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| Region 9 AAA | Local Policy # | 6a |
| Policy Name | Property Management Inventory Schedule (Subcontractor Equipment Inventory) | |
| Original Policy Date | 2006 | |
| Review/Revise Date | January 4, 2013, March 10, 2014, November 2016 | |

Policy:

Each Subcontractor must provide a complete inventory of equipment by site for items purchased with state or federal dollars. Any changes in inventory must be reported to the Area Agency on Aging, preferably as they occur, but no later than the end of the fiscal year (September 30th).

Procedures:

1. Any equipment purchased with contracted federal or state dollars is considered the property of the Area Agency on Aging and must stay within the region.
2. Equipment with a value of \$5,000 or more will be tagged by the Area Agency on Aging and must be included on the inventory list each year.
3. When reporting inventory to the Area Agency on Aging, include the funding source (federal or state), the item purchased, cost, and location of the item. A notation of an asterisk (*) should be placed by any state equipment grant funds.
4. The Area Agency on Aging does not require a list of equipment purchased with other funds such as local, millage, fundraisers, donations, etc. However, it is highly recommended that each subcontractor maintain an inventory list categorized by funding source to ease recovery efforts for insurance purposes.
5. The Area Agency on Aging will track items with a purchase price of \$5,000 or more. Area Agency on Aging staff will verify inventory lists each year with an onsite visit.
6. All items appearing on the Area Agency on Aging Inventory Tracking List will continue to be tracked until said item is disposed.

An Area Agency on Aging Equipment Inventory Form is available upon request.

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| Region 9 AAA | Local Policy # | 6b |
| Policy Name | Property Disposal | |
| Original Policy Date | March 2011 | |
| Review/Revise Date | January 4, 2013, March 10, 2014, November 2016 | |

Policy:

Any Subcontractor that seeks to dispose of equipment purchased with federal or state funds must seek written approval from the Area Agency on Aging prior to the disposal of any items.

Procedures:

1. The Subcontractor must submit a written plan for equipment disposition to the Area Agency on Aging prior to disposing of the equipment.
2. Upon receipt of the plan, the Area Agency on Aging will review and, if in agreement with the plan, provide written approval back to the Subcontractor.
3. Any equipment (original purchase value of \$5,000 or more) obtained with contracted federal or state dollars is considered the property of the Area Agency on Aging and efforts must be taken to keep the equipment within the region. If the Subcontractor no longer has use for the item or it is no longer a viable piece of equipment, it may be transferred to another non-profit within the region (preferably within the aging network) with approval from the Area Agency on Aging.
4. Equipment items cannot be sold or given to someone that is not a non-profit agency without approval from the Area Agency on Aging.
5. If no other non-profit agency wants the equipment, the equipment must be either:
 - a. Disposed of through the Department of Management & Budget (DMB) via AASA, or
 - b. Transferred to DMB State Surplus via AASA.
6. When disposing of computer or copy equipment, it should be noted that AASA requires, effective March 22, 2012, all hard drives be wiped clean professionally prior to disposal and written certification as to how the item was disposed is to be sent to the Area Agency on Aging.
7. This policy does not apply to any equipment purchased with other funds such as local, millage, fundraisers, donations, etc. However, if these items contain or store confidential information, they too must be properly disposed of as stated above.
8. All items appearing on the Area Agency on Aging Inventory Tracking List prior to the effective date of this policy are also subject to the disposal procedures detailed in this policy.

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| Region 9 AAA | Local Policy # | 7 |
| Policy Name | Fire Safety Assessment | |
| Original Policy Date | January 2007 | |
| Review/Revise Date | November 30, 2010, March 10, 2014, November 2016 | |

Policy:

Each Subcontractor must comply with local fire and safety standards.

Procedures:

1. A local fire official must inspect each meal site once every three (3) years effective October 1, 2005.
2. If a local fire official is unavailable after a formal (written) request has been made for an inspection, a copy of the request is to be submitted to the Area Agency on Aging as documented proof of the attempt to meet the policy requirement. The Subcontractor must then conduct its own fire safety assessment of its meal sites using the Fire Safety Assessment Form available from the Area Agency on Aging.
3. The Fire Safety Assessment Form is to be submitted to the Area Agency on Aging within 30 days of completion.

An Area Agency on Aging Fire Safety Assessment Form is available upon request.

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| Region 9 AAA | Local Policy # | 8 |
| Policy Name | Coordination of Services – | |

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| | Hospice Specific |
| Original Policy Date | 1992 |
| Review/Revise Date | November 30, 2010, March 10, 2014, November 2016 |

Policy:

In instances where a Hospice provider advertises or has negotiated a reimbursement rate to provide in-home services such as homemaker, personal care, or respite, it is imperative that neither Older Americans Act nor state funds interfere with the Hospice arrangement. By entering into an exclusivity arrangement with a client, Hospice has negotiated a federal per diem reimbursement for their services.

Procedures:

1. The Area Agency on Aging Subcontractor should not routinely provide in-home services for Hospice clients using Area Agency on Aging contracted federal or state funds. Although the Area Agency on Aging Subcontractor is not required to withdraw services currently provided with grant funds, a coordinated service plan must be developed to maximize use of the Hospice benefit as a primary source of service.
2. The Subcontractor may enter into a business arrangement with Hospice to provide services on a reimbursement basis. The agreement may be in the form of a letter, memorandum of understanding, business agreement or formal contract.
3. The Subcontractor will negotiate with the Hospice organization regarding hours of service and rate reimbursement. The rate of reimbursement must at a minimum equal the amount negotiated with the Area Agency on Aging.
4. The reimbursement will be considered program income.
5. All Subcontractor Hospice agreements must have prior approval of the Area Agency on Aging if using funds contracted with the Area Agency on Aging.
6. Exception—the only exception to this policy is for the provision of meals. No client eligible under the Older Americans Act will be denied home-delivered meals.

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| Region 9 AAA | Local Policy # | 9 |
| Policy Name | Meal Site Closures or Reduction of Congregate Meal Service | |
| Original Policy Date | | |
| Review/Revise Date | November 30, 2010, March 10, 2014, November 2016 | |

Policy:

Nutrition Subcontractors must obtain approval of the Area Agency on Aging prior to the permanent closure, relocation of a meal site, or reduction of congregate meal services.

Minimum standards dictate that each Nutrition Subcontractor, through a combination of its meal sites, must provide meals at least once per day, five or more days per week.

Procedures:

For Closures:

1. The Nutrition Subcontractor shall notify the Area Agency on Aging in writing of the intent to close the meal site 60 days prior to the intended closure date.
2. The Subcontractor shall present the rationale for closing the meal site, which may be based on lack of attendance, inability to meet minimum standards and/or other requirements, loss of resources or other justifiable reasons.
3. The rationale must also include input from the meal site participants in the form of surveys, polling or ballot voting. Reference to a show of hands is not sufficient documentation. When polling participants, they should be asked if they are in favor of closing the meal site, would it be a hardship on them if it closed, and how many will attend another meal site. Documentation must also detail how far away the closing site is from the next closest meal site. (This information is an AASA requirement.)
4. The Area Agency on Aging will review the rationale presented from the Subcontractor and the meal participants and determine whether or not all options for keeping the meal site open or relocation have been exhausted.
5. The Area Agency on Aging shall notify AASA of all potential site closures.
6. The Area Agency on Aging shall approve in writing, with AASA's concurrence, the closure of any meal sites operating with funds awarded by AASA. Notification will be made to the Nutrition Subcontractor upon receipt of the AASA's decision.

7. The Nutrition Subcontractor shall notify participants of an impending meal site closure at least 30 days prior to the last scheduled date of meal service.
8. All Nutrition Subcontractors are required to immediately report meal site closures due to weather, lack of power, etc., for each day the site is closed temporarily.

For Reductions of Congregate Meal Service:

1. The Nutrition Subcontractor shall notify the Area Agency on Aging in writing of the intent to reduce meal services 30 days prior to the intended service reduction. Documentation of Board approval must be included.
2. The Nutrition Subcontractor shall present the rationale for reducing the meal service, which may be based on lack of attendance, inability to meet minimum standards and/or other requirements, loss of resources or other justifiable reasons.
3. The rationale must also include input from the meal site participants in the form of surveys, polling or ballot voting. Reference to a show of hands is not sufficient documentation. When polling participants, they should be asked if they are in favor of the meal reduction and if it would be a hardship on them.
4. The Nutrition Subcontractor must detail its plans to ensure that home-delivered meal clients will receive meals the day the center is closed.
5. The Area Agency on Aging will review the rationale presented from the Nutrition Subcontractor and the meal participants and approve or disapprove in writing the reduction of meal service.

For Reductions of Congregate Meal Service:

6. Written Area Agency on Aging approval is required prior to any closure or reduction in meal service.

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| Region 9 AAA | Local Policy # | 10 |
| Policy Name | Menu and Menu Review | |
| Original Policy Date | | |
| Review/Revise Date | November 30, 2010, March 10, 2014, November 2016 | |

Policy:

All menus and menu changes must be approved by the Area Agency on Aging Nutrition Coordinator to ensure all menu requirements are being met.

Procedures:

1. Nutrition Subcontractors shall utilize a menu development process that places priority on healthy choices and creativity. Cycle menus are to be used by all Nutrition Subcontractors.
2. The AAA requires the use and knowledge of written standardized recipes compiled in a recipe book for all entrees, vegetables, side dishes (rice, noodles, etc.), breads, desserts, jello salads, soups and casseroles.
3. Nutrition Subcontractors shall have the opportunity to change menus at least annually as notified by the Area Agency on Aging, which will include a deadline for submission.
4. Once menus are received by the Area Agency on Aging, the Area Agency on Aging Nutrition Coordinator will ensure all nutrition standards are being met.
5. All menus needing changes must be resubmitted to the Area Agency on Aging Nutrition Coordinator before final approval is granted.
6. Each meal program must be able to provide nutritional content information upon request.
7. Menus are to be posted in a conspicuous location at each meal site and wherever meals are prepared.
8. Menu changes are to be faxed or emailed to the Area Agency on Aging Nutrition Coordinator at least one week in advance of the proposed change.
9. The Area Agency on Aging Nutrition Coordinator will review the changes and respond with verbal or written approval. If the Nutrition Coordinator requires additional adjustment prior to approval, the site coordinator will make the necessary changes and resubmit for approval.
10. Menu changes may be made if the meal site is planning a special meal for events such as holidays, birthday celebrations, brunch, etc. The approval process is the same as detailed above.

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| Region 9 AAA | Local Policy # | 11 |
| Policy Name | Nutrition Education | |
| Original Policy Date | | |
| Review/Revise Date | November 30, 2010, March 10, 2014, November 2016 | |

Policy:

Each Nutrition Subcontractor must provide or arrange for monthly nutrition education sessions. Sessions can be presented by the site director, manager, cook or other qualified individual. Education may also be provided in the form of a Nutrition Newsletter. Nutrition education is also required for home-delivered meal participants.

Procedures:

1. Nutrition sites serving a lunch and dinner meal on the same day, must have education presented at both meals.
2. A copy of the educational materials must be sent to the Area Agency on Aging with the following information:
 - a. Name and position of presenter.
 - b. Date of presentation.
 - c. Number of participants present at each meal.
 - d. Number of home-delivered meal participants presented information.
 - e. Or a copy of the newsletter.
3. Topics of nutritional education shall include, but are not limited to, nutrition, wellness issues, consumerism and health. Use of the Area Agency on Aging Nutrition Newsletter is encouraged.
4. The Area Agency on Aging will periodically provide information to the nutrition sites for use in educational sessions and newsletters.