Includes State Funds allocated by Formula \$2,755,000, plus State Discretionary supplement to Title III projects of \$15,893; West Virginia Department of Human Services and Commission on Aging state funds allocated for the Senior Advocate Program \$97,713 each.
3. Includes estimated USDA Cash to be distributed on basis of meals served \$1,242,824; Senior Center Facilities funding \$150,000; State Discretionary \$83,835; and \$210,000 appropriated by the West Virginia State Legislature to provide salary increases for aging network personnel.

STATE AGENCY OPERATING BUDGET FOR FY1986

TOTAL RESOURCES TO BE USED FOR STATE AGENCY ADMINISTRATION:

	<u>Title III</u>	<u>Match to Title III</u>	<u>Other Agency Resources</u>	<u>Total Agency Budget</u>
Title III: State Adm.	<u>\$300,000</u>			<u>\$300,000</u>
Title III: (Part B) Long-Term Care Ombudsman Program*	<u>\$ 37,000</u>			<u>\$ 37,000</u>
Other Older Americans Act Funds			<u>\$108,050<sup>1</sup></u>	<u>\$108,050</u>
Other Federal Funds		<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
State		<u>\$100,000<sup>2</sup></u>	<u>\$269,914<sup>2</sup></u>	<u>\$369,914</u>
Local Public		<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
Other (estimated)	<u>_____</u>	<u>\$ _____</u>	<u>\$ 27,287<sup>3</sup></u>	<u>\$ 27,287</u>
TOTAL	<u>\$337,000</u>	<u>\$100,000</u>	<u>\$405,251</u>	<u>\$842,251</u>

\*Title III supportive service funds (Part B) are used directly by the State Agency only for purposes of operating the Long Term Care Ombudsman Program.

<sup>1</sup>Title V \$28,050; Title IV \$80,000.

<sup>2</sup>State Administration funds \$216,121; Golden Mountaineer Discount \$106,506; Senior Advocate match \$27,287; Silver Haired Legislature \$20,000.

<sup>3</sup>Senior Advocate Program.

OBJECTIVES - SERVICES DEVELOPMENT PLAN

## SERVICES DEVELOPMENT PLAN

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### Objective:

(1) To maintain the existing nine Planning and Service Areas and to require an area plan every three years with annual updates for approval of a sole agency to be designated as the Area Agency.

(2) To assist Area Agencies on Aging in the development and/or provision of comprehensive and coordinated community based services.

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### Rationale for the selection of these objectives and activities for carrying them out:

In West Virginia, the Area Agencies on Aging have prime responsibility for planning and coordinating the provision of services to older persons at the local level. However, under the Older Americans Act and the State Code the Commission on Aging has major responsibilities to assist in the development of comprehensive and coordinated community based services. In this regard the Commission on Aging will manage and direct the services development of the State Aging Network by identifying statewide needs and establishing priorities in keeping with the Older Americans Act. Area Agencies are in turn responsible for development of and funding of the provision of services at the point of delivery in keeping with the national and state established priorities.

As previously stated in this document, to assure quality of service delivery the Area Agencies on Aging will submit area plans outlining their plans for service delivery. Additionally, each Area Agency on Aging is required to develop a Policies and Procedures Manual defining such elements as targeted populations, operation procedures, funding procedures and allowable and disallowable tasks or activities, and free and open service provider selection policy, etc. In West Virginia the Commission on Aging policies make few provisions for Area Agency direct service delivery. For the most part the Area Agencies on Aging will be required to use subgrants and/or contracts with service providers to ensure the provision of a full range of services for older people. To provide direct services, the Area Agencies must meet those requirements established in the 1984 Amendments to the Act.

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### Activities:

- (1) Identify statewide needs and priorities in consultation with the Area Agencies on Aging.
- (2) Update service definitions as needed.

Activities (continued):

- (3) Provide an area plan format (see Attachment F) to ensure the provision of Title III-B Supportive and Title III-C Nutrition Services to facilitate access, services provided in-home, services provided in the community, and services to residents of care-providing facilities.
- (4) Approve or disapprove any application submitted in this regard.
- (5) Provide a hearing for any applicant in this regard whose application is denied in keeping with the State's Policies and Procedures Manual.
- (6) Inform an Area Agency applicant of the appeals mechanisms in a written denial to the applicant by the State Agency should an application be denied.

## Services Development Plan

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### Objective:

(3) To ensure that older persons are given the opportunity to contribute voluntarily to the cost of the services.

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### Rationale for the selection of this objective and activities for carrying it out:

The actual implementation of this objective is the ultimate responsibility of the Area Agencies (in the event of direct service provision) and the local projects. The state, however, has the responsibility to assure that these units of the network are in compliance with this stated objective.

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### Activities:

- (1) Review area plans for detailed plans on how this objective will be implemented.
- (2) Provide training and technical assistance regularly in this regard.

## Services Development Plan

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### Objective:

(4) To assure the provision of legal assistance so that the elderly are fairly and effectively represented.

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### Rationale for the selection of this objective and activities for carrying it out:

There are four legal service corporations in West Virginia funded through the Legal Service Corporation whose mandate is to serve low income individuals. However, with restrictive budgets and large case loads, these agencies too often cannot meet the needs or demands of the older citizens. Therefore, the West Virginia Commission on Aging plans to continue the utilization of a legal services developer at the state level to assist in resource development and technical assistance to the area agencies on aging as they meet the mandated priority provision of allocating adequate funds for the provision of legal assistance.

The West Virginia Commission on Aging's Title IV approved plan spells out the Commission's Senior Advocate Program. The Senior Advocate Program funds the Area Agencies on Aging to employ and train paralegals and provides appropriate legal supervision in order to provide legal assistance to older persons to secure and protect their rights to public entitlement (Social Security, Medicaid), property, housing, employment (Age Discrimination), consumer protection, long term care and protective services.

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### Activities:

To accomplish this objective, the following strategies are planned:

- (1) Expand the Senior Advocate Program by collaborating with other agencies, departments and organizations.
- (2) Arrange for and/or participate in up to three community education programs during each fiscal year designed to increase the awareness of legal rights and entitlements of older persons.
- (3) Secure a policy statement and action commitment from the West Virginia Bar Association for the provision of pro bono legal services.
- (4) Continue to apply to the Department of Human Services for funding from the Social Services Block (Title XX funding).
- (5) Provide state leadership and in-service training at least quarterly for the provision of legal assistance.

Services Development Plan

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Objective (4) (continued):

- (6) Continue to seek Older Americans Act Title IV funds in support of this objective.
- (7) Area Agencies will be requested to conduct programs on adult protective services for:
  - (a) public education to identify and prevent abuse of older individuals;
  - (b) receive reports of abuse of older individuals and refer to appropriate agencies (Department of Human Services, law enforcement); and
  - (c) ensure confidentiality of all involved parties.

## Services Development Plan

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### Objective:

(5) To promote the development and upgrading of an adequate multipurpose senior center as a service delivery focal point in each county of the state.

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### Rationale for the selection of this objective and activities for carrying it out:

The rurality of West Virginia, which leads to much isolation, dictates the need for community focal points to bring together a full range of supportive services and nutrition services for the elderly. Although every county has at least one multipurpose senior citizen center, several of these are in need of replacement or renovation.

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### Activities:

- (1) Provide technical assistance on combination of multi-source funding packages.
- (2) Provide technical assistance to the Area Agencies on Aging and local service providers regarding site selection, building design, costs, construction, ongoing financing and regulatory compliance.
- (3) Provide technical assistance and training on location of services at community focal points.
- (4) Provide technical assistance on 504 compliance.
- (5) Ensure through the Area Agency format that all such facilities comply with all applicable State and local health, fire, safety, building, zoning and sanitation laws, ordinances or codes.
- (6) Ensure through the senior citizen center developmental policies and the Area Agency Plan that any proposed alteration or renovation that affects "load" bearing members of the facility is structurally sound and complies with all applicable local or State ordinances, laws or building.

OBJECTIVES - SERVICE SYSTEMS DEVELOPMENT PLAN

## SERVICE SYSTEMS DEVELOPMENT PLAN

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### Objective:

(1) To expand the coordination responsibilities of the West Virginia Commission on Aging in developing a comprehensive and coordinated system of social and health related services to the elderly.

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### Rationale for the selection of this objective and activities for carrying it out:

Within this state, the Commission on Aging does not have the authority, the staff or the desire to control all the elements of human service systems, but it does, and will continue, to try to influence various program structures by entering into interagency relationships and formal interagency agreements so that the elderly might be better served. The concept of assisting in bringing order, design and smooth functioning to bear on independent but related entities is central to the coordination authority established by the Older Americans Act. In this area (system development), the West Virginia Commission on Aging has had various levels of success. Some of these successes have been achieved through supporting with other agencies the passage of legislation, changes in regulations and interagency agreements. Additional successes have been achieved because, by state statute, several other state department heads - Human Services, Education, Health, Employment Security and the Division of Vocational Rehabilitation - are members of the West Virginia Commission on Aging. However, this does not preclude the need to plan for appropriate system development.

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### Activities:

- (1) Provide technical assistance to other state agencies on the needs of older persons and issues involving service delivery.
- (2) Arrange and/or participate in joint training to enhance systems development.
- (3) Work with the State Department of Health and the Department of Human Services to develop a joint training program for Home Health Aides.
- (4) Work with the Department of Human Services to develop licensure standards for adult day care services.
- (5) Enter into an interagency agreement with the Department of Health (Behavioral Health Services Division) for the provision of services to institutionalized and noninstitutionalized elderly.
- (6) Assist the area agencies on aging to enter into interagency agreements with local school boards for the provision of programs for the elderly.

## Service Systems Development Plan

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### Objective (1) (continued)

- (7) Work with other state agencies on cooperative ways to promote current social and health related services and inform the elderly of their availability.
- (8) Work with the Department of Human Services to expand Medicaid programs by developing or further developing Medicaid demonstration models in order to include optional services.
- (9) Work with the Department of Health in establishing licensure for in-home health services.

## Service Systems Development Plan

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### Objective:

(2) To promote and develop continuum of care services to the fragile elderly in order to develop programs which provide less restrictive and more enriching health care alternatives to those at risk of institutionalization.

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### Rationale for the selection of this objective and activities for carrying it out:

Those West Virginians over 85 years of age represent the fastest growing segment of our state and nation's population. This group is also the most likely to need extensive and high levels of health care and most likely to be at risk of institutionalization. Considering that the small percentage of those in nursing homes and other institutionalized settings account for an overwhelmingly disproportionate amount of the cost of health care, it is incumbent upon the Commission on Aging to investigate and assist in the development of less costly and higher quality health care and services in the home and community.

In order to reach this goal, it is of equal concern and consideration to identify, assess and effectively coordinate what services to older West Virginians are presently available and additionally, those services needed but not in place.

Another concern is the cost of providing health care services to those at risk and/or needing institutional care. In case after tragic case, families recount the staggering and unbelievable cost in financial, emotional and physical terms of health care services, reducing the savings of a lifetime in a matter of months. Most West Virginians have little understanding of what Medicare or their insurance covers. Most have inadequate coverage for most of the services provided for extended long term care.

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### Activities:

- (1) Work as an integral part of the Continuum of Care Board in developing continuum of care services (see Attachment G).
- (2) Develop and implement a program of public information in order to make the citizenry aware of the services available, the services needed, and the issues involved in planning health care needs for the state and the individual.
- (3) Develop, as a part of the Continuum of Care Board, a master plan for continuum of care insurance and encourage its acceptance and utilization as a viable, albeit, optional plan for addressing long term health care needs of West Virginians.
- (4) Educate and train the Aging Network personnel to further awareness of the potential for development of continuum of care services.

## Service Systems Development Plan

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### Objective:

(3) To work with appropriate Federal, State, Regional and local social and medical service planners and providers to plan and implement an effective, statewide case management system by July 1, 1988.

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### Rationale for the selection of this objective and activities for carrying it out:

As we near the mid-80's, given the predicted increases in the numbers of aging persons and the impact of this population growth on the stability of the economy, concerns have emerged about expenditure growth for long term care services for the frail elderly. Certain factors have impeded efforts to address this emerging social phenomenon. A recent national survey of 32 states identified the following issues regarding "continuum of care" services:

- (a) Inability to pool Federal long term care program resources due to unwieldy program guidelines, dissimilar eligibility requirements, accessibility difficulties, and unrealistic institutional regulations.
- (b) Current serious fragmentation of State and local continuum of care services because so many agencies have varying responsibilities for service provision with specific coordinating mechanisms seriously lacking.
- (c) The need for coordination of in-home services.
- (d) The need to enhance informal support systems (respite, familial care, volunteers).
- (e) The lack of single community access points to available services for the frail elderly.
- (f) The substantial growth in the elderly population (estimated 22 million 65+ by 2000); the fastest growing age group in the country is 80+.

Attempts to address these issues have focused on the methods by which a case management system can be developed that will provide a means of helping families, older persons and agencies to arrange supportive services in an organized manner. If long term care is to survive in the 80's and 90's, controlling cost spirals by precisely targeting available and evolving services through effective case management is essential. A major barrier to this is the fact that the Aging Network is in the embryonic stages in understanding the case management process, including client assessment, placement and monitoring.

Objective (3) (continued):

Activities:

- (1) Continue involvement with the State Continuum of Care Board, Area Agencies on Aging and local aging projects to identify and define effective case management models suited to West Virginia.
- (2) Determine with Continuum of Care Board and appropriate agencies systems financial strategies for implementation of a systematic statewide case management system.
- (3) Conduct a manpower assessment study of the State Aging Network for the purpose of identifying levels of knowledge and skills available as they relate to a case management system.
- (4) Coordinate a series of workshops to train appropriate staff on community-based long term care and case management techniques.
- (5) Implement a planned statewide case management program with all appropriate State, Regional and local agencies.
- (6) Evaluate, refine and implement necessary modification to the statewide case management system as needed.
- (7) Coordinate these activities and those related in the West Virginia Commission on Aging's Title IV Plan.

## Service System Development Plan

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### Objective:

(4) To work with public and private agencies and organizations to develop programs and public policies (including tax incentives if appropriate) for the development of housing alternatives for the elderly.

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### Rationale for the selection of this objective and activities for carrying it out:

Affordable and accessible housing alternatives is an assessed need of elderly West Virginians, in addition to being a stated purpose in Title I of the Older Americans Act.

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### Activities:

- (1) Convene a committee representing the West Virginia Housing and Development Authority, the Governor's Office of Economic and Community Development, Farmers Home Administration, the Department of Housing and Urban Development, housing developers and the banking community to assess the current status of housing for the elderly and current policies relative to the same and to recommend policy changes that will enhance the development of housing alternatives.
- (2) Provide the area agencies on aging with information regarding weatherization and home repair programs available within the state.
- (3) Provide model Intergenerational programs and area agencies on aging with information and technical assistance on shared housing concepts.
- (4) Provide area agencies on aging with information and technical assistance on housing programs including, but not limited to, home equity programs.

## Service System Development Plan

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### Objective:

(5) To promote the expansion of employment opportunities for older West Virginians who desire to be gainfully employed.

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### Rationale for the selection of this objective and activities for carrying it out:

Barriers to older workers' employment are many, i.e., outmoded concepts of age and employability too often exclude older workers from business and industry hiring; new skill development training is not always available; age biases steadily push older people out of the work forces. Often those receiving meager incomes under Social Security or SSI find these incomes reduced by earned income while at the same time they may lose their eligibility for other services, i.e., Medicaid coverage, housing assistance or food stamps.

In light of new priority groups needs for employment, i.e., veterans, widows and single women and displaced workers, the West Virginia Commission on Aging has assessed the demand to further develop any and all available programs for employment opportunities for the elderly.

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### Activities:

- (1) Continue to sponsor the Title V Senior Community Service Employment Program and seek every possible opportunity to expand its funding.
- (2) Develop promotional materials that will assist in dispelling age discrimination to be distributed to business and industry.
- (3) Work with the Governor's Office of Economic and Community Development to ensure that the potential of the 3% set aside for training and retraining of the older worker is readministered through the Aging Network.
- (4) Develop the plan on equitable distribution within state for all sponsors slots for presentation to the national Department of Labor for approval.

## Service System Development Plan

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### Objective:

(6) To dispell negative stereotyping of the elderly and promotion of older persons as a valuable community resource through assisting in the development of intergenerational activities.

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### Rationale for the selection of this objective and activities for carrying it out:

The need for purposeful living has been assessed as one of the needs of West Virginia's elderly. Therefore, the Commission on Aging developed the above stated objective. Loneliness often contributes to severe mental and other health related problems. Additionally, society suffers great loss of resources by not providing for the appropriate utilization of the skills and knowledge of its senior citizens. Equally tragic is the lack of opportunity for many youth to learn from the experiences and heritage of older persons.

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### Activities:

- (1) Continue the work of a joint planning committee consisting of representatives of the State Department of Education, the Foster Grandparents Program, the West Virginia Extension Agency, Head Start and the West Virginia Commission on Aging.
- (2) Work with the State Department of Education's Community Education Program in establishing school and local community intergenerational programs.
- (3) Work with the area agencies on aging to establish Intergenerational model programs in each county whose purpose would be the development and implementation of local intergenerational activities.
- (4) Utilize the resources of Temple University, the University of Pittsburgh, the West Virginia Gerontology Center and various Schools of Social Work when appropriate and available.
- (5) Work with the State Department of Education, West Virginia Board of Regents and RESA's in training professional educators.

## Service System Development Plan

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### Objective:

(7) To advance the skills and knowledge of administrators, managers, practitioners, staffs and volunteers of the aging and allied networks where appropriate to better serve West Virginia's elderly.

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### Rationale for the selection of this objective and activities for carrying it out:

This objective relates to planning for joint training, research, technical assistance and dissemination of new information. Again, the demands for more and better services with fewer resources require a strong program of training, education and resource development opportunities.

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### Activities:

- (1) Work with the various colleges and universities in the state to assist in the planning and implementation of a curriculum for a gerontological program of study that will be accessible to in-field practitioners.
- (2) Secure at a minimum Title IV and other funds to develop a training plan for the aging network that addresses the elements of advocacy, service development, management improvement (with strong emphasis on financial management) and service systems development.
- (3) Expand the Commission on Aging's library as a technical assistance and research resource.
- (4) Utilize the services of the West Virginia University Gerontology Center and the Regional Long Term Care Gerontology Center at Temple when possible and appropriate.

OBJECTIVES - ADVOCACY PLAN

## ADVOCACY PLAN

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### Objective:

(1) To represent the interests of West Virginia's elderly before the state legislative, executive and regulatory bodies.

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### Rationale for the selection of this objective and activities for carrying it out:

The 1978 amendments of the Older Americans Act specifically made federal, state and local Administrations on Aging responsible for the elderly within their respective levels of government. The 1984 Amendments, which reauthorized the Older Americans Act through 1987 reaffirmed the advocacy role of state and the area agencies. The State Code in West Virginia also reaffirmed this role.

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### Activities:

- (1) Testifying before legislative, regulatory and executive bodies.
- (2) Reviewing and commenting on budgets, plans and policies affecting older persons.
- (3) Sitting on boards, commissions and task forces which make or recommend policies affecting the elderly.
- (4) Reviewing the budgets and plans of other state agencies and make appropriate recommendations.
- (5) Analyzing legislation and regulations to be able to provide information to the aging network on critical policy issues.
- (6) Providing training in such areas as Medigap, Social Security, Age Discrimination and Protective Services.
- (7) Serving as a resource to the Governor and Legislature on issues affecting the elderly.
- (8) Monitoring the activities of the West Virginia Legislature for matters affecting older adults; publishing information regarding legislative developments regularly during the months of the legislative session in a "Legislative Digest" and distributing to the aging network.
- (9) Providing training in such areas as Medigap, Social Security, Age Discrimination, Protective Services, Alzheimer's and related health issues in keeping with other training plans of the agency.

Objective (1) (continued)

Activities:

- (10) Providing technical assistance to senior advocacy groups throughout the state on matters affecting the elderly.

The Commission on Aging fully recognizes that advocacy objectives are achieved best through joint efforts of many groups. Therefore, as the outlined strategies are carried out the guiding principle will be that of concerted efforts of many groups and agencies.

## Advocacy Plan

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### Objective:

(2) To continue and expand the statewide network of long term care ombudspersons currently serving all of the 55 counties in the state.

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### Rationale for the selection of this objective and activities for carrying it out:

The Older Americans Act requires that funds from the state's allotment shall be set aside for conducting an effective ombudsman program. The West Virginia Commission on Aging recognizes the full significance of this mandate because in many instances those elderly who reside in long term care facilities are the most vulnerable of those in greatest social and economic need.

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### Activities:

- (1) Investigate and resolve complaints made by or on behalf of older residents in long term care facilities.
- (2) Provide information, training and technical assistance, as appropriate, to the general public, staff of long term care facilities, human service workers, families, volunteers, interested organizations and consumers.
- (3) Serve as a liaison with other State and community agencies in order to promote quality long term care and fulfill the legislated mandate to monitor the development and implementation of Federal, State and local laws, regulations, and policies governing long term care facilities.
- (4) Assist area and local aging programs and other interested organizations in recruiting, training and managing a volunteer network to assist in long term care monitoring, complaint resolution and visitation.
- (5) Secure additional resources to increase the service delivery capacity of the ombudsperson program.
- (6) Develop a more systemized long term care monitoring process.

The Senior Advocate Program, initiated by the Commission on Aging in 1983, employs up to 25 full- and part-time Senior Advocates who act as both paralegals and long term care ombudspersons. The Senior Advocates, employed by local Area Agencies on Aging, provide investigation and complaint resolution, information about available benefits, and relocation services to long term care residents. The Advocates also provide ongoing monitoring of long term care facilities.

## Advocacy Plan

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### Objective:

(3) To continue administrating the statewide Golden Mountaineer Discount Program.

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### Rationale for the selection of this objective and activities for carrying it out:

Adequate income is listed as one of the major needs of the elderly and providing discounts is one approach to expanding the purchasing power of the elderly. The Golden Mountaineer Discount Program presently is available to over 300,000 of West Virginia's senior citizens who have received a discount card. Additionally, there are presently 3,600 merchants and service providers participating in the program allowing reductions from the regular list prices and fees.

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### Activities:

- (1) Seek media support of the program.
- (2) Conduct promotional activities utilizing available statewide resources.
- (3) Appropriate recognition of new merchants joining the program.
- (4) Distribute updated localized participating merchant lists to senior citizen centers, libraries, area agencies on aging and newspapers.
- (5) Continue discussions with Chambers of Commerce, businesses and retail organizations to expand the obtaining of discounts for senior citizens.
- (6) Secure support of professional associations, other State Agencies, and groups representing the elderly.
- (7) Continue contact of chain businesses operating in West Virginia to obtain discounts.
- (8) Make travel reimbursement available for senior volunteers' travel in securing additional participating businesses.

## Advocacy Plan

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### Objective:

(4) To conduct the West Virginia Silver Haired Legislature in FY86, 87 and 88 to provide an opportunity for additional older persons to learn about the legislative process.

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### Rationale for the selection of this objective and activities for carrying it out:

Assisting the elderly to become advocates in their own behalf has proven extremely effective in the State of West Virginia. The first session of the Silver Haired Legislature was conducted in November, 1981 and annually thereafter. This model legislature is composed entirely of persons ages 60 and older who are elected by their peers at their respective local levels. The purposes are: (1) To provide an opportunity for older persons to learn about the legislative process; and, (2) To identify common problems, and to propose realistic feasible solutions to those problems in the form of proposed legislation. The West Virginia Silver Haired Legislature is established by a Concurrent Resolution of the State Legislature and funds are made available annually by the Legislature for its operation.

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### Activities:

- (1) Provide staff support.
- (2) Arrange and/or provide training on the State Legislative process and the Silver Haired Legislature Rules.
- (3) Provide information sharing on critical issues.
- (4) Provide public information support.
- (5) Arrange and/or provide technical assistance as needed.

## Advocacy Plan

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### Objective:

(5) To promote a positive image of older persons as vital participants in their communities; to identify and address through mass communication channels, issues, needs and concerns of older West Virginians; and to disseminate information on the availability of services and programs for older persons.

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### Rationale for the selection of this objective and activities for carrying it out:

The rationale for this objective is inherent in the stated objective and is interrelated with other objectives in this plan.

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### Activities:

- (1) Assess the needs and capabilities of the aging network related to public information activities, and provide training and technical assistance as needed.
- (2) Conduct technical assistance workshops on newsletter design and development and on accessing the mass media for the aging network.
- (3) Develop and disseminate public service announcements for radio and television stations on the perceptions of aging, as well as on various programs and services of the Commission on Aging.
- (4) Seek more comprehensive newspaper articles and programming on radio and television stations throughout the state related to the needs and concerns of older West Virginians.
- (5) Develop a standardized slide show and multi-media display for information fairs and other promotional activities which would better inform senior citizens about the Commission on Aging's programs and services.

## Advocacy Plan

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### Objective:

(6) To expand and improve statewide educational opportunities for older persons.

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### Rationale for the selection of this objective and activities for carrying it out:

The rapidly increasing elderly population and their needs, among many other reasons, demand the network to develop various public education programs which provide formal opportunities for older persons and inform the general public about aging, its processes, effects and problems. The Commission on Aging has assessed that the efforts in this regard are sporadic at best. There are few designated governmental funding sources which support educational activities especially for the elderly or the aging processes. Therefore, funding and resource development will be inherent to the accomplishment of this objective.

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### Activities:

- (1) Continue sponsoring annually the Jackson's Mill Senior Citizens Conference.
- (2) Provide technical assistance to various senior citizens organizations in the provision of educational opportunities for senior citizens, i.e., American Association of Retired Persons, Council of Senior West Virginians, West Virginia Elderhostel Programs.
- (3) Provide technical assistance to private and public agencies in the provision of educational opportunities for senior citizens.
- (4) Conduct a statewide public education conference on aging issues.
- (5) In keeping with the Title IV Plan, assist the Area Agencies in conducting areawide conferences on aging issues.

## Advocacy Plan

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### Objective:

(7) To promote volunteerism as a resource for expanding services to the institutionalized and noninstitutionalized elderly.

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### Rationale for the selection of this objective and activities for carrying it out:

Volunteers are the backbone of successful development of many human service systems and institutions in the private sector but have been woefully under-utilized in public service programs. Therefore, during the upcoming three fiscal years, the Commission on Aging will place major motivational emphasis on the development of volunteers as a programmatic resource.

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### Activities:

- (1) Work with other agencies and organizations to establish a formalized statewide volunteer organization with which volunteers can identify.
- (2) Provide training and technical assistance to the area agencies on aging and local service providers on the development and management of volunteer programs.
- (3) Investigate the possibility of the developing a demonstration program of formally organizing veterans as volunteers. (Large numbers of World War II veterans should be entering retirement circles in the near future.)
- (4) Strengthen relationships with the Senior Companion, Foster Grandparents and RSVP programs by sponsoring joint activities, i.e., training and conferences.
- (5) Develop appropriate public information activities to encourage and promote volunteerism.

## Advocacy Plan

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### Objective:

(8) To review and comment on the plans and policy statements of all other State agencies if those plans and policies affect the lives of the state's older citizens.

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### Rationale for the selection of this objective and activities for carrying it out:

To effectively represent the state's elderly is one of the major roles of the State Agency. This objective requires much effort and much staff time. Therefore, the commitment to this objective will of necessity have to be limited to "when humanly possible."

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### Activities:

- (1) Review the Secretary of State's Register weekly for the dates and times of all public hearings.
- (2) Inform elderly groups of public hearings, meetings, and convening of policymaking bodies.
- (3) Prepare written comments as required concerning plans and regulations.

OBJECTIVES - GENERAL ASSURANCES

## GENERAL ASSURANCES

The State Agency makes the following assurances, which it will be able to substantiate.

### A. GENERAL ADMINISTRATION

#### 1. Compliance with Requirements

The State Agency agrees to administer the program in accordance with the Act, the State Plan and all applicable regulations, policies and procedures established by the Commissioner of the Administration on Aging or the Secretary of Health and Human Services.

#### 2. Efficient Administration

The State Agency utilizes such methods of administration as are necessary for the proper and efficient administration of the Plan.

#### 3. General Administrative and Fiscal Requirements

The State Agency's uniform administrative requirements and cost principles are in compliance with the relevant provisions of 45 CFR Part 74 except where these provisions are superseded by statute or program regulations.

#### 4. Training of Staff

The State Agency provides a program of appropriate training for all classes of positions and volunteers.

#### 5. Management of Funds

The State Agency maintains sufficient financial control and accounting procedures to assure proper disbursement of and accounting for Federal funds under this Plan.

#### 6. Safeguarding Confidential Information

The State Agency has implemented such regulations, standards and procedures as are necessary to meet the requirements on safeguarding confidential information under relevant program regulations.

#### 7. Reporting Requirements

The State Agency agrees to furnish such reports and evaluations to the Secretary or the Commissioner as may be specified.

8. Standards for Service Providers

All providers of services under this Plan operate fully in conformance with all applicable Federal, State, and local fire, health, safety and sanitation and other standards prescribed in law or regulations. The State Agency provides that where the State or local public jurisdictions require licensure for the provision of services, agencies providing such services shall be licensed.

9. State Plan Amendments

State Plan amendments will be made in conformance with applicable program regulations.

B. EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS

1. Equal Employment Opportunity

The State Agency has an equal employment opportunity policy, implemented through an affirmative action plan for all aspects of personnel administration as specified in 45 CFR Part 74.

2. Non-Discrimination on the Basis of Handicap

All recipients of funds from the State Agency are required to operate each program activity so that, when viewed in its entirety, the program or activity is readily accessible to and usable by handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible, in keeping with 45 CFR Part 84.

3. Civil Rights Compliance

The State Agency has developed and is implementing a system to ensure that benefits and services available under the State Plan are provided in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964 as amended.

C. PROVISION OF SERVICES

1. Priorities

The State Agency has a reasonable and objective method for establishing priorities for services and such method is in compliance with the applicable statute.

2. Eligibility

The activities covered by this State Plan serve only those individuals and groups eligible under the provisions of the applicable statute.

3. Residency

No requirements as to the duration of residence or citizenship will be imposed as a condition of participation in the State's program for the provision of services.

4. Coordination and Maximum Utilization of Services

The State Agency, to the maximum extent possible, coordinates and utilizes the services and resources of other appropriate public and private agencies and organizations.

OBJECTIVES - PROGRAM SPECIFIC ASSURANCES

PROGRAM SPECIFIC ASSURANCES AND PROVISIONS

STATE AGENCY ORGANIZATION

Section 305(a)(1)

The State Agency (the West Virginia Commission on Aging) is the sole agency responsible for the administration of the State Plan on Aging.

STATE ALLOTMENT

Section 308(a)(1)

The State Agency will use its allotment for State Plan administration to pay not more than 75 percent of the costs of administering the State Plan.

Section 308(b)(1)(A)

The State will spend no more than 5% of its allotment under parts B and C, or \$300,000, whichever is greater, for State Plan Administration.

Section 308(b)(3)(E)

The State will request the Commissioner's approval for all transfers between congregate and home-delivered meals funds which exceed 30%.

Section 308(b)(5)(B)

The State will transfer no more than 29% in 1986 and 30% in 1987 and 1988 between Title III supportive and nutrition services.

Section 304(d)(1)(A)

Such amount as the State Agency determines but no more than 8.5 percent of the State's allotment will be used for paying such percentage as the State determines but no more than 75 percent of the cost of administration of area plans.

Section 304(d)(1)(D)

The portion of the State's allotment\* not used for paying the cost of administration of area plans will be available only for paying such percentage as the State determines, but not more than 85 percent of the cost of supportive services and nutrition services authorized under Title III, Parts B and C, in Planning and Service Areas for which there is an area plan approved by the State Agency.

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\*Excepting the provision of funds for the Long-Term Care Ombudsman Program (Section 307(a)(12)).

The State will not fund program development and coordination activities as a cost of supportive services until it has first spent 8.5 percent of the total of its combined allotments for supportive and nutrition services on administration of area plans.

The State and Area Agencies will, consistent with their budgeting cycles (annually, biannually or otherwise), submit the details of their proposals to pay for program development and coordination as a cost of supportive services to the general public (including older persons, government officials and the aging services network) for review and comment.

Section 309, Section 304(d)

The State Agency will fulfill all requirements for meeting the non-Federal share. The nonfederal share shall be in cash or in kind.

STATE AGENCY RESPONSIBILITIES

Section 305(a)(1)(D)

The State Agency will serve as an effective and visible advocate by reviewing and commenting upon all State Plans, budgets, and policies which affect the elderly and providing technical assistance to agencies, organizations, associations, and individuals serving the elderly.

Section 305(a)(1)(E)

The State Agency will divide the State into Planning and Service Areas according to statutory and regulatory requirements.

Section 305(a)(2)(C)(D)

The State Agency will, in accordance with guidelines issued by the Commissioner, develop, publish, and submit to the Commissioner for review and comment a formula for the distribution of Title III funds within the State.

Section 305(a)(2)(E)

The State Agency will give preference to providing services to older individuals with the greatest economic or social needs, with particular attention to low income minority individuals.

Section 305(b)(1)

Upon request, the State Agency will provide an opportunity for a hearing to any unit of general purpose local government, including units of 100,000 or more, if such unit(s) make(s) an application for PSA designation and is denied designation by the State Agency.

Section 306(a)(3)

The State Agency will keep a directory of community focal points in the State.

## STATE PLANS

### Section 307(a)

The State Agency will submit a State Plan for a three year period with such annual revisions as are necessary, and which meets such criteria as the Commissioner may, by regulation, prescribe.

### Section 307(a)(1)

The State will prepare and distribute a uniform format for use by Area Agencies in developing area plans under Section 306.

### Section 307(a)(2)

Each Area Agency will develop and submit to the State Agency for approval an area plan which complies with Section 306 of the Act.

### Section 307(a)(3)(A)

The State Agency will evaluate the need for supportive services (including legal assistance), nutrition services and multipurpose senior centers, and determine the extent to which existing public or private programs meet the need.

### Section 307(a)(3)(B)

The State Agency will spend in each fiscal year, for services to older individuals residing in rural areas in the State assisted under this Title, an amount not less than 105 percent of the amount expended for such services (including amounts expended under Title V and Title VII) in FY1978.

### Section 307(a)(4)

The State Agency will use such methods of administration, including methods relating to the establishment and maintenance of personnel standards on a merit basis as are necessary, for the proper and efficient administration of the plan, and, where necessary, provide for the reorganization and reassignment of functions to assure efficient administration.

### Section 307(a)(5)

The State Agency will grant a hearing upon request to an Area Agency on Aging submitting an Area Plan or Area Plan amendment, to any provider of a service under the Area Plan, or to any applicant to provide a service under the Area Plan.

### Section 307(a)(6)

The State Agency will make such reports, in such form, and containing such information as the Commissioner may require, and comply with such requirements as the Commissioner may impose to assure the correctness of such reports.

Section 307(a)(7)

The State Agency will adopt such financial control and fund accounting procedures as may be found necessary to assure proper disbursement of, and accounting for, Federal funds paid under this Title to the State, including any such funds paid to the recipients of a grant or contract.

Section 307(a)(8)

The State Agency will conduct periodic evaluations of activities and projects carried out under this Plan.

Section 307(a)(9)

The State Agency will provide for establishing and maintaining information and referral services in sufficient numbers to assure that all older individuals in the State who are not furnished adequate information and referral services under Section 306(a)(4) will have reasonably convenient access to such services.

Section 307(a)(10)

No supportive services, or nutrition services, will be provided directly by the State Agency or an Area Agency on Aging, except where, in the judgment of the State Agency, provision of such services by the State Agency or an Area Agency on Aging is necessary to assure an adequate supply of such services, or where such services are directly related to such State or Area Agency on Aging administrative functions, or where such services of a comparable quality can be provided more economically by such State or Area Agency on Aging.

Section 307(a)(11)

Subject to the requirements of merit employment systems, the State Agency gives preference to individuals age 60 or older for any staff positions in State and Area Agencies for which such individuals qualify.

Section 307(a)(12)

With respect to the Long-Term Care Ombudsman Program, the State will meet all statutory and regulatory provisions concerning the establishment and operation of the program; appointment of a full-time ombudsman; complaint investigation and resolution; access procedures and requirements; statewide uniform reporting system; confidentiality and disclosure requirements; and consideration of views of Area Agencies on Aging, older individuals and provider agencies.

Section 307(a)(13)

With respect to nutrition services, all statutory and regulatory provisions concerning nutrition services, selection of nutrition service providers, special requirements for nutrition service providers and food requirements for all nutrition service providers will be met.

Section 307(a)(12)

With respect to the Long-Term Care Ombudsman Program, the State will meet all statutory and regulatory provisions concerning the establishment and operation of the program; appointment of a full-time ombudsman; complaint investigation and resolution; access procedures and requirements; statewide uniform reporting system; confidentiality and disclosure requirements; and consideration of views of Area Agencies on Aging, older individuals and provider agencies.

Section 307(a)(13)

With respect to nutrition services, all statutory and regulatory provisions concerning nutrition services, selection of nutrition service providers, special requirements for nutrition service providers and food requirements for all nutrition service providers will be met.

Section 307(a)(14)

See Objective #5 - Service Development Plan.

Section 307(a)(15)

With respect to legal assistance, all statutory and regulatory provisions concerning the purpose of making the awards; the definition of legal assistance; the conditions legal assistance providers must meet; case priorities; and limitations on information about income and resources will be met.

Section 307(a)(16)

See Objective #4 - Services Development Plan.

Section 307(a)(17)

See Objective #4 - Service System Development Plan.

Section 307(a)(18)

See Objective #4 - Services Development Plan.

Section 307(a)(19)

With respect to education and training services, Area Agencies on Aging may enter into grants and contracts with providers of education and training services which can demonstrate the experience or capacity to provide such services, except that such contract authority shall be effective for any fiscal year only to such extent, or in such amounts, as are provided in appropriations Acts.

Section 307(a)(20)

In those planning and service areas in which a substantial number of older persons have limited English-speaking ability, the State Agency will require an Area Agency to use workers fluent in the other predominant language and to designate an individual employed by the Area Agency or available on a full-time basis to provide counseling to the limited English-speaking to assist them in participating in programs and receiving assistance under this Act, and to sensitize staff to cultural and linguistic differences.

Section 304(d)(1)(B), 307(a)(21)

From funds allotted under Section 304(a) for Part B of Title III (relating to supportive services), the State Agency will spend an amount which is determined to be adequate, but not less than an amount equal to 1 percent of this allotment or \$20,000, whichever is greater, for the purpose of carrying out the Long-Term Care Ombudsman program (Section 307(a)(12)) unless for any fiscal year, a State spends from State or local sources an equivalent amount for this purpose.

Section 304(d)(1)(C)

After September 30, 1986, such amount as the State Agency determines to be adequate, but not more than 1%, will be used for conducting effective demonstration projects in health and nutrition education under Section 307(f).

ATTACHMENTS

## ARTICLE 14.

## STATE COMMISSION ON AGING.

Sec.	Sec.
29-14-1. Creation and composition.	29-14-8. Purposes; actions.
29-14-2. Terms of citizen representatives; vacancies.	29-14-9. Programs of services for the aging.
29-14-3. Office space; officers; meetings.	29-14-10. Designated state agency for handling federal programs.
29-14-4. Expenses of citizen representatives.	29-14-11. Donations.
29-14-5. Director.	29-14-12. Records and files.
29-14-6. Personnel.	29-14-13. Reports.
29-14-7. Advisory committees.	

## § 29-14-1. Creation and composition.

There is hereby created the "state commission on aging," hereinafter referred to as the "commission." The commission shall consist of seventeen members, as follows: Seven members, herein referred to as government representatives, who shall be the state superintendent of schools, the director of health, the director of mental health, the commissioner of public institutions, the commissioner of welfare, the director of the West Virginia division of vocational rehabilitation, and the commissioner of the West Virginia department of employment security; and ten additional citizens of the State, herein referred to as citizen representatives, no more than five of whom shall belong to the same political party, who have demonstrated an interest in and knowledge of the problems of the aging. The governor shall appoint the ten citizen representatives of the commission by and with the advice and consent of the senate. (1964, c. 4.)

Administration of "Older Americans Act of 1965". — The state commission on aging has sufficient authority, on behalf of the State of West Virginia, to implement and administer the federal "Older Americans Act of 1965." 51 Op. Atty Gen. 472 (1965).

## § 29-14-2. Terms of citizen representatives; vacancies.

The citizen representatives shall be appointed for terms of four years each, and until their successors are appointed and qualified; except that of the members first appointed, four shall be appointed for terms of one year, two for terms of two years, two for terms of three years, and two for terms of four years. Vacancies shall be filled for the remainder of any unexpired term in the same manner as the original appointment. (1964, c. 4.)

## § 29-14-3. Office space; officers; meetings.

The commission may be supplied with necessary office space. A majority of the members of the commission shall constitute a quorum for the transaction of business. The commission shall elect a chairman, a vice chairman, and such other officers as it deems necessary. The commission shall meet at least two times each year. If unable to attend a commission meeting, a government representative shall send in his place his deputy or another person who has authority to act on behalf of the government representative, who shall be considered a member of the commission for the purpose of obtaining a quorum for the transaction of business. (1964, c. 4.)

## § 29-14-4. Expenses of citizen representatives.

Each citizen representative shall be entitled to receive out of funds appropriated or available for such purposes, travel and other necessary expenses actually incurred in the performance of his official duties under the provisions of this article. Requisition for such expenses shall be accompanied by a sworn and itemized statement which shall be filed with the auditor. (1964, c. 4.)

**§ 29-14-5. Director.**

After its citizen members have been appointed by the governor, the commission shall appoint a director who shall act as the chief administrative officer of the commission. He shall be a person who is professionally qualified by experience and training to assume the responsibilities of the position. The director's annual salary shall, within the limits of funds available, be fixed by the governor, and he may be reimbursed for travel and other necessary expenses actually incurred in the performance of his official duties. Requisition for such expenses shall be accompanied by a sworn and itemized statement which shall be filed with the auditor. (1964, c. 4; 1969, c. 13.)

**§ 29-14-6. Personnel.**

The director shall, with the advice and consent of the commission, appoint such other personnel as the commission deems to be necessary for the efficient performance of the duties prescribed by this article. Within the limits of funds available, and with the approval of the governor, the commission may fix the compensation of such other personnel, and may incur other expenses necessary to the effective discharge of its powers and duties. (1964, c. 4; 1969, c. 13.)

**§ 29-14-7. Advisory committees.**

The commission may create whatever advisory committees it deems necessary in such fields as health and mental health; income maintenance; employment and vocational rehabilitation; education; recreation and library services; social services; state and local community organization and leadership development, and may use funds appropriated or available for such purposes to defray the expense of such advisory committees. It shall, where feasible, designate a commission member having special competence in a field as chairman of any advisory committee it may create in that field. The commission may, in its discretion, also create such local or regional advisory committees. All such advisory committees shall report to the commission with regard to their activities and findings. Members of all such advisory committees may be entitled to receive out of funds appropriated or available for such purposes travel and other necessary expenses actually incurred in the performance of their official duties under the provisions of this article. Requisition for such expenses shall be accompanied by a sworn and itemized statement which shall be filed with the auditor. (1964, c. 4.)

**§ 29-14-8. Purposes; actions.**

The commission through its director shall take action to carry out the following purposes:

- (a) Conduct, and encourage other organizations to conduct, studies of the problems of the State's older people;
- (b) Encourage, promote and aid in the establishment of local programs and services for the aging. The commission may assist local governmental and other agencies by designing surveys that could be used locally to determine needs of

**§ 29-14-9 MISCELLANEOUS BOARDS AND OFFICERS**

older people; by recommending the creation of such services and facilities as appear to be needed; by serving as a clearinghouse for the collection and distribution of information on aging; and by assisting organizations and communities in such other ways as the commission may deem appropriate;

(c) Conduct programs of public education on the problems of the aging;

(d) Review existing state programs for the aging, and annually make recommendations to the governor and the legislature for improvements in and additions to such programs;

(e) Encourage and assist governmental and private agencies to coordinate their efforts on behalf of the aging in order that such efforts be effective and the duplication and wasting of effort be eliminated;

(f) Represent the State's concern for its senior citizens by collecting, analyzing and disseminating information about the aged and aging; and coordinate statewide local and voluntary efforts to serve the aging and make use of their wisdom and capacities, with due regard to the development of programs at the local level. (1964, c. 4.)

**§ 29-14-9. Programs of services for the aging.**

The commission may establish, under the administration of the director, in selected areas and local communities of the State, programs of services for the aging. Particular emphasis shall be given to services designed to foster continued participation of older people in family and community life and to prevent, insofar as possible, the onset of dependency and the need for long-term institutional care. Any allocations by the commission of appropriations for such programs may be made contingent upon local appropriations or gifts in money or in kind for the support of such programs. The county commission of any county or governing body of any municipality in this State may appropriate and expend money for establishing and maintaining such programs. Funds so appropriated by the county commission or by the governing body of any municipality in this State may be contributed from time to time to any committee or organization approved by the commission on aging for the purposes authorized by this section.

The commission on aging as provided hereunder may receive and expend appropriate funding, including the State's share of federal revenue-sharing funds, for the construction, acquisition and renovation of senior centers.

From time to time the legislature may appropriate funds on a matching basis for funds from any other source to be used for the purposes stated above. (1964, c. 4; 1975, c. 1; 1976, c. 3.)

**§ 29-14-10. Designated state agency for handling federal programs.**

The commission shall constitute the designated state agency for handling all programs of the federal government relating to the aging requiring action within the State, which are not the specific responsibility of another state agency under the provisions of federal law or which have not been specifically entrusted to another state agency by the legislature. (1964, c. 4.)

**§ 29-14-11. Donations.**

The commission may receive on behalf of the State any grant or gift and accept the same, so that the title shall pass to the State. All moneys from grants or gifts shall be deposited with the state treasurer in a special fund and shall be used for the purposes set forth in the grant or gift, if the purposes are within the powers conferred on the commission. The commission shall be empowered to comply with all regulations and requirements to qualify for federal grants and to administer such federal funds. (1964, c. 4.)

**§ 29-14-12. Records and files.**

All records, files and other property belonging to the state commission on problems of the aging pursuant to appropriation made and funds available under the provisions of senate concurrent resolution number four heretofore adopted on the twenty-eighth day of February, one thousand nine hundred fifty-seven, and senate committee substitute for house concurrent resolution number five heretofore adopted on the twelfth day of March, one thousand nine hundred fifty-nine, shall be turned over to the commission on aging herein created and shall be continued as part of the records, files and other property thereof. (1964, c. 4.)

**§ 29-14-13. Reports.**

The commission shall submit a progress report to the governor and to the members of the legislature on or before January first of each year, in addition to such other recommendations, studies and plans as it may submit from time to time. (1964, c. 4.)

## FUNDING FORMULA

## WEST VIRGINIA COMMISSION ON AGING - FY1986

Allocation of Title III-B, C and State Programs for the Elderly funds will be made by formula, which combines and weights the following factors:

<u>Factors</u>	<u>Weights</u>
Population aged 60+	.3
Population aged 60+ Low Income	.3
Population aged 75+	.2
Population aged 60+, minority	.1
Square miles/region	<u>.1</u>
	1.0

Services under the Older Americans Act are to be provided persons aged 60 and over; therefore, population data for that segment will be used and weighted for formula development. Low-income elderly and minority elderly are reflected and weighted in the formula in order to increase the proportion of funds to those regions with concentrations of persons in greatest economic or social need. Numbers of persons over 75 are reflected in the formula, since persons over 75 are more likely to need more costly services, and to emphasize commitment to provision of services to the frail elderly in order to avoid institutionalization as long as is possible. Square miles in each planning and service area is used as a formula factor, as is the county base amount, in order to respond to needs in less populous and/or rural areas.

Weighted raw data is computerized using multiple regression. The latest census data available was used for population and characteristics. Intrastate formula for each region is below:

<u>Region</u>	<u>Formula</u>
I	.159
II	.141
III	.140
IV	.089
V	.089
VI	.137
VII	.080
VIII/IX	.082
X/XI	<u>.083</u>
	1.000

## FUNDING FORMULA (page two)

Application of the formula, FY1986:

From the Title III-B and III-C allotment to the State, \$37,000 will be withheld for the statewide ombudsprogram. For State Agency administration, a total of \$300,000 will be withheld, deducted proportionately from each funding stream.

From the total State Programs for the Elderly appropriation, \$232,000 will be withheld for the Senior Advocate Program and discretionary programs.

Each area agency on aging will be allocated \$76,853 for administration in FY86. This is the same level as for 1985 and comes from Title III-B and C and State funds. There is a maximum allowable of 8.5%. For 1987 and 1988, the area agency administration funding level will be reviewed annually.

From Title III-B and State funds, \$27,250 will be allocated to the regions for each county within that region. Distribution of the remainder of the Title III and State funds allocated to the regions will be made by application of the formula with the exception of \$210,000 of State funds which were designated by the Legislature for aging network salary increases. The distribution of these funds will be determined at a later date.

<u>Sources of Funding, FY1986</u>	<u>Amounts</u>	<u>Withheld</u>	<u>Allocated</u>
Title III-B Est. <sup>1</sup>	\$2,346,864	(118,905) <sup>2</sup> (37,000) <sup>3</sup>	\$2,190,959
Title III-C-1 Est. <sup>1</sup>	2,972,989	(150,628) <sup>2</sup>	2,822,361
Title III-C-2 Est. <sup>1</sup>	601,328	(30,457) <sup>2</sup>	570,861
State Programs/Elderly	3,197,000 <sup>4</sup>	(232,000) <sup>5</sup>	2,965,000
Subtotal	<u>\$9,118,181</u>	<u>(569,000)</u>	<u>\$8,549,181</u>
State Discretionary Allocated		15,893 <sup>6</sup>	15,893
Total Allocated	<u>\$9,118,181</u>	<u>(553,107)</u>	<u>\$8,565,074</u>

<sup>1</sup>Title III funding based on 1986 President's budget request.

<sup>2</sup>State Agency Administration (\$300,000) withheld from Title III.

<sup>3</sup>Statewide Ombudsprogram Funds.

<sup>4</sup>Includes \$210,000 designated by State Legislature for aging network salary increases.

<sup>5</sup>Discretionary Programs.

<sup>6</sup>State Discretionary: \$15,893 Allocated to Maintain 1985 Levels of Ongoing Program Funding.

## FUNDING FORMULA (page three)

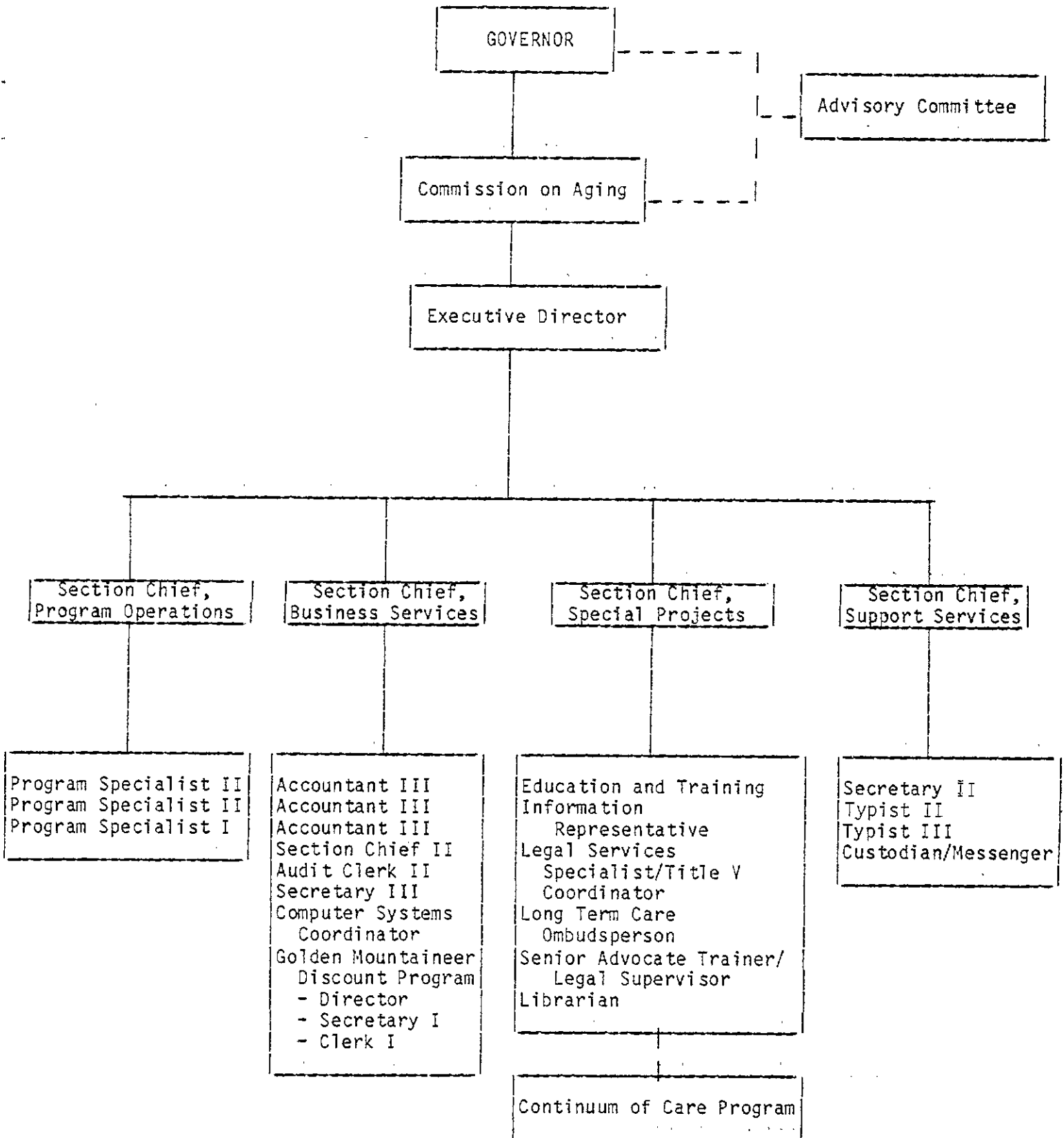
## FUNDING FORMULA: POPULATION/OTHER DATA

<u>Region</u>	<u>60+</u>	<u>60+ Low Income</u>	<u>60+ Minority</u>	<u>75+</u>	<u>Square Miles</u>
I	44,791	7,749	5,038	11,608	2,882
II	45,979	8,026	1,720	12,652	2,542
III	50,277	7,369	2,542	12,853	2,099
IV	26,550	4,819	1,431	7,244	3,825
V	30,722	5,404	172	8,972	2,668
VI	48,001	7,663	1,006	13,981	2,232
VII	22,656	5,125	154	6,800	3,392
VIII/IX	26,413	4,772	922	6,817	3,487
X/XI	<u>35,136</u>	<u>4,706</u>	<u>652</u>	<u>9,643</u>	<u>944</u>
Totals	330,525	55,633	13,637	90,570	24,071

Notes: 60+ Low Income and Minority Population from 1980 Census. Square Miles in Region from Census Bureau.

ORGANIZATIONAL CHART  
WEST VIRGINIA COMMISSION ON AGING

Attachment E



1986-88 AREA PLAN FORMAT

- A. Verification of Intent/Assurance of Compliance
- B. 1986 Program Plan
  - 1. Status of FY85 Objectives
  - 2. 1986-88 Objectives/Action Steps
  - 3. Area Program Summary
  - 4. Title III-C Meal Projections by Site
  - 5. Community Focal Points
- C. 1986 Financial Plan
  - 1. Regional Title III Allocation
  - 2. Regional Nutrition Allocation and Title III Totals
  - 3. Regional Summary - State Funds
  - 4. Other Regional Resources
  - 5. Annual Program Budgets - Title III-B
  - 6. Area Agency Budget
    - a. General Information
    - b. Line Item Budget
    - c. Budget Supplements (1-5)
    - d. Matching Resources
- D. 1986 Training Plan
- E. Exhibits
  - 1. Request for Waiver
  - 2. Transfers Between Title III-B and C
  - 3. Funds Unobligated
  - 4. Prior Approval
  - 5. Cost Allocation Method
  - 6. A-95 Review
  - 7. Public Hearing(s) Record
- F. Appendix
  - 1. Instructions for Completing the Area Plan
  - 2. Minimum Information Requirements for Title III Subgrantee Bids/Plans
  - 3. Census Data
  - 4. Updated Service Definitions
  - 5. Area Plan Checklist for CoA Use

PART A  
VERIFICATION OF INTENT/ASSURANCE OF COMPLIANCE

Region \_\_\_\_\_  
FY86 \_\_\_\_\_

Page \_\_\_\_\_

VERIFICATION OF INTENT/ASSURANCE OF COMPLIANCE

The FY86-88 Area Plan is hereby submitted for the \_\_\_\_\_  
(Planning and

\_\_\_\_\_. While the plan covers a three year  
Service Area)

period, this submission is for approval of activities from October 1, 1985  
through September 30, 1986. The \_\_\_\_\_

(Name of Area Agency)

assures that this document adheres to all of the provisions of the Older Americans Act, as amended, during the period identified. The Area Agency named above will assume full authority to develop and administer the Area Plan in accordance with all requirements of the Act and related State policy and procedures. In accepting this authority, the Area Agency assumes the major responsibility to develop and administer the Area Plan for a comprehensive and coordinated system of services and to serve as the advocate and focal point for older people in the planning and service area. In doing so, this Plan itself has been reviewed at public hearing(s) in the service area. Record of the hearing(s) may be found in Exhibit E.7.

By submitting this Plan to the West Virginia Commission on Aging for approval, the Area Agency agrees to comply with the FY86 Area Plan Assurances.

\_\_\_\_\_  
(Date) (Signed) \_\_\_\_\_  
(Area Agency Director)

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

\_\_\_\_\_  
(Date) (Signed) \_\_\_\_\_  
(Chairperson of the Area Agency  
Advisory Council on Aging)

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

\_\_\_\_\_  
(Date) (Signed) \_\_\_\_\_  
(Executive Director, Grantee Agency  
or authorized signator)

\_\_\_\_\_  
Title

AREA AGENCY ON AGING  
1986 AREA PLAN ASSURANCES

1. The area agency agrees to administer the program in accordance with the Older Americans Act, as amended, the state plan, and all applicable regulations, policies and procedures established by the State.
2. The area agency utilizes such methods of administration as necessary for proper and efficient administration of the area plan.
3. The area agency has an equal employment opportunity policy implemented through an affirmative action plan for all aspects of personnel administration as specified in 45 CFR Part 74 or applicable Federal circulars. All permanent positions to be filled from outside the agency must be advertised.
4. Subject to the requirements of merit employment systems, the area agency gives preference to individuals age 60 or older for any staff position within the area agency for which such individuals qualify. The area agency will make every effort to recruit such individuals.
5. The area agency will establish an advisory council consisting of more than 50% older persons and include older individuals (including minority individuals and those in greatest economic and social need) who are participants or who are eligible to participate in programs assisted under the Act, representatives of older individuals, local elected officials and the general public, to continually advise the area agency on all matters relating to the development, administration, and operations conducted under the area plan.
6. The area agency agrees to furnish such reports and evaluations to the State as may be specified.
7. The area agency will monitor, evaluate, and comment upon policies, programs, hearings, levies, and community actions which affect the elderly.
8. The area agency must operate each program activity conducted under the area plan so that when viewed in its entirety, the program or activity is readily accessible to and usable by handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible in keeping with 45 CFR 84 or applicable Federal circulars or state policy.
9. The area agency must operate each program activity conducted under the area plan so that no employment or administrative policy discriminates against handicapped persons.

10. The area agency has developed and is implementing a system which insures benefits and services available under the area plan are provided in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964 as amended.
11. The area agency will take into account the views of recipients of services in connection with matters of general policy arising in the development and administration of the area plan.
12. The area agency will prepare and distribute a uniform format for use by projects in developing Title III-B project plans minimally including the criteria set forth by the state office.
13. The area plan will be developed in consultation with local projects.
14. The area agency will grant a hearing upon request, following the established West Virginia Commission on Aging hearing procedures, to project(s) whose plan is denied or whose subgrant or contract is terminated or not renewed.
15. Revisions to the plan will be made in conformance with all applicable regulations.
16. The area agency will evaluate the need for supportive services, nutrition services and multipurpose senior centers, and determine the extent to which existing public or private programs meet the need.
17. The area agency will furnish appropriate technical assistance to providers of supportive services, nutrition services, or multi-purpose senior centers in the planning and service area.
18. The area agency will conduct periodic evaluations of activities carried out under the area plan.
19. The area agency, to the maximum extent possible, agrees to coordinate and utilize the services and resources of other appropriate public and private agencies and organizations.
20. The area agency has developed and published a reasonably objective method by which priorities for services are determined, particularly with respect to the delivery of priority services.
21. The area agency assures that, in the provision of services, preference will be given to older individuals with greatest economic and/or social need, especially low-income minorities.
22. The area agency will provide for the establishment and maintenance of information and referral services in sufficient number to assure that all older individuals within the planning and service area have reasonably convenient access to such services.
23. The area agency will provide for outreach efforts to locate individuals eligible for assistance under the Act, especially rural elderly, and to inform such individuals of the availability of assistance.

24. In regard to nutrition services, the area agency assures that all statutory and regulatory provisions, including the Guidelines for Contracting for the Provision of Nutrition Services developed by the Commission on Aging, will be met.
25. The area agency has implemented such regulations, standards and procedures as are necessary to meet the requirement of safeguarding the confidentiality of clients.
26. The activities covered by this area plan serve only those individuals and groups eligible under the provisions of the applicable statute.
27. No requirements of residency or citizenship will be imposed as a condition of participation in the area agency's program for the provision of services.
28. The area agency assures that all contractors/subgrantees under this area plan will adhere to state travel regulations as prescribed by the Governor for travel expenditures reimbursed from state funds or under state purchase orders. The area agency further assures that all contractors/subgrantees have adopted travel policies with reimbursement limits for per diem and mileage within established federal regulations.
29. The area agency assures that each service provider under the plan has a mechanism for receiving and resolving recipient complaints.
30. The area agency is to operate fully in conformance with all applicable Federal, State, and local fire, health, safety, sanitation and other standards prescribed in law or regulation.
31. The area agency's uniform administration requirements and cost principles are in compliance with the relevant provisions of 45 CFR Part 74 (or applicable Federal circulars or state policy) except where these provisions are superceded by statute or program regulations.
32. The area agency maintains sufficient financial control and accounting procedures to assure proper disbursement of and accounting for all funds under this plan.
33. The area agency assures that no more than 85% of the allowable budgeted expenses for services, and no more than 75% of the allowable budgeted expenses for area agency administration will come from the federal Title III allotment.
34. The area agency will fulfill all requirements for meeting the non-federal share.
35. The area agency will comply with 45 CFR 1321.199 (or applicable Federal circulars or state policy) and assure that of the local match required for Title III, 25% of that match will come from public agencies (i.e., cities, counties, other state agencies, etc.).

36. For FY86, the area agency assures that at least 50% of the federal Title III-B allotment will be expended on the designated priority access, in-home and community service groupings with an adequate amount to be spent in each of the categories. If this assurance cannot be given a waiver request is included.
37. The area agency will maintain a written explanation of the uniform method used for allocating budgeted costs by service category.
38. With respect to multipurpose senior centers, the area agency assures that the following will be met: all statutory and regulatory requirements concerning the purpose of making awards; health, safety, fire and construction requirements; federal and state labor standards; length of use of an acquired or constructed facility; special conditions for acquiring by purchase or constructing a facility; prohibition on sectarian use of a facility; and, funding and use requirements.
39. The area agency provides that where the state or local public jurisdictions require licensure for the provision of services, agencies providing such services shall be licensed.
40. With respect to the Long-Term Care Ombudsman Program, the area agency will conform with established West Virginia Commission on Aging policy in the provision of Ombudsman Services developed in keeping with all statutory and regulatory provisions concerning establishment and operation of the program; deliver ombudsman program services to licensed nursing and personal care homes and unlicensed personal care homes where a significant number of SSI recipients reside; assure availability of adequate personnel to carry out ombudsman program responsibilities; utilize required procedures issued by the state office involving access, confidentiality, disclosure, and reporting.
41. With respect to legal assistance, the area agency will conform with established West Virginia Commission on Aging policy in the provision of legal assistance developed in keeping with all statutory and regulatory provisions concerning the delivery of this priority service, the definition of legal assistance; the conditions legal service providers must meet; case priorities; and limitations on information about income and resources.

We have deleted for the purpose of saving space in the State Plan the following forms. They are available at the State and Area offices. However, the Instructions address each deleted form.

- B.1. Status of FY85 Area Plan Objectives
- B.2. 1986-88 Objectives/Action Steps
- B.3. Area Program Summary
- B.4. Title III-C Meal Projections by Site
- B.5. Community Focal Points
  
- C.1. Regional Title III Allocation
- C.2. Regional Nutrition Allocation and Title III Summary
- C.3. Regional Summary - State Funds
- C.4. Other Regional Resources Administered by AAA and Projects
- C.5.a. Annual Program Budget - Title III
- C.5.b. Annual Program Expenditures for FY85 - Title III
- C.6.a. General Information
- C.6.b. Line Item Budget
- C.6.c. Budget Supplement
- C.6.d. Matching Resources
  
- D.1. Training Plan for Area Agencies on Aging and Project Staff
  
- E.1. Request for Waiver
- E.2. Transfers
- E.3. Funds Unobligated/Uncommitted (From C.1., C.2., and C.3. pages)
- E.4. List of Prior Approval Items
- E.5. Regional Cost Allocation Method
- E.6. A-95 Review
- E.7. Public Hearing(s) Record

PART F  
APPENDIX

## F.1. INSTRUCTIONS FOR THE COMPLETING FY86-88 AREA PLAN

The attached materials are to be utilized by each planning and service area in the state of West Virginia in preparing the FY86-88 Area Plan. The entire plan is to be based on all Title III, state, project income, USDA, and local minimum match budgeted by the projects and area agencies on aging for use in meeting the statutory requirement of Title III-B and Title III-C programs.

An original and three copies of the complete area plan are due at the Commission by July 1, 1985. Given the time constraints, no extensions will be permitted. Each page of the plan is to be completed in its entirety, which includes numbering each page and identifying each page by region and fiscal year. The completed materials are to be three-hole punched and placed in binders.

Specific instructions for each section are as follows:

### VERIFICATION OF INTENT/ASSURANCE OF COMPLIANCE

This is a sign-off sheet for a one year time period, requiring the dated signatures of the Area Agency Director, Chairperson of the Area Agency Advisory Council on Aging, and the Executive Director of the Grantee Agency (or authorized signator). The signatures verify the intent of the above named bodies to assume authority and responsibility to develop and administer the area plan in compliance with the stated assurances. The people signing this form must carefully review the material being presented in its final form before signing the document.

Please note that all blanks on the form are to be completed.

### B.1. STATUS OF FY85 AREA PLAN OBJECTIVES

Area Agencies are to briefly describe the current status of each objective listed in the FY85 Area Plan Update. The status is to specifically include accomplishments toward the objective, problems encountered and any new directions which were taken to meet the objective. The narratives are to be placed in the same order as the objectives in the FY85 Area Plan Update.

### B.2. OBJECTIVES/ACTION STEPS

Area Agencies are to write objectives which will continue to meet the overall goal of promoting the development of a comprehensive and coordinated service delivery system for older persons within the planning and service area.

Objectives may be written for up to a three year period. In developing objectives, Area Agencies should keep in mind that any substantial changes made in the objectives during the three years the plan is in effect will require a public hearing.

Although a separate objective is not needed for each topic, area agency objectives, when viewed as a whole, must address the following issues:

- (1) Targeting services to older persons in greatest economic and social need, including minority elderly.
- (2) Serving the rural elderly
- (3) Developing multipurpose senior centers
- (4) Improving nutrition services (including current productivity initiative)
- (5) Providing Long Term Care Ombudsman Services and Legal Assistance Services
- (6) Supporting statewide programs which minimally include the Golden Mountaineer Program, the Silver Haired Legislature, and the annual senior citizens conference.
- (7) Maintaining or increasing, as appropriate, project income levels for Title III-B and Title III-C.

NOTE: In order to develop this objective and related action steps, Area Agencies are to examine the performance of each funded project. In those instances where project income levels are above the state average, the AAA strategy is to reflect what steps will be taken to maintain these levels. In the case of projects performing below the state average, AAAs are to explain what measures will be taken by the area agency to assist projects in increasing project income a minimum of 10% over FY85 levels.

- (8) Including families of elderly victims of Alzheimer's disease and other neurological and organic brain disorders of the Alzheimer's type in the delivery of in-home services in the region.

Each objective must be clear and understandable and include the following:

- a. address one need
- b. specify a single outcome or end product
- c. state a time frame for accomplishment
- d. be realistic

- e. be measurable
- f. comply with all relevant statutory requirements and state policies.

Action steps for each objective are also required on the B.2. form. Although objectives may cover a multi-year period, action steps are only to be submitted for FY86.

The action steps are to stipulate how the individual objective will be met and must minimally include:

- 1) what specific tasks will be undertaken;
- 2) what staff position will have overall responsibility for seeing the task completed; and
- 3) when each task will be accomplished (indicate a date in the column provided on the B.2. page).

B.3. (a. b. & c.) AREA PROGRAM SUMMARY: SUPPORTIVE SERVICES

This is a regional composite of the projected number of services to be provided in FY86 with all Title III, state, project income, USDA, and local minimum match budgeted by the projects and area agency on aging for use in the Title III-B and Title III-C programs. The projections are also to include all services provided by volunteers or individuals which incur no direct cost to the project/agency. DO NOT INCLUDE services provided by staff from other funding sources (e.g., Title V, Title XX, etc.) regardless of the supervision involved.

The FY86 projections are to be based on FY85 program reports and the West Virginia Commission on Aging Service Definitions. The definitions to be utilized in FY86 are in Appendix F.4.

The B.3. projections are to be completed as follows:

- 1. "Total unduplicated" is the total number of eligible individuals proposed to receive a specific service one time in the year.

Eligible individuals for Title III-B supportive services and Title III-C nutrition instruction/training, nutrition transportation, nutrition client finding, nutrition information, and nutrition referral services are those persons aged 60+.

Eligible individuals for Title III-C<sub>1</sub> Meals include persons age 60+, the spouse of participants aged 60+, volunteers working at the meal site a minimum of 24 hours in any given quarter, and/or handicapped or disabled persons who have not attained 60 years of age but reside in housing facilities primarily occupied by the elderly at which congregate nutrition services are provided.

Eligible individuals for Title III-C<sub>2</sub> Meals include persons 60+ who are homebound by reason of illness, incapacitating disability, or are otherwise isolated. The spouse of a C<sub>2</sub> eligible person, regardless of age or condition, may receive a meal if it is in the best interest of the homebound older person as determined by the area agency on aging's eligibility criteria.

2. "Units of service" is the total number of times a service will be provided. In addition to the unit measures indicated on the B.3. pages, refer to the current service definitions for further clarification of how services are counted (Appendix F.4.).
3. "Minority unduplicated" is the total unduplicated number of minority people (Black, Hispanic, Native American, Asian, etc.) expected to receive the specific service during the year. These projections are to be made only for the priority III-B services marked with an asterisk (\*) and for all III-C services except Nutrition Instruction/Training. Projections of services to minorities must minimally be in proportion to the minority older population in the area. For example, Region I should target 11% of all services to minorities. For consistency purposes, all regions must utilize the attached census data for making the comparisons. Census data is attached in Appendix F.3.

Although separate tracking is not required, the 1984 Amendments specify that in targeting minorities, particular attention is to be given to low-income minority individuals.

4. "Greatest economic need" is to be an unduplicated number based upon the poverty figures defined by the U.S. Department of Health and Human Services and are:

<u>Family Size</u>	<u>Per Month</u>	<u>Per Year</u>
1 .....	\$ 438 .....	\$ 5,250
2 .....	588 .....	7,050
3 .....	738 .....	8,850
4 .....	888 .....	10,650
5 .....	1038 .....	12,450
6 .....	1188 .....	14,250
7 .....	1338 .....	16,050
8 .....	1488 .....	17,850

For family units with more than 8 members, add \$150/month or \$1,800/annually for each additional member. A means test is not to be used to determine greatest economic need.

These projections are to be made only for the priority III-B services marked with an asterisk (\*) and for all III-C services except Nutrition Instruction/Training. Projections of older persons in greatest economic need must be equal to or greater than the percentage of 60+ persons in economic need within the service area. Again, for consistency purposes, all regions must utilize the census data in Appendix F.3. for making the comparisons.

5. "Greatest social need" is determined by non-economic factors which restrict an individual's ability to perform most daily tasks or threatens his/her capacity to live independently. While social need is determined on an individual basis, indicators may include physical and/or mental disabilities, language barriers, cultural and/or social isolation, including that caused by racial or ethnic status. The projection of greatest social need is to be an unduplicated number. Projections are to be made only for the priority III-B services marked with an asterisk (\*) and for all III-C services except Nutrition Instruction/Training.
6. "Alzheimer's unduplicated" and "Alzheimer's units" have been added in order to be in compliance with the Older Americans Act Amendments of 1984. Unduplicated and unit projections are to be made for in-home services for families of elderly victims of Alzheimer's disease and other brain disorders of the Alzheimer's type. In order to be counted in this category, a doctor's statement diagnosing the participant as having these type of disorders must be submitted to project staff.
7. "Recreation" is to be projected only if it is for an initial start-up program or if it is provided by volunteers. If it is a start-up program, it must be indicated on block 17 of the B.3.b. page and a written description of the program submitted. If it is provided by volunteers, it must be indicated as such on block 17 and the number (No.) of volunteers providing the service noted.
8. Area agencies are to project the total number of unduplicated individuals, minorities, and individuals in greatest social and economic need to be served in FY86 regardless of service category for III-B and III-C separately. This projection should reflect the total number of different individuals who will be served. It is NOT a grand total of unduplicated persons entered 1 through 22 and 23 through 29.

#### B.4. TITLE III-C MEAL PROJECTIONS BY SITE

Area agencies are to list by project the proposed number of meals per day to be served in each nutrition site within the planning and service area. If the number of meals projected is significantly over or under the FY85 projections, an explanation is needed.

#### B.5. COMMUNITY FOCAL POINTS

List by county all community focal points within the region which are currently designated for the collocation and coordination of services for the elderly. Area agencies are to develop their own criteria for designating focal points as long as such designations are made in conjunction with projects. In making these designations, area agencies are to give multipurpose senior centers special consideration. Indicate the name, address, and phone number of a contact person at each focal point.

C.1. REGIONAL TITLE III ALLOCATIONS

A. Columns Down

1. This is a recording of the Title III-B allocations of funds and is related to the following page (C.2.) for the total Title III allocation in your region.
2. A) "Area Agency administration" - dollars the Area Agency will use in administering the Title III programs.
3. B) "Projects/subgrantees" - Title III-B subgrantees by organization.
4. C) "Unobligated funds" - funds not allocated to a subgrantee but budgeted for development plans for use within the year. Funds reported here must be accompanied with a full explanation of their intended use on a page following the C1 and C2 pages.
5. D) "Senior center facilities" - the dollars set aside for the purpose of renovation, acquisition or construction of senior center facilities. Major renovations are defined as those which cost \$2,000 or more and/or which structurally change a building. List names of the subgrantees who have submitted an application to the Area Agency. If an Area Agency plans to set aside funds for anticipated senior center development, these should be listed under "Unobligated Funds" and explained on the accompanying page.
6. E) "Nursing home ombudsprogram" - the dollars the Area Agency is allocating for this program on a regional basis.

B. Columns Across

7. "Proposed funding level" columns include the dollars allocated from Title III-B and III-C-1 and 2 to Area Agency administration and only Title III-B for subgrantees.
8. "Non-federal" columns include dollars allocated from state and local funds. This is both match and supplement for State funds. "Local" is to include minimum match only. Area Agency match is required at 25%. To test for adequacy of match, divide the total federal by 3.

Project match is required at 15%, of which 5% must be state. To test for the adequacy of state match for projects, divide the federal amount by 17. To test for adequacy of local match, divide the federal by 8 1/2. Program income may be used for local match, and is included in the non-federal local column in this case.

9. NOTE: Local non-federal funds in excess of minimum match are not incorporated in the budget. Thus the quality and documentation of minimum match should be closely reviewed. Documentation of excess local contributions which could replace match disallowed in an audit would be prudent.
10. "Program income" is income realized by the subgrantee as a result of program operations and budgeted to reduce program costs. This column applies only to subgrantees.
11. "Total of Preceding Columns": Add the columns across on this page for these totals: Area Agency administration, each subgrantee, each senior center and program unobligated funds.
12. "Other" includes allocations of cash and in-kind from other resources administered by the area agencies and projects. These are funds used to support the Title III-B program but not reported in any other column. This should include any local funds in excess of minimum match used in the program.
13. At the bottom of the page, indicate the portion of the program income listed in the Local Column which is used as match and the amount of state money listed in the State Column which is used as required match (III-B projects and AAA separately).
14. The information on this page should correspond to the information reported on the Budget Supplement pages of the line item budgets of the Area Agency and the subgrantees, plus any funds not yet committed.

C.2. REGIONAL TITLE III ALLOCATIONS

1. Following the same format as the Regional Title III Allocation (C.1.) this page reports the Title III-C-1 and C-2 project allocations.
2. G) H) "Nutrition projects/subgrantees" -list these by organization separately for C-1 (Congregate) and C-2 (Home-Delivered) in the upper and lower sections.
3. I) Include any unobligated nutrition funds.
4. J) Total all the columns
5. K) Total of F (from the C.1. page) and J (the total of the funds reported on the C.2. page). This should agree with the Regional Title III allocation.
6. "USDA" column refers to value of cash expected from USDA to supplement the Title III-C programs.
7. See C.1.B.8. of instructions for required match information.

8. Indicate at the bottom of the page the portion of project income under Local which is used as match, and the portion of state in the State Column used as required match. As on C.1., the non-federal funds include minimum match for local match plus supplement for State.

C.3. REGIONAL STATE FUNDS SUMMARY

Summarize uses and amounts which total to the allocation of State funds. Give best information available initially, and update periodically.

C.4. OTHER REGIONAL RESOURCES

1. This is a recording of funds other than Title III, state, local, match, USDA, and program income, which are administered by the Area Agency and subgrantees. Include local funds in excess of minimum match. Include funds received and paid out, as well as others like CWEP which are only administered.
2. Do not include funding information from C.1., C.2., and C.3. summaries, EXCEPT for "Other".
3. Enter only the funds the Area Agency and the subgrantees are responsible to administer.
4. In-kind may be included if desired. Please identify as in-kind so that the amount can be segregated if necessary.
5. Funding period refers to the beginning and ending dates on the grants received.
6. The total is the amount of funds from that source and the match and supplement (unless included on C.3.) administered by the Area Agency and/or subgrantees.

C.5.a. ANNUAL PROGRAM BUDGETS - TITLE III-B

This is a reporting of funds budgeted by service categories and Area Agency administration (include Title III-C for Area Agency Administration). Unit of service cost for these service groupings should be comparable to last year. The rationale for distributing these costs to the service categories need not be included here, but must be on file and available at the Area Agency and projects. Costs of training for staff, etc., are to be distributed among the services benefited.

Priority Services Note: A minimum of 50% of the Title III-B funds for each region must be allocated in these service categories (2-4 below). An adequate proportion of the Title III-B funds in each region must go into each of the priority services, unless the Area Agency has an approved waiver. A waiver request form may be found as Exhibit 1 of the Area Plan.

Columns down:

1. Area Agency Administration (self-explanatory).
2. Access services include: transportation, client finding, information, and referral.
3. Priority in-home services: housekeeping, personal care, telephoning, visiting, chore services.
4. Priority community services: legal, escort.
5. Subtotal of priority services (2-4).
6. Other in-home services: shopping, letter writing, reading.
7. Other community services: repair/maintenance/renovation, assessment, housing placement, recreation (start-up only), instruction/training, day care, employment placement, counseling.
8. Nursing home ombudsprogram/Senior Advocate Program: Title III budget funds allocated to provide this program with personnel, travel, office space, telephone, etc.
9. "Senior center facilities": funds to be used in the renovation, acquisition or construction of senior center facilities.
10. "Unobligated": funds are listed here.
11. Totals: total each column down. The totals are to correspond to those on C.1.

Columns across:

12. "Federal" is the Title III funds.
13. "State" is all state dollars, including the state supplement.
14. "Local" is local non-federal funds and program income used as match. Only minimum match should be entered.
15. "Program income" is income realized by the subgrantee as a result of program operations and budgeted to reduce program costs.
16. Total: total the columns across.
17. The information on this page corresponds to the information on the Budget Supplement pages of the line item budgets of the Area Agency and Title III-B subgrantees, plus any unobligated funds.

C.5.b. This is a report of detailed expenditures for the previous fiscal year for each program category. This page is to be submitted as an attachment to the final expenditure report and will serve as an amendment to the 1986 area plan. (Due 11/15/85.) DO NOT SUBMIT THIS PAGE WITH THE PLAN.

C.6.a. AREA AGENCY BUDGET - GENERAL INFORMATION

Complete this form as follows:

1. Name, address and telephone number of applicant - list the name, address and telephone number of the grantee agency.
2. Address at which the proposed area agency will be conducted - list the address and telephone number of the area agency if different from the grantee agency. If not, note "the same".
3. Proposed Area Agency Period - NOTE - Beginning October 1, 1985 and ending September 30, 1986.
4. Name of Area Agency Director or Coordinator - list name of area agency director.
5. Type of Application - check as appropriate.
6. Geographic area - list counties covered by the area agency.
7. Part II - Computation of Funds - figures listed here must correspond to the appropriate figures on the C.5.a. page.
8. The form must be signed by an individual authorized to commit the grantee to the agreement.

C.6.b.-d. BUDGET SUPPLEMENT

Following are instructions for completing the C.6. pages:

1. Personnel: (Itemize)

Full and part time staff: (In description, indicate hourly or monthly rate plus total actual amount paid employee from all sources. This should then be distributed among Title III, Non-Federal and Other sources - indicate each source plus amount. The description should represent 100% of pay for employees.)

(\$3.35/hour is the current legal minimum wage.)

Temporary staff: volunteer salaries or wages (include rate x time. The employer's Social Security Matching is 7.05% and is scheduled to increase to 7.15% 1/1/86.

Workers' Compensation (list % project is required to pay).

Unemployment taxes (Federal and State, list % project is required to pay + base).  
Group insurance (e.g., health, life, retirement, etc.) -list % base, and/or monthly rate paid - include administrative fees, if any. For State of West Virginia insurance, budget only for eligible employees (30 hours/week or more). Employees pay 30% of premiums the first year. Premiums are anticipated to increase 5% effective 7/1/85. Budget this increase.

2. Travel: (Itemize)

List your agency's allowable rates for mileage, daily meals and lodging. Staff, volunteers and advisory council: Reimbursement for personal auto, mileage, actual amount for bus, taxi, etc. Out-of-town travel expenses (include daily meals allowance). Travel paid with state funds must not exceed State rates allowable. Staff training: include mileage, meals and lodging.

3.a. Printing and Supplies:

Outside printing and supplies, office supplies, recreation and craft supplies, medical supplies and maintenance supplies.

3.b. Equipment: (Itemize)

Purchase of equipment with a useful life longer than one year which is to be included in your Equipment Inventory. Depreciation or usage allowance of agency-owned or donated equipment and furnishings (include adequate detail of computation).  
Rent or lease of office equipment, furniture, technical equipment. Normal maintenance of office and technical equipment; equipment repair.

4.a. Building Space\* (Include basis for determining charge - square feet, % of time used, donor, etc.)

\*For any costs paid to the grantee or grantee-associated program, full information as to usage and basis of charges is required. Attach a supplemental sheet if necessary.

Rent, depreciation or usage allowance of agency-owned or donated facility; contracted building maintenance services; fair rental value of donated space (including basis for charge).

4.b. Communications and Utilities:

Telephone and telegraph; postage, shipping; utilities; advertising.

- 4.c. Other: (Itemize)  
Training: Tuition and registration fees, etc. (do not include travel, meals, lodging); meeting costs (not travel-related); legal; auditing; bonding; technical consultants; publications/subscriptions/memberships; other allowable costs not provided for in another category.
5. Indirect Costs:  
May be budgeted only if an Indirect Cost Proposal has been approved by the grantor organization. If an indirect cost is necessary for FY86 and there are changes or this is a new plan, the cost allocation plan and documentation must be sent to the fiscal office of the Commission on Aging prior to the submission of the Area Plan for approval, i.e., as soon as possible. For more information on indirect cost plans, refer to OMB Circular 74-4.
6. Program Income:  
Enter only the amounts anticipated to be earned as a result of AAA operations. Income generated by Title III must be used for approved budgeted costs.
7. Definitions for Matching:

Cash

Only those funds actually received and disbursed by the AAA.

In-Kind

Non-cash resources used by the AAA. Examples: Volunteer services, donated supplies or equipment, fair rental value use allowances, utilities paid by others, needed services by persons whose salaries (non-federal) are paid by other than the aging project. Fair rental value cannot be used if the grantee owns the asset.

Include both in budget and documentation, source (donor), adequate valuation detail (square feet, rate, etc.) and time available to project.

D.1. TRAINING PLAN

General Information: The training plan format is to reflect projected training activities for only the first year of the three year plan. Training activities for the second and third years will be presented as part of the plan updates for those years.

In developing the training plan, the area agency should be aware that quarterly reporting will be required on training activities. The report is expected to be in conformance with the information projected in this plan.

The D.1. page(s) is to be completed as follows:

- (1) Type of Training: The description is to reflect training content (i.e., financial management; program planning; legal issues affecting the elderly; food preparation and handling, etc.)
- (2) Projected Number of Sessions: Self explanatory.
- (3) Projected Number of Individuals: Self explanatory.
- (4) Number of Individuals by Employment Title: If the training activity is specifically geared to one group of employees (i.e., 12 III-C site directors), so indicate. Any training activity that is designed to impact several employment classifications is to indicate all participants by number and employment type (i.e., Program Planning - 6 III-B, 4 III-C Directors, 30 Project Advisory Council members and 4 fiscal officers).
- (5) Organization(s) or Person(s) to Provide Training: Please be specific if the organization(s) or individual(s) are known.
- (6) Projected Target Dates: Again, this training plan reflects a one year projection of the three-year plan, therefore all dates are to be confined to the initial 12-month program period.

E.1. REQUEST FOR WAIVER

Only the following waiver requests will be accepted.

1. Priority Service

For FY86, area agencies must expend on a regional basis an adequate proportion of the required 50% of Title III-B funds in each of the designated priority access, in-home and community service groupings unless a waiver is approved.

Before an area agency requests a waiver, it shall conduct a timely public hearing, notifying all interested parties in the area and furnishing the interested parties an opportunity to testify. A report of the public hearing must be prepared.

This request for waiver must:

- a. Identify the specific priority service for which the waiver is requested.
- b. Briefly give the current status of the service explaining why the waiver is required. The explanation must demonstrate that the service to be waived is furnished in sufficient amount as to meet the need for such service within the region. No other reason is permissible per the statutory language.

- c. Specify the time period, up to one year, for which the waiver is requested.
- d. Include a record of the public hearing.

2. Area Agency to Provide Direct Services

An area agency may request to provide direct service(s) if the AAA can demonstrate that it can deliver such service(s) more effectively and efficiently than any other provider. This waiver is required for the Senior Advocate/Ombudsman program. The request for waiver in this instance must:

- a. Identify the service(s) and the counties in which the service(s) will be provided.
- b. Explain how the services are directly related to the AAA's administrative functions (if applicable).
- c. Explain why the area agency can more economically or effectively and efficiently deliver the service(s).
- d. Include objective(s) and action steps which will be attained in the fiscal year.
- e. Incorporate projections on the appropriate B.3. page(s).
- f. Specify a time period for the waiver request, not to exceed one year.

E.2. TRANSFERS BETWEEN TITLE III-B AND TITLE III-C

Instructions are on form E.2. in the Exhibits Section.

E.3. UNOBLIGATED FUNDS

On this page, the Area Agency indicates what money has been set aside for special projects or anticipated proposals (anticipated senior center development projects, model priority service projects, or service activities that are short in duration, late in starting up or otherwise one-time in nature). These funds must not be used as discretionary funds to bail projects out of trouble. The following information must be included on this page:

1. The project(s) to receive the money
2. How much money is included.

3. The purpose for which the money will be used.
4. The date by which the funds are expected to be obligated.

(Note: All funds designated as unobligated must be obligated by December 31, 1985).

#### E.4. PRIOR APPROVAL ITEMS

Federal requirements governing the administration of Title III funds require that prior approval be given by the state office before certain items can be allowed as a cost to the program. Examples are general purpose equipment costing \$500 or more per unit, organizational costs, overtime, and participant support costs. An area agency must carefully review such items included in subgrantees budget. Submit this page only if a subgrantee includes items requiring prior approval in the budget.

Complete one page for each subgrantee as follows:

- |                             |  |
|-----------------------------|--|
| Subgrantee                  | - List the subgrantee who is requesting a prior approval item.   |
| Item                        | - List each item which requires prior approval (use additional sheets if necessary).   |
| Cost                        | - List the cost per unit of each item and the number of units.   |
| Rationale/<br>Justification | - Give a brief summary of how this item will affect/benefit the program. Include any cost studies (for equipment purchase) as a separate item. |

#### E.5. COST ALLOCATION METHOD

Example is on form E.5. in the Exhibits Section.

It is necessary for each AAA to have developed a regional cost allocation plan explaining exactly what budget items (direct and indirect) are charged to each Title III-B service provided within the region. Service costs must be allocated as accurately as possible in order that the per unit costs for services can be computed.

(This form need not be submitted with the Area Plan.)

Each AAA must have its own detailed explanation of the regional cost allocation method. This explains how the AAA has instructed its subgrantees to distribute budgeted items to service and program activities. In all cases, the cost allocation method must be uniform for subgrantees within the region, and must be on file for review at both the Area Agency and project levels.

E.6. A-95 REVIEW

The area agency is to attach documentation that the area plan has been submitted for an A-95 review. When area agencies receive the written decision of the A-95 body, a copy of such is to be forwarded to the Commission to be filed with the area plan.

E.7. PUBLIC HEARING(S) RECORD

At least one Public Hearing must be held by each applicant on its plan. Records of the hearing(s) are to be submitted with the proposal and are to include the time and location of the hearing(s), the number of people in attendance, the comments received on the plan and the manner in which the plan was changed because of the comments made at the hearing.

F.2. MINIMUM INFORMATION CRITERIA REQUIRED OF SUBGRANTEES

Area agencies are required to obtain minimum information from subgrantees. This information is required primarily to:

1. Complete the Area Plan.
2. Facilitate planning.
3. Meet federal and state requirements.
4. Use as a basis for monitoring and assessing subgrantees.
5. Have material readily available for informational requests by the Legislature or similar bodies.

Area Agencies are responsible for developing their own regionally uniform formats and instructions based upon the stated minimum criteria of the Commission. Even if one entity is being proposed to receive both Title III-B and Title III-C funds, information to complete the Area Plan is to be collected through the separate processes outlined below. During future assessments, Commission on Aging staff will review the grant award procedures established and used by each area agency.

The following are the minimum information criteria for Title III proposals:

Title III-C Bids

Title III-C is required to be awarded through a competitive bid process. The minimum criteria for Title III-C are outlined in "Guidelines for Contracting for the Provision of Nutrition Services" and appropriate updates developed and distributed by the Commission on Aging.

Title III-B Plans

In preparing the Title III-B plan, the applicants are to receive Area Agency on Aging instruction on how to utilize data on existing conditions and needs as they relate to projecting service information. The instruction is to include consideration of:

- (A) Characteristics of the elderly within the project area, according to available census data. Particular emphasis should be given to the indicators of social need, economic need and minorities (including low income minorities).
- (B) Existing resources and cooperative arrangements in the project area which are available to the elderly. This is to include efforts of voluntary organizations.
- (C) Community focal points which have been designated by the area agency in cooperation with local projects.
- (D) Identification of unavailable services and services available in insufficient quantities in the project area.

MINIMUM CRITERIA FOR TITLE III-B PROJECT PLANS:

1. Assurance of compliance with:
  - (A) The Civil Rights Act of 1964
  - (B) The Rehabilitation Act of 1973, as amended
  - (C) State prescribed travel policies
  - (D) Other assurances deemed necessary
2. Program summary information to complete the regional B.3 (a) and (b) pages of the Area Plan. Applicants are to project:
  - (A) The number of unduplicated persons, units of service, unduplicated minority and unduplicated individuals in greatest social and economic need anticipated to receive specific priority services in FY86;
  - (B) The total unduplicated individuals, minorities and individuals in greatest social and economic need to be served regardless of specific service;
  - (C) Alzheimer's unduplicated and Alzheimer's units have been added in order to be in compliance with the Older Americans Act Amendments of 1984. Unduplicated and unit projections are to be made for in-home services for families of elderly victims of Alzheimer's disease and other brain disorders of the Alzheimer's type.

Applicants are to be instructed that although separate tracking is not required, the 1984 Amendments to the Older Americans Act stipulate that particular attention is to be given to low-income minority individuals in targeting services.

The Area Agency is to insure that FY85 service levels are, at a minimum, maintained in FY86 unless justification for reductions is supplied.
3. Objectives to cover the services which will be provided by the applicant as listed on the Area Plan Program Summary. The service objectives must include the unduplicated and unit of service projections for each service.
4. Action steps or work plans for each objective explaining how the major tasks will be accomplished. These action steps are to specify what will be accomplished, by whom, when and where. If the services in the applicant's program summary are to be supplied by volunteers, then the management and utilization of volunteers are to be included in the action steps.

5. Cost and budget information in sufficient detail to compile required area plan schedules.

Line item budgets (including general information and signature page) containing at minimum the information requested in the area agency budget format.

6. Training plans developed on the project level which minimally include:

- (A) Training needs assessment.
- (B) Stated training plans that are related to accomplishment of programmatic objectives.
- (C) Strategies for accomplishing the training objectives.
- (D) Proposed training schedule.
- (E) Budgeting of funds for training activities.

7. At least one Public Hearing must be held by each applicant on its plan. Records of the hearing(s) are to be submitted with the proposal and are to include the time and location of the hearing(s), the number of people in attendance, the comments received on the plan and the manner in which the plan was changed because of the comments made at the hearing. (This documentation is to be signed by the governing board chairperson.)

8. Project organization and management information: (The following materials may either be submitted or handled through an assurance procedure.)

- (A) Applicant status (public/private - nonprofit/profit)
- (B) Other programs operated by applicant
- (C) Organizational chart
- (D) Job descriptions of all full- and part-time project personnel and volunteers used to provide services under the Program Summary of the Project Plan.
- (E) Listing of the Board of Directors noting officers, agencies or groups represented on the board as well as older persons.
- (F) Personnel policies and procedures
- (G) Bylaws
- (H) Information on bonding and audit plans
- (I) Fiscal Procedures Manual

## F.3. CENSUS DATA

	<u>1980 Total Population 60+*</u>	<u>1980 Total Minority 60+</u>	<u>% of 60+ Minority of 60+ in County</u>	<u>1979 Low Income 60+</u>	<u>% of 60+ Low Income of 60+ in County</u>
<u>REGION I</u>					
McDowell	7,430	1,743	23%	1,313	18%
Mercer	13,355	1,231	9%	2,140	16%
Monroe	2,563	89	4%	602	23%
Raleigh	14,522	1,760	12%	2,192	15%
Summers	2,969	111	4%	757	25%
Wyoming	3,952	104	3%	745	19%
Totals	44,791	5,038	11%	7,749	17%
<u>REGION II</u>					
Cabell	19,830	866	4%	2,880	15%
Lincoln	3,513	--	--	906	26%
Logan	6,884	533	8%	1,037	15%
Mason	4,263	46	1%	841	20%
Mingo	4,636	257	6%	829	18%
Wayne	6,853	12	.2%	1,533	22%
Totals	45,979	1,714	4%	8,026	17%
<u>REGION III</u>					
Boone	4,148	66	2%	597	14%
Clay	1,803	--	--	546	30%
Kanawha	39,455	2,462	6%	5,269	13%
Putnam	4,871	7	.1%	957	20%
Totals	50,277	2,535	5%	7,369	15%
<u>REGION IV</u>					
Fayette	10,784	1,065	10%	1,475	14%
Greenbrier	7,279	310	4%	1,521	21%
Nicholas	4,184	--	--	783	19%
Pocahontas	2,157	44	2%	458	21%
Webster	2,146	--	--	582	27%
Totals	26,550	1,419	5%	4,819	18%

## F.3. CENSUS DATA (page 2)

	<u>1980 Total Population 60+*</u>	<u>1980 Total Minority 60+</u>	<u>% of 60+ Minority of 60+ in County</u>	<u>1979 Low Income 60+</u>	<u>% of 60+ Low Income of 60+ in County</u>
<u>REGION V</u>					
Calhoun	1,662	--	--	403	24%
Jackson	3,680	2	.5%	969	26%
Pleasants	1,277	--	--	261	20%
Ritchie	2,541	--	--	577	23%
Roane	3,098	--	--	757	24%
Tyler	1,984	--	--	415	21%
Wirt	905	--	--	235	26%
Wood	15,575	147	.9%	1,767	11%
Totals	30,722	149	.5%	5,384	18%
<u>REGION VI</u>					
Doddridge	1,505	--	--	306	20%
Harrison	15,574	224	1%	2,678	17%
Marion	12,975	518	4%	1,794	14%
Monongalia	9,656	201	2%	1,177	12%
Preston	5,203	16	.3%	1,123	22%
Taylor	3,088	44	1%	585	19%
Totals	48,001	1,003	2%	7,663	16%
<u>REGION VII</u>					
Barbour	3,160	34	1%	613	19%
Braxton	2,902	18	.6%	844	29%
Gilmer	1,548	5	.3%	425	27%
Lewis	4,035	27	.6%	811	20%
Randolph	5,256	43	.8%	1,135	22%
Tucker	1,812	--	--	420	23%
Upshur	3,943	22	.5%	877	22%
Totals	22,656	149	.6%	5,125	23%

## F.3. CENSUS DATA (page 3)

	<u>1980 Total Population 60+*</u>	<u>1980 Total Minority 60+</u>	<u>% of 60+ Minority of 60+ in County</u>	<u>1979 Low Income 60+</u>	<u>% of 60+ Low Income of 60+ in County</u>
<u>REGIONS VIII/IX</u>					
Grant	1,722	36	2%	573	33%
Hampshire	2,556	18	--	548	21%
Hardy	1,914	49	3%	587	31%
Mineral	4,567	109	2%	616	13%
Pendleton	1,628	12	.7%	431	26%
Berkeley	7,577	288	4%	1,142	15%
Jefferson	4,483	382	9%	506	11%
Morgan	1,966	28	1%	369	19%
Totals	26,413	922	3%	4,772	18%
<u>REGIONS X/XI</u>					
Marshall	6,920	40	.6%	969	14%
Ohio	12,888	342	3%	1,689	13%
Wetzel	3,648	--	--	788	22%
Brooke	5,038	58	1%	573	11%
Hancock	6,642	203	3%	687	10%
Totals	35,136	643	2%	4,706	13%
WEST VIRGINIA TOTALS	330,525	13,572	4%	55,613	17%

\*Numbers represent a total count of all persons.

DEFINITION OF ACTIVITIES AND UNIT MEASURES  
TO BE USED BY ALL REGIONS

Activity - One of these elements plus a Program Area is used, as appropriate, to construct each basic service description in computerized regions. Non-computerized regions are to utilize activity definitions only for the purpose of projecting/and reporting service levels.

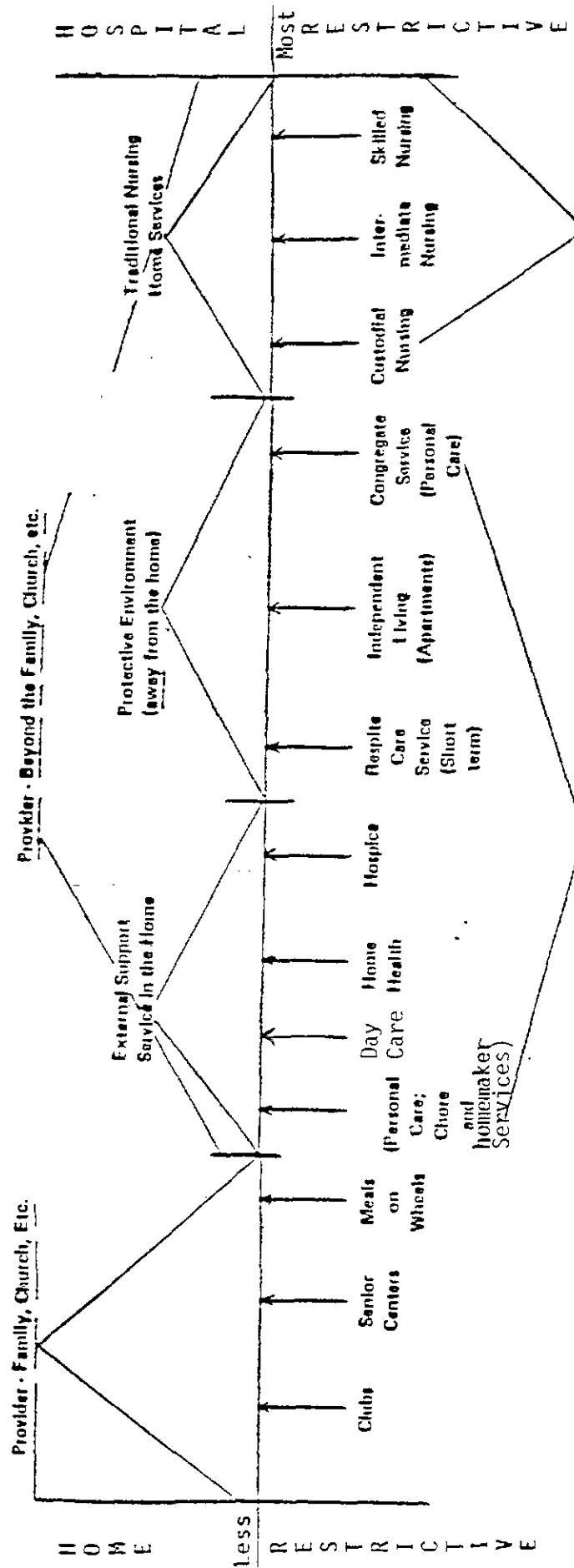
1. ADVOCACY: Not in use.
2. ASSESSMENT (1 contact): To provide health care directly to older persons by conducting tests such as blood pressure, hearing, vision, etc. Also includes on-going preventive exercise programs. (Previously Health Related Services.)
3. CHORE SERVICE (1 hour): To handle household chores such as heavy cleaning (moving furniture, cleaning cabinets, turning mattresses) and yard and walk maintenance, which the older person(s) is unable to handle on his own and which does not require the services of a trained homemaker or other specialist. (Previously Chore Maintenance.)
4. CLIENT FINDING (1 hour): To seek out and identify inactive or previously unknown older individuals and to encourage them to utilize existing services and benefits. Interventions are to be initiated by a provider. (Previously Outreach.)
5. COUNSELING (1 hour): To advise and enable the older person and/or his family to resolve problems (concrete and emotional) or to otherwise relieve temporary stress encountered by them by using the casework mode of relating to a client (via interview, discussion, etc.). Providers must be trained counselors with a minimum educational background of a masters degree in social work, clinical psychology, guidance and counseling, or related field.
6. DIAGNOSIS (1 hour): To complete a comprehensive and individual assessment of a client and to identify and actively obtain all the services available through any service providers in the community which are necessary to meet the individual's needs. In order to provide this service, staff specifically trained in the case management approach to service delivery must perform all of the following functions for each client: intake/screening, assessment, care planning, arranging for services, follow-up and monitoring and reassessment.
7. DISCOUNT: Not in use.

8. ESCORT (1 hour): To accompany and personally assist an older person obtain a service or utilize a community resource.
9. EVALUATION (1 hour): To investigate and resolve complaints made by or on behalf of older persons who are residents of long term care facilities. This activity code is for use only by Senior Advocates or Ombudspersons. (Previously Long Term Care Ombudsprogram - Complaint Investigations.)
10. GUARDIANSHIP/CONSERVATORSHIP: Not in use.
11. HOUSEKEEPING (1 hour): To provide help with housecleaning, laundry and meal preparation. Providers are to be appropriately trained and supervised. Services to be provided must be outlined in a detailed care plan. (Previously Homemaker.)
12. INCOME SUPPORT/MATERIAL AID: Not in use.
13. INFORMATION (1 contact): To provide concrete information on an individual basis to an older person, or someone on behalf of an older person about available public and voluntary services and resources. Minimum criteria for providing this service include maintenance of a resource inventory and the ability to maintain individual client records. (Previously part of I&R.)
14. INSTRUCTION/TRAINING (1 contact): To formally or informally present information geared to the interests and concerns of older persons on a planned basis. (Previously Education and Training.)
15. INTERPRETING/TRANSLATION: Not in use.
16. LETTER/WRITING/READING (1 hour): To read, write, interpret and/or translate business and personal correspondence. This service is provided upon the request of older persons in their own homes or places of residence. (Previously Reading and Letter Writing.)
17. MEALS - CONGREGATE (1 meal): To provide an eligible person at a congregate meal site one hot or other appropriate meal which assures a minimum of one-third of the Recommended Dietary Allowance (RDA).
18. MEALS - HOME DELIVERED (1 meal): To provide in an eligible person's home one hot or other appropriate meal which assures a minimum of one-third of the Recommended Dietary Allowance (RDA).

19. PERSONAL CARE (1 hour): To assist an older person with bathing, medication, dressing, personal grooming, feeding and toileting under the direction of a medical professional. Providers are to be appropriately trained, supervised and insured. (Previously Home Health Care.)
20. PHYSICAL FITNESS: Not in use.
21. PLACEMENT (1 hour): To assist an older person in obtaining a suitable place or situation such as employment, housing, institution, etc. (Previously Housing Assistance and Employment.)
22. RECREATION (1 person per day regardless of activity): To participate in planned activities, such as sports, performing arts, games and crafts, either as a spectator or a performer, facilitated by a provider. May only propose and count services of initial start-up programs or provided by volunteers.
23. REFERRAL (Resolution of an expressed need): To link older persons with appropriate community resources in order to ensure that necessary services are delivered. This activity must include assessing the individual in order to identify the type of assistance needed, to place individuals in contact with appropriate services/resources and to follow up referrals to determine if needs are met. Follow-up must be conducted directly with the individual who requested the service or with the agency to whom the individual was referred.
24. REPAIRS/MAINTENANCE/RENOVATIONS (1 hour): To improve or maintain the residence of an older person. (Previously Residential Repair and Renovation.)
25. SHOPPING (hours): To provide assistance in obtaining food, clothing, medical supplies and household items for older persons confined to their homes or places of residence.
26. SUPERVISION: Not in use.
27. TELEPHONING (1 completed call): To telephone at least weekly and on a scheduled basis frail, elderly individuals in order to provide comfort, help and determine if they are safe and well.
28. TRANSPORTATION (1 one-way trip): To transport older persons to and from community facilities and resources. Taking a person from his/her place of residence to the general area of town, regardless of the number of stops in town, is one unit.

29. TREATMENT: Not in use.
30. VISITING: (1 visit): To schedule and make weekly visits to frail older individuals in their homes or place of residence in order to comfort, help and to determine if they are safe and well.
31. DAY CARE (1 participant day): To provide a comprehensive program to frail elderly individuals, in a protective non-residential setting, for a defined portion of a 24 hour day as a supplement to family care.
32. LEGAL (1 hour): To provide assistance to older persons in the resolution of non-criminal legal matters, the protection of legal rights, including legal counseling, advice, representation, guidance and other related activities. This service may be provided by an attorney, paralegal or law student under the supervision of an attorney or representation by a non-lawyer where permitted by law. In conformity with applicable laws, non-lawyer representation may include securing the rights and entitlements of older persons, tax and financial counseling, advocacy on consumer concerns, and referrals to lawyers.

CONTINUUM OF CARE FLOW CHART



Services missing or not fully developed in many communities in WV. (services addressed by Continuum of Care program)

Services available in most Communities in WV

1986 JAN -2 PM 2:20

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# **WEST VIRGINIA STATE PLAN ON AGING**

**FISCAL YEARS 1986-1988**

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**Submitted To:**

**Administration On Aging**

**Office of Human Development Services**

**U.S. Department of Health and Human Services**

**By:**

**West Virginia Commission on Aging**

**State Capitol**

**Charleston, West Virginia 25305**

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DRAFT

WEST VIRGINIA COMMISSION ON AGING

STATE PLAN FOR FY1986-88

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VERIFICATION OF INTENT

VERIFICATION OF INTENT

The State Plan on Aging is hereby submitted for the State of West Virginia for the period October 1, 1985 through September 30, 1988. It includes all assurances and plans to be conducted by the West Virginia Commission on Aging under provisions of the Older Americans Act, as amended, during the period identified. The State Agency named above has been given the authority to develop and administer the State Plan on Aging in accordance with all requirements of the Act, and is primarily responsible for the coordination of all State activities related to the purposes of the Act, i.e., the development of comprehensive and coordinated systems for the delivery of supportive services, including multipurpose senior centers and nutrition services, and to serve as the effective and visible advocate for the elderly in the State.

This Plan is hereby approved by the Governor and constitutes authorization to proceed with activities under the Plan upon approval by the Commissioner on Aging.

The State Plan on Aging hereby submitted has been developed in accordance with all Federal statutory and regulatory requirements.

8-14-85  
(Date)

(Signed)

Phillip D. Turner  
State Agency Director

I hereby approve this State Plan on Aging and submit it to the Commissioner on Aging for approval.

8-14-85  
(Date)

(Signed)

Anna S. Shaffer  
Governor

PROLOGUE

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PROLOGUE

This document, the State Plan on Aging: 1986-88, describes in detail the objectives and plan of action of the West Virginia aging network for the provision of needed services to the senior population of the state over the following three years (1986-88). As of 1984, there were 341,000 citizens of our state who were 60 years of age or older; approximately 95,000 of those were 75 years of age or older. At the close of the third year of this plan, those 60 and older will have increased in number to 362,000 and those 75 and older to 105,000. By the year 2010, nearly 500,000 West Virginians will be 60 or older with those 75 and older numbering about 150,000. Because of the decline in birth rates which began in the late 1950's, the senior population is growing more rapidly than any other with those persons 80 years of age and older specifically growing more rapidly than all other age groups.

Professionals in the field of aging, public policy makers, legislators and much of the American public have in the last two decades become increasingly aware and concerned over the implications flowing from these and other demographic facts. In a sense, this society has gained a genuine "education" about itself because of the national attention being focused on the problems and prospects of a graying America. In West Virginia, we in the aging network have also been "taken to school", so to speak. Indeed, much time, energy and material resources are expended in the process of collecting and analyzing information which is vital in long-range planning for services delivery to the senior citizens of the state.

Basically, planning and service delivery are staged in a continuous, ongoing cycle. A plan such as this is built, to the fullest extent possible, upon a base of information collected from many sources including not only persons employed in the aging services network but interested and involved citizens of the state and its localities as well. With information describing the characteristics and needs of senior citizens and expected changes therein and an assessment of available and projected resources to be allocated for the period, the plan serves as a design or guide for the most effective and efficient delivery of services. Correspondingly, the actual experience of providing meals, van rides, legal and other services to needy seniors is periodically evaluated and what is learned is incorporated in the next planning stage of the cycle.

Planning, as might be expected, is not an exact science. In many instances, information about what services are needed, who should get them, how much money will be available, how services should be delivered, etc., is either not available, is incomplete, is just plain wrong. Therefore, those who plan must, on occasion, call upon their powers of observation, reason, judgment, intuition and sometimes dust-off the crystal ball in the search for answers to important questions. Such is the case in attempts to "see the future" and to try and discover emerging trends in needs and resources which lie beyond the power of the numbers, charts and graphs to inform us. Fairly recent examples of these emerging trends include the shifting of traditional

service delivery approaches toward case management models for long-term care, minimization of institutionalization through development of in-home services and informal support systems including respite and day-care programs and alternative methods of long-term care financing including private insurance coverage for these services.

Each of these examples represents an area of changing focus and emphasis in aging service delivery systems for the nation, states and localities together and thus their consideration in a comprehensive plan is of primary importance. Further attention to these areas represents a kind of "going beyond" the provision of nutrition and support services, the nuts and bolts of aging programs, in an attempt to adequately plan for both meeting the changing needs and concerns of seniors as well as the capacity of the aging network to address them.

### The Needs and Concerns of West Virginia's Senior Citizens

Certainly the most valid expression of the needs and concerns of the state's senior citizens is to be found in the long-lived experiences of this growing segment of West Virginia's population. Survey upon survey reveal the immediate circumstances of their lives and in some instances their needs and concerns are inferred from the statistics which describe who they are, where they live, how many there are and are soon to be, how they live, what they live without, and what they could use if available.

National surveys conducted by the U.S. Senate Special Committee on Aging, the American Association of Retired Persons (AARP) and the Administration on Aging provide a wealth of detailed information useful to state-level planners searching for "hard" data upon which to make planning and service delivery decisions. Similarly, the U.S. Census of the Population conducted in 1980 makes available specific tabulations of data for persons and household heads or spouses 65 years of age and older. Taken together, these sources of information provide the most comprehensive and detailed data describing the life experiences and current circumstances of senior citizens at the national, state and local levels.

The information which follows provides some insight into the characteristics and circumstances of the senior population for the nation and the state. In most instances, data on the nation's population is not available for the states but it is reasonable, however, to assume that the states will not differ markedly on most of the characteristics.

It should be pointed out that most demographic and quality of life data collected for the senior population at the national level is for those persons 65 years of age and older. In contrast, however, the Older Americans Act considers these persons 60 years of age and older as constituting the senior population for which programs are to be planned and services delivered. Consequently, it is more difficult to describe the 60 to 64 population because of the dearth of information available on this age group.

## A Profile of Senior Citizens

The greying of the population is one of the most significant demographic trends of the twentieth and twenty-first centuries. The senior population has been increasing at a far more rapid rate than the rest of the population for most of this century. For instance, in the last two decades the 65+ population grew twice as fast as the rest of the population.

In 1983, there were 27.5 million Americans 65 years or older, or 11.7% of the total United States population. Since 1980 the number of persons 65+ has increased by 1.7 million, an increase of 6% compared to the under-65 increase of 3%. The older population itself is getting older. In 1983, the 65-74 age group (16.4 million) was over seven times larger than in 1900, but the 75-84 group (8.5 million) was 11 times larger and the 85+ group (2.5 million) was 20 times larger!

The older population is expected to continue to grow in the future. The most rapid increase is expected between the years 2010 and 2030 when the "baby boom" generation reaches 65. By 2030, 21.2% of the population will be 65+, compared to 11.7% in 1983.

These trends apply similarly to West Virginia although the state has for the past 40 years had a larger percentage of its population in the 65+ age group than the nation as a whole. In 1980, for example, 11.2% of the nation's population was 65+ whereas for West Virginia the percentage was 12.2%. The state continues to be one of a handful of states experiencing net out-migration but this migration does not include large elements of the senior population. On the contrary, as young residents leave the state, seniors will make up a larger and larger portion of the total population.

## Living Arrangements

In 1980, 25% of persons 60+ in West Virginia lived alone (82,783), compared to 31% (7.9 million for the nation's 65+ population in 1983). These figures are likely to converge, however, and to continue to grow. Older persons living alone increased in number nationally by 130% between 1963 and 1983, nearly three times the growth rate for the older population in general. Furthermore, nearly 50% of older women are widowed compared to 13% for men. These figures are comparable for the nation and the state.

## Racial and Ethnic Composition

Compared to the nation, West Virginia has smaller percentage of senior racial and ethnic minorities within its population (4.1% to 10%).

## Geographic Distribution

Senior West Virginians are far more likely than their national counterparts to reside in rural areas, a fact that comes as no surprise to those familiar with the state's geography. In 1980, 26.5% of the nation's 60+ population lived in rural areas, compared to 57% for West Virginia. Further,

seniors are less likely to change residence than other age groups and are more likely to move to another home in the same state. In 1980, 23% of persons 65+ had moved within the previous 5 years compared to nearly 50% of other age groups. States in the South and in particular, Florida, are likely recipients of new senior migrants.

### Income and Poverty Status

The economic position of senior citizens is, in general, at a considerably lower level and is much less secure than that of the younger population. There is a strong pattern of declining income for older persons. Income data, however, presents an important example of the caution to be employed using statistical generalizations.

Between 1970 and 1980 the percent of the 65-plus population with incomes below the poverty level was reduced by one-half; 35% to 17% for the nation and 39% to 18% for West Virginia. Census Bureau poverty statistics for 1982 showed for the first time that persons 65 and over had slightly lower poverty rates than the general population. However, statistics for another common measure of poverty, 125% percent of poverty level, paint a different picture. According to the figures for 1982, 23.7% of persons 65-plus are either poor or "near poor" compared to 19.8% of the population under 65. In other words, valid statistics support both the argument that seniors are better off than ever before and also that disproportionately large numbers of them continue to hover precariously near poverty on marginal incomes.

As a matter of fact, 1982 Census statistics show that 49% of poor householders 65-plus receive no public assistance in the form of cash or non-cash benefits! Further, in West Virginia in 1980, 28,007 persons 60-plus (9% of the 60-plus population) had incomes below the poverty level and were living alone.

A somewhat positive note must be added to the picture of senior poverty rates in the state. In 1979, 10 states, all in the South had the highest national poverty rates for seniors ranging from a high of 34% in Mississippi to 23% in Kentucky. West Virginia, considered by many a southern state, had a rate of 18.5% which was slightly below that for the District of Columbia and a fraction above that for Missouri.

### Housing

The housing of older Americans is generally older and less adequate than the balance of all housing. About 40% of homes occupied by seniors nationally and 60% in West Virginia were built before 1940 (22% for younger owners). Nearly 10% of senior occupied homes were considered inadequate or substandard compared to 6% for younger owners in 1980. In West Virginia, approximately 80,000 housing units with the householder or spouse 65+ lacked complete plumbing or kitchen facilities or central heating systems. Roughly 16,000 of these households were heated by burning coal, coke or wood.

## Transportation and Telephone Service

According to the 1980 Census, 39,051 persons 65+ in the state suffered from a health condition which prevented them from using public transportation. In addition, 13,121 or 6% of these seniors did not have a telephone in their housing unit.

## Health and Health Care

Clearly the most significant concern of the senior population and the nation at large for now and even more so in the years to come is the provision and financing of adequate health care. Data from the National Center for Health Statistics published in 1981 provides a basis for analyzing and estimating need and demand for health care services by the greying population.

- Persons 65+ experience an annual average of 40 days during which activities are restricted due to illness or injury. Younger persons experience 17 such days.
- 11.5% or 2.7 million persons 65+ living in the community needed the assistance of another person to perform one or more personal care or home management activities such as bathing, dressing, eating, using the toilet, walking or going outside, routine chores or handling money.
- Comparison of health care demands between persons 65+ and younger persons show the following:

	<u>65+</u>	<u>Younger</u>
hospitalization rate	18%	9%
length of hospital stay	10 days	7 days
visits to doctors	6	4
% of total health care expenditures	31%	69%
% of total population	12%	88%
dollar cost per capita (1984)	\$4,202	\$1,300
% paid by government programs (medicare, medicaid, other)	67%	31%

- Hospital expenses account for the largest share (45%) of health expenditures by persons 65+, followed by physicians and nursing home care, 21%.
- Although the percentage of seniors in nursing homes is small, 4.7%, the likelihood of spending one's remaining life in a nursing home increases with age. One of every 100 persons 65-74 is in a nursing home on a given day. This number increases to 7 of 100 persons in the 75-84 age group and more than 1 of 5 persons in the 85+ population. In 1980, there were 1.2 million 65+ occupants of nursing homes and this figure is expected to rise to 1.7 million in 1990 and to 2.2 million by the year 2000.

The body of information provided here does not purport to give a complete picture of the life experiences and circumstances of the nation or the state's senior population. It is meant to provide a factual basis upon which to continue the exacting and important process of planning for meeting the needs of a greying population, a member of which we all are destined to become.

## INTRODUCTION

## INTRODUCTION

The West Virginia State Plan for Fiscal Years 1986-1988 is a three year document designed in keeping with the requirements of the Older Americans Act and the West Virginia State Code to address in the most effective and efficient manner possible the issues and concerns raised in the preceding prologue of this plan.

In this regard the Older Americans Act enacted in 1965 and amended most recently in 1984 requires that the state designate a single State agency to develop and administer the State Plan. The Legislature of the State of West Virginia created the West Virginia Commission on Aging in Chapter 29, Article 14 of the West Virginia Code (see Attachment A) and empowered the Commission to carry out the following missions:

- (a) Conduct, and encourage other organizations to conduct studies of the state's older people.
- (b) Encourage, promote, and aid in the establishment of local programs and services for the aging. The Commission may assist local governmental and other agencies by designing surveys that could be used locally to determine needs of older people; by recommending the creation of such services and facilities as appear to be needed; by serving as a clearinghouse for collection and distribution of information on aging; and by assisting organizations and communities in such other ways as the Commission may deem appropriate.
- (c) Conduct programs of public education on the problems of the aging;
- (d) Review existing State programs for the aging and annually make recommendations to the Governor and the Legislature for improvements in and additions to such programs;
- (e) Encourage and assist governmental and private agencies to coordinate their efforts on behalf of the aging in order that such efforts be effective and duplication and wasting of effort be eliminated;
- (f) Represent the state's concern for its senior citizens by collecting, analyzing and disseminating information about the aged and aging; and
- (g) Coordinate statewide, local and voluntary efforts to serve the aging and make use of their wisdom and capacities with due regard to the development of programs at the local level.

The Code further specifies "that the Commission on Aging shall constitute the designated State agency for handling all programs of the Federal government relating to the aging requiring action within the state, which are not the specific responsibility of another State agency under the provisions of Federal law or which have not been specifically entrusted to another State

agency by the Legislature." To carry out these mandates and those of the Older Americans Act, the Commission on Aging, as is required, has divided the state into geographic Planning and Service Areas. There are nine Planning and Service Areas in the state with a selected private non-profit or public agency to administer programs of the Older Americans Act at the sub-state level known as Area Agencies on Aging. The boundaries of the nine Planning and Service Areas in West Virginia are the same as those of the state's Planning and Development Councils established by the state for the purpose of meeting the requirements of the Economic Development Act (see Attachment B). The Area Agencies on Aging contract or grant to local projects funds for services to the elderly in each of the state's fifty-five counties. The above described system is commonly referred to as the West Virginia Aging Network and will be referenced accordingly throughout this plan.

The funds appropriated through the Older Americans Act that are available to the State of West Virginia for aging programs are determined by a national intrastate funding formula. These funds are then in turn allocated to the Area Agencies on Aging on the basis of a State funding formula (Attachment C) established by the Commission on Aging in keeping with the requirements of the Older Americans Act. The Area Agencies then establish an Area Agency funding formula for distribution of funds to the local projects. The State formula will be addressed further in other sections of this plan. These funds are matched at the required percentages at the State, Area Agency and local levels. The State of West Virginia, as required by the Older Americans Act regulations, commits itself to spend at least the same amount of State funds each year as it spent in the previous fiscal year to meet the required non-Federal share applicable to its allotments. The State of West Virginia through this plan document also commits itself to that requirement of the Federal Regulations (45 CFR 1321.23) which prohibits the delegation of authority for awarding and administering Title III Older Americans Act funds coming into the state to any other agency other than the Commission on Aging.

In developing this plan the Commission on Aging's Executive Director selected a task force to determine the basic concepts of the plan. The task force was composed of representatives from the State, Area Agencies and local project directors or staffs. The basic contents were developed into a draft plan and submitted to the Commission on Aging in its May 17, 1985 meeting for review and comment. Copies were distributed to all local service providers, Area Agencies and other State agencies which are involved in the language of the document. The State Advisory Committee members assisted in conducting the the public hearings held in six different locations throughout the state during the month of June 1985. The plan was reviewed at each of the selected locations after the public had been notified through the network and through legal advertisements in all of the newspapers of the state (Attachment D). A summary of the comments at those public hearings is attached as a part of Attachment D.

This plan was then submitted to the State Advisory Committee for its recommendations and to the Commission on Aging for its approval and recommendations to the Governor. Therefore, the views of older persons, the Aging Network, the public and all interested parties were considered in the preparation stages of this three year plan.

In order to carry out its responsibilities for providing a visible focus within the state for advocacy, coordination, monitoring and evaluating programs and activities affecting the aging, the Commission on Aging presents its objectives, the rationale for those objectives and the activities to be performed to accomplish those objectives into four major functional categories: (1) Management and Administration; (2) Services Development; (3) Service Systems Development; and (4) Advocacy. Following the statement of the planned objectives and activities, the Commission presents a series of General and Specific Assurances that commit the State Agency to carrying out the various mandates of the Older Americans Act. The General Assurances are generic and generally applicable to all State agencies on aging. The Program Specific Assurances are coded to the sections of the Older Americans Act.

There is a great deal of redundancy between the assurances and that which is reflected in the objectives and planned activities. However, this is unavoidable in designing a plan document that will accomplish the dual tasks of informing the citizens of the state and meeting the requirements of the Federal administration.

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CLERK OF COURT

OBJECTIVES - MANAGEMENT AND ADMINISTRATION PLAN

## MANAGEMENT AND ADMINISTRATION PLAN

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### Objective:

(1) To ensure the proper and efficient administration of activities in the state related to the Older Americans Act and its programs.

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### Rationale for the selection of this objective and activities for carrying it out:

Much of the rationale related to this objective has been previously stated in the preceding pages of this document. However, this objective is most appropriate in order to outline several planned activities that can be reasonably accomplished over the next three years.

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### Activities:

- (1) Maintain and update as necessary the Commission on Aging's Network Policies and Procedures Manual.
- (2) Maintain adequate State agency staffing patterns (see Attachment E).
- (3) Consult regularly with the State Aging Network to:
  - (a) review procedures with regard to the implementation of the state plan and state and national initiatives and directives;
  - (b) develop procedures for assessing the needs of older persons in the state;
  - (c) establish statewide priorities; and
  - (d) ensure that the objectives of state and area plans are consistent.

## Management and Administration Plan

### Objective:

(2) To ensure that the designated Area Agencies on Aging are operating administratively, programmatically and financially in the most effective and efficient manner.

### Rationale for the selection of this objective and activities for carrying it out:

The Commission on Aging is responsible for a wide array of activities, issues and concerns which require the best possible utilization of the limited resources granted to it. The scope of the purposes of the Older Americans Act and the State Code places much activity in the state affecting the well-being of older persons within its purview. Therefore, it is imperative that ongoing monitoring, evaluation and auditing be conducted. Following these evaluative processes, the Commission is responsible for taking corrective action steps for any situations wherein there is substantial failure on the part of the Area Agencies.

The Older Americans Act regulations require the State Agency to withdraw the designation of an Area Agency when "it finds that there is substantial failure in the provisions or administration of an approved area plan to comply with any provision of the Act" or its regulations (45 CFR 1321.39).

### Activities:

- (1) Conduct regular monitoring reviews including, but not limited to, at least three onsite monitoring visits of each Area Agency annually.
- (2) Conduct one onsite full assessment of each of the Area Agencies and their service providers at least once, but not limited to once, every three years on an alternating annual schedule during the period 1986-1988.
- (3) Require annual or biannual audits as specified in the Policies and Procedures Manual.
- (4) Require corrective action steps for negative findings through the review processes.
- (5) Withdraw Area Agency designation if corrective action is not in keeping with the mandates of the Act and after opportunity for a hearing has been given in keeping with 45 CFR 1321.39.
- (6) Require quarterly, but not limited to quarterly, collection, analysis and reporting of data related to at least the number of services delivered and the amount of dollars spent for those services.
- (7) Design a system of review that will assist in determining client impact and how well the Area Agencies on Aging are implementing their plans.

## Management and Administration Plan

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### Objective:

(3) To enhance the communication linkages utilizing a computer-based information network among the Area Agencies, the State Agency and the Federal Regional Office.

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### Rationale for the selection of this objective and activities for carrying it out:

In the fall of 1983 the Commission on Aging began an effort to convert the existing manual client and service recordkeeping system to an automated one throughout the Aging Network. The impetus for this initiative was provided by a major recommendation set forth in the Benedum Foundation funded study of the aging services delivery system published in that same year. This study proposed that microcomputer-based information systems be installed at Area Agencies on Aging and that they be linked in network-like fashion to a central system located at the Commission on Aging offices in Charleston, West Virginia. The ultimate purpose of this computerized network would be to facilitate the ready collection, processing and reporting of client specific service and fiscal information which could be easily communicated between these units and the regional Administration on Aging offices in Philadelphia.

As of May, 1985, such systems have been installed and are operating at six Area Agencies on Aging. Another system is on order and should be in place in the early summer of this year. The remaining two Agencies are in the planning process and plan to acquire the systems by early 1986.

Much of the work outlined above has been accomplished through West Virginia's participation in Administration on Aging supported grants to assist Area Agencies on Aging in automating their information systems.

Because of these successes, the Commission on Aging was selected from a group of competing states for participation in an Administration on Aging funded project to implement a central system to be networked with regional systems in place at the regional level. As of April of 1985, the order has been placed for the system hardware and required system software with funds provided under the terms of the grant. We expect installation in the summer of 1985 and the networking capacity to be fully established and operating by the close of the year in two to three Agencies.

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### Activities:

All nine Area Agencies will have installed and functioning systems in place and linked to a central system at the Commission on Aging. The systems will be compatible both in terms of hardware and software interfacing requirements. In addition to the client, service and provider data maintained by these systems, each node in the network will possess local accounting/funds management capabilities and other applications software commensurate with local and network needs.

## Management and Administration Plan

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### Objective:

(4) To maintain an equitable resource allocation plan by updating the intrastate funding formula as need demands.

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### Rationale for the selection of this objective and activities for carrying it out:

The Older Americans Act requires that funds be distributed to the Planning and Service Areas by an established intrastate funding formula. (A full explanation of West Virginia's funding formula is an attachment to this plan. See Attachment C). This formula has been updated in keeping with the 1980 Census figures available to date. It is through this formula that funds are targeted to serve those elderly in the greatest economic and social need. However, during the next three years population shifts and socio-economic changes may require adjustments.

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### Activities

- (1) Update the formula annually or otherwise as Census data becomes available.
- (2) Based upon continuous monitoring of services being provided, develop recommendations for change and/or adjustments.
- (3) Conduct public hearings if changes are necessary.
- (4) Adopt a revised formula and submit to the Administration on Aging for approval.

## Management and Administration Plan

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### Objective:

(5) To ensure that programs conducted by Older Americans Act funds give preference to serving older individuals with greatest economic or social need with particular attention to low-income minority individuals.

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### Rationale for the selection of this objective and activities for carrying it out:

Programs operating under the auspices of the Commission on Aging utilizing Older Americans Act funds are not permitted to use a "means test" to provide services to senior citizens. However, the Area Agencies are required to assure the State Commission on Aging that their funds will be targeted to those persons who are in greatest need. The Area Agency plans submitted for approval must include projections indicating this targeting from their review and approval processes of the plans of local service providers.

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### Activities:

- (1) Requiring the Area Agencies through the AAA format (see Attachment F) to appropriately utilize current Census data to consider the location and incidence of older citizens with greatest economic and social need in awarding local project grants or contracts.
- (2) Review each Area Agency's funding formula to ensure targeting.
- (3) Annually update the Policies and Procedures Network Manual in regard to criteria targeting.
- (4) Monitor targeting in onsite field visits.
- (5) Require corrective action as necessary.

## Management and Administration Plan

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### Objective:

(6) To ensure that the confidentiality of each older person receiving services provided by the Aging Network will be completely protected.

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### Rationale for the selection of this objective and activities for carrying it out:

The Older Americans Act prohibits the disclosure to anyone of any information concerning persons served without the written consent of those persons or their legal representatives. This concern will appear again in the section of this plan on assurances. However, this plan acknowledges that disclosure may be required by court order or by authorized monitoring agencies from the Federal, State or Area Agencies.

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### Activities:

- (1) Monitor confidentiality provisions as spelled out in the Policies and Procedures Manual.
- (2) Provide technical assistance on maintenance of records to ensure confidentiality, particularly as the network becomes more computerized.
- (3) Require necessary corrective action if violations occur.

## Management and Administration Plan

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### Objective:

(7) To obtain and consider for programmatic implementation the views of the senior citizens of the state.

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### Rationale for the selection of this objective and activities for carrying it out:

This is a requirement of both the Older Americans Act and the regulations. More importantly, such an objective speaks to the involvement of the senior citizens in the planning and development of programs that affect their lives.

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### Activities:

- (1) Continue to hold public meetings in each Area Agency of the state as initiated in the Commission's FY85-86 Title IV approved plan.
- (2) Conduct public hearings on the various state plans developed by the State Agency.
- (3) Provide staff to assist the State Advisory Council in that body's mandated and selected tasks.
- (4) Provide increased levels of technical assistance in this regard.

## Management and Administration Plan

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### Objective:

(8) Assure the elderly that the Commission on Aging will represent them effectively by strengthening the activities of the state Advisory Council.

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### Rationale for the selection of this objective and activities for carrying it out:

The West Virginia Commission on Aging recognizes that Advisory Councils serve a particularly important function in ensuring the accountability of the aging units. The state Commission on Aging staff will provide back-up materials and training as needed in assisting them as they carry out the following activities.

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### Activities:

- (1) Make presentations at state legislative hearings on elderly issues.
- (2) Advise and inform the elderly of available services.
- (3) Stimulate needed changes in service delivery.
- (4) Develop a strategy to assist the volunteer sector.
- (5) Assist in and/or conduct public hearings on the state plan and other issues.
- (6) Present to the Commission issues for programmatic development and implementation.

## Management and Administration Plan

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### Objective:

(9) To provide an annual resource allocation plan proposing the use of Older Americans Act, State and other funds available to the Commission on Aging.

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### Rationale for the selection of this objective and activities for carrying it out:

The Older Americans Act requires the development of such a plan. The funding formula related to that allocation plan has been discussed earlier in this document. (See Attachment C.)

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### Activities:

See the following "Financial Plan" of this Management and Administration Plan.

FINANCIAL PLAN

STATE PROGRAM ALLOCATIONS BY PLANNING AND SERVICE AREA FOR FY1986

<u>Planning and Service Area</u>	<u>Title III Service Funds (B and C)</u>	<u>Other OAA Funds (Title V)</u>	<u>Non-Title III Funds</u>	<u>Total Funds Awarded</u>
I	\$ 824,800	\$204,792	\$ 414,919	\$ 1,444,511
II	747,371		381,671	1,129,042
III	713,069	299,695	366,149	1,378,913
IV	508,683		273,373	782,056
V	553,683		310,123	863,806
VI	730,164	204,792	374,283	1,309,239
VII	499,967		281,249	781,216
VIII/IX	523,571		302,261	825,832
X/XI	482,873		262,291	745,164
PSA Subtotals	\$5,584,181 <sup>1</sup>	\$709,279	\$2,966,319 <sup>2</sup>	\$ 9,259,779
Other (undifferentiated)			\$1,686,659 <sup>3</sup>	\$ 1,686,659
TOTAL ALLOCATIONS	\$5,584,181	\$709,279	\$4,652,978	\$10,946,438 <sup>4</sup>

1. Title III-B and C amounts based on 1986 President's budget request.
2. Includes State Funds allocated by Formula \$2,755,000, plus State Discretionary supplement to Title III projects of \$15,893; West Virginia Department of Human Services and Commission on Aging state funds allocated for the Senior Advocate Program \$97,713 each.
3. Includes estimated USDA Cash to be distributed on basis of meals served \$1,242,824; Senior Center Facilities funding \$150,000; State Discretionary \$83,835; and \$210,000 appropriated by the West Virginia State Legislature to provide salary increases for aging network personnel.

STATE AGENCY OPERATING BUDGET FOR FY1986

TOTAL RESOURCES TO BE USED FOR STATE AGENCY ADMINISTRATION:

	<u>Title III</u>	<u>Match to Title III</u>	<u>Other Agency Resources</u>	<u>Total Agency Budget</u>
Title III: State Adm.	\$300,000			\$300,000
Title III: (Part B) Long-Term Care Ombudsman Program*	\$ 37,000			\$ 37,000
Other Older Americans Act Funds			\$108,050 <sup>1</sup>	\$108,050
Other Federal Funds		\$ _____	\$ _____	\$ _____
State		\$100,000 <sup>2</sup>	\$269,914 <sup>2</sup>	\$369,914
Local Public		\$ _____	\$ _____	\$ _____
Other (estimated)	_____	\$ _____	\$ 27,287 <sup>3</sup>	\$ 27,287
TOTAL	\$337,000	\$100,000	\$405,251	\$842,251

\*Title III supportive service funds (Part B) are used directly by the State Agency only for purposes of operating the Long Term Care Ombudsman Program.

<sup>1</sup>Title V \$28,050; Title IV \$80,000.

<sup>2</sup>State Administration funds \$216,121; Golden Mountaineer Discount \$106,506; Senior Advocate match \$27,287; Silver Haired Legislature \$20,000.

<sup>3</sup>Senior Advocate Program.

OBJECTIVES - SERVICES DEVELOPMENT PLAN

## SERVICES DEVELOPMENT PLAN

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### Objective:

(1) To maintain the existing nine Planning and Service Areas and to require an area plan every three years with annual updates for approval of a sole agency to be designated as the Area Agency.

(2) To assist Area Agencies on Aging in the development and/or provision of comprehensive and coordinated community based services.

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### Rationale for the selection of these objectives and activities for carrying them out:

In West Virginia, the Area Agencies on Aging have prime responsibility for planning and coordinating the provision of services to older persons at the local level. However, under the Older Americans Act and the State Code the Commission on Aging has major responsibilities to assist in the development of comprehensive and coordinated community based services. In this regard the Commission on Aging will manage and direct the services development of the State Aging Network by identifying statewide needs and establishing priorities in keeping with the Older Americans Act. Area Agencies are in turn responsible for development of and funding of the provision of services at the point of delivery in keeping with the national and state established priorities.

As previously stated in this document, to assure quality of service delivery the Area Agencies on Aging will submit area plans outlining their plans for service delivery. Additionally, each Area Agency on Aging is required to develop a Policies and Procedures Manual defining such elements as targeted populations, operation procedures, funding procedures and allowable and disallowable tasks or activities, and free and open service provider selection policy, etc. In West Virginia the Commission on Aging policies make few provisions for Area Agency direct service delivery. For the most part the Area Agencies on Aging will be required to use subgrants and/or contracts with service providers to ensure the provision of a full range of services for older people. To provide direct services, the Area Agencies must meet those requirements established in the 1984 Amendments to the Act.

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### Activities:

- (1) Identify statewide needs and priorities in consultation with the Area Agencies on Aging.
- (2) Update service definitions as needed.

Activities (continued):

- (3) Provide an area plan format (see Attachment F) to ensure the provision of Title III-B Supportive and Title III-C Nutrition Services to facilitate access, services provided in-home, services provided in the community, and services to residents of care-providing facilities.
- (4) Approve or disapprove any application submitted in this regard.
- (5) Provide a hearing for any applicant in this regard whose application is denied in keeping with the State's Policies and Procedures Manual.
- (6) Inform an Area Agency applicant of the appeals mechanisms in a written denial to the applicant by the State Agency should an application be denied.

## Services Development Plan

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### Objective:

(3) To ensure that older persons are given the opportunity to contribute voluntarily to the cost of the services.

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### Rationale for the selection of this objective and activities for carrying it out:

The actual implementation of this objective is the ultimate responsibility of the Area Agencies (in the event of direct service provision) and the local projects. The state, however, has the responsibility to assure that these units of the network are in compliance with this stated objective.

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### Activities:

- (1) Review area plans for detailed plans on how this objective will be implemented.
- (2) Provide training and technical assistance regularly in this regard.

## Services Development Plan

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### Objective:

(4) To assure the provision of legal assistance so that the elderly are fairly and effectively represented.

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### Rationale for the selection of this objective and activities for carrying it out:

There are four legal service corporations in West Virginia funded through the Legal Service Corporation whose mandate is to serve low income individuals. However, with restrictive budgets and large case loads, these agencies too often cannot meet the needs or demands of the older citizens. Therefore, the West Virginia Commission on Aging plans to continue the utilization of a legal services developer at the state level to assist in resource development and technical assistance to the area agencies on aging as they meet the mandated priority provision of allocating adequate funds for the provision of legal assistance.

The West Virginia Commission on Aging's Title IV approved plan spells out the Commission's Senior Advocate Program. The Senior Advocate Program funds the Area Agencies on Aging to employ and train paralegals and provides appropriate legal supervision in order to provide legal assistance to older persons to secure and protect their rights to public entitlement (Social Security, Medicaid), property, housing, employment (Age Discrimination), consumer protection, long term care and protective services.

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### Activities:

To accomplish this objective, the following strategies are planned:

- (1) Expand the Senior Advocate Program by collaborating with other agencies, departments and organizations.
- (2) Arrange for and/or participate in up to three community education programs during each fiscal year designed to increase the awareness of legal rights and entitlements of older persons.
- (3) Secure a policy statement and action commitment from the West Virginia Bar Association for the provision of pro bono legal services.
- (4) Continue to apply to the Department of Human Services for funding from the Social Services Block (Title XX funding).
- (5) Provide state leadership and in-service training at least quarterly for the provision of legal assistance for the senior advocates.
- (6) Assist Area Agencies to secure case supervision on a regional level.

Services Development Plan

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Objective (4) (continued):

- (7) Explore with legal service corporations and others additional approaches to direct representation.
- (8) Continue to seek Older Americans Act Title IV funds in support of this objective.
- (9) Area Agencies will be requested to conduct programs on adult protective services for:
  - (a) public education to identify and prevent abuse of older individuals;
  - (b) receive reports of abuse of older individuals and refer to appropriate agencies (Department of Human Services, law enforcement); and
  - (c) ensure confidentiality of all involved parties.

## Services Development Plan

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### Objective:

(5) To promote the development and upgrading of an adequate multipurpose senior center as a service delivery focal point in each county of the state.

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### Rationale for the selection of this objective and activities for carrying it out:

The rurality of West Virginia, which leads to much isolation, dictates the need for community focal points to bring together a full range of supportive services and nutrition services for the elderly. Although every county has at least one multipurpose senior citizen center, several of these are in need of replacement or renovation.

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### Activities:

- (1) Provide technical assistance on combination of multi-source funding packages.
- (2) Provide technical assistance to the Area Agencies on Aging and local service providers regarding site selection, building design, costs, construction, ongoing financing and regulatory compliance.
- (3) Provide technical assistance and training on location of services at community focal points.
- (4) Provide technical assistance on 504 compliance.
- (5) Ensure through the Area Agency format that all such facilities comply with all applicable State and local health, fire, safety, building, zoning and sanitation laws, ordinances or codes.
- (6) Ensure through the senior citizen center developmental policies and the Area Agency Plan that any proposed alteration or renovation that affects "load" bearing members of the facility is structurally sound and complies with all applicable local or State ordinances, laws or building.
- (7) Provide training and technical assistance to the Area Agencies and local projects on senior center programming.
- (8) Monitor senior centers periodically within each area agency to assure effective utilization of the facilities and manhours available.

OBJECTIVES - SERVICE SYSTEMS DEVELOPMENT PLAN

## SERVICE SYSTEMS DEVELOPMENT PLAN

### Objective:

(1) To expand the coordination responsibilities of the West Virginia Commission on Aging in developing a comprehensive and coordinated system of social and health related services to the elderly.

### Rationale for the selection of this objective and activities for carrying it out:

Within this state, the Commission on Aging does not have the authority, the staff or the desire to control all the elements of human service systems, but it does, and will continue, to try to influence various program structures by entering into interagency relationships and formal interagency agreements so that the elderly might be better served. The concept of assisting in bringing order, design and smooth functioning to bear on independent but related entities is central to the coordination authority established by the Older Americans Act. In this area (system development), the West Virginia Commission on Aging has had various levels of success. Some of these successes have been achieved through supporting with other agencies the passage of legislation, changes in regulations and interagency agreements. Additional successes have been achieved because, by state statute, several other state department heads - Human Services, Education, Health, Employment Security and the Division of Vocational Rehabilitation - are members of the West Virginia Commission on Aging. However, this does not preclude the need to plan for appropriate system development.

### Activities:

- (1) Provide technical assistance to other state agencies on the needs of older persons and issues involving service delivery.
- (2) Arrange and/or participate in joint training to enhance systems development.
- (3) Work with the State Department of Health and the Department of Human Services to develop a joint training program for Home Health Aides.
- (4) Work with the Department of Human Services to develop licensure standards for adult day care services.
- (5) Enter into an interagency agreement with the Department of Health (Behavioral Health Services Division) for the provision of services to institutionalized and noninstitutionalized elderly.
- (6) Assist the area agencies on aging to enter into interagency agreements with local school boards for the provision of programs for the elderly.

Service-Systems Development Plan

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Objective (1) (continued)

- (7) Work with other state agencies on cooperative ways to promote current social and health related services and inform the elderly of their availability.
- (8) Work with the Department of Human Services and the area agencies to expand Medicaid programs by developing or further developing Medicaid demonstration models in order to include optional services.
- (9) Work with the Department of Health in establishing licensure for in-home health services.
- (10) To seek state resources to establish and/or expand health related in-home services as a specific project activity in each county of the state.

## Service Systems Development Plan

### Objective:

(2) To promote and develop continuum of care services to the frail elderly in order to develop programs which provide less restrictive and more enriching health care alternatives to those at risk of institutionalization.

### Rationale for the selection of this objective and activities for carrying it out:

Those West Virginians over 85 years of age represent the fastest growing segment of our state and nation's population. This group is also the most likely to need extensive and high levels of health care and most likely to be at risk of institutionalization. Considering that the small percentage of those in nursing homes and other institutionalized settings account for an overwhelmingly disproportionate amount of the cost of health care, it is incumbent upon the Commission on Aging to investigate and assist in the development of less costly and higher quality health care and services in the home and community.

In order to reach this goal, it is of equal concern and consideration to identify, assess and effectively coordinate what services to older West Virginians are presently available and additionally, those services needed but not in place.

Another concern is the cost of providing health care services to those at risk and/or needing institutional care. In case after tragic case, families recount the staggering and unbelievable cost in financial, emotional and physical terms of health care services, reducing the savings of a lifetime in a matter of months. Most West Virginians have little understanding of what Medicare or their insurance covers. Most have inadequate coverage for most of the services provided for extended long term care.

### Activities:

- (1) Work as an integral part of the Continuum of Care Board in developing continuum of care services (see Attachment G).
- (2) Develop and implement a program of public information in order to make the citizenry aware of the services available, the services needed, and the issues involved in planning health care needs for the state and the individual.
- (3) Assist in the development of a master plan for continuum of care insurance and encourage its acceptance and utilization as a viable, albeit, optional plan for addressing long term health care needs of West Virginians.
- (4) Educate and train the Aging Network personnel to further awareness of the potential for development of continuum of care services.

## Service Systems Development Plan

### Objective:

(3) To work with appropriate Federal, State, Regional and local social and medical service planners and providers to plan and implement an effective, statewide case management system by July 1, 1988.

### Rationale for the selection of this objective and activities for carrying it out:

As we near the mid-80's, given the predicted increases in the numbers of aging persons and the impact of this population growth on the stability of the economy, concerns have emerged about expenditure growth for long term care services for the frail elderly. Certain factors have impeded efforts to address this emerging social phenomenon. A recent national survey of 32 states identified the following issues regarding "continuum of care" services:

- (a) Inability to pool Federal long term care program resources due to unwieldy program guidelines, dissimilar eligibility requirements, accessibility difficulties, and unrealistic institutional regulations.
- (b) Current serious fragmentation of State and local continuum of care services because so many agencies have varying responsibilities for service provision with specific coordinating mechanisms seriously lacking.
- (c) The need for coordination of in-home services.
- (d) The need to enhance informal support systems (respite, familial care, volunteers).
- (e) The lack of single community access points to available services for the frail elderly.
- (f) The substantial growth in the elderly population (estimated 22 million 65+ by 2000); the fastest growing age group in the country is 80+.

Attempts to address these issues have focused on the methods by which a case management system can be developed that will provide a means of helping families, older persons and agencies to arrange supportive services in an organized manner. If long term care is to survive in the 80's and 90's, controlling cost spirals by precisely targeting available and evolving services through effective case management is essential. A major barrier to this is the fact that the Aging Network is in the embryonic stages in understanding the case management process, including client assessment, placement and monitoring.

Objective (3) (continued):

Activities:

- (1) Continue involvement with the State Continuum of Care Board, Area Agencies on Aging and local aging projects to identify and define effective case management models suited to the aging network.
- (2) Determine with Continuum of Care Board and appropriate agencies systems financial strategies for implementation of a systematic statewide case management system.
- (3) Conduct a manpower assessment study of the State Aging Network for the purpose of identifying levels of knowledge and skills available as they relate to a case management system.
- (4) Coordinate a series of workshops to train appropriate staff on community-based long term care and case management techniques.
- (5) Implement a planned statewide case management program with all appropriate state, regional and local agencies.
- (6) Evaluate, refine and implement necessary modification to the statewide case management system as needed.
- (7) Coordinate these activities and those related in the West Virginia Commission on Aging's Title IV Plan.

## Service System Development Plan

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### Objective:

(4) To work with public and private agencies and organizations to develop programs and public policies (including tax incentives if appropriate) for the development of housing alternatives for the elderly.

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### Rationale for the selection of this objective and activities for carrying it out:

Affordable and accessible housing alternatives is an assessed need of elderly West Virginians, in addition to being a stated purpose in Title I of the Older Americans Act.

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### Activities:

- (1) Convene a committee representing the West Virginia Housing and Development Authority, the Governor's Office of Economic and Community Development, Farmers Home Administration, the Department of Housing and Urban Development, housing developers and the banking community to assess the current status of housing for the elderly and current policies relative to the same and to recommend policy changes that will enhance the development of housing alternatives.
- (2) Provide the area agencies on aging with information regarding weatherization and home repair programs available within the state.
- (3) Provide model Intergenerational programs and area agencies on aging with information and technical assistance on shared housing concepts.
- (4) Provide area agencies on aging with information and technical assistance on housing programs including, but not limited to, home equity programs.

## Service System Development Plan

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### Objective:

(5) To promote the expansion of employment opportunities for older West Virginians who desire to be gainfully employed.

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### Rationale for the selection of this objective and activities for carrying it out:

Barriers to older workers' employment are many, i.e., outmoded concepts of age and employability too often exclude older workers from business and industry hiring; new skill development training is not always available; age biases steadily push older people out of the work forces. Often those receiving meager incomes under Social Security or SSI find these incomes reduced by earned income while at the same time they may lose their eligibility for other services, i.e., Medicaid coverage, housing assistance or food stamps.

In light of new priority groups needs for employment, i.e., veterans, widows and single women and displaced workers, the West Virginia Commission on Aging has assessed the demand to further develop any and all available programs for employment opportunities for the elderly.

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### Activities:

- (1) Continue to sponsor the Title V Senior Community Service Employment Program and seek every possible opportunity to expand its funding.
- (2) Develop promotional materials that will assist in dispelling age discrimination to be distributed to business and industry.
- (3) Work with the Governor's Office of Economic and Community Development to ensure that the potential of the 3% set aside for training and retraining of the older worker is readministered through the Aging Network.
- (4) Develop the plan on equitable distribution within state for all sponsors slots for presentation to the national Department of Labor for approval.

## Service System Development Plan

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### Objective:

(6) To dispell negative stereotyping of the elderly and promotion of older persons as a valuable community resource through assisting in the development of intergenerational activities.

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### Rationale for the selection of this objective and activities for carrying it out:

The need for purposeful living has been assessed as one of the needs of West Virginia's elderly. Therefore, the Commission on Aging developed the above stated objective. Loneliness often contributes to severe mental and other health related problems. Additionally, society suffers great loss of resources by not providing for the appropriate utilization of the skills and knowledge of its senior citizens. Equally tragic is the lack of opportunity for many youth to learn from the experiences and heritage of older persons.

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### Activities:

- (1) Continue the work of a joint planning committee consisting of representatives of the State Department of Education, the Foster Grandparents Program, the West Virginia Extension Agency, Head Start and the West Virginia Commission on Aging.
- (2) Work with the State Department of Education's Community Education Program in establishing school and local community intergenerational programs.
- (3) Work with the area agencies on aging to establish Intergenerational model programs in each county whose purpose would be the development and implementation of local intergenerational activities.
- (4) Utilize the resources of Temple University, the University of Pittsburgh, the West Virginia Gerontology Center and various Schools of Social Work when appropriate and available.
- (5) Work with the State Department of Education, West Virginia Board of Regents and RESA's in training professional educators.

## Service System Development Plan

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### Objective:

(7) To advance the skills and knowledge of administrators, managers, practitioners, staffs and volunteers of the aging and allied networks where appropriate to better serve West Virginia's elderly.

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### Rationale for the selection of this objective and activities for carrying it out:

This objective relates to planning for joint training, research, technical assistance and dissemination of new information. Again, the demands for more and better services with fewer resources require a strong program of training, education and resource development opportunities.

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### Activities:

- (1) Work with the various colleges and universities in the state to assist in the planning and implementation of a curriculum for a gerontological program of study that will be accessible to in-field practitioners.
- (2) Secure at a minimum Title IV and other funds to develop a training plan for the aging network that addresses the elements of advocacy, service development, management improvement (with strong emphasis on financial management) and service systems development.
- (3) Expand the Commission on Aging's library as a technical assistance and research resource.
- (4) Utilize the services of the West Virginia University Gerontology Center and the Regional Long Term Care Gerontology Center at Temple when possible and appropriate.

OBJECTIVES - ADVOCACY PLAN

## ADVOCACY PLAN

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### Objective:

(1) To represent the interests of West Virginia's elderly before the state legislative, executive and regulatory bodies.

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### Rationale for the selection of this objective and activities for carrying it out:

The 1978 amendments of the Older Americans Act specifically made federal, state and local Administrations on Aging responsible for the elderly within their respective levels of government. The 1984 Amendments, which reauthorized the Older Americans Act through 1987 reaffirmed the advocacy role of state and the area agencies. The State Code in West Virginia also reaffirmed this role.

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### Activities:

- (1) Testifying before legislative, regulatory and executive bodies.
- (2) Sitting on boards, commissions and task forces which make or recommend policies affecting the elderly.
- (3) Reviewing the budgets and plans of other state agencies affecting older persons and make appropriate recommendations.
- (4) Analyzing legislation and regulations to be able to provide information to the aging network on critical policy issues.
- (5) Providing training in such areas as Medigap, Social Security, Age Discrimination and Protective Services.
- (6) Serving as a resource to the Governor and Legislature on issues affecting the elderly.
- (7) Monitoring the activities of the West Virginia Legislature for matters affecting older adults; publishing information regarding legislative developments regularly during the months of the legislative session in a "Legislative Digest" and distributing to the aging network.
- (8) Providing training in such areas as Medigap, Social Security, Age Discrimination, Protective Services, Alzheimer's and related health issues in keeping with other training plans of the agency.

Objective (1) (continued)

Activities:

- (10) Providing technical assistance to senior advocacy groups throughout the state on matters affecting the elderly.

The Commission on Aging fully recognizes that advocacy objectives are achieved best through joint efforts of many groups. Therefore, as the outlined strategies are carried out the guiding principle will be that of concerted efforts of many groups and agencies.

## Advocacy Plan

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### Objective:

(2) To continue and expand the statewide network of long term care ombudspersons currently serving all of the 55 counties in the state.

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### Rationale for the selection of this objective and activities for carrying it out:

The Older Americans Act requires that funds from the state's allotment shall be set aside for conducting an effective ombudsman program. The West Virginia Commission on Aging recognizes the full significance of this mandate because in many instances those elderly who reside in long term care facilities are the most vulnerable of those in greatest social and economic need.

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### Activities:

- (1) Investigate and resolve complaints made by or on behalf of older residents in long term care facilities.
- (2) Provide information, training and technical assistance, as appropriate, to the general public, staff of long term care facilities, human service workers, families, volunteers, interested organizations and consumers.
- (3) Serve as a liaison with other State and community agencies in order to promote quality long term care and fulfill the legislated mandate to monitor the development and implementation of Federal, State and local laws, regulations, and policies governing long term care facilities.
- (4) Assist area and local aging programs and other interested organizations in recruiting, training and managing a volunteer network to assist in long term care monitoring, complaint resolution and visitation.
- (5) Secure additional resources to increase the service delivery capacity of the ombudsperson program.
- (6) Develop a more systemized long term care monitoring process.

The Senior Advocate Program, initiated by the Commission on Aging in 1983, employs up to 25 full- and part-time Senior Advocates who act as both paralegals and long term care ombudspersons. The Senior Advocates, employed by local Area Agencies on Aging, provide investigation and complaint resolution, information about available benefits, and relocation services to long term care residents. The Advocates also provide ongoing monitoring of long term care facilities.

## Advocacy Plan

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### Objective:

- (3) To continue the statewide Golden Mountaineer Discount Program.

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### Rationale for the selection of this objective and activities for carrying it out:

Adequate income is listed as one of the major needs of the elderly and providing discounts is one approach to expanding the purchasing power of the elderly. The Golden Mountaineer Discount Program presently is available to over 300,000 of West Virginia's senior citizens who have received a discount card. Additionally, there are presently 3,600 merchants and service providers participating in the program allowing reductions from the regular list prices and fees.

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### Activities:

- (1) Seek media support of the program.
- (2) Conduct promotional activities utilizing available statewide resources.
- (3) Appropriate recognition of new merchants joining the program.
- (4) Distribute updated localized participating merchant lists to senior citizen centers, libraries, area agencies on aging and newspapers.
- (5) Continue discussions with Chambers of Commerce, businesses and retail organizations to expand the obtaining of discounts for senior citizens.
- (6) Secure support of professional associations, other State Agencies, and groups representing the elderly.
- (7) Continue contact of chain businesses operating in West Virginia to obtain discounts.
- (8) Make travel reimbursement available for senior volunteers' travel in securing additional participating businesses.
- (9) Work with the area agencies on way to expand the program.

## Advocacy Plan

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### Objective:

(4) To conduct the West Virginia Silver Haired Legislature in FY86, 87 and 88 to provide an opportunity for additional older persons to learn about the legislative process.

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### Rationale for the selection of this objective and activities for carrying it out:

Assisting the elderly to become advocates in their own behalf has proven extremely effective in the State of West Virginia. The first session of the Silver Haired Legislature was conducted in November, 1981 and annually thereafter. This model legislature is composed entirely of persons ages 60 and older who are elected by their peers at their respective local levels. The purposes are: (1) To provide an opportunity for older persons to learn about the legislative process; and, (2) To identify common problems, and to propose realistic feasible solutions to those problems in the form of proposed legislation. The West Virginia Silver Haired Legislature is established by a Concurrent Resolution of the State Legislature and funds are made available annually by the Legislature for its operation.

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### Activities:

- (1) Provide staff support.
- (2) Arrange and/or provide training on the State Legislative process and the Silver Haired Legislature Rules.
- (3) Provide information sharing on critical issues.
- (4) Provide public information support.
- (5) Arrange and/or provide technical assistance as needed.

## Advocacy Plan

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### Objective:

(5) To promote a positive image of older persons as vital participants in their communities; to identify and address through mass communication channels, issues, needs and concerns of older West Virginians; and to disseminate information on the availability of services and programs for older persons.

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### Rationale for the selection of this objective and activities for carrying it out:

The rationale for this objective is inherent in the stated objective and is interrelated with other objectives in this plan.

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### Activities:

- (1) Assess the needs and capabilities of the aging network related to public information activities, and provide training and technical assistance as needed.
- (2) Conduct technical assistance workshops on newsletter design and development and on accessing the mass media for the aging network.
- (3) Develop and disseminate public service announcements for radio and television stations on the perceptions of aging, as well as on various programs and services of the Commission on Aging.
- (4) Seek more comprehensive newspaper articles and programming on radio and television stations throughout the state related to the needs and concerns of older West Virginians.
- (5) Develop a standardized slide show and multi-media display for information fairs and other promotional activities which would better inform senior citizens about the Commission on Aging's programs and services.

## Advocacy Plan

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### Objective:

(6) To expand and improve statewide educational opportunities for older persons.

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### Rationale for the selection of this objective and activities for carrying it out:

The rapidly increasing elderly population and their needs, among many other reasons, demand the network to develop various public education programs which provide formal opportunities for older persons and inform the general public about aging, its processes, effects and problems. The Commission on Aging has assessed that the efforts in this regard are sporadic at best. There are few designated governmental funding sources which support educational activities especially for the elderly or the aging processes. Therefore, funding and resource development will be inherent to the accomplishment of this objective.

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### Activities:

- (1) Continue sponsoring annually the Jackson's Mill Senior Citizens Conference.
- (2) Provide technical assistance to various senior citizens organizations in the provision of educational opportunities for senior citizens, i.e., American Association of Retired Persons, Council of Senior West Virginians, West Virginia Elderhostel Programs.
- (3) Provide technical assistance to private and public agencies in the provision of educational opportunities for senior citizens.
- (4) Conduct a statewide public education conference on aging issues.
- (5) In keeping with the Title IV Plan, assist the Area Agencies in conducting areawide conferences on aging issues.

## Advocacy Plan

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### Objective:

(7) To promote volunteerism as a resource for expanding services to the institutionalized and noninstitutionalized elderly.

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### Rationale for the selection of this objective and activities for carrying it out:

Volunteers are the backbone of successful development of many human service systems and institutions in the private sector but have been woefully under-utilized in public service programs. Therefore, during the upcoming three fiscal years, the Commission on Aging will place major motivational emphasis on the development of volunteers as a programmatic resource.

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### Activities:

- (1) Work with other agencies and organizations to establish a formalized statewide volunteer organization with which volunteers can identify.
- (2) Provide training and technical assistance to the area agencies on aging and local service providers on the development and management of volunteer programs.
- (3) Investigate the possibility of the developing a demonstration program of formally organizing veterans as volunteers. (Large numbers of World War II veterans should be entering retirement circles in the near future.)
- (4) Strengthen relationships with the Senior Companion, Foster Grandparents and RSVP programs by sponsoring joint activities, i.e., training and conferences.
- (5) Develop appropriate public information activities to encourage and promote volunteerism.

## Advocacy Plan

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### Objective:

(8) To review and comment on the plans and policy statements of all other State agencies if those plans and policies affect the lives of the state's older citizens.

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### Rationale for the selection of this objective and activities for carrying it out:

To effectively represent the state's elderly is one of the major roles of the State Agency. This objective requires much effort and much staff time. Therefore, the commitment to this objective will of necessity have to be limited to "when humanly possible."

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### Activities:

- (1) Review the Secretary of State's Register weekly for the dates and times of all public hearings.
- (2) Inform elderly groups of public hearings, meetings, and convening of policymaking bodies.
- (3) Prepare written comments as required concerning plans and regulations.

GENERAL ASSURANCES

## GENERAL ASSURANCES

The State Agency makes the following assurances, which it will be able to substantiate.

### A. GENERAL ADMINISTRATION

#### 1. Compliance with Requirements

The State Agency agrees to administer the program in accordance with the Act, the State Plan and all applicable regulations, policies and procedures established by the Commissioner of the Administration on Aging or the Secretary of Health and Human Services.

#### 2. Efficient Administration

The State Agency utilizes such methods of administration as are necessary for the proper and efficient administration of the Plan.

#### 3. General Administrative and Fiscal Requirements

The State Agency's uniform administrative requirements and cost principles are in compliance with the relevant provisions of 45 CFR Part 74 except where these provisions are superseded by statute or program regulations.

#### 4. Training of Staff

The State Agency provides a program of appropriate training for all classes of positions and volunteers.

#### 5. Management of Funds

The State Agency maintains sufficient financial control and accounting procedures to assure proper disbursement of and accounting for Federal funds under this Plan.

#### 6. Safeguarding Confidential Information

The State Agency has implemented such regulations, standards and procedures as are necessary to meet the requirements on safeguarding confidential information under relevant program regulations.

#### 7. Reporting Requirements

The State Agency agrees to furnish such reports and evaluations to the Secretary or the Commissioner as may be specified.

8. Standards for Service Providers

All providers of services under this Plan operate fully in conformance with all applicable Federal, State, and local fire, health, safety and sanitation and other standards prescribed in law or regulations. The State Agency provides that where the State or local public jurisdictions require licensure for the provision of services, agencies providing such services shall be licensed.

9. State Plan Amendments

State Plan amendments will be made in conformance with applicable program regulations.

B. EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS

1. Equal Employment Opportunity

The State Agency has an equal employment opportunity policy, implemented through an affirmative action plan for all aspects of personnel administration as specified in 45 CFR Part 74.

2. Non-Discrimination on the Basis of Handicap

All recipients of funds from the State Agency are required to operate each program activity so that, when viewed in its entirety, the program or activity is readily accessible to and usable by handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible, in keeping with 45 CFR Part 84.

3. Civil Rights Compliance

The State Agency has developed and is implementing a system to ensure that benefits and services available under the State Plan are provided in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964 as amended.

C. PROVISION OF SERVICES

1. Priorities

The State Agency has a reasonable and objective method for establishing priorities for services and such method is in compliance with the applicable statute.

2. Eligibility

The activities covered by this State Plan serve only those individuals and groups eligible under the provisions of the applicable statute.

3. Residency

No requirements as to the duration of residence or citizenship will be imposed as a condition of participation in the State's program for the provision of services.

4. Coordination and Maximum Utilization of Services

The State Agency, to the maximum extent possible, coordinates and utilizes the services and resources of other appropriate public and private agencies and organizations.

PROGRAM SPECIFIC ASSURANCES

PROGRAM SPECIFIC ASSURANCES AND PROVISIONS

STATE AGENCY ORGANIZATION

Section 305(a)(1)

The State Agency (the West Virginia Commission on Aging) is the sole agency responsible for the administration of the State Plan on Aging.

STATE ALLOTMENT

Section 308(a)(1)

The State Agency will use its allotment for State Plan administration to pay not more than 75 percent of the costs of administering the State Plan.

Section 308(b)(1)(A)

The State will spend no more than 5% of its allotment under parts B and C, or \$300,000, whichever is greater, for State Plan Administration.

Section 308(b)(3)(E)

The State will request the Commissioner's approval for all transfers between congregate and home-delivered meals funds which exceed 30%.

Section 308(b)(5)(B)

The State will transfer no more than 29% in 1986 and 30% in 1987 and 1988 between Title III supportive and nutrition services.

Section 304(d)(1)(A)

Such amount as the State Agency determines but no more than 8.5 percent of the State's allotment will be used for paying such percentage as the State determines but no more than 75 percent of the cost of administration of area plans.

Section 304(d)(1)(D)

The portion of the State's allotment\* not used for paying the cost of administration of area plans will be available only for paying such percentage as the State determines, but not more than 85 percent of the cost of supportive services and nutrition services authorized under Title III, Parts B and C, in Planning and Service Areas for which there is an area plan approved by the State Agency.

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\*Excepting the provision of funds for the Long-Term Care Ombudsman Program (Section 307(a)(12)).

The State will not fund program development and coordination activities as a cost of supportive services until it has first spent 8.5 percent of the total of its combined allotments for supportive and nutrition services on administration of area plans.

The State and Area Agencies will, consistent with their budgeting cycles (annually, biannually or otherwise), submit the details of their proposals to pay for program development and coordination as a cost of supportive services to the general public (including older persons, government officials and the aging services network) for review and comment.

Section 309, Section 304(d)

The State Agency will fulfill all requirements for meeting the non-Federal share. The nonfederal share shall be in cash or in kind.

STATE AGENCY RESPONSIBILITIES

Section 305(a)(1)(D)

The State Agency will serve as an effective and visible advocate by reviewing and commenting upon all State Plans, budgets, and policies which affect the elderly and providing technical assistance to agencies, organizations, associations, and individuals serving the elderly.

Section 305(a)(1)(E)

The State Agency will divide the State into Planning and Service Areas according to statutory and regulatory requirements.

Section 305(a)(2)(C)(D)

The State Agency will, in accordance with guidelines issued by the Commissioner, develop, publish, and submit to the Commissioner for review and comment a formula for the distribution of Title III funds within the State.

Section 305(a)(2)(E)

The State Agency will give preference to providing services to older individuals with the greatest economic or social needs, with particular attention to low income minority individuals.

Section 305(b)(1)

Upon request, the State Agency will provide an opportunity for a hearing to any unit of general purpose local government, including units of 100,000 or more, if such unit(s) make(s) an application for PSA designation and is denied designation by the State Agency.

Section 306(a)(3)

The State Agency will keep a directory of community focal points in the State.

## STATE PLANS

### Section 307(a)

The State Agency will submit a State Plan for a three year period with such annual revisions as are necessary, and which meets such criteria as the Commissioner may, by regulation, prescribe.

### Section 307(a)(1)

The State will prepare and distribute a uniform format for use by Area Agencies in developing area plans under Section 306.

### Section 307(a)(2)

Each Area Agency will develop and submit to the State Agency for approval an area plan which complies with Section 306 of the Act.

### Section 307(a)(3)(A)

The State Agency will evaluate the need for supportive services (including legal assistance), nutrition services and multipurpose senior centers, and determine the extent to which existing public or private programs meet the need.

### Section 307(a)(3)(B)

The State Agency will spend in each fiscal year, for services to older individuals residing in rural areas in the State assisted under this Title, an amount not less than 105 percent of the amount expended for such services (including amounts expended under Title V and Title VII) in FY1978.

### Section 307(a)(4)

The State Agency will use such methods of administration, including methods relating to the establishment and maintenance of personnel standards on a merit basis as are necessary, for the proper and efficient administration of the plan, and, where necessary, provide for the reorganization and reassignment of functions to assure efficient administration.

### Section 307(a)(5)

The State Agency will grant a hearing upon request to an Area Agency on Aging submitting an Area Plan or Area Plan amendment, to any provider of a service under the Area Plan, or to any applicant to provide a service under the Area Plan.

### Section 307(a)(6)

The State Agency will make such reports, in such form, and containing such information as the Commissioner may require, and comply with such requirements as the Commissioner may impose to assure the correctness of such reports.

Section 307(a)(7)

The State Agency will adopt such financial control and fund accounting procedures as may be found necessary to assure proper disbursement of, and accounting for, Federal funds paid under this Title to the State, including any such funds paid to the recipients of a grant or contract.

Section 307(a)(8)

The State Agency will conduct periodic evaluations of activities and projects carried out under this Plan.

Section 307(a)(9)

The State Agency will provide for establishing and maintaining information and referral services in sufficient numbers to assure that all older individuals in the State who are not furnished adequate information and referral services under Section 306(a)(4) will have reasonably convenient access to such services.

Section 307(a)(10)

No supportive services, or nutrition services, will be provided directly by the State Agency or an Area Agency on Aging, except where, in the judgment of the State Agency, provision of such services by the State Agency or an Area Agency on Aging is necessary to assure an adequate supply of such services, or where such services are directly related to such State or Area Agency on Aging administrative functions, or where such services of a comparable quality can be provided more economically by such State or Area Agency on Aging.

Section 307(a)(11)

Subject to the requirements of merit employment systems, the State Agency gives preference to individuals age 60 or older for any staff positions in State and Area Agencies for which such individuals qualify.

Section 307(a)(12)

With respect to the Long-Term Care Ombudsman Program, the State will meet all statutory and regulatory provisions concerning the establishment and operation of the program; appointment of a full-time ombudsman; complaint investigation and resolution; access procedures and requirements; statewide uniform reporting system; confidentiality and disclosure requirements; and consideration of views of Area Agencies on Aging, older individuals and provider agencies.

Section 307(a)(13)

With respect to nutrition services, all statutory and regulatory provisions concerning nutrition services, selection of nutrition service providers, special requirements for nutrition service providers and food requirements for all nutrition service providers will be met.

Section 307(a)(14)

See Objective #5 - Service Development Plan.

Section 307(a)(15)

With respect to legal assistance, all statutory and regulatory provisions concerning the purpose of making the awards; the definition of legal assistance; the conditions legal assistance providers must meet; case priorities; and limitations on information about income and resources will be met.

Section 307(a)(16)

See Objective #4 - Services Development Plan.

Section 307(a)(17)

See Objective #4 - Service System Development Plan.

Section 307(a)(18)

See Objective #4 - Services Development Plan.

Section 307(a)(19)

With respect to education and training services, Area Agencies on Aging may enter into grants and contracts with providers of education and training services which can demonstrate the experience or capacity to provide such services, except that such contract authority shall be effective for any fiscal year only to such extent, or in such amounts, as are provided in appropriations Acts.

Section 307(a)(20)

In those planning and service areas in which a substantial number of older persons have limited English-speaking ability, the State Agency will require an Area Agency to use workers fluent in the other predominant language and to designate an individual employed by the Area Agency or available on a full-time basis to provide counseling to the limited English-speaking to assist them in participating in programs and receiving assistance under this Act, and to sensitize staff to cultural and linguistic differences.

Section 304(d)(1)(B), 307(a)(21)

From funds allotted under Section 304(a) for Part B of Title III (relating to supportive services), the State Agency will spend an amount which is determined to be adequate, but not less than an amount equal to 1 percent of this allotment or \$20,000, whichever is greater, for the purpose of carrying out the Long-Term Care Ombudsman program (Section 307(a)(12)) unless for any fiscal year, a State spends from State or local sources an equivalent amount for this purpose.

Section 304(d)(1)(C)

After September 30, 1986, such amount as the State Agency determines to be adequate, but not more than 1%, will be used for conducting effective demonstration projects in health and nutrition education under Section 307(f).

ATTACHMENTS

## ARTICLE 14.

## STATE COMMISSION ON AGING.

Sec.		Sec.	
29-14-1.	Creation and composition.	29-14-8.	Purposes; actions.
29-14-2.	Terms of citizen representatives; vacancies.	29-14-9.	Programs of services for the aging.
29-14-3.	Office space; officers; meetings.	29-14-10.	Designated state agency for handling federal programs.
29-14-4.	Expenses of citizen representatives.	29-14-11.	Donations.
29-14-5.	Director.	29-14-12.	Records and files.
29-14-6.	Personnel.	29-14-13.	Reports.
29-14-7.	Advisory committees.		

## § 29-14-1. Creation and composition.

There is hereby created the "state commission on aging," hereinafter referred to as the "commission." The commission shall consist of seventeen members, as follows: Seven members, herein referred to as government representatives, who shall be the state superintendent of schools, the director of health, the director of mental health, the commissioner of public institutions, the commissioner of welfare, the director of the West Virginia division of vocational rehabilitation, and the commissioner of the West Virginia department of employment security; and ten additional citizens of the State, herein referred to as citizen representatives, no more than five of whom shall belong to the same political party, who have demonstrated an interest in and knowledge of the problems of the aging. The governor shall appoint the ten citizen representatives of the commission by and with the advice and consent of the senate. (1964, c. 4.)

Administration of "Older Americans Act of 1965". — The state commission on aging has sufficient authority, on behalf of the State of West Virginia, to implement and administer the federal "Older Americans Act of 1965." 51 Op. Atty Gen. 472 (1965).

## § 29-14-2. Terms of citizen representatives; vacancies.

The citizen representatives shall be appointed for terms of four years each, and until their successors are appointed and qualified; except that of the members first appointed, four shall be appointed for terms of one year, two for terms of two years, two for terms of three years, and two for terms of four years. Vacancies shall be filled for the remainder of any unexpired term in the same manner as the original appointment. (1964, c. 4.)

## § 29-14-3. Office space; officers; meetings.

The commission may be supplied with necessary office space. A majority of the members of the commission shall constitute a quorum for the transaction of business. The commission shall elect a chairman, a vice chairman, and such other officers as it deems necessary. The commission shall meet at least two times each year. If unable to attend a commission meeting, a government representative shall send in his place his deputy or another person who has authority to act on behalf of the government representative, who shall be considered a member of the commission for the purpose of obtaining a quorum for the transaction of business. (1964, c. 4.)

## § 29-14-4. Expenses of citizen representatives.

Each citizen representative shall be entitled to receive out of funds appropriated or available for such purposes, travel and other necessary expenses actually incurred in the performance of his official duties under the provisions of this article. Requisition for such expenses shall be accompanied by a sworn and itemized statement which shall be filed with the auditor. (1964, c. 4.)

**§ 29-14-5. Director.**

After its citizen members have been appointed by the governor, the commission shall appoint a director who shall act as the chief administrative officer of the commission. He shall be a person who is professionally qualified by experience and training to assume the responsibilities of the position. The director's annual salary shall, within the limits of funds available, be fixed by the governor, and he may be reimbursed for travel and other necessary expenses actually incurred in the performance of his official duties. Requisition for such expenses shall be accompanied by a sworn and itemized statement which shall be filed with the auditor. (1964, c. 4; 1969, c. 13.)

**§ 29-14-6. Personnel.**

The director shall, with the advice and consent of the commission, appoint such other personnel as the commission deems to be necessary for the efficient performance of the duties prescribed by this article. Within the limits of funds available, and with the approval of the governor, the commission may fix the compensation of such other personnel, and may incur other expenses necessary to the effective discharge of its powers and duties. (1964, c. 4; 1969, c. 13.)

**§ 29-14-7. Advisory committees.**

The commission may create whatever advisory committees it deems necessary in such fields as health and mental health; income maintenance; employment and vocational rehabilitation; education; recreation and library services; social services; state and local community organization and leadership development, and may use funds appropriated or available for such purposes to defray the expense of such advisory committees. It shall, where feasible, designate a commission member having special competence in a field as chairman of any advisory committee it may create in that field. The commission may, in its discretion, also create such local or regional advisory committees. All such advisory committees shall report to the commission with regard to their activities and findings. Members of all such advisory committees may be entitled to receive out of funds appropriated or available for such purposes travel and other necessary expenses actually incurred in the performance of their official duties under the provisions of this article. Requisition for such expenses shall be accompanied by a sworn and itemized statement which shall be filed with the auditor. (1964, c. 4.)

**§ 29-14-8. Purposes; actions.**

The commission through its director shall take action to carry out the following purposes:

- (a) Conduct, and encourage other organizations to conduct, studies of the problems of the State's older people;
- (b) Encourage, promote and aid in the establishment of local programs and services for the aging. The commission may assist local governmental and other agencies by designing surveys that could be used locally to determine needs of

**§ 29-14-9 MISCELLANEOUS BOARDS AND OFFICERS**

older people; by recommending the creation of such services and facilities as appear to be needed; by serving as a clearinghouse for the collection and distribution of information on aging; and by assisting organizations and communities in such other ways as the commission may deem appropriate;

(c) Conduct programs of public education on the problems of the aging;

(d) Review existing state programs for the aging, and annually make recommendations to the governor and the legislature for improvements in and additions to such programs;

(e) Encourage and assist governmental and private agencies to coordinate their efforts on behalf of the aging in order that such efforts be effective and the duplication and wasting of effort be eliminated;

(f) Represent the State's concern for its senior citizens by collecting, analyzing and disseminating information about the aged and aging; and coordinate statewide local and voluntary efforts to serve the aging and make use of their wisdom and capacities, with due regard to the development of programs at the local level. (1964, c. 4.)

**§ 29-14-9. Programs of services for the aging.**

The commission may establish, under the administration of the director, in selected areas and local communities of the State, programs of services for the aging. Particular emphasis shall be given to services designed to foster continued participation of older people in family and community life and to prevent, insofar as possible, the onset of dependency and the need for long-term institutional care. Any allocations by the commission of appropriations for such programs may be made contingent upon local appropriations or gifts in money or in kind for the support of such programs. The county commission of any county or governing body of any municipality in this State may appropriate and expend money for establishing and maintaining such programs. Funds so appropriated by the county commission or by the governing body of any municipality in this State may be contributed from time to time to any committee or organization approved by the commission on aging for the purposes authorized by this section.

The commission on aging as provided hereunder may receive and expend appropriate funding, including the State's share of federal revenue-sharing funds, for the construction, acquisition and renovation of senior centers.

From time to time the legislature may appropriate funds on a matching basis for funds from any other source to be used for the purposes stated above. (1964, c. 4; 1975, c. 1; 1976, c. 3.)

**§ 29-14-10. Designated state agency for handling federal programs.**

The commission shall constitute the designated state agency for handling all programs of the federal government relating to the aging requiring action within the State, which are not the specific responsibility of another state agency under the provisions of federal law or which have not been specifically entrusted to another state agency by the legislature. (1964, c. 4.)

**§ 29-14-11. Donations.**

The commission may receive on behalf of the State any grant or gift and accept the same, so that the title shall pass to the State. All moneys from grants or gifts shall be deposited with the state treasurer in a special fund and shall be used for the purposes set forth in the grant or gift, if the purposes are within the powers conferred on the commission. The commission shall be empowered to comply with all regulations and requirements to qualify for federal grants and to administer such federal funds. (1964, c. 4.)

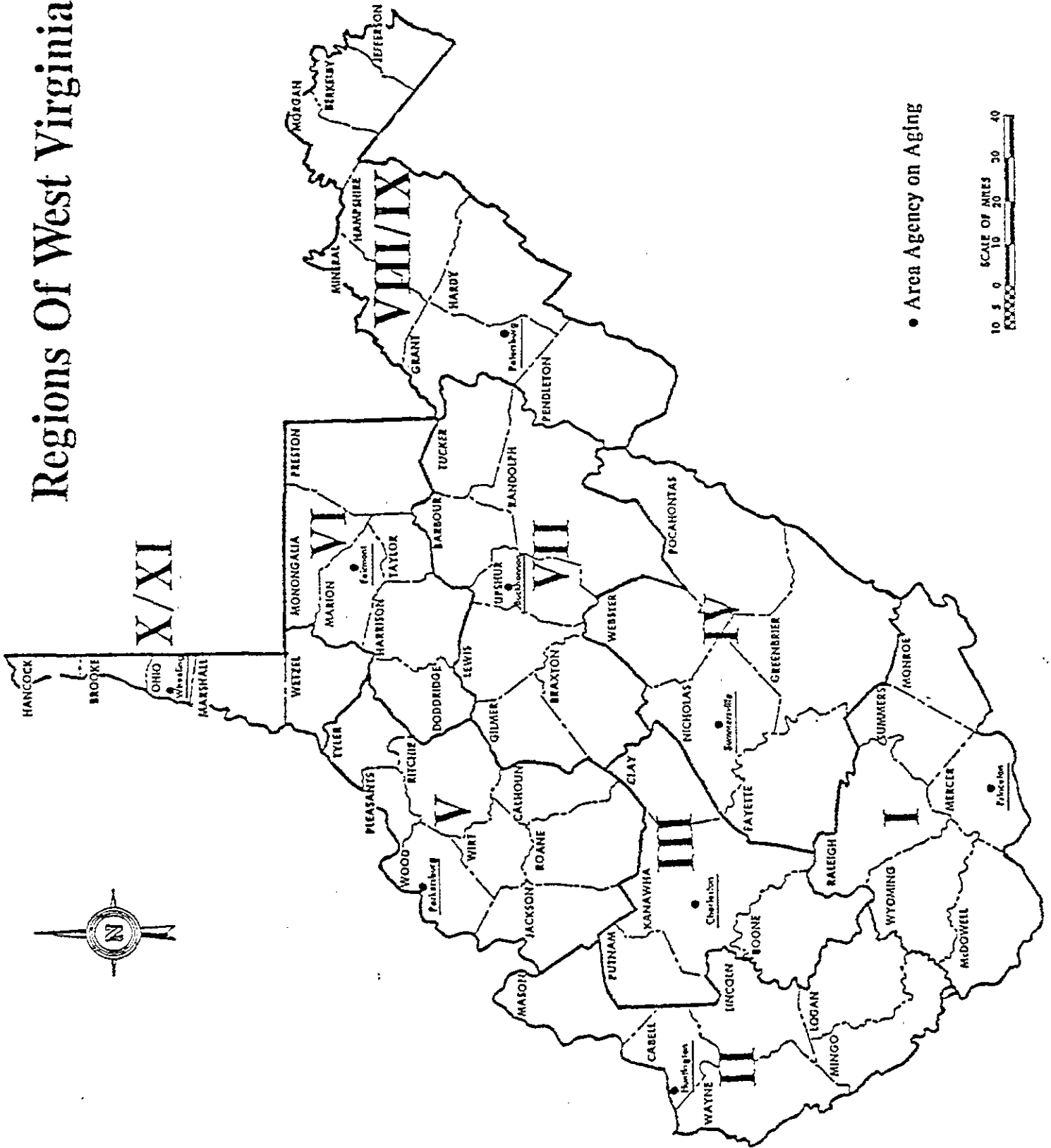
**§ 29-14-12. Records and files.**

All records, files and other property belonging to the state commission on problems of the aging pursuant to appropriation made and funds available under the provisions of senate concurrent resolution number four heretofore adopted on the twenty-eighth day of February, one thousand nine hundred fifty-seven, and senate committee substitute for house concurrent resolution number five heretofore adopted on the twelfth day of March, one thousand nine hundred fifty-nine, shall be turned over to the commission on aging herein created and shall be continued as part of the records, files and other property thereof. (1964, c. 4.)

**§ 29-14-13. Reports.**

The commission shall submit a progress report to the governor and to the members of the legislature on or before January first of each year, in addition to such other recommendations, studies and plans as it may submit from time to time. (1964, c. 4.)

# Regions Of West Virginia



## FUNDING FORMULA

## WEST VIRGINIA COMMISSION ON AGING - FY1986

Allocation of Title III-B, C and State Programs for the Elderly funds will be made by formula, which combines and weights the following factors:

<u>Factors</u>	<u>Weights</u>
Population aged 60+	.3
Population aged 60+ Low Income	.3
Population aged 75+	.2
Population aged 60+, minority	.1
Square miles/region	<u>.1</u>
	1.0

Services under the Older Americans Act are to be provided persons aged 60 and over; therefore, population data for that segment will be used and weighted for formula development. Low-income elderly and minority elderly are reflected and weighted in the formula in order to increase the proportion of funds to those regions with concentrations of persons in greatest economic or social need. Numbers of persons over 75 are reflected in the formula, since persons over 75 are more likely to need more costly services, and to emphasize commitment to provision of services to the frail elderly in order to avoid institutionalization as long as is possible. Square miles in each planning and service area is used as a formula factor, as is the county base amount, in order to respond to needs in less populous and/or rural areas.

Weighted raw data is computerized using multiple regression. The latest census data available was used for population and characteristics. Intrastate formula for each region is below:

<u>Region</u>	<u>Formula</u>
I	.159
II	.141
III	.140
IV	.089
V	.089
VI	.137
VII	.080
VIII/IX	.082
X/XI	<u>.083</u>
	1.000

## FUNDING FORMULA (page two)

## Application of the formula, FY1986:

From the Title III-B and III-C allotment to the State, \$37,000 will be withheld for the statewide ombudsprogram. For State Agency administration, a total of \$300,000 will be withheld, deducted proportionately from each funding stream.

From the total State Programs for the Elderly appropriation, \$232,000 will be withheld for the Senior Advocate Program and discretionary programs.

Each area agency on aging will be allocated \$76,853 for administration in FY86. This is the same level as for 1985 and comes from Title III-B and C and State funds. There is a maximum allowable of 8.5%. For 1987 and 1988, the area agency administration funding level will be reviewed annually.

From Title III-B and State funds, \$27,250 will be allocated to the regions for each county within that region. Distribution of the remainder of the Title III and State funds allocated to the regions will be made by application of the formula with the exception of \$210,000 of State funds which were designated by the Legislature for aging network salary increases. The distribution of these funds will be determined at a later date.

<u>Sources of Funding, FY1986</u>	<u>Amounts</u>	<u>Withheld</u>	<u>Allocated</u>
Title III-B Est. <sup>1</sup>	\$2,346,864	(118,905) <sup>2</sup> (37,000) <sup>3</sup>	\$2,190,959
Title III-C-1 Est. <sup>1</sup>	2,972,989	(150,628) <sup>2</sup>	2,822,361
Title III-C-2 Est. <sup>1</sup>	601,328	(30,467) <sup>2</sup>	570,861
State Programs/Elderly	3,197,000 <sup>4</sup>	(232,000) <sup>5</sup>	2,965,000
Subtotal	\$9,118,181	(569,000)	\$8,549,181
State Discretionary			
Allocated		15,893 <sup>6</sup>	15,893
Total Allocated	\$9,118,181	(553,107)	\$8,565,074

<sup>1</sup>Title III funding based on 1986 President's budget request.

<sup>2</sup>State Agency Administration (\$300,000) withheld from Title III.

<sup>3</sup>Statewide Ombudsprogram Funds.

<sup>4</sup>Includes \$210,000 designated by State Legislature for aging network salary increases.

<sup>5</sup>Discretionary Programs.

<sup>6</sup>State Discretionary: \$15,893 Allocated to Maintain 1985 Levels of Ongoing Program Funding.

## FUNDING FORMULA (page three)

## FUNDING FORMULA: POPULATION/OTHER DATA

<u>Region</u>	<u>60+</u>	<u>60+ Low Income</u>	<u>60+ Minority</u>	<u>75+</u>	<u>Square Miles</u>
I	44,791	7,749	5,038	11,608	2,882
II	45,979	8,026	1,720	12,652	2,542
III	50,277	7,369	2,542	12,853	2,099
IV	26,550	4,819	1,431	7,244	3,825
V	30,722	5,404	172	8,972	2,668
VI	48,001	7,663	1,006	13,981	2,232
VII	22,656	5,125	154	6,800	3,392
VIII/IX	26,413	4,772	922	6,817	3,487
X/XI	<u>35,136</u>	<u>4,706</u>	<u>652</u>	<u>9,643</u>	<u>944</u>
Totals	330,525	55,633	13,637	90,570	24,071

Notes: 60+ Low Income and Minority Population from 1980 Census. Square Miles in Region from Census Bureau.

NOTICE OF PUBLIC HEARINGS AND COMMENT PERIOD ON A PROPOSED RULE

The West Virginia Commission on Aging will hold public hearings on the West Virginia Commission on Aging State Plan including the State funding formula and the geographic boundaries of the planning and service areas. This is an interpretive rule of the Code of West Virginia 29A-1-2(c). Public hearings on the above proposed rule will be held on:

- Monday, June 24, 1985 at 2:00 p.m. in the Harrison County Senior Center, Clarksburg, West Virginia
- Tuesday, June 25, 1985 at 10:30 a.m. in the Grant County Senior Center, Petersburg, West Virginia
- Wednesday, June 26, 1985 at 10:00 a.m. in the Wetzel County Senior Center, New Martinsville, West Virginia
- Thursday, June 27, 1985 at 1:00 p.m. in the Raleigh County Senior Center, Beckley, West Virginia
- Friday, June 28, 1985 at 10:30 a.m. in the Ceredo-Kenova Multipurpose Center, Ceredo, West Virginia
- Friday, July 5, 1985 at 10:00 a.m. in the State Capitol Conference Center, Charleston, West Virginia

Interested persons are requested to appear at one of the above public hearings. Comments may be made orally, in writing or both. However, the Commission requests that persons wishing to make comments at the hearings make an effort to submit written comments in order to facilitate a review of these comments. Issues to be heard shall be limited to the proposed rule.

Comments may also be mailed to the West Virginia Commission on Aging, Holly Grove, State Capitol Complex, Charleston, West Virginia 25305, prior to Monday, July 8, 1985.

A copy of the West Virginia Commission on Aging State Plan is available at the county aging program offices in each of the 55 counties, the area agency on aging offices in each of the 9 planning and service areas, and at the Commission on Aging office, Holly Grove, State Capitol Complex, Charleston, West Virginia.

West Virginia Commission on Aging  
Phillip D. Turner  
Executive Director

WEST VIRGINIA COMMISSION ON AGING STATE PLAN  
PUBLIC HEARING SUMMARY

Public hearings on the West Virginia State Plan on Aging were conducted in Clarksburg, Petersburg, New Martinsville, Beckley, Ceredo-Kenova, and Charleston. At all of these hearings the plan was presented by overhead projection and a thorough oral explanation. Prior to the hearings, a draft of the plan was available for review at each of the Area Agencies and County Projects. Attendance at the public hearings was not extremely large except at Ceredo-Kenova. There was a consensus at all of the hearings that the plan is a good plan. However, some issues were raised that need to be addressed in the plan before it is submitted for approval.

ISSUE #1.

The issue was raised concerning the maximum allowable amount available for Area Agency Administration and why the plan keeps FY 1986 levels the same as FY 1985.

Response to the Issue:

This concern would require a change in the draft plan only if the Commission wishes to make a change in its financial plan. Within the plan the Commission has the option of reviewing its financial plan each year. It is the staff's recommendation to keep the plan as written for now but study the issue during the upcoming year.

ISSUE #2. (Mainly a question)

Is there a way for the plan to address some sort of incentive (bonus) for those projects and area agencies who are performing in an outstanding manner while others may be dragging their feet?

Response to the Issue:

Again, the plan as written does not address this issue however, it does not preclude it being considered during the next three years.

ISSUE #3.

We need to strengthen our provision of legal assistance because when we (the network) say we are providing legal services, frequently seniors expect to have the services of a lawyer. Our system of senior advocates needs to be strengthened.

Response:

The staff recommends that the section of the state plan be changed to reflect legal issues brought before the hearings - that the plan reflect a strengthening of the plan of legal case supervision, and that the plan reflect that we will develop a stronger plan of direct representation. Both of these concerns will reflect a closer working relationship with the Legal Service Corporation. These changes will be presented to the Commission on August 8, 1985.

ISSUE #4.

An issue was raised concerning required reporting on services to those suffering from Alzheimer's Disease when frequently physicians are so reluctant to make such a diagnosis.

Response:

Although the concern raised has merit, it need not cause any change in the plan at this time.

ISSUE #5

A concern was raised over further updating the Service Definitions - feeling that such updating may be necessary during the next couple of years.

Response:

The plan does not preclude such updating during the next three years. Such changes simply need to be submitted to AOA for approval, an amendment to the plan.

ISSUE #6

On page 97 of Attachment F concerning waiver request to provide direct services - the plan reflects that the State Agency wishes complete objectives and action steps included in such a request. Do we really mean that for each request?

Response:

Those objectives and action steps should be outlined in each Area Plan so that the State Agency can appropriately respond to the requests.

ISSUE #7

A concern was raised on the lack of activity throughout the day in many of the Senior Centers. Activities are generally concentrated around the meal hour and too frequently no other activities are going on. Centers should be filled each day with many and ongoing activities.

Response:

The objective on Senior Centers should be strengthened in the plan to reflect action steps that provide training on Senior Center programming. This will be recommended to the Commission before the final plan is submitted.

ISSUE -#8

Issue was raised of public relations and making the seniors and the general public aware of the programs.

Response:

The plan well addresses this issue. It must become more prioritized in the plan's implementation.

ISSUE #9

In several hearings the issue was raised concerning the "rurality" factor in the funding formula and how this factor is incorporated in the Area Agencies' funding allocation plans within the PSA's. It was suggested that the Commission study two points during the next couple of years (1) mandating that the Area Agencies utilize the exact same factors for county project allocations as the Commission utilizes for distribution of funds to the AAA's, and (2) that the Commission consider utilizing "rural population" as opposed to square miles.

Response:

The plan speaks to the funding formula and says that changes will be made as the need demands during the next three years. Therefore there is no recommendation in this regard for change in the plan.

ISSUE #10

The issue was raised concerning transportation most particularly in McDowell County.

Response:

The plan speaks to all services through the area plan. However, the training (Title IV) plan needs to be strengthened to reflect training on development of other resources in this regard.

ISSUE #11

A strong expression of support was given for the Case Management Objective and its implementation.

ISSUE #12

Nutrition Programs - In several areas the attendees discussed the nutrition programs, however, the discussions were generally interrogative, i.e., what is the required percentage between congregate and home delivered meals? There were no recommendations for changes in the plan.

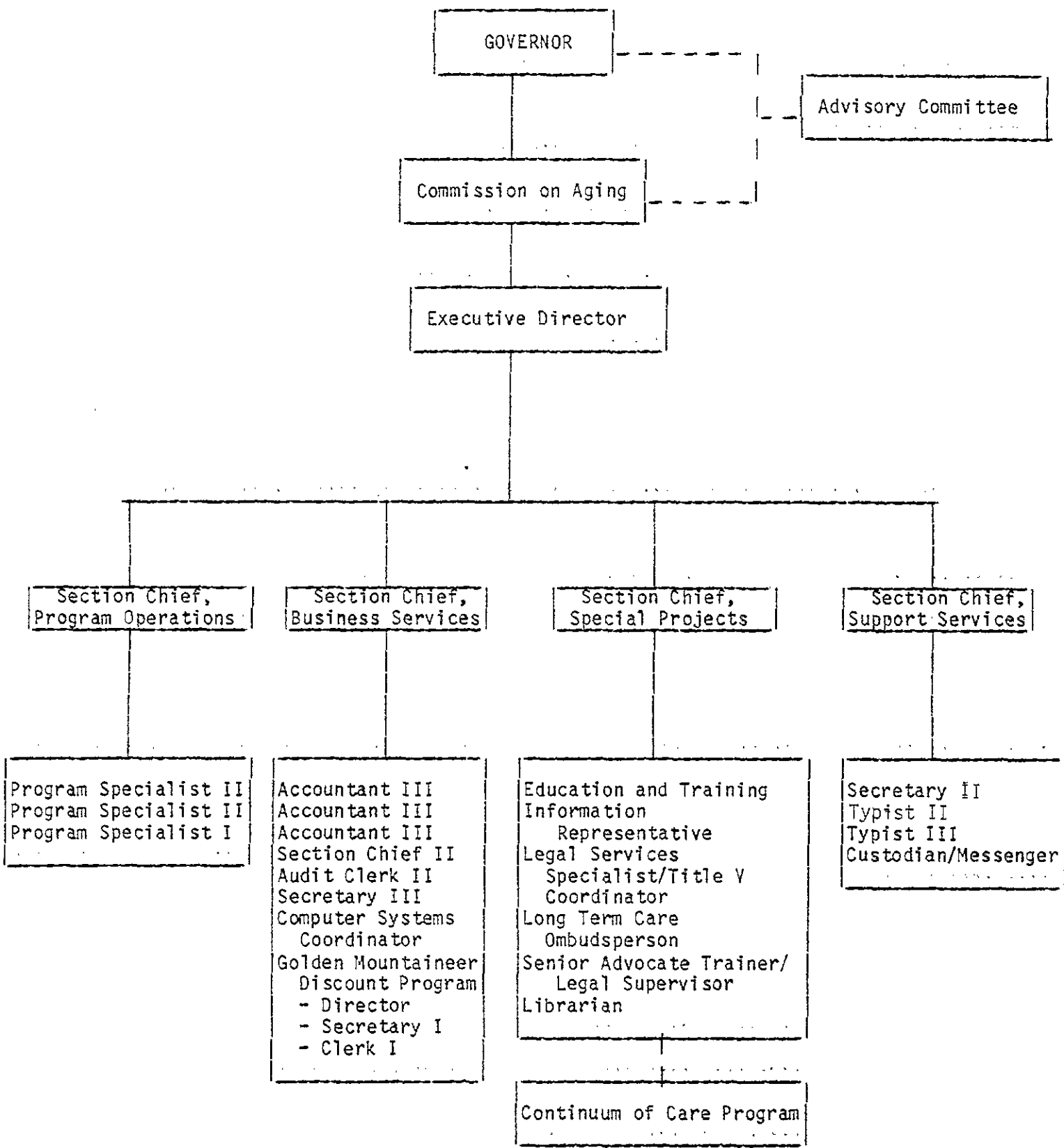
ISSUE #13

The issue of home health services was raised and more specifically their availability in the local areas.

Response:

The plan needs to be strengthened in its objectives in regards to health related issues.

ORGANIZATIONAL CHART  
WEST VIRGINIA COMMISSION ON AGING



ATTACHMENT F

PAGES 76 - 110

is the

Area Agency Format without the blank forms

1986-88 AREA PLAN FORMAT

- A. Verification of Intent/Assurance of Compliance
  
- B. 1986 Program Plan
  - 1. Status of FY85 Objectives
  - 2. 1986-88 Objectives/Action Steps
  - 3. Area Program Summary
  - 4. Title III-C Meal Projections by Site
  - 5. Community Focal Points
  
- C. 1986 Financial Plan
  - 1. Regional Title III Allocation
  - 2. Regional Nutrition Allocation and Title III Totals
  - 3. Regional Summary - State Funds
  - 4. Other Regional Resources
  - 5. Annual Program Budgets - Title III-B
  - 6. Area Agency Budget
    - a. General Information
    - b. Line Item Budget
    - c. Budget Supplements (1-5)
    - d. Matching Resources
  
- D. 1986 Training Plan
  
- E. Exhibits
  - 1. Request for Waiver
  - 2. Transfers Between Title III-B and C
  - 3. Funds Unobligated
  - 4. Prior Approval
  - 5. Cost Allocation Method
  - 6. A-95 Review
  - 7. Public Hearing(s) Record
  
- F. Appendix
  - 1. Instructions for Completing the Area Plan
  - 2. Minimum Information Requirements for Title III Subgrantee Bids/Plans
  - 3. Census Data
  - 4. Updated Service Definitions
  - 5. Area Plan Checklist for CoA Use

PART A  
VERIFICATION OF INTENT/ASSURANCE OF COMPLIANCE

Region \_\_\_\_\_  
FY86 \_\_\_\_\_

Page \_\_\_\_\_

VERIFICATION OF INTENT/ASSURANCE OF COMPLIANCE

The FY86-88 Area Plan is hereby submitted for the \_\_\_\_\_  
(Planning and

\_\_\_\_\_  
Service Area)

While the plan covers a three year  
period, this submission is for approval of activities from October 1, 1985  
through September 30, 1986. The \_\_\_\_\_

(Name of Area Agency)

assures that this document adheres to all of the provisions of the Older Americans Act, as amended, during the period identified. The Area Agency named above will assume full authority to develop and administer the Area Plan in accordance with all requirements of the Act and related State policy and procedures. In accepting this authority, the Area Agency assumes the major responsibility to develop and administer the Area Plan for a comprehensive and coordinated system of services and to serve as the advocate and focal point for older people in the planning and service area. In doing so, this Plan itself has been reviewed at public hearing(s) in the service area. Record of the hearing(s) may be found in Exhibit E.7.

By submitting this Plan to the West Virginia Commission on Aging for approval, the Area Agency agrees to comply with the FY86 Area Plan Assurances.

\_\_\_\_\_  
(Date) (Signed) \_\_\_\_\_  
(Area Agency Director)

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

\_\_\_\_\_  
(Date) (Signed) \_\_\_\_\_  
(Chairperson of the Area Agency  
Advisory Council on Aging)

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

\_\_\_\_\_  
(Date) (Signed) \_\_\_\_\_  
(Executive Director, Grantee Agency  
or authorized signator)

\_\_\_\_\_  
Title

AREA AGENCY ON AGING  
1986 AREA PLAN ASSURANCES

1. The area agency agrees to administer the program in accordance with the Older Americans Act, as amended, the state plan, and all applicable regulations, policies and procedures established by the State.
2. The area agency utilizes such methods of administration as necessary for proper and efficient administration of the area plan.
3. The area agency has an equal employment opportunity policy implemented through an affirmative action plan for all aspects of personnel administration as specified in 45 CFR Part 74 or applicable Federal circulars. All permanent positions to be filled from outside the agency must be advertised.
4. Subject to the requirements of merit employment systems, the area agency gives preference to individuals age 60 or older for any staff position within the area agency for which such individuals qualify. The area agency will make every effort to recruit such individuals.
5. The area agency will establish an advisory council consisting of more than 50% older persons and include older individuals (including minority individuals and those in greatest economic and social need) who are participants or who are eligible to participate in programs assisted under the Act, representatives of older individuals, local elected officials and the general public, to continually advise the area agency on all matters relating to the development, administration, and operations conducted under the area plan.
6. The area agency agrees to furnish such reports and evaluations to the State as may be specified.
7. The area agency will monitor, evaluate, and comment upon policies, programs, hearings, levies, and community actions which affect the elderly.
8. The area agency must operate each program activity conducted under the area plan so that when viewed in its entirety, the program or activity is readily accessible to and usable by handicapped persons. Where structural changes are required, these changes shall be made as quickly as possible in keeping with 45 CFR 84 or applicable Federal circulars or state policy.
9. The area agency must operate each program activity conducted under the area plan so that no employment or administrative policy discriminates against handicapped persons.

10. The area agency has developed and is implementing a system which insures benefits and services available under the area plan are provided in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964 as amended.
11. The area agency will take into account the views of recipients of services in connection with matters of general policy arising in the development and administration of the area plan.
12. The area agency will prepare and distribute a uniform format for use by projects in developing Title III-B project plans minimally including the criteria set forth by the state office.
13. The area plan will be developed in consultation with local projects.
14. The area agency will grant a hearing upon request, following the established West Virginia Commission on Aging hearing procedures, to project(s) whose plan is denied or whose subgrant or contract is terminated or not renewed.
15. Revisions to the plan will be made in conformance with all applicable regulations.
16. The area agency will evaluate the need for supportive services, nutrition services and multipurpose senior centers, and determine the extent to which existing public or private programs meet the need.
17. The area agency will furnish appropriate technical assistance to providers of supportive services, nutrition services, or multi-purpose senior centers in the planning and service area.
18. The area agency will conduct periodic evaluations of activities carried out under the area plan.
19. The area agency, to the maximum extent possible, agrees to coordinate and utilize the services and resources of other appropriate public and private agencies and organizations.
20. The area agency has developed and published a reasonably objective method by which priorities for services are determined, particularly with respect to the delivery of priority services.
21. The area agency assures that, in the provision of services, preference will be given to older individuals with greatest economic and/or social need, especially low-income minorities.
22. The area agency will provide for the establishment and maintenance of information and referral services in sufficient number to assure that all older individuals within the planning and service area have reasonably convenient access to such services.
23. The area agency will provide for outreach efforts to locate individuals eligible for assistance under the Act, especially rural elderly, and to inform such individuals of the availability of assistance.

24. In regard to nutrition services, the area agency assures that all statutory and regulatory provisions, including the Guidelines for Contracting for the Provision of Nutrition Services developed by the Commission on Aging, will be met.
25. The area agency has implemented such regulations, standards and procedures as are necessary to meet the requirement of safeguarding the confidentiality of clients.
26. The activities covered by this area plan serve only those individuals and groups eligible under the provisions of the applicable statute.
27. No requirements of residency or citizenship will be imposed as a condition of participation in the area agency's program for the provision of services.
28. The area agency assures that all contractors/subgrantees under this area plan will adhere to state travel regulations as prescribed by the Governor for travel expenditures reimbursed from state funds or under state purchase orders. The area agency further assures that all contractors/subgrantees have adopted travel policies with reimbursement limits for per diem and mileage within established federal regulations.
29. The area agency assures that each service provider under the plan has a mechanism for receiving and resolving recipient complaints.
30. The area agency is to operate fully in conformance with all applicable Federal, State, and local fire, health, safety, sanitation and other standards prescribed in law or regulation.
31. The area agency's uniform administration requirements and cost principles are in compliance with the relevant provisions of 45 CFR Part 74 (or applicable Federal circulars or state policy) except where these provisions are superceded by statute or program regulations.
32. The area agency maintains sufficient financial control and accounting procedures to assure proper disbursement of and accounting for all funds under this plan.
33. The area agency assures that no more than 85% of the allowable budgeted expenses for services, and no more than 75% of the allowable budgeted expenses for area agency administration will come from the federal Title III allotment.
34. The area agency will fulfill all requirements for meeting the non-federal share.
35. The area agency will comply with 45 CFR 1321.199 (or applicable Federal circulars or state policy) and assure that of the local match required for Title III, 25% of that match will come from public agencies (i.e., cities, counties, other state agencies, etc.).

36. For FY86, the area agency assures that at least 50% of the federal Title III-B allotment will be expended on the designated priority access, in-home and community service groupings with an adequate amount to be spent in each of the categories. If this assurance cannot be given a waiver request is included.
37. The area agency will maintain a written explanation of the uniform method used for allocating budgeted costs by service category.
38. With respect to multipurpose senior centers, the area agency assures that the following will be met: all statutory and regulatory requirements concerning the purpose of making awards; health, safety, fire and construction requirements; federal and state labor standards; length of use of an acquired or constructed facility; special conditions for acquiring by purchase or constructing a facility; prohibition on sectarian use of a facility; and, funding and use requirements.
39. The area agency provides that where the state or local public jurisdictions require licensure for the provision of services, agencies providing such services shall be licensed.
40. With respect to the Long-Term Care Ombudsman Program, the area agency will conform with established West Virginia Commission on Aging policy in the provision of Ombudsman Services developed in keeping with all statutory and regulatory provisions concerning establishment and operation of the program; deliver ombudsman program services to licensed nursing and personal care homes and unlicensed personal care homes where a significant number of SSI recipients reside; assure availability of adequate personnel to carry out ombudsman program responsibilities; utilize required procedures issued by the state office involving access, confidentiality, disclosure, and reporting.
41. With respect to legal assistance, the area agency will conform with established West Virginia Commission on Aging policy in the provision of legal assistance developed in keeping with all statutory and regulatory provisions concerning the delivery of this priority service, the definition of legal assistance; the conditions legal service providers must meet; case priorities; and limitations on information about income and resources.

We have deleted for the purpose of saving space in the State Plan the following forms. They are available at the State and Area offices. However, the Instructions address each deleted form.

- B.1. Status of FY85 Area Plan Objectives
- B.2. 1986-88 Objectives/Action Steps
- B.3. Area Program Summary
- B.4. Title III-C Meal Projections by Site
- B.5. Community Focal Points
  
- C.1. Regional Title III Allocation
- C.2. Regional Nutrition Allocation and Title III Summary
- C.3. Regional Summary - State Funds
- C.4. Other Regional Resources Administered by AAA and Projects
- C.5.a. Annual Program Budget - Title III
- C.5.b. Annual Program Expenditures for FY85 - Title III
- C.6.a. General Information
- C.6.b. Line Item Budget
- C.6.c. Budget Supplement
- C.6.d. Matching Resources
  
- D.1. Training Plan for Area Agencies on Aging and Project Staff
  
- E.1. Request for Waiver
- E.2. Transfers
- E.3. Funds Unobligated/Uncommitted (From C.1., C.2., and C.3. pages)
- E.4. List of Prior Approval Items
- E.5. Regional Cost Allocation Method
- E.6. A-95 Review
- E.7. Public Hearing(s) Record

PART F  
APPENDIX

## F.1. INSTRUCTIONS FOR THE COMPLETING FY86-88 AREA PLAN

The attached materials are to be utilized by each planning and service area in the state of West Virginia in preparing the FY86-88 Area Plan. The entire plan is to be based on all Title III, state, project income, USDA, and local minimum match budgeted by the projects and area agencies on aging for use in meeting the statutory requirement of Title III-B and Title III-C programs.

An original and three copies of the complete area plan are due at the Commission by July 1, 1985. Given the time constraints, no extensions will be permitted. Each page of the plan is to be completed in its entirety, which includes numbering each page and identifying each page by region and fiscal year. The completed materials are to be three-hole punched and placed in binders.

Specific instructions for each section are as follows:

### VERIFICATION OF INTENT/ASSURANCE OF COMPLIANCE

This is a sign-off sheet for a one year time period, requiring the dated signatures of the Area Agency Director, Chairperson of the Area Agency Advisory Council on Aging, and the Executive Director of the Grantee Agency (or authorized signator). The signatures verify the intent of the above named bodies to assume authority and responsibility to develop and administer the area plan in compliance with the stated assurances. The people signing this form must carefully review the material being presented in its final form before signing the document.

Please note that all blanks on the form are to be completed.

### B.1. STATUS OF FY85 AREA PLAN OBJECTIVES

Area Agencies are to briefly describe the current status of each objective listed in the FY85 Area Plan Update. The status is to specifically include accomplishments toward the objective, problems encountered and any new directions which were taken to meet the objective. The narratives are to be placed in the same order as the objectives in the FY85 Area Plan Update.

### B.2. OBJECTIVES/ACTION STEPS

Area Agencies are to write objectives which will continue to meet the overall goal of promoting the development of a comprehensive and coordinated service delivery system for older persons within the planning and service area.

Objectives may be written for up to a three year period. In developing objectives, Area Agencies should keep in mind that any substantial changes made in the objectives during the three years the plan is in effect will require a public hearing.

Although a separate objective is not needed for each topic, area agency objectives, when viewed as a whole, must address the following issues:

- (1) Targeting services to older persons in greatest economic and social need, including minority elderly.
- (2) Serving the rural elderly
- (3) Developing multipurpose senior centers
- (4) Improving nutrition services (including current productivity initiative)
- (5) Providing Long Term Care Ombudsman Services and Legal Assistance Services
- (6) Supporting statewide programs which minimally include the Golden Mountaineer Program, the Silver Haired Legislature, and the annual senior citizens conference.
- (7) Maintaining or increasing, as appropriate, project income levels for Title III-B and Title III-C.

NOTE: In order to develop this objective and related action steps, Area Agencies are to examine the performance of each funded project. In those instances where project income levels are above the state average, the AAA strategy is to reflect what steps will be taken to maintain these levels. In the case of projects performing below the state average, AAAs are to explain what measures will be taken by the area agency to assist projects in increasing project income a minimum of 10% over FY85 levels.

- (8) Including families of elderly victims of Alzheimer's disease and other neurological and organic brain disorders of the Alzheimer's type in the delivery of in-home services in the region.

Each objective must be clear and understandable and include the following:

- a. address one need
- b. specify a single outcome or end product
- c. state a time frame for accomplishment
- d. be realistic

- e. be measurable
- f. comply with all relevant statutory requirements and state policies.

Action steps for each objective are also required on the B.2. form. Although objectives may cover a multi-year period, action steps are only to be submitted for FY86.

The action steps are to stipulate how the individual objective will be met and must minimally include:

- 1) what specific tasks will be undertaken;
- 2) what staff position will have overall responsibility for seeing the task completed; and
- 3) when each task will be accomplished (indicate a date in the column provided on the B.2. page).

B.3. (a. b. & c.) AREA PROGRAM SUMMARY: SUPPORTIVE SERVICES

This is a regional composite of the projected number of services to be provided in FY86 with all Title III, state, project income, USDA, and local minimum match budgeted by the projects and area agency on aging for use in the Title III-B and Title III-C programs. The projections are also to include all services provided by volunteers or individuals which incur no direct cost to the project/agency. DO NOT INCLUDE services provided by staff from other funding sources (e.g., Title V, Title XX, etc.) regardless of the supervision involved.

The FY86 projections are to be based on FY85 program reports and the West Virginia Commission on Aging Service Definitions. The definitions to be utilized in FY86 are in Appendix F.4.

The B.3. projections are to be completed as follows:

- 1. "Total unduplicated" is the total number of eligible individuals proposed to receive a specific service one time in the year.

Eligible individuals for Title III-B supportive services and Title III-C nutrition instruction/training, nutrition transportation, nutrition client finding, nutrition information, and nutrition referral services are those persons aged 60+.

Eligible individuals for Title III-C: Meals include persons age 60+, the spouse of participants aged 60+, volunteers working at the meal site a minimum of 24 hours in any given quarter, and/or handicapped or disabled persons who have not attained 60 years of age but reside in housing facilities primarily occupied by the elderly at which congregate nutrition services are provided.

Eligible individuals for Title III-C<sub>2</sub> Meals include persons 60+ who are homebound by reason of illness, incapacitating disability, or are otherwise isolated. The spouse of a C<sub>2</sub> eligible person, regardless of age or condition, may receive a meal if it is in the best interest of the homebound older person as determined by the area agency on aging's eligibility criteria.

2. "Units of service" is the total number of times a service will be provided. In addition to the unit measures indicated on the B.3. pages, refer to the current service definitions for further clarification of how services are counted (Appendix F.4.).
3. "Minority unduplicated" is the total unduplicated number of minority people (Black, Hispanic, Native American, Asian, etc.) expected to receive the specific service during the year. These projections are to be made only for the priority III-B services marked with an asterisk (\*) and for all III-C services except Nutrition Instruction/Training. Projections of services to minorities must minimally be in proportion to the minority older population in the area. For example, Region I should target 11% of all services to minorities. For consistency purposes, all regions must utilize the attached census data for making the comparisons. Census data is attached in Appendix F.3.

Although separate tracking is not required, the 1984 Amendments specify that in targeting minorities, particular attention is to be given to low-income minority individuals.

4. "Greatest economic need" is to be an unduplicated number based upon the poverty figures defined by the U.S. Department of Health and Human Services and are:

<u>Family Size</u>	<u>Per Month</u>	<u>Per Year</u>
1 .....	\$ 438 .....	\$ 5,250
2 .....	588 .....	7,050
3 .....	738 .....	8,850
4 .....	888 .....	10,650
5 .....	1038 .....	12,450
6 .....	1188 .....	14,250
7 .....	1338 .....	16,050
8 .....	1488 .....	17,850

For family units with more than 8 members, add \$150/month or \$1,800/annually for each additional member. A means test is not to be used to determine greatest economic need.

These projections are to be made only for the priority III-B services marked with an asterisk (\*) and for all III-C services except Nutrition Instruction/Training. Projections of older persons in greatest economic need must be equal to or greater than the percentage of 60+ persons in economic need within the service area. Again, for consistency purposes, all regions must utilize the census data in Appendix F.3. for making the comparisons.

5. "Greatest social need" is determined by non-economic factors which restrict an individual's ability to perform most daily tasks or threatens his/her capacity to live independently. While social need is determined on an individual basis, indicators may include physical and/or mental disabilities, language barriers, cultural and/or social isolation, including that caused by racial or ethnic status. The projection of greatest social need is to be an unduplicated number. Projections are to be made only for the priority III-B services marked with an asterisk (\*) and for all III-C services except Nutrition Instruction/Training.
6. "Alzheimer's unduplicated" and "Alzheimer's units" have been added in order to be in compliance with the Older Americans Act Amendments of 1984. Unduplicated and unit projections are to be made for in-home services for families of elderly victims of Alzheimer's disease and other brain disorders of the Alzheimer's type. In order to be counted in this category, a doctor's statement diagnosing the participant as having these type of disorders must be submitted to project staff.
7. "Recreation" is to be projected only if it is for an initial start-up program or if it is provided by volunteers. If it is a start-up program, it must be indicated on block 17 of the B.3.b. page and a written description of the program submitted. If it is provided by volunteers, it must be indicated as such on block 17 and the number (No.) of volunteers providing the service noted.
8. Area agencies are to project the total number of unduplicated individuals, minorities, and individuals in greatest social and economic need to be served in FY86 regardless of service category for III-B and III-C separately. This projection should reflect the total number of different individuals who will be served. It is NOT a grand total of unduplicated persons entered 1 through 22 and 23 through 29.

#### B.4. TITLE III-C MEAL PROJECTIONS BY SITE

Area agencies are to list by project the proposed number of meals per day to be served in each nutrition site within the planning and service area. If the number of meals projected is significantly over or under the FY85 projections, an explanation is needed.

#### B.5. COMMUNITY FOCAL POINTS

List by county all community focal points within the region which are currently designated for the collocation and coordination of services for the elderly. Area agencies are to develop their own criteria for designating focal points as long as such designations are made in conjunction with projects. In making these designations, area agencies are to give multipurpose senior centers special consideration. Indicate the name, address, and phone number of a contact person at each focal point.

C.1. REGIONAL TITLE III ALLOCATIONS

A. Columns Down

1. This is a recording of the Title III-B allocations of funds and is related to the following page (C.2.) for the total Title III allocation in your region.
2. A) "Area Agency administration" - dollars the Area Agency will use in administering the Title III programs.
3. B) "Projects/subgrantees" - Title III-B subgrantees by organization.
4. C) "Unobligated funds" - funds not allocated to a subgrantee but budgeted for development plans for use within the year. Funds reported here must be accompanied with a full explanation of their intended use on a page following the C1 and C2 pages.
5. D) "Senior center facilities" - the dollars set aside for the purpose of renovation, acquisition or construction of senior center facilities. Major renovations are defined as those which cost \$2,000 or more and/or which structurally change a building. List names of the subgrantees who have submitted an application to the Area Agency. If an Area Agency plans to set aside funds for anticipated senior center development, these should be listed under "Unobligated Funds" and explained on the accompanying page.
6. E) "Nursing home ombudsprogram" - the dollars the Area Agency is allocating for this program on a regional basis.

B. Columns Across

7. "Proposed funding level" columns include the dollars allocated from Title III-B and III-C-1 and 2 to Area Agency administration and only Title III-B for subgrantees.
8. "Non-federal" columns include dollars allocated from state and local funds. This is both match and supplement for State funds. "Local" is to include minimum match only. Area Agency match is required at 25%. To test for adequacy of match, divide the total federal by 3.

Project match is required at 15%, of which 5% must be state. To test for the adequacy of state match for projects, divide the federal amount by 17. To test for adequacy of local match, divide the federal by 8 1/2. Program income may be used for local match, and is included in the non-federal local column in this case.

9. NOTE: Local non-federal funds in excess of minimum match are not incorporated in the budget. Thus the quality and documentation of minimum match should be closely reviewed. Documentation of excess local contributions which could replace match disallowed in an audit would be prudent.
10. "Program income" is income realized by the subgrantee as a result of program operations and budgeted to reduce program costs. This column applies only to subgrantees.
11. "Total of Preceding Columns": Add the columns across on this page for these totals: Area Agency administration, each subgrantee, each senior center and program unobligated funds.
12. "Other" includes allocations of cash and in-kind from other resources administered by the area agencies and projects. These are funds used to support the Title III-B program but not reported in any other column. This should include any local funds in excess of minimum match used in the program.
13. At the bottom of the page, indicate the portion of the program income listed in the Local Column which is used as match and the amount of state money listed in the State Column which is used as required match (III-B projects and AAA separately).
14. The information on this page should correspond to the information reported on the Budget Supplement pages of the line item budgets of the Area Agency and the subgrantees, plus any funds not yet committed.

C.2. REGIONAL TITLE III ALLOCATIONS

1. Following the same format as the Regional Title III Allocation (C.1.) this page reports the Title III-C-1 and C-2 project allocations.
2. G) H) "Nutrition projects/subgrantees" -list these by organization separately for C-1 (Congregate) and C-2 (Home-Delivered) in the upper and lower sections.
3. I) Include any unobligated nutrition funds.
4. J) Total all the columns
5. K) Total of F (from the C.1. page) and J (the total of the funds reported on the C.2. page). This should agree with the Regional Title III allocation.
6. "USDA" column refers to value of cash expected from USDA to supplement the Title III-C programs.
7. See C.1.B.8. of instructions for required match information.

- 8. Indicate at the bottom of the page the portion of project income under Local which is used as match, and the portion of state in the State Column used as required match. As on C.1., the non-federal funds include minimum match for local match plus supplement for State.

C.3. REGIONAL STATE FUNDS SUMMARY

Summarize uses and amounts which total to the allocation of State funds. Give best information available initially, and update periodically.

C.4. OTHER REGIONAL RESOURCES

- 1. This is a recording of funds other than Title III, state, local, match, USDA, and program income, which are administered by the Area Agency and subgrantees. Include local funds in excess of minimum match. Include funds received and paid out, as well as others like CWEP which are only administered.
- 2. Do not include funding information from C.1., C.2., and C.3. summaries, EXCEPT for "Other".
- 3. Enter only the funds the Area Agency and the subgrantees are responsible to administer.
- 4. In-kind may be included if desired. Please identify as in-kind so that the amount can be segregated if necessary.
- 5. Funding period refers to the beginning and ending dates on the grants received.
- 6. The total is the amount of funds from that source and the match and supplement (unless included on C.3.) administered by the Area Agency and/or subgrantees.

C.5.a. ANNUAL PROGRAM BUDGETS - TITLE III-B

This is a reporting of funds budgeted by service categories and Area Agency administration (include Title III-C for Area Agency Administration). Unit of service cost for these service groupings should be comparable to last year. The rationale for distributing these costs to the service categories need not be included here, but must be on file and available at the Area Agency and projects. Costs of training for staff, etc., are to be distributed among the services benefited.

Priority Services Note: A minimum of 50% of the Title III-B funds for each region must be allocated in these service categories (2-4 below). An adequate proportion of the Title III-B funds in each region must go into each of the priority services, unless the Area Agency has an approved waiver. A waiver request form may be found as Exhibit 1 of the Area Plan.

Columns down:

1. Area Agency Administration (self-explanatory).
2. Access services include: transportation, client finding, information, and referral.
3. Priority in-home services: housekeeping, personal care, telephoning, visiting, chore services.
4. Priority community services: legal, escort.
5. Subtotal of priority services (2-4).
6. Other in-home services: shopping, letter writing, reading.
7. Other community services: repair/maintenance/renovation, assessment, housing placement, recreation (start-up only), instruction/training, day care, employment placement, counseling.
8. Nursing home ombudsprogram/Senior Advocate Program: Title III budget funds allocated to provide this program with personnel, travel, office space, telephone, etc.
9. "Senior center facilities": funds to be used in the renovation, acquisition or construction of senior center facilities.
10. "Unobligated": funds are listed here.
11. Totals: total each column down. The totals are to correspond to those on C.1.

Columns across:

12. "Federal" is the Title III funds.
13. "State" is all state dollars, including the state supplement.
14. "Local" is local non-federal funds and program income used as match. Only minimum match should be entered.
15. "Program income" is income realized by the subgrantee as a result of program operations and budgeted to reduce program costs.
16. Total: total the columns across.
17. The information on this page corresponds to the information on the Budget Supplement pages of the line item budgets of the Area Agency and Title III-B subgrantees, plus any unobligated funds.

C.5.b. This is a report of detailed expenditures for the previous fiscal year for each program category. This page is to be submitted as an attachment to the final expenditure report and will serve as an amendment to the 1986 area plan. (Due 11/15/85.) DO NOT SUBMIT THIS PAGE WITH THE PLAN.

C.6.a. AREA AGENCY BUDGET - GENERAL INFORMATION

Complete this form as follows:

1. Name, address and telephone number of applicant - list the name, address and telephone number of the grantee agency.
2. Address at which the proposed area agency will be conducted - list the address and telephone number of the area agency if different from the grantee agency. If not, note "the same".
3. Proposed Area Agency Period - NOTE - Beginning October 1, 1985 and ending September 30, 1986.
4. Name of Area Agency Director or Coordinator - list name of area agency director.
5. Type of Application - check as appropriate.
6. Geographic area - list counties covered by the area agency.
7. Part II - Computation of Funds - figures listed here must correspond to the appropriate figures on the C.5.a. page.
8. The form must be signed by an individual authorized to commit the grantee to the agreement.

C.6.b.-d. BUDGET SUPPLEMENT

Following are instructions for completing the C.6. pages:

1. Personnel: (Itemize)

Full and part time staff: (In description, indicate hourly or monthly rate plus total actual amount paid employee from all sources. This should then be distributed among Title III, Non-Federal and Other sources - indicate each source plus amount. The description should represent 100% of pay for employees.)

(\$3.35/hour is the current legal minimum wage.)

Temporary staff: volunteer salaries or wages (include rate x time. The employer's Social Security Matching is 7.05% and is scheduled to increase to 7.15% 1/1/86.

Workers' Compensation (list % project is required to pay).

Unemployment taxes (Federal and State, list % project is required to pay + base).

Group insurance (e.g., health, life, retirement, etc.) -list % base, and/or monthly rate paid - include administrative fees, if any. For State of West Virginia insurance, budget only for eligible employees (30 hours/week or more). Employees pay 30% of premiums the first year. Premiums are anticipated to increase 5% effective 7/1/85. Budget this increase.

2. Travel: (Itemize)

List your agency's allowable rates for mileage, daily meals and lodging. Staff, volunteers and advisory council: Reimbursement for personal auto, mileage, actual amount for bus, taxi, etc. Out-of-town travel expenses (include daily meals allowance). Travel paid with state funds must not exceed State rates allowable. Staff training: include mileage, meals and lodging.

3.a. Printing and Supplies:

Outside printing and supplies, office supplies, recreation and craft supplies, medical supplies and maintenance supplies.

3.b. Equipment: (Itemize)

Purchase of equipment with a useful life longer than one year which is to be included in your Equipment Inventory. Depreciation or usage allowance of agency-owned or donated equipment and furnishings (include adequate detail of computation). Rent or lease of office equipment, furniture, technical equipment. Normal maintenance of office and technical equipment; equipment repair.

4.a. Building Space\* (Include basis for determining charge - square feet, % of time used, donor, etc.)

\*For any costs paid to the grantee or grantee-associated program, full information as to usage and basis of charges is required. Attach a supplemental sheet if necessary.

Rent, depreciation or usage allowance of agency-owned or donated facility; contracted building maintenance services; fair rental value of donated space (including basis for charge).

4.b. Communications and Utilities:

Telephone and telegraph; postage, shipping; utilities; advertising.

4.c. Other: (Itemize)

Training: Tuition and registration fees, etc. (do not include travel, meals, lodging); meeting costs (not travel-related); legal; auditing; bonding; technical consultants; publications/subscriptions/memberships; other allowable costs not provided for in another category.

5. Indirect Costs:

May be budgeted only if an Indirect Cost Proposal has been approved by the grantor organization. If an indirect cost is necessary for FY86 and there are changes or this is a new plan, the cost allocation plan and documentation must be sent to the fiscal office of the Commission on Aging prior to the submission of the Area Plan for approval, i.e., as soon as possible. For more information on indirect cost plans, refer to OMB Circular 74-4.

6. Program Income:

Enter only the amounts anticipated to be earned as a result of AAA operations. Income generated by Title III must be used for approved budgeted costs.

7. Definitions for Matching:

Cash

Only those funds actually received and disbursed by the AAA.

In-Kind

Non-cash resources used by the AAA. Examples: Volunteer services, donated supplies or equipment, fair rental value use allowances, utilities paid by others, needed services by persons whose salaries (non-federal) are paid by other than the aging project. Fair rental value cannot be used if the grantee owns the asset.

Include both in budget and documentation, source (donor), adequate valuation detail (square feet, rate, etc.) and time available to project.

D.1. TRAINING PLAN

General Information: The training plan format is to reflect projected training activities for only the first year of the three year plan. Training activities for the second and third years will be presented as part of the plan updates for those years.

In developing the training plan, the area agency should be aware that quarterly reporting will be required on training activities. The report is expected to be in conformance with the information projected in this plan.

The D.1. page(s) is to be completed as follows:

- (1) Type of Training: The description is to reflect training content (i.e., financial management; program planning; legal issues affecting the elderly; food preparation and handling, etc.)
- (2) Projected Number of Sessions: Self explanatory.
- (3) Projected Number of Individuals: Self explanatory.
- (4) Number of Individuals by Employment Title: If the training activity is specifically geared to one group of employees (i.e., 12 III-C site directors), so indicate. Any training activity that is designed to impact several employment classifications is to indicate all participants by number and employment type (i.e., Program Planning - 6 III-B, 4 III-C Directors, 30 Project Advisory Council members and 4 fiscal officers).
- (5) Organization(s) or Person(s) to Provide Training: Please be specific if the organization(s) or individual(s) are known.
- (6) Projected Target Dates: Again, this training plan reflects a one year projection of the three-year plan, therefore all dates are to be confined to the initial 12-month program period.

E.1. REQUEST FOR WAIVER

Only the following waiver requests will be accepted.

1. Priority Service

For FY86, area agencies must expend on a regional basis an adequate proportion of the required 50% of Title III-B funds in each of the designated priority access, in-home and community service groupings unless a waiver is approved.

Before an area agency requests a waiver, it shall conduct a timely public hearing, notifying all interested parties in the area and furnishing the interested parties an opportunity to testify. A report of the public hearing must be prepared.

This request for waiver must:

- a. Identify the specific priority service for which the waiver is requested.
- b. Briefly give the current status of the service explaining why the waiver is required. The explanation must demonstrate that the service to be waived is furnished in sufficient amount as to meet the need for such service within the region. No other reason is permissible per the statutory language.

- c. Specify the time period, up to one year, for which the waiver is requested.
- d. Include a record of the public hearing.

2. Area Agency to Provide Direct Services

An area agency may request to provide direct service(s) if the AAA can demonstrate that it can deliver such service(s) more effectively and efficiently than any other provider. This waiver is required for the Senior Advocate/Ombudsman program. The request for waiver in this instance must:

- a. Identify the service(s) and the counties in which the service(s) will be provided.
- b. Explain how the services are directly related to the AAA's administrative functions (if applicable).
- c. Explain why the area agency can more economically or effectively and efficiently deliver the service(s).
- d. Include objective(s) and action steps which will be attained in the fiscal year.
- e. Incorporate projections on the appropriate B.3. page(s).
- f. Specify a time period for the waiver request, not to exceed one year.

E.2. TRANSFERS BETWEEN TITLE III-B AND TITLE III-C

Instructions are on form E.2. in the Exhibits Section.

E.3. UNOBLIGATED FUNDS

On this page, the Area Agency indicates what money has been set aside for special projects or anticipated proposals (anticipated senior center development projects, model priority service projects, or service activities that are short in duration, late in starting up or otherwise one-time in nature). These funds must not be used as discretionary funds to bail projects out of trouble. The following information must be included on this page:

1. The project(s) to receive the money
2. How much money is included.

3. The purpose for which the money will be used.
4. The date by which the funds are expected to be obligated.

(Note: All funds designated as unobligated must be obligated by December 31, 1985).

#### E.4. PRIOR APPROVAL ITEMS

Federal requirements governing the administration of Title III funds require that prior approval be given by the state office before certain items can be allowed as a cost to the program. Examples are general purpose equipment costing \$500 or more per unit, organizational costs, overtime, and participant support costs. An area agency must carefully review such items included in subgrantees budget. Submit this page only if a subgrantee includes items requiring prior approval in the budget.

Complete one page for each subgrantee as follows:

- Subgrantee - List the subgrantee who is requesting a prior approval item.
- Item - List each item which requires prior approval (use additional sheets if necessary).
- Cost - List the cost per unit of each item and the number of units.
- Rationale/  
Justification - Give a brief summary of how this item will affect/benefit the program. Include any cost studies (for equipment purchase) as a separate item.

#### E.5. COST ALLOCATION METHOD

Example is on form E.5. in the Exhibits Section.

It is necessary for each AAA to have developed a regional cost allocation plan explaining exactly what budget items (direct and indirect) are charged to each Title III-B service provided within the region. Service costs must be allocated as accurately as possible in order that the per unit costs for services can be computed.

(This form need not be submitted with the Area Plan.)

Each AAA must have its own detailed explanation of the regional cost allocation method. This explains how the AAA has instructed its subgrantees to distribute budgeted items to service and program activities. In all cases, the cost allocation method must be uniform for subgrantees within the region, and must be on file for review at both the Area Agency and project levels.

E.6. A-95 REVIEW

The area agency is to attach documentation that the area plan has been submitted for an A-95 review. When area agencies receive the written decision of the A-95 body, a copy of such is to be forwarded to the Commission to be filed with the area plan.

E.7. PUBLIC HEARING(S) RECORD

At least one Public Hearing must be held by each applicant on its plan. Records of the hearing(s) are to be submitted with the proposal and are to include the time and location of the hearing(s), the number of people in attendance, the comments received on the plan and the manner in which the plan was changed because of the comments made at the hearing.

F.2. MINIMUM INFORMATION CRITERIA REQUIRED OF SUBGRANTEES

Area agencies are required to obtain minimum information from subgrantees. This information is required primarily to:

1. Complete the Area Plan.
2. Facilitate planning.
3. Meet federal and state requirements.
4. Use as a basis for monitoring and assessing subgrantees.
5. Have material readily available for informational requests by the Legislature or similar bodies.

Area Agencies are responsible for developing their own regionally uniform formats and instructions based upon the stated minimum criteria of the Commission. Even if one entity is being proposed to receive both Title III-B and Title III-C funds, information to complete the Area Plan is to be collected through the separate processes outlined below. During future assessments, Commission on Aging staff will review the grant award procedures established and used by each area agency.

The following are the minimum information criteria for Title III proposals:

Title III-C Bids

Title III-C is required to be awarded through a competitive bid process. The minimum criteria for Title III-C are outlined in "Guidelines for Contracting for the Provision of Nutrition Services" and appropriate updates developed and distributed by the Commission on Aging.

Title III-B Plans

In preparing the Title III-B plan, the applicants are to receive Area Agency on Aging instruction on how to utilize data on existing conditions and needs as they relate to projecting service information. The instruction is to include consideration of:

- (A) Characteristics of the elderly within the project area, according to available census data. Particular emphasis should be given to the indicators of social need, economic need and minorities (including low income minorities).
- (B) Existing resources and cooperative arrangements in the project area which are available to the elderly. This is to include efforts of voluntary organizations.
- (C) Community focal points which have been designated by the area agency in cooperation with local projects.
- (D) Identification of unavailable services and services available in insufficient quantities in the project area.

MINIMUM CRITERIA FOR TITLE III-B PROJECT PLANS:

1. Assurance of compliance with:

- (A) The Civil Rights Act of 1964
- (B) The Rehabilitation Act of 1973, as amended
- (C) State prescribed travel policies
- (D) Other assurances deemed necessary

2. Program summary information to complete the regional B.3 (a) and (b) pages of the Area Plan. Applicants are to project:

- (A) The number of unduplicated persons, units of service, unduplicated minority and unduplicated individuals in greatest social and economic need anticipated to receive specific priority services in FY86;
- (B) The total unduplicated individuals, minorities and individuals in greatest social and economic need to be served regardless of specific service;
- (C) Alzheimer's unduplicated and Alzheimer's units have been added in order to be in compliance with the Older Americans Act Amendments of 1984. Unduplicated and unit projections are to be made for in-home services for families of elderly victims of Alzheimer's disease and other brain disorders of the Alzheimer's type.

Applicants are to be instructed that although separate tracking is not required, the 1984 Amendments to the Older Americans Act stipulate that particular attention is to be given to low-income minority individuals in targeting services.

The Area Agency is to insure that FY85 service levels are, at a minimum, maintained in FY86 unless justification for reductions is supplied.

- 3. Objectives to cover the services which will be provided by the applicant as listed on the Area Plan Program Summary. The service objectives must include the unduplicated and unit of service projections for each service.
- 4. Action steps or work plans for each objective explaining how the major tasks will be accomplished. These action steps are to specify what will be accomplished, by whom, when and where. If the services in the applicant's program summary are to be supplied by volunteers, then the management and utilization of volunteers are to be included in the action steps.

5. Cost and budget information in sufficient detail to compile required area plan schedules.

Line item budgets (including general information and signature page) containing at minimum the information requested in the area agency budget format.

6. Training plans developed on the project level which minimally include:

- (A) Training needs assessment.
- (B) Stated training plans that are related to accomplishment of programmatic objectives.
- (C) Strategies for accomplishing the training objectives.
- (D) Proposed training schedule.
- (E) Budgeting of funds for training activities.

7. At least one Public Hearing must be held by each applicant on its plan. Records of the hearing(s) are to be submitted with the proposal and are to include the time and location of the hearing(s), the number of people in attendance, the comments received on the plan and the manner in which the plan was changed because of the comments made at the hearing. (This documentation is to be signed by the governing board chairperson.)

8. Project organization and management information: (The following materials may either be submitted or handled through an assurance procedure.)

- (A) Applicant status (public/private - nonprofit/profit)
- (B) Other programs operated by applicant
- (C) Organizational chart
- (D) Job descriptions of all full- and part-time project personnel and volunteers used to provide services under the Program Summary of the Project Plan.
- (E) Listing of the Board of Directors noting officers, agencies or groups represented on the board as well as older persons.
- (F) Personnel policies and procedures
- (G) Bylaws
- (H) Information on bonding and audit plans
- (I) Fiscal Procedures Manual

## F.3. CENSUS DATA

	<u>1980 Total Population 60+*</u>	<u>1980 Total Minority 60+</u>	<u>% of 60+ Minority of 60+ in County</u>	<u>1979 Low Income 60+</u>	<u>% of 60+ Low Income of 60+ in County</u>
<u>REGION I</u>					
McDowell	7,430	1,743	23%	1,313	18%
Mercer	13,355	1,231	9%	2,140	16%
Monroe	2,563	89	4%	602	23%
Raleigh	14,522	1,760	12%	2,192	15%
Summers	2,969	111	4%	757	25%
Wyoming	3,952	104	3%	745	19%
Totals	44,791	5,038	11%	7,749	17%
<u>REGION II</u>					
Cabell	19,830	866	4%	2,880	15%
Lincoln	3,513	--	--	906	26%
Logan	6,884	533	8%	1,037	15%
Mason	4,263	46	1%	841	20%
Mingo	4,636	257	6%	829	18%
Wayne	6,853	12	.2%	1,533	22%
Totals	45,979	1,714	4%	8,026	17%
<u>REGION III</u>					
Boone	4,148	66	2%	597	14%
Clay	1,803	--	--	546	30%
Kanawha	39,455	2,462	6%	5,269	13%
Putnam	4,871	7	.1%	957	20%
Totals	50,277	2,535	5%	7,369	15%
<u>REGION IV</u>					
Fayette	10,784	1,065	10%	1,475	14%
Greenbrier	7,279	310	4%	1,521	21%
Nicholas	4,184	--	--	783	19%
Pocahontas	2,157	44	2%	458	21%
Webster	2,146	--	--	582	27%
Totals	26,550	1,419	5%	4,819	18%

## F.3. CENSUS DATA (page 3)

	<u>1980 Total Population 60+*</u>	<u>1980 Total Minority 60+</u>	<u>% of 60+ Minority of 60+ in County</u>	<u>1979 Low Income 60+</u>	<u>% of 60+ Low Income of 60+ in County</u>
<u>REGIONS VIII/IX</u>					
Grant	1,722	36	2%	573	33%
Hampshire	2,556	18	--	548	21%
Hardy	1,914	49	3%	587	31%
Mineral	4,567	109	2%	616	13%
Pendleton	1,628	12	.7%	431	26%
Berkeley	7,577	288	4%	1,142	15%
Jefferson	4,483	382	9%	506	11%
Morgan	1,966	28	1%	369	19%
Totals	26,413	922	3%	4,772	18%
<u>REGIONS X/XI</u>					
Marshall	6,920	40	.6%	969	14%
Ohio	12,888	342	3%	1,689	13%
Wetzel	3,648	--	--	788	22%
Brooke	5,038	58	1%	573	11%
Hancock	6,642	203	3%	687	10%
Totals	35,136	643	2%	4,706	13%
<u>WEST VIRGINIA TOTALS</u>	330,525	13,572	4%	55,613	17%

\*Numbers represent a total count of all persons.

## F.3. CENSUS DATA (page 2)

	<u>1980 Total Population 60+*</u>	<u>1980 Total Minority 60+</u>	<u>% of 60+ Minority of 60+ in County</u>	<u>1979 Low Income 60+</u>	<u>% of 60+ Low Income of 60+ in County</u>
<u>REGION V</u>					
Calhoun	1,662	--	--	403	24%
Jackson	3,680	2	.5%	969	26%
Pleasants	1,277	--	--	261	20%
Ritchie	2,541	--	--	577	23%
Roane	3,098	--	--	757	24%
Tyler	1,984	--	--	415	21%
Wirt	905	--	--	235	26%
Wood	15,575	147	.9%	1,767	11%
Totals	30,722	149	.5%	5,384	18%
<u>REGION VI</u>					
Doddridge	1,505	--	--	306	20%
Harrison	15,574	224	1%	2,678	17%
Marion	12,975	518	4%	1,794	14%
Monongalia	9,656	201	2%	1,177	12%
Preston	5,203	16	.3%	1,123	22%
Taylor	3,088	44	1%	585	19%
Totals	48,001	1,003	2%	7,663	16%
<u>REGION VII</u>					
Barbour	3,160	34	1%	613	19%
Braxton	2,902	18	.6%	844	29%
Gilmer	1,548	5	.3%	425	27%
Lewis	4,035	27	.6%	811	20%
Randolph	5,256	43	.8%	1,135	22%
Tucker	1,812	--	--	420	23%
Upshur	3,943	22	.5%	877	22%
Totals	22,656	149	.6%	5,125	23%

DEFINITION OF ACTIVITIES AND UNIT MEASURES  
TO BE USED BY ALL REGIONS

Activity - One of these elements plus a Program Area is used, as appropriate, to construct each basic service description in computerized regions. Non-computerized regions are to utilize activity definitions only for the purpose of projecting/and reporting service levels.

1. ADVOCACY: Not in use.
2. ASSESSMENT (1 contact): To provide health care directly to older persons by conducting tests such as blood pressure, hearing, vision, etc. Also includes on-going preventive exercise programs. (Previously Health Related Services.)
3. CHORE SERVICE (1 hour): To handle household chores such as heavy cleaning (moving furniture, cleaning cabinets, turning mattresses) and yard and walk maintenance, which the older person(s) is unable to handle on his own and which does not require the services of a trained homemaker or other specialist. (Previously Chore Maintenance.)
4. CLIENT FINDING (1 hour): To seek out and identify inactive or previously unknown older individuals and to encourage them to utilize existing services and benefits. Interventions are to be initiated by a provider. (Previously Outreach.)
5. COUNSELING (1 hour): To advise and enable the older person and/or his family to resolve problems (concrete and emotional) or to otherwise relieve temporary stress encountered by them by using the casework mode of relating to a client (via interview, discussion, etc.). Providers must be trained counselors with a minimum educational background of a masters degree in social work, clinical psychology, guidance and counseling, or related field.
6. DIAGNOSIS (1 hour): To complete a comprehensive and individual assessment of a client and to identify and actively obtain all the services available through any service providers in the community which are necessary to meet the individual's needs. In order to provide this service, staff specifically trained in the case management approach to service delivery must perform all of the following functions for each client: intake/screening, assessment, care planning, arranging for services, follow-up and monitoring and reassessment.
7. DISCOUNT: Not in use.

8. ESCORT (1 hour): To accompany and personally assist an older person obtain a service or utilize a community resource.
9. EVALUATION (1 hour): To investigate and resolve complaints made by or on behalf of older persons who are residents of long term care facilities. This activity code is for use only by Senior Advocates or Ombudspersons. (Previously Long Term Care Ombudsprogram - Complaint Investigations.)
10. GUARDIANSHIP/CONSERVATORSHIP: Not in use.
11. HOUSEKEEPING (1 hour): To provide help with housecleaning, laundry and meal preparation. Providers are to be appropriately trained and supervised. Services to be provided must be outlined in a detailed care plan. (Previously Homemaker.)
12. INCOME SUPPORT/MATERIAL AID: Not in use.
13. INFORMATION (1 contact): To provide concrete information on an individual basis to an older person, or someone on behalf of an older person about available public and voluntary services and resources. Minimum criteria for providing this service include maintenance of a resource inventory and the ability to maintain individual client records. (Previously part of I&R.)
14. INSTRUCTION/TRAINING (1 contact): To formally or informally present information geared to the interests and concerns of older persons on a planned basis. (Previously Education and Training.)
15. INTERPRETING/TRANSLATION: Not in use.
16. LETTER/WRITING/READING (1 hour): To read, write, interpret and/or translate business and personal correspondence. This service is provided upon the request of older persons in their own homes or places of residence. (Previously Reading and Letter Writing.)
17. MEALS - CONGREGATE (1 meal): To provide an eligible person at a congregate meal site one hot or other appropriate meal which assures a minimum of one-third of the Recommended Dietary Allowance (RDA).
18. MEALS - HOME DELIVERED (1 meal): To provide in an eligible person's home one hot or other appropriate meal which assures a minimum of one-third of the Recommended Dietary Allowance (RDA).

19. PERSONAL CARE (1 hour): To assist an older person with bathing, medication, dressing, personal grooming, feeding and toileting under the direction of a medical professional. Providers are to be appropriately trained, supervised and insured. (Previously Home Health Care.)
20. PHYSICAL FITNESS: Not in use.
21. PLACEMENT (1 hour): To assist an older person in obtaining a suitable place or situation such as employment, housing, institution, etc. (Previously Housing Assistance and Employment.)
22. RECREATION (1 person per day regardless of activity): To participate in planned activities, such as sports, performing arts, games and crafts, either as a spectator or a performer, facilitated by a provider. May only propose and count services of initial start-up programs or provided by volunteers.
23. REFERRAL (Resolution of an expressed need): To link older persons with appropriate community resources in order to ensure that necessary services are delivered. This activity must include assessing the individual in order to identify the type of assistance needed, to place individuals in contact with appropriate services/resources and to follow up referrals to determine if needs are met. Follow-up must be conducted directly with the individual who requested the service or with the agency to whom the individual was referred.
24. REPAIRS/MAINTENANCE/RENOVATIONS (1 hour): To improve or maintain the residence of an older person. (Previously Residential Repair and Renovation.)
25. SHOPPING (hours): To provide assistance in obtaining food, clothing, medical supplies and household items for older persons confined to their homes or places of residence.
26. SUPERVISION: Not in use.
27. TELEPHONING (1 completed call): To telephone at least weekly and on a scheduled basis frail, elderly individuals in order to provide comfort, help and determine if they are safe and well.
28. TRANSPORTATION (1 one-way trip): To transport older persons to and from community facilities and resources. Taking a person from his/her place of residence to the general area of town, regardless of the number of stops in town, is one unit.

29. TREATMENT: Not in use.
30. VISITING: (1 visit): To schedule and make weekly visits to frail older individuals in their homes or place of residence in order to comfort, help and to determine if they are safe and well.
31. DAY CARE (1 participant day): To provide a comprehensive program to frail elderly individuals, in a protective non-residential setting, for a defined portion of a 24 hour day as a supplement to family care.
32. LEGAL (1 hour): To provide assistance to older persons in the resolution of non-criminal legal matters, the protection of legal rights, including legal counseling, advice, representation, guidance and other related activities. This service may be provided by an attorney, paralegal or law student under the supervision of an attorney or representation by a non-lawyer where permitted by law. In conformity with applicable laws, non-lawyer representation may include securing the rights and entitlements of older persons, tax and financial counseling, advocacy on consumer concerns, and referrals to lawyers.



CONTINUUM OF CARE:  
Flow Chart

