Department of Health & Human Services
DHHS
NEBRASKA

Division of Medicaid and Long-Term Care

State of Nebraska
Pete Ricketts, Governor

Required and Clarification Comments of Lead Agency: Aging Partners and participating Agencies: Midlands Area Agency on Aging and Blue Rivers Area Agency on Aging Response to ADRC Request For Grant Proposal

#	RFGP Section Reference and page	RFGP Required Provisions: Exhibit A	DHHS Comments	ADRC LEAD AGENCY RESPONSE
1.	6.0 Page 13	**Marketing** The Ongoing Marketing and Collaboration Plan must utilize the Initial Marketing and Collaboration Plan developed by the Nebraska Association of Area Agencies on Aging, in September, 2015.	Please provide a proposed ongoing marketing plan for the ADRC network that includes milestones, planned milestone date, related tasks and deliverables, and accountability. The bid lists SCNAAA as being the AAA responsible for Marketing. We have since been advised that MAAA was intended to be in this role. Please state which AAA is the responsible party. Note that the Lead Agency of the vendor that includes the AAA responsible for Marketing will receive the Marketing Grant, which is separate from the ADRC Pilot Grant.	**Midlands Area Agency on Aging will be the responsible party for the ADRC Marketing plan and grant.** **Please see *Attachment 1* of this document for the Marketing plan for the ADRC network.**

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2.	10.2 Page 20	**Work plan**: 2. Populations served (i.e.: ages, refugees, migrant workers) 3. Minority populations served 4. Population disparities 5. Current estimated need for services 6. Current infrastructure (i.e. location of services and hours of operation, etc.) 7. Lack of services or barriers to services for populations (7A-7E)	Please provide the identified items in a work plan. This includes a description of disparities, current estimated need, and lack of services or barriers to services for populations within the proposed regional service area. Please provide a description of the adequacy of proposed activities to meet identified need, specific qualifications of I&R personnel and options counselor, estimated time allotted for personnel and contractors, an organizational chart for the collaborative ADRC and staff assigned, identification of any other revenue sources that will support the structure, and any limitations preventing additional revenue.	2. See *Attachment 2* – Draft Work Plan 3. See *Attachment 2* – Draft Work Plan 4. See *Attachment 2* – Draft Work Plan 5. See *Attachment 2* – Draft Work Plan 6. See *Attachment 2* – Draft Work Plan 7. *See Attachment 2* – Draft Work Plan

Required and Clarification Comments of Lead Agency: Aging Partners and participating Agencies: Midlands Area Agency on Aging and Blue Rivers Area Agency on Aging Response to ADRC Request For Grant Proposal

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3.	11.1, and 18.1 Page 21, 26, 56	**Budget** Written justification of all proposed expenditures by line item. An acceptable Budget Justification identifies each item of cost and the methodology used in projecting the cost. Information must be provided in sufficient detail to support items of cost for awarded funds.	Please provide an integrated line-item by line-item project budget inclusive of all agencies involved. Funds allocated for collaborating partners have not been captured in the itemized budget. The potential collaborators will be subrecipients of this grant; it is essential to put these figures in the spreadsheet and support them with narrative.	**Updated budgets with justifications were recently sent to the SUA – see *Attachment 3* of this document.** **Itemization of funds allocated for collaborating partners were not captured at this time as the partnerships must still be established to determine how the funds allocated to them will be utilized. Further itemization will be provided during a budget revision.**
4.	12.1B Page 21	Audit Requirement Certification	Please provide the signed Audit Requirement Certification.	**PER EMAIL FROM SUA ON 3/10/16 Item #4 on the RFGP Required Provisions: Exhibit A, from RFGP Section 12.1B page 21, is to be stricken from this document as it does not apply to this grant since the funds are State, not Federal. We will update our documentation to reflect this revision.**

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5.	13.1,13.3, 13.4 Page 23-24	Data	Please provide the references by table, column, and line number for the numbers used in calculations provided in the bid. This will require two separate calculations - one for Disabled and one for Seniors, to assess market penetration from inception through June 30, 2018.	See *Attachment 9*
6.	15.1 Page 26	**Collaboration and Coordination** A list of the counties included in the ADRC bid. Indicate Area Agency on Aging service area, lead agency for the bid if this is a combined effort with another AAA, and collaboration / coordination points within the aging and disability network.	Please elaborate on the collaboration and coordination points within the aging and disability network within the proposed regional service area. I.E: county specific, MOUs, regional disability organizations, clientele, etc.	The ADRC Coordinator will be responsible for identifying statewide resources and assist with the identification of regional aging and disability resources, coordination points, and potential partners.

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7.	15.2, Page 26	**MOUs** Letters of support and Memoranda of Understanding, demonstrating a willingness to collaborate with disability organizations, including, but not limited to the University Center for Excellence in Developmental Disabilities Education, Research, and Service, Disability Rights Nebraska, or The Arc of Nebraska, or Nebraska Consortium for Citizens with Disabilities.	The MOUs submitted are signed by the NE4A, not the lead agency. Please provide documentation establishing the legal connection between the NE4A and the lead agency. Two of the MOUs submitted were not signed by the NE4A. Please submit an MOU with Nebraska Consortium for Citizens with Disabilities.	**To establish legal connection between the NE4A and the lead agencies please see *Attachment 4*– Articles of Incorporation for Nebraska Association of Area Agencies on Aging and *Attachment 5* – Bylaws of the Nebraska Association of Area Agencies on Aging, Inc.** **An Agreement between and among the Nebraska Association of Area Agencies on Aging and the following organizations representing disability advocacy organization in Nebraska is being executed: ARC of Nebraska, Independence Rising, League of Human Dignity, Panhandle Independent Living Services and UNMC Munroe-Meyer Institute. ARC of Nebraska, Independence Rising and Munroe-Meyer Institute are all members of the Nebraska Consortium for Citizens with Disabilities.**

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8.	15.3 Page 26	**Continuance of Work Plan** A continuance of work plan, in the event funding is appropriated through the Legislature or Federal grants.	Please provide a continuance of work plan in the event funding is appropriated for continuation of the ADRCs after the June 30, 2018.	See *Attachment 2* – Draft Work Plan
9.	15.4 Page 26	**Work Plan** A work plan, including staffing, implementation, marketing, collaboration efforts and a plan for training on disability service systems and resources across the state. Indicate how the bidder plans to collaborate with disability organizations, programs, and services to provide current and relevant information to ADRC clients.	Please provide a proposed work plan that includes milestones, planned milestone date, related tasks, and accountability. Work plan milestones and tasks should include plans to collaborate with disability organizations within the proposed regional service area, regional outreach, and development of infrastructure for regional ADRC functions specific to each service to be provided.	See *Attachment 2* – Draft Work Plan

Required and Clarification Comments of Lead Agency: Aging Partners and participating Agencies: Midlands Area Agency on Aging and Blue Rivers Area Agency on Aging Response to ADRC Request For Grant Proposal

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10	15.8 Page 26	**Satisfaction Survey Plan**	Please provide more information on the proposed Satisfaction Survey Plan effort anticipated, including proposed milestones and timelines and inclusion of satisfaction surveys in the budget. Identify approaches to be considered with the consultant for survey content, administration, and reporting.	The ADRC Coordinator, jointly with the three ADRC's and proposed contracted entity will facilitate a strategic planning discussion. The purpose of the planning session will be to lay the groundwork for development of the satisfaction surveys and timelines for completion. The results of the strategic planning session will be to identify the overall goals so that the goals can then serve to inform the questions developed for the survey.
11	15.10 Page 26	**Demonstration of Knowledge** A demonstration of knowledge of disability related resources, such as a list of services and supports for individuals with disabilities of all ages.	Please provide a demonstration of knowledge of disability-related resources available to individuals in the proposed regional service area.	Contact was made with the League of Human Dignity to discuss available disability related resources that can be utilized for individuals in our proposed regional service area. No specific resource manual is available but resources such as Answers for Families, Child Find, 2-1-1

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				and etc. will be useful for statewide referrals. In addition, we will certainly partner with our regional disability organizations for additional resources.
12	15.11 Page 26	ADRC Project budget for SFY 2016, 2017, 2018. In excel format on forms provided with RFGP. Attachment A	Please resubmit consolidated budget with any planned subcontracting with another AAA, including NE4A, listed on line 8b of your budget document, and Contractual Services. SUA is in recipient of three proposals and expects three budgets. Include budget narrative detailing the use of funds for Contractual Services. Confirm that SCNAAA is the recipient of the entire SFY16 Marketing appropriation. Marketing funds are appropriated and **Only** Available for FY 2016 and cannot be carried over to another fiscal year.	Updated budgets with justifications were recently sent to the SUA – see *Attachment 3* of this document. Further itemizations will be provided during a budget revision. Midlands Area Agency on Aging will be the recipient of the entire SFY 16 Marketing appropriate. New marketing budget and line item justification provided in *Attachment 6*

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			Please ensure your budget numbers carry over and your budgeted expenses equal your budgeted revenues.	
13	17.6.4 Page 32	**Insurance** The Subrecipient should furnish the State, with their proposal response, a certificate of insurance coverage or insurance coverage statement for government entities.	Please provide evidence of insurance.	See *Attachment 7*
14	Proposal Page 8	Criteria for Options Counseling	On page 8 of the proposal, under Service #2 - Options Counseling, the second bullet point states "When the ADRC determines that the individual might benefit from receiving long-term care options counseling." Please describe proposed criteria to be used to determine individuals who might benefit from receiving long-term care	**In order to develop the proposed criteria to determine individuals that might benefit from receiving long-term care options counseling we will utilize assessments shared on the ACL's ADRC technical assistance website to assist us in defining that criteria.**

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			options counseling.	See *Attachments 10 & 11* for sample assessments from www.adrc-tae.acl.gov An initial phone or in person contact with a consumer utilizing a tool similar to *Attachment 11*, will determine if they are requesting short-term/immediate information and assistance. If so, consumers will be linked to the appropriate agency, organization, or service. Options counseling should be offered when consumers face choices about their long-term care options. The Options Counselor will be trained to identify triggers that would identify the need for options counseling. Those triggers would include but not be limited to: If a customer: • Is an older adult (or an individual /provider acting on their behalf) seeking information about long-term care options

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#	RFGP Section Reference and page	RFGP Required Provisions: Exhibit A	DHHS Comments	ADRC LEAD AGENCY RESPONSE
				(including costs to hire in-home assistance); • Suffers a change in his/her ability to meet needs independently at home, and needs guidance in looking at available options and services; • Requests assistance with planning-short term or long term; • An individual requests someone to "talk to my…mom, dad aunt, uncle, etc. regarding what they need/want…" • Has applied for Medicaid but is not eligible and is seeking information on long term options and costs. • Is a Medicaid consumer and requires additional supports; • After initial I&A, it is clear the individual and/or family need considerably more time and assistance in sorting out their options. More questions come with every

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				referral given and/or it becomes clear the consumer is not sure what s/he needs/wants; • Needs decision supports about care setting and/or in-home assistance resources.

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15.	Proposal Pages 8	Service #2 - Options Counseling	On page 8 of the proposal, regarding Service #2 - Options Counseling: Please describe and provide an example of any proposed person-centered plan resulting from the options counseling process. Please describe "interactive decision-support process that allows staff to evaluate people's strengths and preferences and weigh their options"… and…"It will expand upon information and assistance by offering different alternatives for a person who may be dealing with major life decisions." Please describe the proposed approach for use of a uniform assessment, and provide a copy of any anticipated instruments.	A key component to options counseling is the interactive decision support process that helps individuals in need of long-term care and their families understand their strengths, needs, preferences and unique circumstances and weigh the pros and cons of available alternatives. The Options Counselor and consumers will utilize a tool similar to *Attachment 10* to help them identify where their weakness and strengths are. The Options Counselors will be trained in how to assure that the assessment and decision making processes are person centered and not driven by the Options Counselor. After needs and potential resources have been identified, an action plan will be developed by the customers to provide them with a road plan on how to proceed. See the sample action plan in *Attachment #12*.
16.	Proposal Page 12	ADRC Staffing	Please describe how an Options Counselor differs from a Case Manager/Services Coordinator	See *Attachment 8*

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			position.	
17.	Proposal Page 8-9	Initial plan for listening sessions to identify unmet service needs	On page 8 of the proposal, under Service #3-Identification of Unmet Service Needs, the second sentence states "The ADRC's initial plan will be to reach out to existing community groups to hold a series of listening sessions." Please provide a target list of organizations, goals for sessions and audiences to reach, proposed timeline, a preliminary list of discussion questions, and the extent of information to be reported as a result. Include in the plan how recommendations to respond to unmet needs in the proposed regional service area will be developed.	See *Attachment 2* – **Draft Work Plan** **The ADRC Coordinator, jointly with the AAA's directors, the options counselors, and disability partners will be responsible for the development of the ADRC policies and procedures as they are identified through work plan development and initial pilot phase.**

Requirement and Clarification Comments of Lead Agency: Aging Partners and participating Agencies: Midlands Area Agency on Aging and Blue Rivers Area Agency on Aging Response to ADRC Request For Grant Proposal

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18.	Proposal Page 12	ADRC policies and procedures	Page 12 of the proposal states "All ADRC staff will be oriented to: the mission of the ADRC and its policies and procedures . . ." Please identify policies and procedures to be developed unique to the ADRC. For those to be developed, indicated accountability and target date for completion.	See *Attachment 2* – **Draft Work Plan The ADRC Coordinator, jointly with the AAA's directors, the options counselors, and disability partners will be responsible for the development of the ADRC policies and procedures as they are identified through work plan development and initial pilot phase.**
19.	Proposal Page 14	Partnerships	Please describe any vision for additional partnerships at the state or regional level.	**As the pilot project develops the vision is that it will lead to additional partnerships at both the state and regional levels. We believe this project will be a catalyst for strengthening our working relationships with the disability related organizations.**
20.	Proposal Page 14	Legislative Bill	Legislative Bill was identified as LB 310. Did you mean LB 320? Please clarify.	**Typo – should have been identified as LB 320.**
21.	Proposal Appendix H	Memorandums of Understanding- P. 64	Please elaborate what is meant by ***ADRC State Plan*** in the MOUs?	**The following was clarified by the SUA on 2/17/16.** **"The following will hopefully provide you**

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				with some guidance in preparing your upcoming budget revisions for FY16 and your FY17 Area Plan budgets. For the Lead Agencies (South Central, Northeast, and Lincoln): ADRC budget should be on the CASA ONLY budget page as its own program. The funding you will receive from the SUA goes in the FUNDING section on line 18.a SUA Grants. Lincoln's ADRC Marketing budget will also go on the CASA ONLY budget page as an additional program to the ADRC. In other words, Lincoln will have 2 ADRC budgets; ADRC and ADRC Marketing. For the contracted agencies (AOWN, ENOA, Midlands, and Blue Rivers) ADRC budget should be on the OTHER PROGRAMS budget page as its own program. The funding you will receive

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				through the lead agencies goes in the NON-MATCH section on line 10. Other Funding.