

**STATE OF NEVADA  
AGING AND DISABILITY SERVICES DIVISION**

**SERVICE SPECIFICATIONS  
AGING AND DISABILITY RESOURCE CENTER**

**Any exception to these Service Specifications must be requested in advance, in writing, and approved by the Deputy Administrator.**

**PURPOSE:**

To promote quality of service, the Aging and Disability Services Division (ADSD) has established service specifications that contain general guidelines. ADSD will use these service specifications as the basis for assessing program performance. The service specifications that each grantee must follow consist of GENERAL REQUIREMENTS, according to the funding source, and SERVICE-SPECIFIC REQUIREMENTS established for each funded service.

**SERVICE DEFINITION:**

This service provides information, assistance and access into long-term support systems for older individuals, people with disabilities, caregivers, and those planning for future long-term support needs. The service includes indirect and direct representation of clients to obtain needed services and benefits.

**SERVICE CATEGORIES AND UNIT MEASURES:**

Aging and Disability Resource Center: A service for older individuals, people with disabilities, caregivers, and those planning for future long-term support needs that:

- A. Provides current information on opportunities and services available to individuals within their communities;
- B. Identifies the capabilities and barriers of individuals to meet their long-term care needs;
- C. Assists consumers in developing a comprehensive plan of services to meet their long-term care needs;
- D. Advocates, as necessary, for their rights, interests, and benefits;
- E. Links the individuals to the services and activities that are available;
- F. Initiates the applications necessary for programmatic and financial eligibility determinations for identified publicly funded programs and monitors the status of submitted applications to their completion;
- G. Ensures that individuals receive services needed to the maximum extent feasible by establishing adequate follow-up procedures; and

- H. Informs individuals regarding applicable Medicare, Medicaid, long-term care and related topics through telephone contacts, written correspondence, and by direct counseling at other venues.

Consumer/Caregiver Supportive Services: A program to prevent excess disability in clients and the reduction of stress-related problems in their caregivers. This service promotes the maintenance of Nevadans in their homes, while maximizing their lives and their caregiver's quality of life.

**One unit of service equals one contact with or on behalf of a consumer or caregiver.**

ADRC Service Delivery: Provides older individuals, people with disabilities, caregivers and those planning for future long term services and supports with information, assistance and access to services to meet their long term support needs.

*Reference the ADRC Appendix section for service definitions for Information and Referral, Assistance and Advocacy, and Eligibility and Access.*

**One unit of service equals ¼ hour of time assisting a consumer with long term services and supports.\***

Education: Provides social service providers, healthcare professionals, community organizations, consumers, caregivers and other stakeholders with information regarding ADRC services and other long-term support services as deemed necessary.

**One unit of service equals ¼ hour training/educational meeting in a group setting.**

**\*Note: One service session may involve 2 or more levels of service. Unit of service tracking within the Social Assistance Management System (SAMS) should appropriately reflect this.**

#### GENERAL REQUIREMENTS:

The ADRC Operations Manual shall be used for all program definitions, instructions and requirements.

#### SPECIFICATIONS:

1. Required Services:
  - 1.1 Provide information and referral regarding long-term support options and resources to seniors, people with disabilities, caregivers, and those planning for future long-term care needs.
    - 1.1.a. Includes the provision of information in a one-on-one format; and
    - 1.1.b. In educational settings, through marketing, outreach and other opportunities as made available.

- 1.2 Provide short-term assistance necessary to stabilize individuals and their families in times of immediate need through service brokering and navigation.
- 1.3 Provide comprehensive information and assessment for consumers to make informed choices based upon preferences.
- 1.4 Provide assistance in developing a plan of services as requested through an interactive decision support process with the consumer.
- 1.5 Assist individuals in obtaining financial and programmatic eligibility determinations for publicly-funded, long-term care programs.
- 1.6 Obtain a signed consent form from the person requesting Assistance and Advocacy and/or Eligibility and Access service(s).
- 1.7 Participate in partnership and educational certification opportunities with the State Health Insurance Assistance Program (SHIP), Medicare counseling program.
- 1.8 Upon availability, Division developed e-forms must be utilized.

2. Service Prohibitions:

In addition to the Service Prohibitions stated in ADSD's *Older Americans Act Service Specifications-General Requirements*, staff shall not influence consumer choice.

3. Documentation Requirements:

- 3.1 For every identified client, collect and document consumer information, as made available, and the topics discussed, including any follow up conducted, and enter into the management information system designated and provided by the Division.
  - 3.1.a. Utilize the level 1 Intake Assessment made available by the Division.
- 3.2 For Assistance and Advocacy (aka Options Counseling), and Eligibility and Access (aka Benefits Access),
  - 3.2.a. Utilize the level 2 Options Counseling Assessment e-form within the Nevada ADRC web portal for every client receiving Options Counseling.
  - 3.2.b. Utilize the Plan of Services template for every client receiving Options Counseling.

Maintain an individual case record, using a management information system designated and provided by the Division that documents the following:

- 3.2.c. A summary of the client's problem or need;

- 3.2.d. An assessment of the client's physical and mental ability and their support system to determine whether they are able to advocate on their own behalf in resolving their advocacy issue;
  - 3.2.e. A chronology and summary of actions taken to assist the client, including information and referral provided, assessments completed, applications completed, types of services provided, and any necessary documentation collected;
  - 3.2.f. Follow-up verification of services received by clients; and
  - 3.2.g. Copies of electronic benefit applications and forms completed on behalf of the client.
  - 3.2.h. If completed applications and forms cannot be kept electronically, the program must maintain hardcopy versions.
  - 3.3 For Marketing and Outreach efforts, the program must maintain a log of events that includes the Name/Type of Event, Number of Attendees and Date of the event.
  - 3.4 The program must also submit monthly performance reports and semi-annual reports per guidelines prescribed by the Division.
  - 3.5 The program will pursue and document formal partnerships with community stakeholders, critical pathway providers, social service agencies and others entities to strengthen ADRC services in their service region.
4. Operating Procedures:
- 4.1 The ADRC Operations Manual will be used to define operations at each site.
  - 4.2 The program will participate in the development, updating, implementation and adherence of the ADRC Operations Manual by attending ADRC site meetings.
  - 4.3 The program will have staff designated for the roles of Intake, Options Counseling, Benefits Access, Training/Outreach and Program Oversight.
  - 4.4 The program will consider and implement strategies to increase capacity in coordination with the Division which may include match (cash or in-kind), volunteer programs and other such strategies.
  - 4.5 The program will provide services throughout service regions prescribed by the Division through partnerships, co-location or other methodologies deemed appropriate.

5. Training:

- 5.1. Staff and volunteers who serve as ADRC specialists must complete trainings offered or identified by the Division. Trainings are to focus on program regulations, eligibility criteria, documentation, and eligibility processes for publicly-funded programs. At a minimum, these programs will include:
  - 5.1.a. Nevada Medicaid (Medical and Supplemental Nutrition Assistance Program (SNAP));
  - 5.1.b. Nevada Medicaid Waiver for Independent Nevadans (WIN);
  - 5.1.c. Homemaker Program (Title XX);
  - 5.1.d. Home and Community Based Waiver (HCBW);
  - 5.1.e. Community Options Program for the Elderly (COPE);
  - 5.1.f. Assisted Living Waiver;
  - 5.1.g. State-Funded Independent Living Program;
  - 5.1.h. State-Funded Personal Assistance Services Program;
  - 5.1.i. State Prescription Assistance Programs (SPAP); Senior Rx Program and Disability Rx Program;
  - 5.1.j. Lifespan Respite Programs;
  - 5.1.k. Senior Medicare Patrol (SMP);
  - 5.1.l. State Health Insurance Assistance Program (SHIP) certification;
  - 5.1.m. Nevada Early Intervention Services; and
  - 5.1.n. Developmental Services offered through Regional Centers.
- 5.2. Staff and volunteers must receive 5 additional hours of relevant training each grant year.
- 5.3. Upon employment and a minimum of every other year thereafter, staff and volunteers will receive training in crisis management and suicide prevention to include crisis assessment, identifying resources, service acquisition, and follow-up.

6. Quality Improvement:

- 6.1. A quality improvement survey will be provided by the Division for sites to administer to all consumers of ADRC services.

## **AGING AND DISABILITY RESOURCE CENTERS**

### Appendix A

## **SERVICE CRITERIA**

### **1. Information and Referral (I & R)**

Information and Referral assures access to service delivery through:

- A. Information Provision – Provides information to an inquirer after a direct request. Information can range from a limited response (such as an organization's name and address), to detailed data about a community service (such as explaining how an intake system works for a particular agency), agency policies, and procedures for applications.
- B. Referral Provision – Provides I & R services in which the inquirer has one-to-one contact with the I & R specialist. The referral process consists of verbally assessing the needs of the inquirer, identifying appropriate resources, providing enough information about organizations to help the inquirer to make an informed choice, and helping inquirers locate alternative resources if a service is unavailable.
- C. Follow Up – The I & R specialist offers follow up and may contact the consumer to assure that services were provided and resolutions were achieved for identified needs.

### **2. Assistance and Advocacy (A & A)**

Assistance and Advocacy, also known as Options Counseling, is a holistic service that attempts to find an array of services for the total needs of the consumer. A & A includes:

- A. Advocacy – Provides assurance that people receive the benefits and services to which they are entitled. A signed consent form is required from the consumer.
- B. Options Screening – Provides identification for and/or determination of benefit eligibility for a consumer. An initial screening determines the most appropriate agency for the service request, and a needs assessment identifies the service(s) needed.
- C. Planning for Care/Services – Provides identification for needed services for the consumer. Under the direction of the consumer, assists in the development of a plan to meet those needs. Assists the consumer in implementing the plan for service(s).
- D. Crisis Intervention – Provides assistance for people in crisis with assessment, identification of resources, service acquisition, and follow-up.

- E. Follow Up – The Options Counselor contacts the consumer to assure that services were provided and resolutions were achieved for identified needs.

### **3. Eligibility and Access (E & A)**

Eligibility and Access, also known as Benefits Counseling assists consumers in applying for publicly funded services, or referring consumers to public programs by:

- A. Identification of Benefits – Guides consumers in identification process of appropriate public benefits.
- B. Information Collection and Validity – Assists individuals with obtaining any verification documents required by the receiving entity. Assures that the information provided by the applicant is reasonable, reliable, and consistent with other statements made by the applicant, and verification provided.
- C. Assistance with Applications – Assists consumers in completing forms and applications for benefits.
- D. Consumer Consultation – Provides information and consultation to keep consumers informed of their responsibilities for each receiving agency, and any additional processes which may be necessary.
- E. Follow Up – Assures that the receiving agency has the application and required documents to streamline the process in a timely manner.
- F. Appeal Process – Assists the applicant with an appeal process, should an application be denied for service.
- G. Process Evaluation Sessions – ADRC personnel will participate in public agency evaluation sessions to address conflict or errors with consumer-submitted applications.

## **AGING AND DISABILITY RESOURCE CENTERS**

### Appendix B

## **PERSONNEL QUALIFICATIONS**

Personnel performing functions of the Aging and Disability Resource Centers must be able to perform the service functions as outlined to be considered qualified. Specifically, personnel performing any level of service in the ADRC should exhibit:

1. The ability to relate to clients;
2. Skill in interviewing, listening, assessing, documenting, planning, assembling resources, implementing service, and conducting follow up;
3. Proficiency in communicating clearly, both verbally and in writing;
4. Knowledge of community resources and service terminology; and
5. Understanding of program eligibility requirements and ability to apply them in specific situations.



**ADRC Staff Categories by Function and Minimum Qualifications**

Staff Type	Functions	Minimum Qualifications
Intake Specialist	Answering initial inquiries Intake Information and Referral Data Input/Collection	H.S. Diploma or equivalent
Options Counselor	Assessment Plan of Services Development Collaboration with Stakeholders Data Input/Collection Follow Up Services	B.A. in a related field or equivalent experience and training
Benefits Access Specialist	Plan of Services Implementation Benefits Counseling Benefits Access Application Assistance Recertification/Appeals Data Input/Collection Follow Up Services	B.A. in a related field or equivalent experience and training
Training and Outreach Specialist	Training and Outreach to critical pathway providers, stakeholders, community programs, and consumers. Training to ADRC staff Community Partner Development	A.A. in a related field or equivalent experience
Administrative Staff: Director Project Manager  Staff Assistant(s)	Program Oversight Program Management Data Reporting  Administrative Support	B.A. or equivalent experience  H.S. Diploma or equivalent