

## Appendix A-1: 2016-2020 State Plan Information Requirements

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### Section 305(a)(2)(E)

*Information Requirement: Describe the mechanism(s) for assuring that preference will be given to providing services to older individuals with greatest economic need and older individuals with greatest social need, (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English Proficiency, and the older individuals residing in rural areas) and include proposed methods of carrying out the preference in the State Plan.*

The Nevada Aging and Disability Services Division (ADSD) is a Single State Unit on Aging, therefore, it has no AAAs. Instead, the Division funds grantees throughout the state to provide aging services. In keeping with the above requirement, ADSD has General Requirements for all aging services grantees of the Division, which is posted on the Division’s website and states on page 4 of 15, Specification 4.1, located at:

<http://adsd.nv.gov/uploadedFiles/adsdnvgov/content/Programs/Grant/ServSpecs/GeneralServiceSpecifications.pdf>

*Grantees are required to target services to older individuals at risk for institutional placement and individuals with greatest economic and social need, with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas.*

ADSD has also included the following Assurance #6 within its 20 Assurances that must be agreed to and signed with the submission of grant applications.

*The applicant understands that funded programs must evidence outreach and ensure service priority to low income older individuals; low-income older minority individuals and members of Native American tribes; older individuals with limited English proficiency; individuals at risk for institutional placement and older individuals with the greatest economic or social need and/or seniors with disabilities.*

Per the table below, ADSD caseload statistics demonstrate that grantees are serving a significantly higher percentage of Older Americans Act target populations within their client base, when compared with the entire population of older adult Nevadans. This data is based on information collected from grantees and housed in the Division’s Social Assistance Management System (SAMS).

Nevada Population Segment	% Minority	% Below Poverty	% Reside in Rural NV
All Aging Supportive Services Grantee Clients*	34	55	28
All Nevadans Age 60 and Older**	25.4	8.6	13.2

\*SAMS Data for May 2015; entered by grantees.

\*\* U.S. Census Bureau, 2009-2014, 5-Year American Community Survey; U.S. Census Bureau: State and County QuickFacts, 2014 Estimates.

## **Section 306(a)(17)**

*Information Requirement: Describe the mechanism(s) for assuring that each Area Plan will include information detailing how the Area Agency will coordinate activities and develop long-range emergency preparedness plans with local and State emergency response agencies, relief organizations, local and State governments and other institutions that have responsibility for disaster relief service delivery.*

ADSD is a Single State Unit on Aging, with no AAAs. In keeping with the above requirement, ADSD has General Requirements for all aging services grantees of the Division, which is posted on the Division's website and states in Specification 6.5.b-d for Emergency Preparedness.

*6.5.b When services are provided in a facility, grantees are required to develop written emergency procedures for fire, flood, earthquake, bomb threat, physical assault/threat and other natural and technological disasters that might require emergency response and/or evacuation of the facility.*

*6.5.c If a life sustaining service, such as home-delivered meals is provided, grantees are required to develop a plan for continuing services during or after an emergency, which may include written agreements with other agencies to provide services if the grantee is non-operation.*

*6.5.d Grantees are required to work with governmental agencies during emergencies, to ensure the safety of clients and others in the immediate community or adjacent affected communities.*

When ADSD conducts Program Assessments at each grantee site, which occurs at least once every two years, it reviews the grantee's written procedures for managing emergencies.

Additionally, ADSD developed a fundamental Emergency Operations Plan (EOP) in 2010, which serves a dual role by incorporating a COOP, to build on the initial structure over time. The plan applies to the Aging and Disability Services Division as a whole, with certain localized sections specific to each of its offices, as well as its grantees and constituency.

The EOP's scope also encompasses ADSD's direct relationship with the federal Administration on Community Living, the Nevada Department of Health and Human Services, the Nevada Division of Emergency Management and local county emergency managers. The plan addresses the full spectrum of potential threats, crises and emergencies.

ADSD is engaged in the Phases of Emergency Management in the following manner:

### **Phase 1 Mitigation**

These activities are long term measures, based on risk assessment, that either prevent the occurrence of an emergency or disaster, or reduce vulnerability in ways that minimize adverse effects of such an occurrence. Mitigation activities can be structural, such as the construction of flood levees, or non-structural, such as legislation and insurance.

The Division has identified the most likely disasters that may occur in Nevada and is addressing those in the EOP. In addition, the plan states that each Division emergency preparedness exercise activity or actual emergency occurrence will be followed by an assessment of what

worked and what did not work in the plan. EOP adjustments will be made accordingly. A critical Phase 1 activity is maintaining and updating the EOP.

## **Phase 2 Preparedness**

Activities, programs and systems are those that occur or exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training and exercising the Emergency Operations Plan are among the activities conducted under this phase.

For the Aging and Disability Services Division, preparedness includes activities, such as:

- Training staff and conducting emergency exercises, along with additional training on any deficits identified.
- Ensuring that ADSD and grantees' staff keeps contact information for clients current on the Division's Social Assistance Management System. (SAMS). This system can be accessed from a remote, out-of-state server from ADSD offices located in Las Vegas, Reno, Carson City and Elko, as well as through several satellite offices located in other communities of Nevada.
- Provide information to local and state emergency managers regarding available ADSD assets and resources, as requested, including SAMS information regarding the location of frail seniors within the geographic scope of the emergency. For this information, ADSD relies on SAMS client data, which collects information that describes frailty (deficits in Activity of Daily Living and Instrumental Activities of Daily Living) and also can generate a roster of older adults receiving home delivered meals from Nutrition Services Grantees.
- Discussions with the ADSD Ombudsman for seniors in facilities, to ensure that in the event of an emergency these facilities have an emergency plan for the placement of seniors they house.
- Preparing and maintaining home phone lists of ADSD staff for senior staff.
- Developing and maintaining collaborative relationships with state and local emergency management.
- Representation in the Department of Health and Human Services' Emergency Management Work Group, whenever it meets.
- Training staff and constituency in personal preparedness for emergencies, and to have personal preparedness plans.
- Fostering relationships statewide between senior center directors and local emergency managers.
- Distributing disaster preparedness posters and brochures, as available.
- Discussing the feasibility to implement a GPS coordinate system that can enable homebound meal drivers to plot coordinates where frail seniors live, in the event rescue is required by helicopter.
- ADSD's Emergency Operations Plan also serves as a COOP plan. The agency's ADSD Disaster Response to Hazard policy states that the Division "will establish, maintain and have readily available a written phone tree for call back emergencies or when the Governor declares work duty for "essential staff only," during inclement weather or poor road conditions. This phone tree will be provided to the Disaster Response Coordinator regularly, as updated."

### Phase 3 Response

This phase involves the implementation of activities and protocols designed to address the immediate and short-term effects of the onset of an emergency or a disaster, to reduce casualties and damage, and to speed recovery. Response activities can include direction and control, warning, evacuation, sheltering in place, fulfilling the basic humanitarian needs of the affected population and other similar operations.

Phase 3, response to a disaster can involve local, state and federal agencies, and they respond in accordance with common protocols for emergency management nationwide. All disasters begin at the local level and are managed at the local level. In the event local emergency managers determine a need for state government assistance, they contact the Governor to request state resources.

In Nevada, the Governor will ask the Division of Emergency Management to activate the Emergency Operations Center in Carson City. ADSD serves as “back up” to Emergency Support Function (ESF) 6. In the event the state resources can’t meet the need, the Governor can request assistance from the federal government. If the assistance is granted, the President designates the area as a Federally Designated Disaster Area and sends federal resources to assist. States must carefully track expenses related to the disaster, because the federal government may reimburse the state for its expenditures.

During an actual emergency:

- The identified authority will activate ADSD’s EOP in accordance with the nature, scope and severity of the disaster incident.
- Division Administrator and/or Administrator appointed staff will provide information and periodic updates to Region IX staff of the Administration on Community Living (ACL). For example, ACL Region IX staff has requested the relay of periodic reports during any disaster that includes the following kinds of information, depending on the disaster.
  - Are elders affected, how affected, and how many?
  - Has meal service been interrupted, and what is being done to ensure meals are provided to seniors?
  - What evacuations have occurred, i.e. nursing homes, private homes, etc.?
  - Have any fatalities occurred among elders? How many and what were the causes?
  - Per the above questions, what is the status of Native American tribes and elders in the area?
  - Does ADSD needs technical assistance from ACL?
- Staff with the Division of Emergency Management (DEM) will manage the desk of Emergency Service Function 6 (ESF 6) at the State Emergency Operations Center (SEOC). DEM staff may call upon ADSD staff to provide back-up information, rather than onsite support. In this capacity, ADSD Administrator and/or Administrator appointed staff will inform the DEM of available resources and provide available information regarding the location and functional needs of those who may need special attention.

- Keep detailed records of ADSD services and resources utilized in support of the emergency, for potential reimbursement by the Federal Emergency Management Agency, in the event the President declares the incident a disaster.

### **Phase 4 Recovery**

Activities involve restoring systems to normal, once the immediate threat to life has subsided. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term actions may continue for many years. Debriefing occurs during this phase, to determine and identify any deficits in the EOP. Specific activities include:

- Assess resource needs of the Office and/or Division to achieve recovery, and estimate cost.
- Inventory supplies available and coordinate resource management.
- Provide public information to communicate recovery services as they are restored.

### **Section 307(a)(2)**

***Information Requirement:** The plan shall provide that the State agency will: (c) Specify a minimum proportion of the funds received by each area agency on aging in the State to carry out part B that will be expended (in the absence of a waiver under sections 306(c) or 316) by such area agency on aging to provide each of the categories of services specified in section 306(a)(2) (Note: those categories are access, in-home, and legal assistance). Provide specific minimum proportion determined for each category of service.*

ADSD is a Single State Unit on Aging without AAAs. The Division uses its portion of Nevada’s Master Tobacco Settlement Funds for Independent Living Grants (ILGs), which fund social supportive services to assist seniors, age 60 and older. ILG funding provides about twice as much funding as the federal OAA Title III-B allocation to Nevada. Because ADSD uses both Title III-B and ILG for the same purpose and in accordance with Title III-B requirements, grantees and therefore type of service funding may shift between the two funding streams.

The shifting of grantees between the two funding streams makes a response to this data request problematic. Instead, the proportion of funding for Access, In-Home and Legal Assistance is factored against the total funding allocated for supportive services statewide (Title III-B and ILG) for SFY 2016, July 1, 2015 through June 30, 2016.

<b>Service Type</b>	<b>Percent of III-B and ILG Funding Allocated</b>
Access	32.20
In-Home	31
Legal Assistance	7.30

The remaining 29.5 percent of the Title III-B and ILG funding is allocated for services, such as: Adult Day Care, Geriatric Health and Wellness Education, Representative Payee, and Food Pantry services.

### **Section 307(a)(3)**

*Information Requirement: The Plan shall:*

*(B) with respect to services for older individuals residing in rural areas:*

*(i) provide assurances the State agency will spend for each fiscal year of the plan, not less than the amount expended for such services for fiscal year 2000.*

ADSD so assures, and submits an annual Maintenance of Effort to the Administration for Community Living. The most recent was submitted for Title III and Title VII on July 24, 2015.

*(ii) identify for each fiscal year to which the plan applies, the projected costs of providing such services (including the cost of providing access to such services).*

Please refer to response above regarding the supplementation of Title III-B with ILG funding.

For SFY 2016, ADSD allocated a total of \$1,660,152 in Title III-B and ILG funds for Access, In-Home and Legal Assistance Services to support seniors residing in Rural Nevada.

ADSD projects that it will allocate \$1,660,152 for Access, In-Home and Legal Assistance Services in each of State Plan Years 2016-2020 to support seniors residing in Rural Nevada.

*(iii) describe the methods used to meet the needs for such services in the fiscal year preceding the first year to which such plan applies.*

To meet the needs for Rural Nevada seniors, ADSD conducts the following activities to gather information regarding needs and then considers them for follow-up improvements and activities – either through State Plan Goals and Objectives, policy and protocol changes or to meet funding needs for capacity building:

- Conducted 21 Focus Groups in fall 2015 with aging services recipients, to determine unmet needs of older adult Nevadans, with results housed in Appendix J: Community Input.
- Convenes quarterly Regional Planning Groups with its grantees, to obtain ongoing feedback on needs and service delivery problems. Each of these four groups has rural grantee participants.
- Requires grantees to provide evidence of outreach to target populations, which is reviewed during program assessments.
- Conducts a two-year competitive grant cycle that requires applicants to justify their funding requests with statistical data, validated waitlists, and service scope and projected performance measures.
- Monitors grantees at least annually, to determine if they are meeting their performance projections.
- Conducts periodic surveys of grantees and their clients for specific input on service priorities, adequacy, gaps and emerging needs for services.
- Conducts a Hearing on the State Plan.
- Collects Nevada county-by-county data, and uses mapping software or a visual display that demonstrates the spread of existing clients throughout counties to show areas where clients may not have access to services.
- Surveys grantees to determine validated waitlist numbers by service type.

- Allocates \$666,997 in “Hold Harmless” senior services funding proportionately among III-B and III-C grantees in Rural Nevada. This funding is allocated to ADSD annually from the Nevada General Fund, to help offset the higher cost of providing services in Rural Nevada communities.

### **Section 307(a)(10)**

*Information Requirement: The plan shall provide assurance that the special needs of older individuals residing in rural areas are taken into consideration and shall describe how those needs have been met and describe how funds have been allocated to meet those needs.*

ADSD so assures. For a description of how the needs of Rural Nevada seniors are met, please see the preceding response for Section 307(a)(3).

### **Section 307(a)(14)**

*Information Requirement: (14) The plan shall, with respect to the fiscal year preceding the fiscal year for which such plan is prepared –*

*(A) identify the number of low-income minority older individuals in the state, including the number of low income minority older individuals with limited English proficiency.*

A total of 15,940 low income minority individuals, age 60 and older, resided in Nevada in 2013, based on data from the *US Census, 2009-13, Five-Year American Community Survey*.

*(B) describe the methods used to satisfy the service needs of the low-income minority older individuals described in subparagraph (A), including the plan to meet the needs of low-income minority older individuals with limited English proficiency.*

To meet the needs for low income, minority older individuals with limited English proficiency, ADSD conducts the following activities, to gather information regarding needs and then considers them for follow-up improvements and activities – either through State Plan Goals and Objectives, policy and protocol changes or to meet funding needs for capacity building:

- Convenes quarterly Regional Planning Groups with its grantees, to obtain ongoing feedback on needs and service delivery problems.
- Conducts a two-year competitive grant cycle that requires applicants to justify their funding requests with statistical data, validated waitlists, and service scope and projected performance measures.
- Requires grantees to provide evidence of outreach to target populations, which is reviewed during program assessments.
- Monitors grantees at least annually, to determine if they are meeting their performance projections, which include outreach to low income minority individuals.
- Conducts periodic surveys of grantees and their clients for specific input on service priorities, adequacy, gaps and emerging needs for services.
- Conducts State Plan Focus Groups and a Hearing on the State Plan.

- Collects Nevada county-by-county data, and uses a computer program that demonstrates the spread of existing clients throughout counties to show areas where clients may not have access to services.
- Surveys grantees to determine validated waitlist numbers by service type.

### **Section 307(a)(21)**

*Information Requirement: The plan shall:*

*(B) provide an assurance that the State agency will pursue activities to increase access by older individuals who are Native Americans to all aging programs and benefits provided by the agency, including programs and benefits provided under this title (Title III), if applicable and specify the ways in which the State agency intends to implement to activities.*

ADSD so assures.

Nevada has included the following Assurance #6 within its 20 Assurances that are required to be signed by all funded grantees, and grantees are monitored for compliance.

*The applicant understands that funded programs must evidence outreach and ensure service priority to low income older individuals; low-income older minority individuals **and members of Native American tribes**; older individuals with limited English proficiency; individuals at risk for institutional placement and older individuals with the greatest economic or social need and/or seniors with disabilities.*

In addition, ADSD participates on quarterly Tribal Consultations, to learn of challenges experienced by Nevada tribes relevant to tribal elders service need and access issues. These challenges are either addressed during the Consultation or brought back to ADSD for problem solving with staff and follow-up action. The consultations are also an opportunity to share information with the tribes about activities of ADSD.

### **Section 307(a)(29)**

*Information Requirement: The plan shall include information detailing how the state will coordinate activities and develop long-range emergency preparedness plans, with area agencies on aging, local emergency response agencies, relief organizations, local governments, State agencies responsible for emergency preparedness, and any other institutions that have responsibility for disaster relief service delivery.*

Please see the response above to Section 306(a)(17).

### **Section 307(a)(30)**

*Information Requirement: The plan shall include information describing the involvement of the head of the State agency in the development, revision and implementation of emergency preparedness plans, including the State Public Health Emergency Preparedness and Response Plan.*

Please see the response above to Section 306(a)(17). The ADSD Administrator is the agency lead for activation of the Emergency Operations Plan.



## Section 705(a)(7)

**Information Requirement:** *In order to be eligible to receive an allotment under this subtitle, a State shall include in the State plan submitted under section 307:*

*(7) a description of the manner in which the State agency will carry out this title in accordance with the assurances described in paragraphs (1) through (6) below.*

*(1) an assurance that the State, in carrying out any chapter of this subtitle for which the State receives funding under this subtitle, will establish programs in accordance with the requirements of the chapter and this chapter.*

*(2) an assurance that the State will hold public hearings and use other means to obtain the views of older individuals, area agencies on aging, recipients of grants under title VI, and other interested persons and entities regarding programs carried out under this subtitle.*

*(3) an assurance that the State, in consultation with area agencies on aging, will identify and prioritize statewide activities aimed at ensuring that older individuals have access to, and assistance in securing and maintain, benefits and rights.*

*(4) an assurance that the State will use funds made available under this subtitle for a chapter in addition to, and will not supplant, any funds that are expended under any Federal or State law in existence on the day before the date of the enactment of this subtitle, to carry out each of the vulnerable elder rights protection activities described in the chapter.*

*(5) an assurance that the State will place no restrictions, other than the requirements referred to in clauses (i) through (iv) of section 712(a)(5)(C), on the eligibility of entities for designation as local Ombudsman entities under section 712(a)(5).*

*(6) an assurance that, with respect to programs for the prevention of elder abuse, neglect and exploitation under chapter 3 –*

*(A) in carrying out such programs, the State agency will conduct a program of services consistent with relevant State law and coordinated with existing State adult protective service activities for:*

*(i) public education to identify and prevent elder abuse;*

*(ii) receipt of reports of elder abuse*

*(iii) active participation of older individuals participating in programs under this act through outreach, conferences and referral of such individuals to other social service agencies or sources of assistance if appropriate and if the individuals to be referred consent*

*(iv) referral of complaints to law enforcement or public protective service agencies if appropriate*

*(B) the State will not permit involuntary or coerced participation in the program of services described in subparagraph (A) by alleged victims, abusers or their households.*

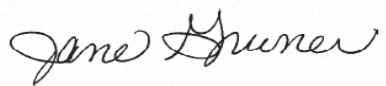
*(C) all information gathered in the course of receiving reports and making referrals shall remain confidential except –*

*(i) if all parties to such complaint consent in writing to the release of such information*

*(ii) if the release of such information is to a law enforcement agency, public protective service agency, licensing or certification agency, ombudsman program, or protection or advocacy system or*

*(iii) upon court order.*

ADSD so assures all of the above and that a description of how each is implemented is contained within the State Plan.



Jane Gruner, ADSA Administrator

6/2/2016

Date