

HEALTH FUND APPLICATION - FY '13 REQUEST

AGENCY NAME:	DHSS, Division of Services for Aging and Adults with Physical Disabilities
FY '12 BUDGET:	\$760,000.00
FY '13 BUDGET REQUEST:	\$1,317,273.00

PRIORITY #	AMOUNT OF REQUEST	# of CLIENTS	SERVICE IMPACT
			DESCRIPTION & IMPACT OF A REDUCTION
1	\$1,317,273.00	84	<p>DSAAPD is requesting Health Funds to support its Personal Attendant Services (PAS) program. The PAS program enables participants to live in the community and postpone or avoid entering long term care facilities. The impact of a reduction in funding is that less participants would be served. Participants who would not receive PAS services would potentially be in imminent danger of requiring more costly nursing facility care.</p>

STATE OF DELAWARE
HEALTH FUND APPLICATION
FISCAL YEAR 2013

Applications are only being accepted from programs that received Health Fund money in FY 12 or were recommended by the Health Fund Advisory Committee to receive funding in FY 12.

FUNDING REQUESTS ARE DUE BY 4:30 PM, Thursday, SEPTEMBER 1, 2011.

Requests should be submitted electronically to deborah.gottschalk@state.de.us and joanne.finnigan@state.de.us . Please send as a PDF or Image Writer file with your organization's name at the beginning of the file name. (Please remember to sign the Agreement on page 5).

As part of your application, please complete the attached template that itemizes your funding request. This is the template that HFAC has asked applicants to complete while applications were being considered. This year it is requested as part of the application.

Please direct questions to Debbie Gottschalk, Chief Policy Advisor, DHSS, Phone: (302) 255-9038; email: deborah.gottschalk@state.de.us or Joanne Finnigan, Phone: (302) 255-9880; email: joanne.finnigan@state.de.us .

Agency Information

1. Official Name of Organization:
Division of Services for Aging and Adults with Physical Disabilities
2. Date of Incorporation or Date Established by Law:
1965
3. **9-digit** Federal Employer Identification No.:
51-600279
4. Address of Management Office:
Main Building, First Floor Annex
Herman Holloway Campus
1901 N. DuPont Hwy
New Castle, DE 19720
5. Name, Phone Number, and E-mail Address of Primary Contact Representative:
Denise Weeks-Tappan
(302) 255-9360, Denise.Weeks-Tappan@state.de.us

6. Did your agency receive Health Funds in Fiscal Year 2012? Yes
If yes, how much? \$760,000

Program Information

1. Why is there a need for the program for which your agency is seeking Health Funds?

The mission of the Division of Services for Aging and Adults with Physical Disabilities is to improve and maintain the quality of life for Delawareans who are elderly or who are at least eighteen years of age with physical disabilities. The Division is committed to the development and delivery of consumer driven services, which maximize independence through individual choice in the least restrictive environment possible, enabling individuals to continue living active and productive lives and protecting those who may be vulnerable or at risk.

The Personal Attendant Services (PAS) program is an important component of the community-based long term care system supported by DSAAPD. The program provides personal care and other approved support services for adults with physical disabilities who need assistance to enable them to live in their own homes and communities and to carry out functions of daily living, self care and mobility.

Guidelines for the Personal Attendant Services program were established through the Community-Based Attendant Services Act (HB 30), which was signed into law by Governor Minner in 2001. The law (16 DE Code Ch. 94) can be reviewed online at <http://delcode.delaware.gov/title16/c094/index.shtml>

The main goal of Personal Attendant Services Program is to provide attendant services to eligible adults with physical disabilities, enabling them to work and/or avoid living in highly supervised institutional settings. Attendant Services is intended to maximize independence and autonomy for consumers. Currently, Attendant Services is the only self-directed service administered by DSAAPD.

Consumers select their own attendants and direct attendant care in a manner which is consistent with their own personal lifestyles and preferences. Consumers serve as the actual employers of their attendants by hiring, training, scheduling, directing work activities, issuing paychecks and performing other related oversight functions. Consumers may act through a guardian or appointed representative.

The Division contracts for the provision of Personal Attendant Services on a statewide basis. Originally funded with State general funds, the program was later expanded with the addition of funds available through the State's portion of the Tobacco Settlement. The combined funding award in FY2013 is expected to provide attendant services for 53 existing participants, 26 participants on the current waiting list and 25 additional participants. We anticipate that through a new diversion program, we will have more participants. The goal of the diversion program is to divert individuals who are able to remain in the community from entering long term care facilities. Many of the participants would be in imminent danger of being placed in a state-run institution if they did not receive supports and services in the community. With the support of community-based services, including PAS, many participants are able to remain home.

2. What are the program goals and objectives?
- a. To provide personal attendant services to promote self-sufficiency, self-reliance and a sense of personal responsibility among participants.
 - b. To minimize the likelihood of institutionalization and maximize the potential for independent living of individuals with disabilities.

c. To reduce the barriers to participation in common community-based activities.

3. Please describe the target population affected by the program.

The target population consists of individuals with low incomes who require long term care supports and services to remain in the community.

4. Where will the services be provided?

The Personal Attendant Services program is statewide and provides services in the client's home or other community-based settings.

5. What other agencies or organizations provide services similar to those of your agency, if any? How do you propose to work with the agencies that perform similar services?

Home Health agencies provide personal care services that are used as a supplementary service for some recipients of attendant care. DSAAPD will continue to coordinate scheduling and service delivery issues with these agencies.

Funding Request

1. What level of funding is your agency requesting for FY 2013?

The FY 2013 request is \$1,317,273. Of this requested amount, \$577,490 will be used to continue services for existing participants, \$331,063 will be used to serve individuals currently on the waiting list and \$408,720 will be used to serve additional participants that it is anticipated will require services as a result of our new diversion program.

2. Is the requested funding a one-time request or do you anticipate the need for on-going funding? Please explain.

The need for this funding is ongoing. It is expected that in FY 2013, Health Funds will provide attendant services for approximately 84 participants and general funds will serve an additional 20 persons for a total of 104 persons.

3. Please submit a proposed line item budget (i.e., personnel, contractual, travel, supplies, etc.) explaining how you intend to use **FY 2013 Health Funds**. You will be asked to submit a year-end expenditure report, based on the proposed budget, due 30-days following the end of your Health Fund contract, if one is awarded.

Proposed line item budget for FY 2013

Line Item	
Salary	220,851

Fringe	80,348
Travel	3,052
Contractual	996,986
Supplies	9,728
Equipment	619
Indirect Costs	5,689
Total	1,317,273

4. If you received Health Funds in **FY 2011**, please submit a year end expenditure report detailing how those funds have been used.

Please see attached contractor year-end reports for FY 2011 Attendant Services Program unit cost and line item budget contracts.

5. Does your agency receive funding **for this project** from any of the following sources? If so, please provide the name of the funding source and the amount of funding received.

- State Funds (i.e., General Funds, ASF, Grant-in-Aid): \$342,010
- Federal Funds (including federal grants):
- Other Funds (i.e., corporate grants/donations):

6. In addition to sources listed in the answer to question 5, does your agency receive funding from any of the following sources? If so, please provide the name of the funding source and the amount of funding received.

State funds	\$	10,168,000
Federal funds		
Social Services Block Grant	\$	1,969,509
Medicaid		2,233,660
Older Americans Act Title III		5,951,004
Older Americans Act Title V		1,909,347
Older Americans Act Title VII		108,321
Nutrition Service Incentive Program		189,294
Medicare Patrol		222,138
Aging and Disability Resource Center		229,896
Approach to Legal Assistance		100,000
Lifespan Respite		188,432
Medicare Improvements for Patients/Providers		38,845
Federal Total		13,140,446
Other funds		
Grant-in-Aid		7,915,163
Tobacco	\$	1,041,500
Medicaid		500,000
Other Total		9,456,663
Grand Total	\$	32,765,109

Program Evaluation

1. If you are currently receiving Health Funds, how have you evaluated your program's success at meeting the previously stated goals and objectives? Specifically, identify the performance measures you use and the corresponding results.

Division of Services for Aging and Adults with Physical Disabilities (DSAAPD) staff members monitor the Attendant Services Program contracts to ensure that program goals are being met;

DSAAPD case managers provide oversight to ensure that services are delivered in accordance with individual care plans;

Recipients are surveyed annually regarding their satisfaction with the service. During the most recent program year, nearly all program participants indicated that the attendant services met their expectations, that their interactions with staff were good and that the staff members were responsive to their needs;

DSAAPD utilizes a tracking system which closely monitors service utilization. This system enables staff to accurately project service hour availability and allows for efficient use of existing resources.

2. If you are currently receiving Health Funds and did not meet your stated goals and objectives, how would you modify your program to meet the stated goals and objectives?

DSAAPD has met our current goals and objectives. Because of the success of the PAS program, we would like to increase funding to expand services and eliminate the waiting list.

Agreement

Division of Services for Aging and Adults with Physical Disabilities agrees to the following as a condition of receiving Health Funds:

1. To submit funding requests on the forms provided at the times designated and to participate in the allocations review process.
2. To provide an annual certified audit and other financial statements, service figures, and reports or audits as required by the State of Delaware.
3. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and in promoting high standards of efficiency and effectiveness.
4. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.
5. That this agency meets the criteria established by the Health Fund Advisory Committee and uses any funds appropriated by the General Assembly in accordance with those provisions and any additional restrictions that may be set forth in State Law.
6. This agency will provide the Health Fund Advisory Committee with financial or programmatic information upon request.

This agreement has been read and approved on:

8/29/2011
(Date)

By: Just signed for Bill Love

William Love, Division Director

Health Fund Project Criteria

In accordance with Section 137 of Title 16 of the Delaware Code, moneys from the Delaware Health Fund shall be expended for Delaware citizens in accordance with any 1 or more of the following:

- (1) Expanding access to healthcare and health insurance for citizens of Delaware that lack affordable healthcare due to being uninsured or underinsured;
- (2) Making long-term investments to enhance healthcare infrastructure which meets a public purpose;
- (3) Promoting healthy lifestyles, including the prevention and cessation of the use of tobacco, alcohol and other drugs by the citizens of Delaware;
- (4) Promoting preventative care for Delawareans in order to detect and avoid adverse health conditions, particularly cancer and other tobacco-related diseases;
- (5) Working with the medical community by providing funding for innovative and/or cost effective testing regimens to detect and identify lesser-known but devastating and costly illnesses, such as sarcoidosis and hemochromatosis, fibromyalgia, lupus, lyme disease and chronic fatigue immune deficiency syndrome;
- (6) Promoting a payment assistance program for prescription drugs to Delaware's low-income senior and disabled citizens who are ineligible for, or do not have, prescription drug benefits or coverage through federal, state, or private sources;
- (7) Promoting a payment assistance program to Delaware's citizens who suffer from debilitating chronic illnesses, such as diabetes and kidney disease, which are characterized by onerous recurring costs for equipment, tests and therapy; and/or
- (8) Such other expenditures as are deemed necessary in the best interests of the citizens of Delaware provided they shall be made for health related purposes.

DSAAPP QUARTERLY FINANCIAL REPORT -- UNIT COST BUDGET CONTRACTS

I. REPORTING INFORMATION:		Agency Name: <u>Jewish Employment & Vocational Services</u>		Contract Number: <u>35-1400-2011-07</u>		Start Date: <u>07/01/10</u> End Date: <u>06/30/11</u>		Funding Source: <u>Tobacco</u>							
Program Type: <u>Personal Attendant Services</u>		Reporting Quarter: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4		Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
II. CONTRACT FUNDING INFORMATION:		DSAAPP \$		LOCAL CASH		IN-KIND CONTRIBUTIONS		PROGRAM INCOME							
		\$ 226,436.00		\$ -		\$ -		\$ 226,436.00							
III. FINANCIAL SUMMARY:		(A) PLANNED EARNINGS		(B) ACTUAL EARNINGS		(C) VARIANCE (B - A) %		(D) DSAAPP FUNDS		(E) PROJECT INCOME		(F) LOCAL		(G) IN-KIND	
1ST QUARTER		\$ 56,609.00		\$ 43,247.87		-23.6%		\$ 43,247.87		\$ -					
2ND QUARTER		\$ 56,609.00		\$ 38,614.40		-31.8%		\$ 38,614.40		\$ -					
3RD QUARTER		\$ 56,609.00		\$ 40,901.65		-27.7%		\$ 40,901.65		\$ -					
4TH QUARTER		\$ 56,609.00		\$ 11,305.82		-80.0%		\$ 11,305.82		\$ -					
YEAR-TO-DATE TOTAL		\$ 226,436.00		\$ 134,069.74		-40.8%		\$ 134,069.74		\$ -					
IV. COMMENTS:		Explain current quarterly variances of 15% or more (+/-) In Tobacco Fund the number of the consumers are less than the original number of the consumers from 2008 but when the project got renewed DSAAPP did not reallocate the amount so since 2009 the amount for Tobacco funding has been less than the estimated earnings and same thing with the STATE fund, the number of the consumers increased since 2008 but funds did not get reallocated so you can see since 2009 for State Fund the actual earnings are always greater than the estimated earnings													
V. SIGNATURE:															
		TITLE: <u>Robin Fetter</u>		PHONE #: <u>2672981697</u>		DATE: <u>7/15/2011</u>									

DSAAPD QUARTERLY FINANCIAL REPORT -- UNIT COST BUDGET CONTRACTS

I. REPORTING INFORMATION:		Agency Name: <u>Easter Seals</u> Program Type: <u>Attendant Services</u>		Contract Number: <u>35-1400-2011-08</u> Start Date: <u>07/01/10</u> End Date: <u>06/30/11</u> Reporting Quarter: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>		Funding Source: <u>Tobacco</u> Final Report? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
II. CONTRACT FUNDING INFORMATION:		DSAAPD \$ <u>533,569.00</u> LOCAL CASH \$ <u>-</u>		IN-KIND CONTRIBUTIONS \$ <u>-</u>		PROGRAM INCOME \$ <u>-</u> TOTAL \$ <u>533,569.00</u>		
III. FINANCIAL SUMMARY:		(A) PLANNED EARNINGS	(B) ACTUAL EARNINGS	(C) VARIANCE (B - A) \$ %	(D) DSAAPD FUNDS	(E) PROJECT INCOME	(F) LOCAL	(G) IN-KIND
		1ST QUARTER	\$ 133,392.25	\$ 140,868.84 5.6%	\$ 140,868.84	\$ -		
		2ND QUARTER	\$ 133,392.25	\$ 130,159.14 -2.4%	\$ 130,159.14	\$ -		
		3RD QUARTER	\$ 133,392.25	\$ 148,693.92 11.5%	\$ 148,693.92	\$ -		
		4TH QUARTER	\$ 133,392.25	\$ 32,212.08 -75.9%	\$ 32,212.08	\$ -		
		YEAR-TO-DATE TOTAL	\$ 533,569.00	\$ 451,933.98 -15.3%	\$ 451,933.98	\$ -		
IV. COMMENTS:		Explain current quarterly variances of 15% or more (+/-) Use of Tobacco funds has been driven by referrals from DSAAPD. During March conversion began for most of those persons funded under Tobacco to go to the Medicaid Waiver. This will be completed in April and will drastically reduce the use of Tobacco funds in the fourth quarter. Due to the management of the referrals by Dan Chappell, etc. the pattern of spending for FY11 does not relate well to the original plan on this worksheet, but does fit with the overall plan for implementation of the consolidated Waiver						
V. SIGNATURE:								
		Thomas W. Barlow Rev. 9/09 TLR		TITLE : <u>Director ADHS/PAS</u>		PHONE # : <u>302-324-4444</u>		DATE : <u>8/11/2011</u>