



PROGRAM INSTRUCTION

SUA-22-PI-09

5/2/22

TO

Subrecipients of the State Unit on Aging

FROM:

Cynthia Brammeier, Administrator

State Unit on Aging, Division of Medicaid & Long-Term Care

Gene Hogan, Fiscal Program Manager

Ben Stromberg, Program Manager

Amy Hochstetler, Information Technology Business System Analyst Coordinator

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SUBJECT:

SFY23 ADRC Subawards, Budgets & Services

CONTENT:

The following Program Instruction (PI) provides guidance related to ADRC subawards, budgets, service units, & monitoring for SFY23.

Attached to this PI are the following documents:

1. SFY23 Budget Template – ADRC services and funding sources are listed. Each ADRC service planned for SFY23 should have a column and budget, based on the Reservation table with allocations to each agency. Please review the 'Budget Template Instructions' tab. Gene Hogan and Matt Walters can answer questions regarding this template.

League of Human Dignity	\$29,246
UNMC – Munroe-Meyer Institute	\$18,901
Easterseals Nebraska	\$29,246
Brain Injury Alliance - Nebraska	\$8,555

2. SFY23 Program Reference Guide, with partner specific ADRC service definitions. Each service planned in SFY23 requires a service definition filled out by the agency. Please complete the attached/linked service narratives for each ADRC service that will be provided. The attached Program Reference Guide contains definitions for all ADRC services including units of services to track and how to track them. Ben Stromberg can answer questions regarding these service definitions.

3. Sample application + cover letter SFY 23, this can be used as a template to send the agency materials. This can be emailed with attachments. Please include the Excel file for the budget as an attachment, even if it is printed to pdf.

Subawards - In order to receive funding for SFY23, each agency must submit a cover letter signed by an authorized organizational representative (or the person who will sign the subaward), the budget, and service definitions. These documents will constitute the partner ADRC plan, and will be added as attachments to the subaward issued by the SUA. Submit these by May 31, 2022.

External SharePoint – The SUA uses an external SharePoint site for interactions with subrecipients. Access will be granted to each organization once the subaward is signed. The remaining security needs and external SharePoint training will be worked out with agencies individually. Amy Hochstetler and Lance Balkus can assist with this.

PeerPlace – Partner Organizations will be required to create Client Profiles as needed. ADRC Intake forms and service unit data collection is still required. Additional training will be provided at the end of June.

The Operations Manual, developed by Fritz & O'Hare, under a contract with the Area Agencies on Aging, is the standard for the business of the ADRCs. Agencies are expected to follow this until such time it is replaced. As of this publication, the guideline mandates data be entered within two business days of service completion.

Monitoring: ADRC sites will be monitored during the fiscal year. Ben Stromberg will arrange dates well in advance of these visits and provide a description of the process. Monitoring tools to be completed by the ADRC and returned to the SUA will be posted to the External SharePoint site in June.

Reimbursement can be submitted on a monthly or quarterly basis to the SUA. Email dhhs.aging@nebraska.gov. The SUA will issue an SFY23 reimbursement Form A to all subrecipients in June. Gene Hogan and Matt Walters will be in touch with you.

ADRCs are responsible for ensuring data collection meets state and federal requirements. Guidance documents are posted online at: <https://dhhs.ne.gov/Pages/Aging-Grantee-Resources.aspx>

The links follow the order outlined below. Program Instructions are requirements, Information Memoranda are guidance if a service or program is offered locally.

Provider Resources

🔔 Subscribe For Updates



The State Unit on Aging oversees a number of service providers. This page contains information, guidance, online resources, and other tools for these service providers. Public resources can be found on the [Resources for You](#) page.

Sections on this page

1. [Helpful Links](#)
2. [Forms and Guidance Documents](#)
3. [Active Program Instructions](#)
4. [Active Information Memoranda](#)
5. [Monitoring Tools](#)

The State Unit on Aging provides an ADRC Legislative Report annually, based on data through June 30 of each year.

If you have questions, please contact DHHS.Aging@nebraska.gov

Definition: A state ADRC Program whose primary purpose is to maintain information about human service resources in the community and to link people who need assistance with appropriate service providers and/or to supply descriptive information about the agencies or organizations which offer services. The information and referral process involves establishing contact with the individual, assessing the individual's long and short-term needs, identifying resources to meet those needs, providing a referral to identified resources, and, where appropriate, following up to ensure that the individual's needs have been met.		
Service Unit: Contact	Setting: One-on-One	Non-Registered Service
Eligibility: (Must be at least one of the below) • 60 years or older • Individual with a Disability • Caregiver • Representative		
Client Details:		
<input type="checkbox"/> Collect ADLs	<input checked="" type="checkbox"/> Client may be Anonymous	
<input type="checkbox"/> Collect IADLs	<input type="checkbox"/> Client may Self-Direct this Service	
<input type="checkbox"/> May Collect NRA Score	<input type="checkbox"/> Client may use Voucher	
Other Reporting Requirements: N/A		
Possible Funding Sources:		
<input type="checkbox"/> III-A (NSIP Raw Food)	<input type="checkbox"/> III-D (Health Pro)	<input checked="" type="checkbox"/> ADRC (State)
<input type="checkbox"/> III-B (Supportive Service)	<input type="checkbox"/> III-E (Caregiver)	<input checked="" type="checkbox"/> Local
<input type="checkbox"/> III-C1 (Congregate Meal)	<input checked="" type="checkbox"/> CASA (State Aging)	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> III-C2 (Home Delivered Meal)	<input type="checkbox"/> Care Management (State)	
		<input checked="" type="checkbox"/> May be MAC Eligible
Provider Requirements:	This is a private business matter and outside the scope of SUA/DHHS.	

Detailed description of how service is provided.

- How will your agency provide this service?
- How will your agency distinguish this service from other, similar services?
- What populations do you serve?
-

[Start Here]

Definition: A state ADRC Program service that assists an eligible individual in need of long-term care and his or her representatives to make informed choices about the services and settings which best meet his or her long-term care needs and that uses uniform data and information collection and encourages the widest possible use of community-based options to allow an eligible individual to live as independently as possible in the setting of his or her choice.		
Service Unit: Hour	Setting: One-on-One	Registered Service
Eligibility: Need Long Term Care AND (Must be at least one of the below)		
• 60 years or older	• Individual with a Disability	• Representative
Client Details:		
<input checked="" type="checkbox"/> Collect ADLs	<input type="checkbox"/> Client may be Anonymous	
<input checked="" type="checkbox"/> Collect IADLs	<input type="checkbox"/> Client may Self-Direct this Service	
<input checked="" type="checkbox"/> May Collect NRA Score	<input type="checkbox"/> Client may use Voucher	
Other Reporting Requirements: See ADRC services demographic information.		
Possible Funding Sources:		
<input type="checkbox"/> III-A (NSIP Raw Food)	<input type="checkbox"/> III-D (Health Pro)	<input checked="" type="checkbox"/> ADRC (State)
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		<input checked="" type="checkbox"/> May be MAC Eligible
Provider Requirements:	A background check is suggested. This is a private business matter and outside the scope of SUA/DHHS.	

Detailed description of how service is provided.

- How will your agency provide this service?
- How will your agency distinguish this service from other, similar services?
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[Start Here]

Definition: A state ADRC Program service that develops, implements, assesses, and follows up on plans for the evaluation, treatment and/or care of people who are experiencing a specific, time-limited problem such as a transition from hospitalization to independent living and who need assistance to obtain and coordinate the support services that will facilitate the change.		
Service Unit: Hour	Setting: One-on-One	Registered Service
Eligibility: Need Long Term Care AND (Must be at least one of the below)		
• 60 years or older	• Individual with a Disability	• Representative
Client Details:		
<input checked="" type="checkbox"/> Collect ADLs	<input type="checkbox"/> Client may be Anonymous	
<input checked="" type="checkbox"/> Collect IADLs	<input type="checkbox"/> Client may Self-Direct this Service	
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Other Reporting Requirements: See ADRC services demographic information.		
Possible Funding Sources:		
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Provider Requirements:	A background check is suggested. This is a private business matter and outside the scope of SUA/DHHS.	

Detailed description of how service is provided.

- How will your agency provide this service?
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[Start Here]

Definition: A state ADRC Program service that provides assistance for people who are having difficulty understanding and/or obtaining grants, payments, services, or other benefits for which they may be eligible. The programs may help people understand the eligibility criteria for benefits, the benefits provided by the program, the payment process, and the rights of beneficiaries; provide consultation and advice; help them complete benefits application forms.		
Service Unit: Hour	Setting: One-on-One	Registered Service
Eligibility: (Must be at least one of the below)		
• 60 years or older	• Individual with a Disability	• Representative
Client Details:		
<input checked="" type="checkbox"/> Collect ADLs	<input type="checkbox"/> Client may be Anonymous	
<input checked="" type="checkbox"/> Collect IADLs	<input type="checkbox"/> Client may Self-Direct this Service	
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Provider Requirements:	This is a private business matter and outside the scope of SUA/DHHS.	

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[Start Here]

Definition: A state ADRC Program service that provides training which introduces new riders, commuters, and other residents to the transportation options that are available in their community and trains them to use the system effectively. Participants learn the basic components of the public transit system and other transportation options (e.g., bicycles, carpools and vanpools); the location of park and ride or park and pool lots, bus stops, train stations, ferry terminals, and other facilities; and basic travel skills such as how to read a bus schedule, find the bus closest to work/home, participate in a car/van pool, and plan a commute using the system. Instruction may be provided on an individual or group basis and may involve field training in which the individual is accompanied by a customer service representative. The objective of the training is to encourage use of the public transportation by building rider confidence and comfort with the system.		
Service Unit: Hour	Setting: One-on-One	Registered Service
Eligibility: (Must be at least one of the below) • 60 years or older • Individual with a Disability • Caregiver • Representative		
Client Details:		
<input checked="" type="checkbox"/> Collect ADLs	<input type="checkbox"/> Client may be Anonymous	
<input checked="" type="checkbox"/> Collect IADLs	<input type="checkbox"/> Client may Self-Direct this Service	
<input type="checkbox"/> Collect NRA Score	<input type="checkbox"/> Client may use Voucher	
Other Reporting Requirements: See ADRC services demographic information.		
Possible Funding Sources:		
<input type="checkbox"/> III-A (NSIP Raw Food)	<input type="checkbox"/> III-D (Health Pro)	<input checked="" type="checkbox"/> ADRC (State)
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<input type="checkbox"/> III-C2 (Home Delivered Meal)	<input type="checkbox"/> Care Management (State)	
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Provider Requirements:	This is a private business matter and outside the scope of SUA/DHHS.	

Detailed description of how service is provided.

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[Start Here]

Definition:

A process for identifying unmet service needs in communities and developing recommendations to respond to those unmet needs.

Reporting Requirements:

Unmet needs are collected as part of the uniform data collection process. In order for this administrative service to be used, data must be collected and recommendations must be made to address unmet needs.

The SUA will provide an annual ADRC report to the state legislature including details unmet needs. If this administrative service is provided, the Point of Entry providing this service will need to provide recommendations to the SUA.

Detailed description of how service is provided.

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[Start Here]

Definition:

A home care provider registry that will provide a person who needs home care with the names of home care providers and information about his or her rights and responsibilities as a home care consumer.

See Definitions: Home Care Consumer Rights, Home Care Provider, Home Care Registry, Home Care Services

Reporting Requirements:

A Point of Entry that provides a Home Care Provider Registry will also:

- Document and implement a maintenance policy.
- Develop & share publications (such as, but not limited to brochures) about provider information and the consumer's rights.
- Report:
 - Total Number of Home Care Providers in the registry
 - Number of providers by each service type (e.g.: homemaker providers)
 - Time spent developing & maintaining the directory and publications
- Regularly record when the Home Care Provider Registry & Consumer Rights were shared with a consumer.

This will be shared in the SUA annual ADRC report to the legislature.

Detailed description of how service is provided.

- How will your agency provide this service?
- How will your agency distinguish this service from other, similar services?
- What populations do you serve?

[Start Here]

Cynthia Brammeier, Administrator
State Unit on Aging
Division of Medicaid & Long-Term Care
Department of Health & Human Services
PO Box 95026
Lincoln, NE 68509-5026
Email: dhhs.aging@nebraska.gov

Dear Ms. Brammeier.

This letter and the enclosed documents represent the _____ FY23 ADRC budget and service definitions to meet the requirements of SUA-PI-22-09.

Enclosed are the following documents:
SFY23 ADRC budget, totaling \$_____.

Service definitions: (delete any services not provided, delete these instructions)

- 40. Information and Referral Narrative FY 2023
- 41. Options Counseling Narrative FY 2023
- 42. Transitional Options Counseling Narrative FY 2023
- 43. Benefits Assistance Narrative FY 2023
- 44. Mobility Training Narrative FY 2023
- 46. Unmet Needs Narrative FY 2023
- 47. Home Care Provider Registry Narrative FY 2023

The subaward should be signed by _____ for the agency.

The mailing address is: _____.

Please let us know if you have questions. I can be reached at _____, or email at _____.

Sincerely,

_____, _____

Enclosures