

A. Organization
South Central Nebraska Area Agency on Aging

Address the following in the space provided below:

1. Name a designated project director who is directly responsible to the sponsor for the management of the project. Include information about the director's experience, qualifications and job duties. Indicate if the director will have additional programmatic responsibilities.
No changes
2. Describe how this program will operate within your organizational structure. How will the ADRC seek guidance and perspective that benefits individuals experiencing disabilities?
No changes
3. Describe the proposed staffing of the ADRC. Include all positions, FTEs, contracted labor, and responsibilities.
No changes
4. Describe the ADRC's physical location in the service area. Include how individuals experiencing disabilities can be accommodated when utilizing the physical location. Describe how individuals who are unable to go to the physical location will be able to connect with the ADRC.
No changes
5. PeerPlace is the software used to track client information and units of service. Grantee is required to follow State Unit on Aging prescribed data entry practices. Describe your experience with PeerPlace and how a client and service unit tracking system will be implemented.
No changes
6. The ADRC will be welcoming and accessible. Describe how the ADRC will work with individuals who experience all types of disabilities, those who do not speak English as a first language, or whose culture may affect how they use the ADRC.
No changes
7. Describe how the ADRC will ensure that its services are objective, unbiased, and in the best interest of the client.
No changes
8. Describe current & future collaborations as it relates to the ADRC.
No changes
9. Describe how the agency will implement a quality assurance process.
No changes

B. Service Provision (30 Points)

10. Describe the marketing and outreach the ADRC will utilize to make these services known to members of the target population. Address how the ADRC will reach individuals who are isolated as well as community agencies and service providers in the service area. Identify how the ADRC will work with hospitals, nursing homes, assisted living facilities, and home health care agencies to accept referrals.
No changes
11. Describe how the ADRC will provide Information & Referral services.
No changes
12. Describe how the ADRC will provide Options Counseling services.
No changes
13. Describe how the ADRC will provide Transitional Options Counseling services.
No changes
14. Describe how the ADRC will provide Benefits Assistance.
No changes
15. Describe how the ADRC will provide Mobility Training.
No changes
16. Describe how the ADRC will provide individuals seeking assistance with home care with a home care registry as well as information about their rights and responsibilities as home care consumers.
No changes
17. Describe how the ADRC will provide individual and systems advocacy. This includes information about client rights and assistance with exercising those rights.
No changes
18. Describe the role the ADRC will have in emergency preparedness and response in the service area. Will the ADRC have the equipment necessary to operate remotely or at an alternate work location? If the ADRC has an emergency preparedness plan, please attach it.
No changes



Nebraska Aging and Disability Resource Center Program Grantee Application

DATE: October 14, 2022

TO: Public agencies and private non-profit organizations with the capacity to accept and administer the Aging and Disability Resource Center Program.

FROM: Cynthia Brammeier, Administrator
State Unit on Aging, Division of Medicaid & Long-Term Care

BY: Ben Stromberg, Program Manager
Gene Hogan, Fiscal Program Manager

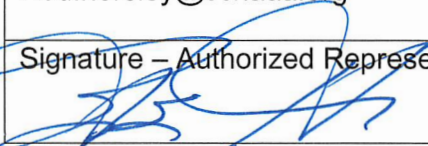
SUBJECT: Nebraska Aging and Disability Resource Program Grantee Application

CONTENT: The Nebraska State Unit on Aging (SUA) is requesting Grantee Applications for the Aging and Disability Resource Center Program for SFY 2024-27. Grant applicants whose proposals provide the best potential for serving the purpose of this program may be awarded available funds. Total available funds are \$613,912 and there are 13 applicants. Applications are due 11/30/2022. Please note the following requirements:

- Participate in MAC time studies.
- Participate in ADRC staff trainings.
- Follow prescribed instructions and data reporting requirements.
- Provide at least one of the authorized ADRC service described in section B provisions.
- Meet all consumer protections described in application.

The Grantee Application should include a response to the questions in the grant application. Please see attached.

Part I Applicant Information

Organization Name: South Central Nebraska Area Agency on Aging	Date of Application: November 8, 2022
Name – Contact Person: Rod S. Horsley Executive Director	Phone Number: 308-234-1851
Address (Street, City, State, Zip): 620 East 25 th Street, Suite 25, Kearney, NE 68847	
Email Address: Rod.horsley@scnaaa.org	
Signature – Authorized Representative 	Date Signed: 11-8-2022

Attach the following to the completed application form:

- A. Authorized organizational representative approval of the ADRC application.
- B. Letters of support (optional).
- C. Provide an organizational chart for the existing ADRC program or a proposed organization chart for a newly proposed program with position titles and staff names (if staff names are available).
- D. Other attachments (optional).

Part II – Executive Summary, 1 page (10 Points)

Provide your response to the State Unit on Aging Request for Information in this portion which has addressed the following:

- A. Planned service area,
- B. Organizational structure,
- C. Office location(s),
- D. The approach to providing ADRC services, and
- E. Any significant challenges faced by the proposed ADRC.

Part III – Project Proposal, 5 pages (60 Points)

A. Organization (30 Points)

Address the following in the space provided below:

1. Name a designated project director who is directly responsible to the sponsor for the management of the project. Include information about the director's experience, qualifications,

and job duties. Indicate if the director will have additional programmatic responsibilities. **(2 Points)**

Rod S. Horsley, Executive Director, of the Agency will be directly responsible for the ADRC project. Rod holds a degree in Paralegal Studies, Business Administration, and a Master of Business Administration. Mr. Horsley was the Legal Assistance Coordinator for the Agency for ten years before becoming the Executive Director. Rod has been with the Agency for 35 years. Rod has provided legal services, including assistance in the areas of real estate, landlord tenant, benefits assistance, spousal impoverishment, wills, advance directives, as well as other areas related to elder law. As the Executive Director, Mr. Horsley manages the Agency. This includes planning, directing/leading, and organization of the Agency. Rod is primarily responsible human resources management, community relations and compliance of federal/state laws and regulations. The Executive Director will not have additional programmatic responsibilities related to the ADRC.

2. Describe how this program will operate within your organizational structure. How will the ADRC seek guidance and perspective that benefits individuals experiencing disabilities? **(3 Points)**

The ADRC program will operate as its own separate program within the Agency. The ADRC will work cooperatively with the Agency's other programs. The ADRC will seek program guidance and perspective through the disability partners (i.e., BIANE) and other organizations to understand the needs of individuals experiencing disabilities. Additionally, the program will seek perspective from working with clients. Finally, the program will work with the state program coordinators, Fritz & O'Hare.

3. Describe the proposed staffing of the ADRC. Include all positions, FTEs, contracted labor, and responsibilities. **(2 Points)**

The ADRC will be staffed by a full-time ADRC Options Counselor. The ADRC Options Counselor will be responsible for the overall management of the program. This includes but is not limited to assisting clients with options counseling for their long-term services and supports, information and referral, client education, and benefits assistance to name a few. A job description may be provided, if needed.

4. Describe the ADRC's physical location in the service area. Include how individuals experiencing disabilities can be accommodated when utilizing the physical location. Describe how individuals who are unable to go to the physical location will be able to connect with the ADRC. **(2 Points)**

The ADRC is housed with the Agency in Kearney, Nebraska. Individuals with disabilities can easily access our physical location. There is available parking with curb cut, to allow access with a wheelchair and we have automatic doors to gain easy entry. All our hallways, offices, board rooms, and bathrooms are accessible, per the ADA. Persons unable to visit the Agency, in person, may call the office (using our toll-free number, if needed); we can meet with clients via Zoom or Webex. If feasible, we may be able to visit the client in their home.

5. PeerPlace is the software used to track client information and units of service. Grantee is required to follow State Unit on Aging prescribed data entry practices. Describe your experience with PeerPlace and how a client and service unit tracking system will be implemented. **(3 Points)**

The Agency's ADRC Options Counselor has been trained to enter data into PeerPlace and this practice will continue. The Agency has been using PeerPlace since it was introduced to the Agency several years ago. Presently data is collected using the intake form and it is entered into PeerPlace; hence, we have already implemented the data collection process.

6. Describe any previous experience the organization has with providing ADRC services. Has the organization been designated as a Nebraska ADRC previously? If yes, include information on service units provided in the previous three fiscal years including all ADRC services provided, and funding received for the program. **(4 Points)**

The Agency has provided the following ADRC services: Information & Referral, Benefits Assistance, and Options Counseling. The Agency was one of the pilot programs, which was established in 2015. We became a "permanent" ADRC in 2018 through the passage of LB793.

	Units of Service		
	SFY20	SFY21	SFYF22
I & R	258	516.75	505
Options Counseling	37.75	58.75	29.25
Transitional Options Counseling			
Benefits Assistance	178.75	337.25	581.25
Mobility Training			

Funding received:

	SFY20	SFY21	SFYF22
ADRC Funding:	90,274	124,875	71,739

7. The ADRC will be welcoming and accessible. Describe how the ADRC will work with individuals who experience all types of disabilities, those who do not speak English as a first language, or whose culture may affect how they use the ADRC. **(3 Points)**

The Agency's ADRC has always been welcoming and accessible to all who visit. As noted in Number 4, the Agency is easily accessible. We have worked with individuals who have physical disabilities, developmental disabilities, mental, and perceived disabilities since 2015. This has also included persons who do not speak English and those from various cultures. We do have staff that speak Spanish, which is the other primary language spoken in our service area. We can, and have, utilized the LanguageLine, or similar service. Staff are cognizant and respectful of all cultures. Ultimately, we are professional, respectful and do whatever we can to assist persons through the ADRC.

8. Describe how the ADRC will ensure that its services are objective, unbiased, and in the best interest of the client. **(3 Points)**

The ADRC provides I&R, Options Counseling, and Benefits Assistance. We provide all information in an objective, unbiased manner. All our services are provided in the best interest of the client. In simple terms, clients indicate what they need, and we do the best to provide accurate, unbiased information, with their best interest in mind. In all we do, choices and decisions are made by the client. For example, if someone visits with the ADRC Options Counselor and decide they want to investigate assisted living facilities in Buffalo County, they are provided a list of all the facilities, we do not recommend one over another. We have no vested interest in any one service provider over another. In fact, staff sign a "Conflict of Interest" statement indicating there is no conflict of interest. If there is a conflict, they cannot be involved with client.

9. Describe current & future collaborations as it relates to the ADRC. **(2 Points)**

The ADRC currently collaborates with following: Assistive Technology Project, Community Connections, BIANE, MMI, Easter Seals, Buffalo County Community Partners, CHI-Good Samaritan Hospital, Independence Rising, Lifespan Respite, League of Human Dignity, Aging Network, Sandhills Collaborative, Region 3 Behavioral Health and Substance Abuse, NE VR, NE Commission for Deaf and Hard of Hearing, and the NDHHS to name a few. We plan on continued collaboration with these organizations and will pursue any possible collaborative opportunities moving forward.

10. Describe how the agency will implement a quality assurance process. **(2 Points)**

We currently look at the number of units served for each service and compare them each month. This gives us an idea of the number of service units provided and whether services are increasing or decreasing. The ADRC is part of the Quality Assurance Team. Meetings are held monthly by the Quality Assurance Team to discuss ways in which ADRC services can be improved based upon data and issues faced by ADRC staff, as well as any issues brought to them by the Leadership Team.

11. Reserved for suggestions from SUA staff. **(2 Points)**

Click or tap here to enter text.

12. Reserved for suggestions from SUA staff. **(2 Points)**

Click or tap here to enter text.

B. Service Provision (30 Points)

13. Describe the marketing and outreach the ADRC will utilize to make these services known to members of the target population. Address how the ADRC will reach individuals who are isolated as well as community agencies and service providers in the service area. Identify how the ADRC will work with hospitals, nursing homes, assisted living facilities, and home health care agencies to accept referrals. **(4 Points)**

The ADRC will continue to provide outreach and marketing through newspapers, Facebook, our Agency's website, through disseminating the ADRC brochure and other written materials. We will continue to provide information through education and public speaking (i.e., Platte Valley Medical Group, UNK classes) and health fairs. The best form of marketing and outreach, we have found, is through the many collaborations we have formed with the organizations noted in paragraph 9.

14. Describe how the ADRC will provide Information & Referral services. **(3 Points)**

Information and Referral services assist consumers with available and appropriate community long-term services and supports. The ADRC Options Counselor will provide assessment of individual's needs, identifying appropriate resources, and information on how to connect to available resources and supports. The Options Counselor will provide follow-up as needed with consumers to make sure there are no barriers to accessing services and supports.

15. Describe how the ADRC will provide Options Counseling services. **(3 Points)**

Options Counseling services will be provided to eligible consumers who are seeking long term services and supports and require short-term assistance in accessing those services. Options Counseling services typically last less than 6 months and provides in-depth support obtaining and accessing the consumer's choice of services that are available. Options Counselor will work with the consumer to create a person-centered action plan to assist the consumer and Options Counselor in meeting the consumer's needs and goals.

16. Describe how the ADRC will provide Transitional Options Counseling services. **(3 Points)**

N/A

17. Describe how the ADRC will provide Benefits Assistance. **(3 Points)**

Benefits Assistance is provided to eligible consumers when having difficulty understanding what benefits, funding, or grants are available to them. The Options Counselor will assist with completing applications for various benefits programs, explaining the eligibility criteria, and helping consumers and family members overcome any barriers they may have with obtaining benefits. The Options Counselor develop good, professional working relationships with local Health & Human Services Staff to ensure there are no gaps and delays with completing benefits applications.

18. Describe how the ADRC will provide Mobility Training. **(3 Points)**

N/A

19. Describe how the ADRC will provide individuals seeking assistance with home care with a home care registry as well as information about their rights and responsibilities as home care consumers. **(3 Points)**

N/A

20. Describe how the ADRC will provide individual and systems advocacy. This includes information about client rights and assistance with exercising those rights. **(4 Points)**

The ADRC Options Counselor provides clients what their consumer rights when meeting with the client. Some of those rights include: the right to accept or reject services, the right of confidentiality, the right to expect ADRC staff to respect personal dignity, and the right to register a complaint or file a grievance without discrimination or reprisal. Again, this is not a complete listing.

The ADRC provides individual advocacy by ensuring clients get the benefits they need and are eligible for. The ADRC Options Counselor also encourages self-advocacy so that clients are motivated to pursue services on their own.

The ADRC provides systems advocacy by working with disability partners, community partners, the Nebraska State Unit on Aging, the aging network, and other organizations to pursue funding for the ADRC, as well as legislation that will benefit clients. Additionally, the ADRC also looks to systems advocacy at the federal level too.

21. Describe the role the ADRC will have in emergency preparedness and response in the service area. Will the ADRC have the equipment necessary to operate remotely or at an alternate work location? If the ADRC has an emergency preparedness plan, please attach it. **(4 Points)**

The ADRC is part of the Agency; hence, the Agency's Disaster Plan is utilized. Plan is attached.

Part IV – ADRC Budget (30 Points)

The Budget Form and Budget Narrative must be submitted with this application. Application evaluation will be partially based on the reinvestment of MAC funds. Please describe how MAC funds will be used.

We plan to reinvest MAC funds into our ADRC budget. Considering more entities are applying to become ADRCs, without a doubt, we expect to see a decrease in our ADRC funding. Once we know the amount of funding we will be receiving, MAC funds will be used to make up the deficit. As you can see, we currently use CASA funds to supplement the ADRC budget. Again, once we know the exact amount of funding we might receive, we may use less CASA and more MAC funding, as we could use the CASA funding elsewhere.

See the attached documents as described below:

- Budget Form
- Budget Narrative

Please respond to all questions and submit responses and requested documents via email to: DHHS.Aging@nebraska.gov by 11/30/2022.

Budget Narrative – South Central NE Area Agency on Aging

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$112,180			\$112,180	Alyssa Burr-ADRC Rod Horsley-Director Melanie Bergsten-Finance Director Paula Medina-Administrative Assistant
Travel	\$1,230			\$1,230	Alyssa Burr and Administrative gas expenses, training
Print & Supp.	\$3,200			\$3,200	Everyday supplies and print costs
Equipment	\$2,314			\$2,314	Monthly expense of our technology and the upkeep
Build Space	\$3,813			\$3,813	Rent

Comm. & Util.	\$1,618			\$1,618	Utilities expenses
Other	\$3,332			\$3,332	Misc expenses, postage, janitorial expense, insurance
Contractual					
TOTAL	\$127,687			\$127,687	**All subject to change**

Units of Service Tab

For those services currently provided by your organization, enter the projected number of units to be provided for the current year ended June 30, 2023.

For those services to be provided for the year ended June 30, 2024, enter the projected number of units to be provided for those 12 months.

2. ADRC Budget tabs

There are three "budgets" on this tab, an initial proposal budget, a revised budget, and a "Net Adjustments" budget.

Initial Proposal Budget (To be completed for the November 2022 submission)

Please enter your agency's budget for the coming year in the top section. This will eventually become the agency's approved budget to work from for budget revisions.

Columns H - R (Lines 1-17c.)

Lines 1-8b. For each service the applicant plans to provide, enter the best estimate of costs for each cost category for the period of July 1, 2023 through June 30, 2024. For any amounts listed on line 8b, provide the relevant information on the ContractorSubaward Details tab. Any items listed on line 4 should meet the definition provided on the Equipment Itemization tab and additional information must be entered on that tab.

Lines 10 - 15. No match or agency support is required for this budget, so these fields have been hidden and should remain blank.

Line 17b. CASA ADRC: The Composite total ADRC should be equal to the allocated amount under the ADRC column on the Reservation Table.

17c. MAC Return: Funds on this line are 1) estimated to be received by the agency as a result of participation in Medicaid Administrative Claiming and 2) used to support a Medicaid-related service.

General Information - all tabs

Columns and rows that are not relevant to this funding have been hidden/grayed out.

Additional rows can be unhidden on the ContractorSubaward Details tab, if needed.

Enter the applicant name where requested.

Revised budgets (Not used for the 5/31/22 submission)

The agency's proposed revised budget is entered in the "Revised Budget" section. If no changes are proposed in a service type(s), simply enter the same data entered above from the last approved budget. To move funds from one program to another program, reduce expenses and revenue in the first, and add it to others. Changes will be reflected in the "Net Adjustments" budget on each tab. NO DATA is entered in the "Net Adjustments" section.

3. Notes on Budget Changes

1. Agencies may rebudget between categories (line items) of up to 5% of the grant award without SUA approval. For example, if awarded amount is \$300,000, an agency may make budget changes of up to \$15,000 without needing SUA approval. All service minimums for in-home, access, and legal services must still be met. "Categories" refers to lines 1 through 8b.

Enter Applicant
Name

Date

South Central NE Area Agency on Aging			Units of Service				
Taxonom y#	Service Name	Service Unit	07/01/23 - 12/31/23 (Actual)	01/01/24 - 06/30/24 (Projected)	07/01/23 - 06/30/24 (Combined)	07/01/24 - 06/30/25 (Projected)	Change (%)
ADRC Direct Services							
40	Information & Referral	Contact	84	84	168	170	1.19%
41	Options Counseling	Hour	37	40	77	80	3.90%
42	Transitional Options Counseling	Hour			-		0.00%
43	Benefits Assistance	Hour	367	365	732	735	0.41%
44	Mobility Training	Hour			-		0.00%
45	Point of Entry	Hour			-		0.00%
46	Unmet Service Needs	Hour			-		0.00%
47	Home Care Provider Registry	Hour			-		0.00%

FY 2025 BUDGET - ADRC

South Central NE Area Agency on Aging - Initial Proposed Budget

ADRC SERVICES

[Taxonomy #, Service, Unit Measure]	40. Info & Referral (1 contact)	41. Options Counseling (1 hour)	42. Transitional OC (1 hour)	43. Benefits Assistance (1 hour)	44. Mobility Training (1 hour)	45. Point of Entry	46. Unmet Service Needs	47. Home Care Provider Registry	ADRC TOTAL	TOTAL
COST CATEGORIES										
1. Personnel	\$38,141	\$17,949		\$56,090					\$112,180	\$112,180
2. Travel	\$418	\$197		\$615					\$1,230	\$1,230
3. Print & Supp.	\$1,088	\$512		\$1,600					\$3,200	\$3,200
4. Equipment	\$787	\$370		\$1,157					\$2,314	\$2,314
5. Build Space	\$1,296	\$610		\$1,907					\$3,813	\$3,813
6. Comm. & Utilit.	\$550	\$259		\$809					\$1,618	\$1,618
7. Other	\$1,133	\$533		\$1,666					\$3,332	\$3,332
8a. Raw Food									\$0	\$0
8b. Contractual									\$0	\$0
9. GROSS COST	\$43,413	\$20,430	\$0	\$63,844	\$0	\$0	\$0	\$0	\$127,687	\$127,687
FUNDING										
17a. CASA	\$27,384	\$12,887		\$40,271					\$40,271	\$40,271
17b. CASA ADRC	\$16,029	\$7,543		\$23,573					\$47,145	\$47,145
17c. MAC Return									\$0	\$0
19b. TOTAL SUA COST	\$43,413	\$20,430	\$0	\$63,844	\$0	\$0	\$0	\$0	\$87,416	\$87,416
21. CM Client Responsibility										

Projected Units	170.00	80.00	0.00	735.00	0.00					
Gross Cost (9) Per Unit	\$ 255.37	\$ 255.38		\$ 86.86						
Match (16b) Per Unit	\$ -	\$ -		\$ -						
Total SUA (19b) Per Unit	\$ 255.37	\$ 255.38		\$ 86.86						
CM (19) Per Unit										

FY 2025 BUDGET - ADRC

[Taxonomy #, Service, Unit Measure]

COST CATEGORIES

- | |
|--------------------|
| 1. Personnel |
| 2. Travel |
| 3. Print & Supp. |
| 4. Equipment |
| 5. Build Space |
| 6. Comm. & Utilit. |
| 7. Other |
| 8a. Raw Food |
| 8b. Contractual |

9. GROSS COST

FUNDING

- | |
|-----------------|
| 17a. CASA |
| 17b. CASA ADRC |
| 17c. MAC Return |

19b. TOTAL SUA COST

- | |
|------------------------------|
| 21. CM Client Responsibility |
|------------------------------|

- | |
|--------------------------|
| Projected Units |
| Gross Cost (9) Per Unit |
| Match (16b) Per Unit |
| Total SUA (19b) Per Unit |
| CM (19) Per Unit |

**South Central NE Area Agency on Aging
COST ITEMIZATION**

Equipment/Capital Expenditures** - Provide Cost Itemization of single items costing \$5,000 or more.*

*Equipment means the net invoice price of equipment including any attachments, accessories, modifications or auxiliary apparatus necessary to make it usable for the purpose of which it is acquired.

** Capital expenditures includes data processing, software, renovation, or new construction.

Including an item here does not serve as a prior approval request for the purchase of any capital expenditure or equipment item, and approval of an Area Plan budget does not serve as SUA's approval to purchase any item here.

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**South Central NE Area Agency on Aging
Subawardee/Contractor Details**

Provider Name	Service Provided	Relationship	Total Provider Cost
	40. Information & Referral	Subaward	