

**County Aging Plan
2016-2018**

Dunn County

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1. Verification of Intent

This plan represents the intent of the county to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life.

On behalf of county, we certify that these organizations have reviewed the plan, and have authorized us to submit this plan which outlines activities to be undertaken on behalf of older people during 2016-2018.

We assure that the activities identified in this plan will be carried out to the best of the ability of the county.

We verify that all information contained in this plan is correct.

Sarah Kennedy Chair 10/21/2015
Signature, and Title of the Chairperson of the Commission on Aging Date

[Signature] BOARD CHAIR 10/20/15
Signature, and Title of the Authorized County Board Representative Date

1. Executive Summary

The Older Americans Act is 50 years old this year. How fascinating a project it would be, to study the “typical” senior in 1965 versus 2015! In the Aging world now we see three generations of Older Americans, and describing a broad generalization of needs is an impossible task.

In the beginning, the Elder Nutrition Program was the high impact program. In this writer’s opinion, as the demographics of “seniors” has changed, the focus has moved towards Caregiver Services and Health Promotion. As Wisconsin moves with continuing focus into Dementia Care Redesign, caregiver programs are highlighted, expanded and increasingly important.

What remains, without fail, is the commitment to keep ***seniors in charge***.

To that end, even though we are writing a three year plan, the ADRC of Dunn County is committed to continually asking “what services should be offered that would improve your quality of life, your ability to be independently safe in the living arrangement of your choosing?”

<p style="text-align: center;">2. Organization and Structure of the County Aging Unit 3-A Overview of the Aging Unit</p>
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Mission Statement

The Aging & Disability Resource Center of Dunn County serves citizens with concerns related to aging and/or adults with disabilities, their families and caregivers. We seek to promote and improve quality of life and health while supporting the rights, dignity and preferences of each individual through information, advocacy and services.

Descriptive Information

The Aging Unit merged with the Human Service Department in June of 2008 and became the Aging and Disability Resource Center of Dunn County. The ADRC Section Manager oversees all Aging, ADRC, and Adult Protective Services staff and programs.

To complete this process Dunn County created the ADRC Advisory Committee as the oversight committee. Term limits exist for this Advisory Board with citizen members limited to two three-year terms and elected officials to three two-year terms. The census of the Advisory committee meets the target group requirements of both the ADRC and Council on Aging.

The 2016-2018 Aging Plan is being written by the ADRC manager, Vicki Holden, with the oversight of the ADRC Advisory Committee. Any questions regarding this plan or suggestions for input are welcome and encouraged.

Contact Information

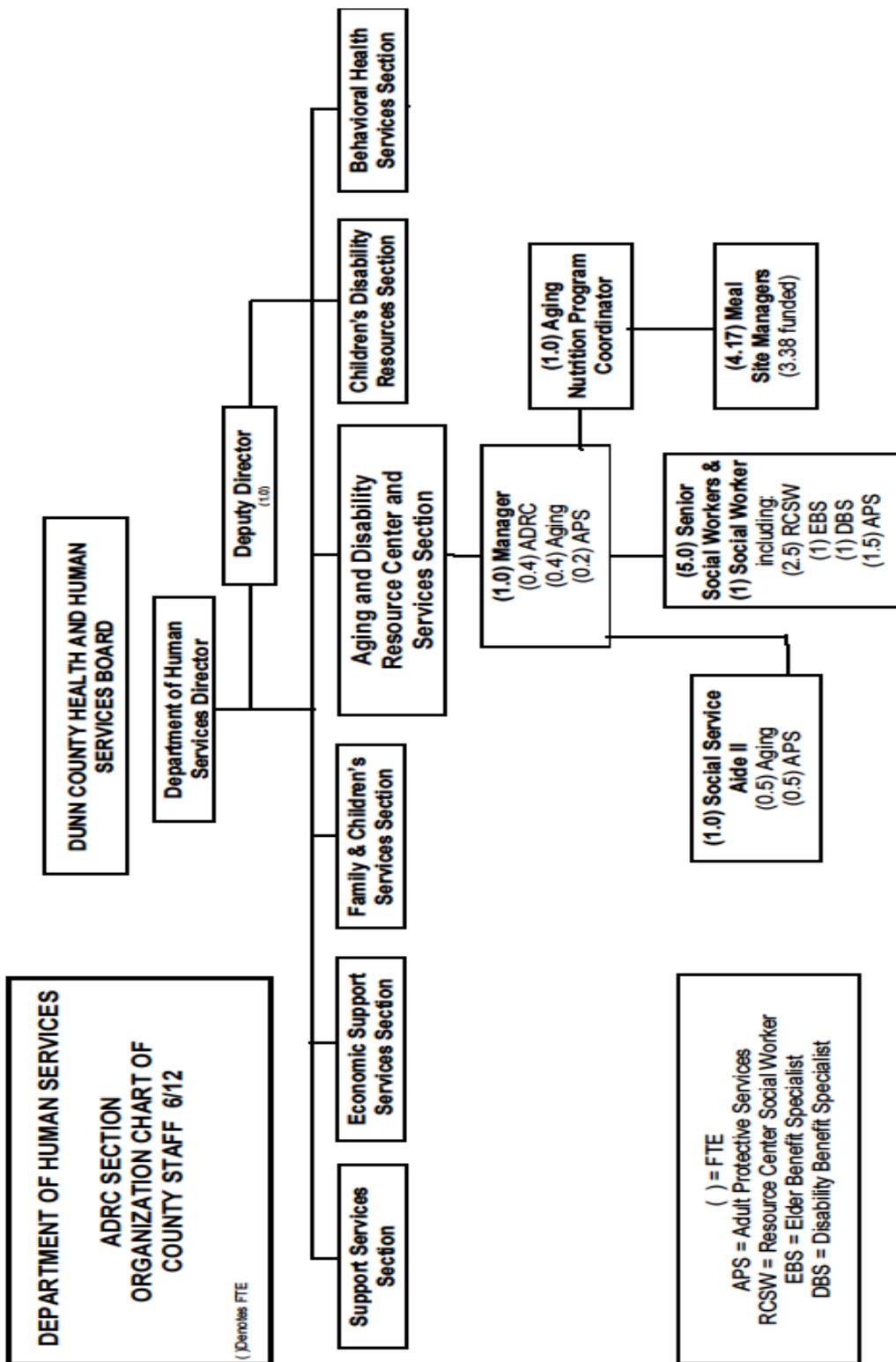
Address of the Aging Unit:

Dunn County Department of Human Services
3001 US Highway 12 E Suite 160
Menomonie, WI 54751
(715) 232-4006
(715) 232-5987 fax Website: www.co.dunn.wi.us

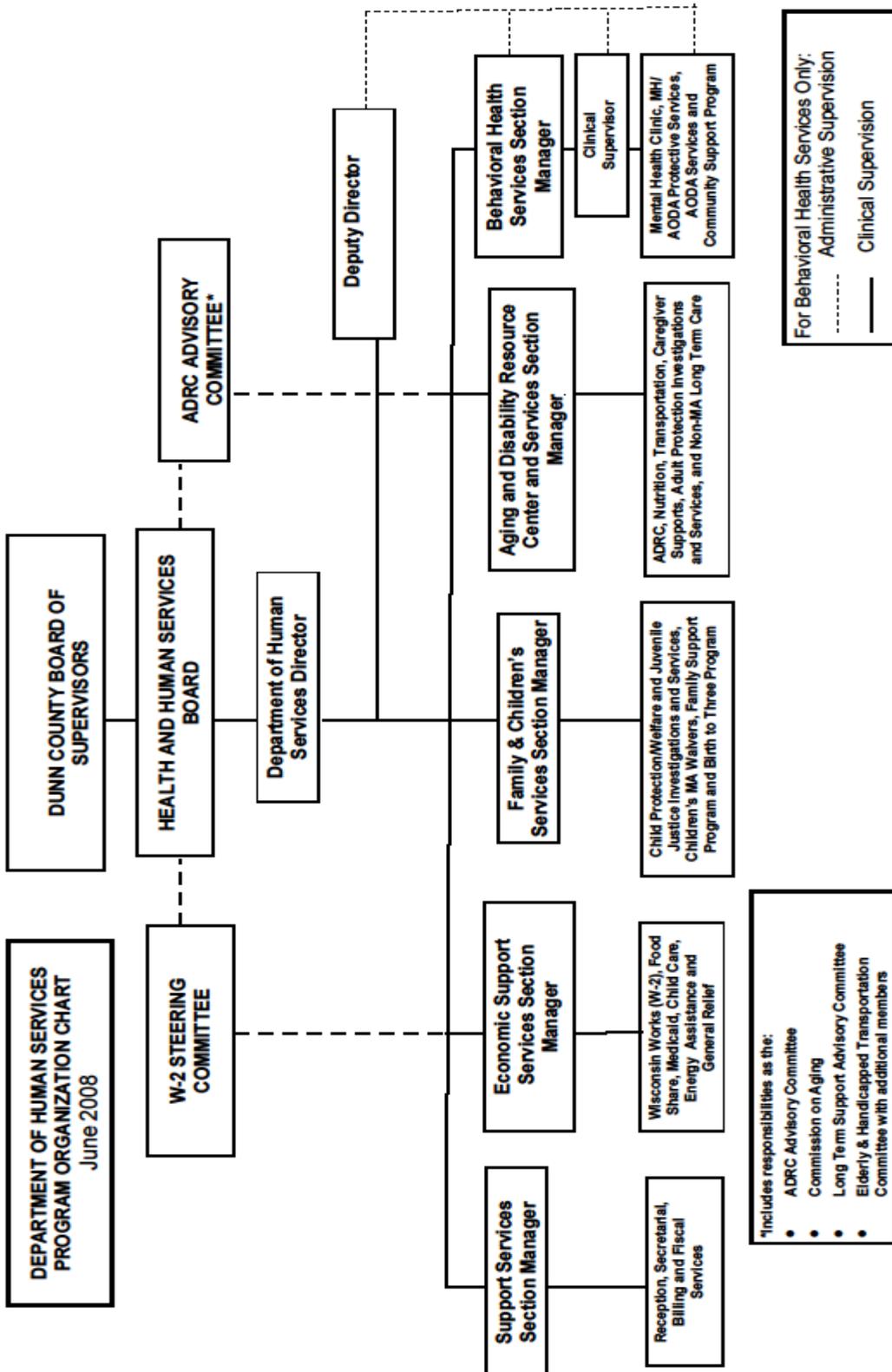
Vicki Holden, Manager
vholden@co.dunn.wi.us
(715) 231-2710

3. Organization and Structure of the County Aging Unit
 3-B Organizational Chart of the Aging Unit

SECTION 1 - ORGANIZATION AND STRUCTURE OF THE AGING UNIT



3. Organization and Structure of the County Aging Unit 3-C Aging Unit Coordination with ADRCs (if applicable)



**3. Organization and Structure of the County Aging Unit
3-D Statutory Requirements for Aging Units**

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

Organization -The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
2. A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	x
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
Organization of the Commission on Aging -The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	x
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
Full-Time Aging Director -The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	Yes

**3. Organization and Structure of the County Aging Unit
Section 3-E Membership of the Policy-Making Body**

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

“Members of a county/tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. “In the case of county board/tribal council members the requirement is 3 consecutive 2-year terms.

Official Name of the Aging Unit’s Policy-Making Body (list below)			
Dunn County Health & Human Services Board			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Thomas Quinn			
Mary Solberg			
Carol Anderson			
Sarah Kennedy			
Gary Stene			
Sara Carstens			
William Lamb			
Colleen Pember			

**3. Organization and Structure of the County Aging Unit
3-F Membership of the Advisory Committee**

If the aging unit has an advisory committee, listed below are the members of the advisory committee.

Chapter 46.82 of the Wisconsin Statutes requires that the membership of the aging advisory committee (where applicable) must consist of at least 50% older people, and individuals who are elected to office may not constitute 50% or more of the membership.

Official Name of the Aging Unit's Advisory Committee (list below)			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Sarah Kennedy	Yes	yes	2014
Linda Bark	Yes	No	2014
Lois Fedderly	Yes	No	2013
Madonna Hostetter	Yes	No	2014
Cheryl Huenink	Yes	No	2014
Liz Levaro	Yes	No	2015
Jan Pejisa	yes	No	2015
Gary Stene	Yes	Yes	2014
Jane Weber	Yes	No	2014
Betty Ziehme	Yes	No	2014

**3. Organization and Structure of the County Aging Unit
3-G Staff of the Aging Unit**

Listed below are the people employed by the county aging unit. Attach additional pages as needed.

Name:	
Name: <u>Vicki Holden</u> Job Title: ADRC Manager Telephone Number/email Address: 715-231-2710 vholden@co.dunn.wi.us	
Brief Description of Duties: Supervises section, responsible for hiring and terminating employees, generates appropriate reports, reports to standing committees.	
Name: <u>Margea Schultz, Jill Seichter (.5 FTE)</u> Job Title: Elderly Benefit Specialist Telephone Number/email Address: 715-231-2714 mschultz@co.dunn.wi.us	
Brief Description of Duties: Benefits counseling and analysis, assists clients with prescription drug assistance programs, including SeniorCare and Medicare Part D, advocates for clients on benefit issues, etc.	
Name: <u>Bobbette Tunnyhill</u> Job Title: Nutrition Program Coordinator Telephone Number/email Address: 715-231-6412 btunnyhill@co.dunn.wi.us	
Brief Description of Duties: Supervises nutrition sites and site managers, makes home visits to home delivered meal participants, completes nutrition assessments and basic nutrition counseling for participants, and coordinates with A'viands Food Service.	
Name: <u>Lynne Shaffer</u> Job Title: Caregiver Coordinator Telephone Number/email Address: 715-231-2713 lshaffer@co.dunn.wi.us	
Brief Description of Duties: Coordinates NSCSP and AFCSP projects through home visits and tracking of funds, facilitates support groups for both programs.	
Name: <u>A'Viands</u> Job Title: Nutritionist Telephone Number/email Address: 715-231-2966	
Brief Description of Duties: Assesses menus for nutritional content.	

4. Context

The Aging and Disability Resource Center section of the Dunn County Department of Human Services represents a merger of the Office on Aging and the long-term care services not covered by the managed care reorganization of Long Term Care Reform. Our goal is to maintain the health and wellbeing of the aging and disabled population of Dunn County to ensure independence and a high quality of life quotient. Staff work as an effective team, providing the best possible and most comprehensive services. We access federal and state grants and limited local funding. We have many community partners including non-profit and for-profit organizations, volunteers and faith based organizations. Other Dunn County Departments such as the Veteran's Office, Public Health and Home Care work with the Department of Human Services to meet the needs of older adults. We have the support of the County Executive and County Board of Supervisors.

As part of the "Chippewa Valley", Dunn often joins with Chippewa and Eau Claire counties. As the smallest of the three co-located counties, many Dunn County residents access services in those counties. Residents in the more western parts of Dunn County may access services in St. Croix County or in Minnesota.

Dunn County is a large (950 square miles), rural county in west central Wisconsin, sparsely populated with less than 45,000 people. Slightly over 16,000 of Dunn County's population reside in the city of Menomonie. A map is included that indicates the percentages of the township population over the age of 60.

The map also shows the many villages that are scattered around Dunn County.

Colfax (pop. 1158)

Boyceville (pop.1089)

Ridgeland (pop. 273)

Sand Creek (pop. 570)

Eau Galle (pop. 757)

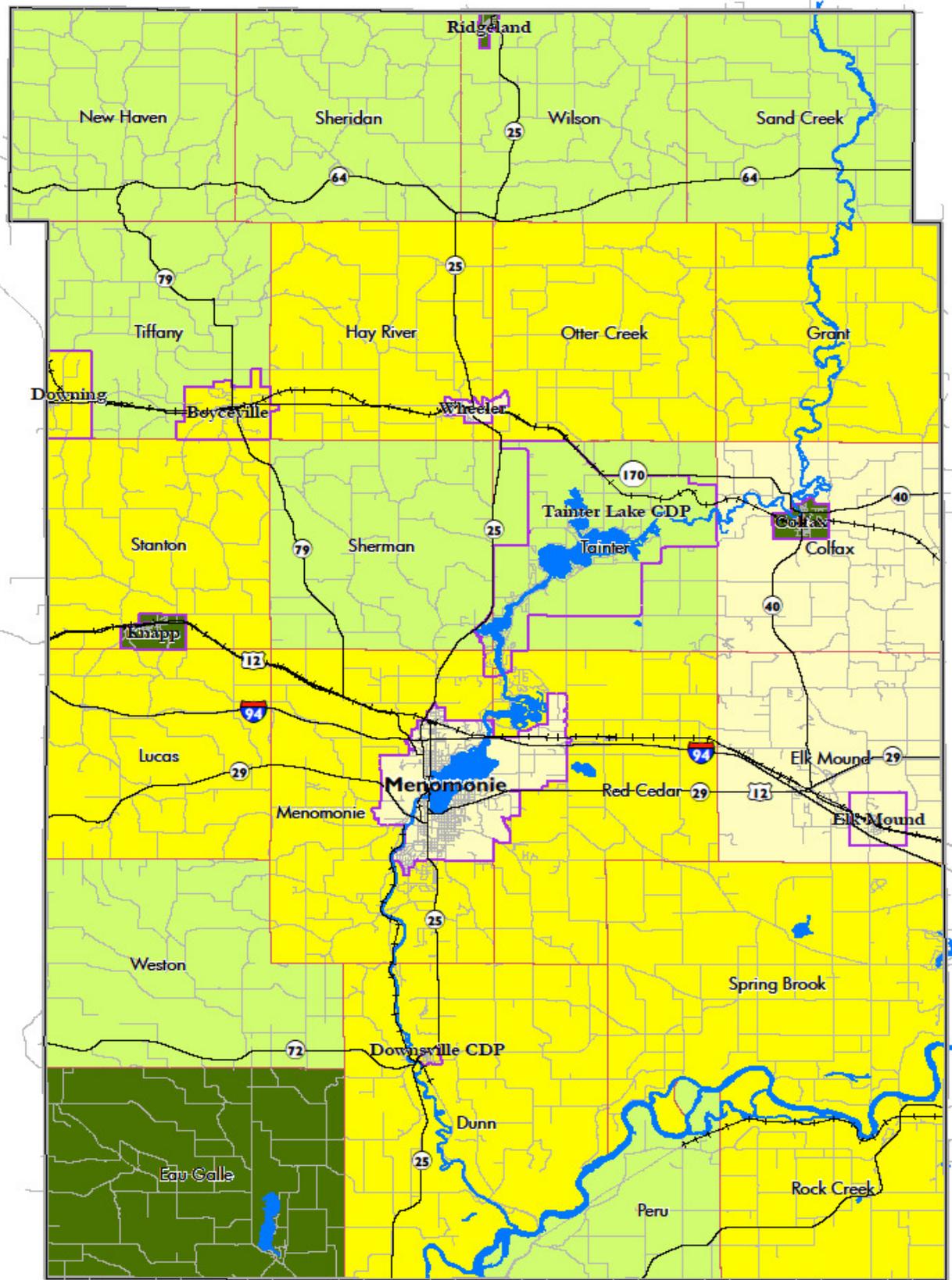
Wheeler (pop.348)

Downing (pop.265)

Elk Mound (pop.878)

Knapp (pop. 463)

Though small, these communities are self-sufficient and maintain a strong sense of loyalty, "looking out for" their own. Because our population is not centrally located, there is an attempt to bring services to the people. For example, we are currently providing meal sites in five of these villages.



Percent of Total Population 60+		— Major Roads	■ Water	▭ County Boundary
■ 10% - 14.99%	■ 20% - 24.99%	— Roads	■ Cities/Villages/CDPs	
■ 15% - 19.99%	■ 25% - 29.99%	— Railroads	■ Towns	

5. Public Involvement in County Aging Plan

Opinion surveys were completed at various opportunities, the Hosford-Rich meal site, The Grapevine Senior Center in Colfax, Tantara and Eau Galle meal sites as well as the Exploring Solutions to Independence Event in Menomonie.

Notices of the Public Hearing and request for input were posted at each site as well.

The Elder Nutrition Program

I have used it in the past, it was beneficial at the time however it became a little repetitive. Don't want to go to a meal site.

Not needed or wanted

I thought you had to live there (Tantara), I go to the Senior Center occasionally.

Not a member of the Senior Center – it's not clear that anyone can attend.

Still able to prepare my own meals.

Not aware of them now, went in the past. If a group went.

Wouldn't eat there if you paid me \$1,000.000

Not aware, would not go

Not aware of them, wouldn't eat there, can't afford them

You should do something with the Farmer's Market, but of course that's only a few months each year.

You should offer chair massages. People don't get touched enough.

You should have a cocktail hour!

Services in Support of Caregivers, including dementia care services. (Am I a caregiver? What would help look like?)

One number to call to get information (doesn't know what ADRC stands for)

I am a volunteer driver.

I'm not a caregiver.

Yes, support group,

Yes, support groups, Power Tools Class, family

Yes, support groups

Respite care, competent and reasonable priced.

Dementia care specialist.

Healthy Aging (what does it mean?)

Means to be as strong and independent as possible. Exercise equipment in a park would be good. A place to buy adaptive aids, not available other than online.

Eat right, exercise

Healthy eating, being able to go shopping, have friends, family, church – being involved.
Watching PBS- some learning.
Being able to do lots of things without being hurt or aching afterwards. Healthy enough
to not spend all my time going to the clinic.
Able to be physically and mentally independent.
I'm in good health, can't complain.
Carrying on a normal productive life.
Feel good
Eating right, living independently

Local Priorities (what keeps you up at night?)

Restless legs
What's tomorrow going to bring? Unbiased info about cars
Nothing, I sleep!
Selling my house, bills, those things cause stress.
Nothing comes to mind.
Family stuff.
Lack of money. (2)

6. Goals for the Plan Period

6-A. Involvement of Older People in Aging-Related Program Development and Planning

This writer interviewed several folks over the age of 60, most of which were bewildered as to why no one wanted to eat at a meal site, or what an appropriate, necessary service for those over the age of 60 might look like.

Seniors in charge is a basic tenant of the Older Americans Act as it should be. It is only logical that the consumers of services should inform the ADRC of their needs and desires. It is our job to serve them, not their job to fill the seats in our programs. To support this statement, I offer the July 6, 2015 blog written by Ronnie Barrett. Ms. Barrett began writing ten years ago at the age of 63.

If You've Seen One Old Person...

That's the first half of a maxim that is crucial to understanding what old age is like and if you've been hanging out at this blog for a while, you've read it before:

If you see one old person, you've seen one old person

Obviously it is a play on a common insult: If you've seen one [insert anything you want to disparage], you've seen them all.

It is doubtful that is true for anything but it is particularly not true for old people. Even so, every person past the age of 60 or so is too often lumped together as though we are all the same.

The baby boomers make a good example.

The oldest of that generation will be 70 next year, the majority retired – voluntarily or otherwise. But the youngest are just 51. They've still got kids in college and are hoping there is time to save a lot more money before they retire.

They don't have much in common but any time you see their name in print or hear it in any other media, they are assumed to be the same kind of people.

And the worst of those boomer references include everyone from age 60 to dead in the category. For too many media types, "boomer" has become a synonym for anyone older than about 50.

Yet, the variations among us are at least as wide and deep as with the youngest ages of humanity. No one expects a two-year-old to be anything like a five-year-old to be anything like a 10-year-old to be anything like a teen.

More, elders age at dramatically different rates. Absent health problems, pretty much all kids walk, talk, run, jump, etc. at the same age – as close as within a week or two of one another.

Some old people, however, are frail and infirm in their fifties while many 90-somethings are as physically active as people decades younger, driving cars, and living independently. The constraints of old age, dependent as they are on genes, health and dumb luck, diverge without much relationship to actual years.

Certainly, however, some generalizations can be made. The older we get, the more our bodies wear out, systems slow down, strength wanes and we become increasingly susceptible to the so-called "diseases of age" - diabetes, heart disease, cancer, Parkinson's, Alzheimer's, etc. Who gets these and survives them for a time or not, is largely a crapshoot, hard to predict.

Only a young person could believe that people 50 or 60 and older can be lumped together – either as individuals or collectively.

As several readers have noted on past posts about this topic, finding only one category, "65+," for age when filling in forms or responding to surveys is annoying and it is more than that. It is misleading and can even be dangerous when drawing conclusions from questions related to caregiving and government health policy.

Life is as different between 65 and 85 or 90 and beyond as between infant and teenager. Our culture needs to understand that to be able to make wise or even just useful decisions.

Not all seniors agree. We struggle to define the term **senior**, as it now covers three or even four decades of folks with vastly differing experiences. So, who gets to be in charge? The ADRC of Dunn County will strive to be flexible and forward thinking, changing services as needs are identified.

Goal statement for 2016-2018: In order to ensure that Older People remain involved in program development and planning, the ADRC will ask for input/feedback regarding services by 12/31 of each year of the 2016-2018 plan, which will include:

- 1) Surveys of the nutrition program: Are we meeting the needs of our participants? Do they have suggestions that we should incorporate into our plans?
- 2) Surveys of caregivers: Again, are we meeting their needs?
- 3) Surveys of Evidenced Based Prevention Programs: What benefits of each program does the participant experience?

The ADRC has always been responsive to our customers. Two specific examples are adding a day at a specific meal site and adding another caregiver meeting when caregivers thought once a month wasn't enough.

One of this year's goals under the Elder Nutrition program came directly from a participant. We listen! Whenever physically and fiscally possible, we will respond to the requests from these surveys.

6-B. The Elder Nutrition Program

"It's more than just a meal". A favorite mantra of the Elder Nutrition Program and undoubtedly still true. The original intent of this program was to reduce hunger/food insecurity, to reduce social isolation and to promote the health and well-being of those over the age of 60. These goals remain viable fifty years later, but even though no one can put their finger on the reason why, numbers in the Elder Nutrition Program have steadily declined. Once blooming meal sites now serve one table of participants as those who die are not replaced with the younger generation. Efforts will continue to have Seniors in Charge and to respond to the voice of those over the age of 60 in Dunn County.

Goal statement for 2016-2018: In order to meet its commitment to respond to the nutritional needs/requests of Dunn County citizens over the age of 60 , the Elder Nutrition Program will implement the Café 60 model piloted in Marathon County in at least one restaurant in each year of this three year plan.

The Café 60 model allows seniors to eat where they want, when they want and with whomever they want. After registration each participant will be issued the requested number of vouchers, up to 22/month. The goal set for each year will be considered a minimum, with our intention to give seniors as many choices as possible.

Additionally, with a continued emphasis on nutrition education The Elder Nutrition Program will hold a five session program consisting of healthy hands on cooking classes in the Menomonie area in 2016.

The program will be expanded to be held in the Colfax and Eau Galle in 2017.

The program will be expanded to be held in Knapp and Boyceville in 2018.

6-C. Services in Support of Caregivers

According to the 2013 Alzheimer's Association Facts and Figures, 'family caregiver in Wisconsin provide 215 million hours of care for people living at home at an estimated value of \$215 million'. But Alzheimer's disease isn't the only reason caregivers are needed. For varying reasons, there are 43.5 million caregivers throughout the United States (Caregiving in the U.S. Research Report June 2015)

Caregivers can feel overwhelmed by the responsibilities that come with providing care to a family member, they face health risks due to the physical strain, increased emotional stress and financial hardships.

However, research has shown that support can make a substantial difference in their lives and that is certainly the experience in Dunn County, where caregiver services excel and are dramatically increasing.

Goal Statement for 2016-2018: In order to maintain and expand support to caregivers, the ADRC will add an additional monthly meeting under the National Family Caregiver Support Program by 12/31/16.

This addition is a clear example of Seniors in Charge. Caregiver have specifically asked for more opportunities to meet and we will respond to that request.

In order to maintain the current level of serve to caregivers throughout the county, the ADRC will maintain its involvement with two caregiving coalitions, The Chippewa Valley Caregiver Alliance and the coalition in New Richmond in each of the three years of this plan.

Because Dunn County is geographically large, some residents may look to Eau Claire resources and those in the west side of the county may consider Hudson or even Minnesota resources. Participating in both coalitions responds to the choice made by Dunn County citizens.

6-D. Services to People With Dementia

The Wisconsin Dementia Care System Redesign, in place since 2013, plans to strengthen Wisconsin's dementia care system in five categories: community awareness and services; facility-based long-term care; care for people with significant challenging behaviors; dementia care standards and training; and continuing data collection, research and analysis. The ADRCs involvement is focused in the first area, **Community Awareness and Services.** Dunn is not one of the counties to receive additional funding for a Dementia Care Specialist, but will focus our efforts on Caregiver Services. It has been shown that early stage programming can improve people's well-being, help people with dementia retain skills, and help caregivers continue to support their family members at home and in the community. Our first goal focuses on early stage programming, a program we piloted in 2015.

Goal statement for 2016-2018: In order to continue to develop an array of services to people with dementia, the ADRC will commit to providing a support

group to those newly diagnosed with dementia and their caregivers by 12/31/16. This group will be held monthly, in each of the three years of this plan.

The ADRC will develop and support a Memory Café by 12/31/17.

Memory cafes are a place where individuals with memory loss or diagnosis of dementia and their loved ones can get together in a safe, supportive and engaging environment. People can come together with others who are experiencing a similar journey.

The ADRC will develop an additional caregiver support group/Memory café in one of the small villages in Dunn County by 12/31/18. Our goal is to meet the need of community residents who are interested in this service.

6-E. Healthy Aging

Goal Statement for 2016-2018: In order to support the physical/mental health and the independence of Dunn County's population over the age of 60 the ADRC will offer evidenced based programs, specifically Stepping On, Powerful Tools for Caregivers, minimally once per year during each of the three years of the plan.

6-F. Local Priorities

In order to promote Healthy Aging (Goal 6 E) through nutrition (Goal 6 B)

It is our intent to partner with the Community Wellness Department at Mayo Menomonie to implement the **Food as Medicine Project**. This project is in an exploration phase at this point in time and is not finalized by either Mayo Health Systems or the ADRC.

This project focuses on the issue of people fighting the stigma of needing help, therefore refusing help or not being hooked up with resources in an efficient and consistent way. There would be a screening tool with three questions asked of patients at every visit regarding their food insecurity. If they had this issue they would be referred to a counselor in the medical system who would hook them up with a food source to fit their need, almost like a prescription.

The ADRC of Dunn County will meet with Community Wellness staff at Mayo at least three times in 2016 to discuss our partnership role in this new, innovative program.

8. Budget

See attached

9. Compliance with Federal and State Laws and Regulations

On behalf of the county, we certify

Aging & Disability Resource Center of Dunn County/ Dunn County Department of Human Services

has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018. We assure that the activities identified in this plan will be carried out to the best of the ability of the tribe in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018.

Jaral K. Pusdy Chair 10/20/15
Signature, and Title of the Chairperson of the Commission on Aging Date

[Signature] BOARD CHAIR 10/20/15
Signature, and Title of the Authorized County Board Representative Date

10. Assurances

The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

- The applicant must possess legal authority to apply for the grant.
- A resolution, motion or similar action must be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein.
- This resolution, motion or similar action must direct and authorize the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. Outreach, Training, Coordination & Public Information

- The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider trains and uses elderly persons and other volunteers and paid personnel as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider coordinates with other service providers, including senior centers and the nutrition program, in the planning and service area as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that public information activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.

3. Preference for Older People with Greatest Social and Economic Need

The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources designated area agency on aging for serving older people with greatest social and economic need.

4. Advisory Role to Service Providers of Older Persons

The applicant must assure that each service provider utilizes procedures for obtaining the views of participants about the services they receive.

5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.
- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.
- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentiality of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
 - (a) Have full access to any information about one's self which is being kept on file;
 - (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
 - (c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured

that such information, when incorrect, will be corrected or amended on request.

- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
 - (a) By court order; or,
 - (b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
 - (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
 - (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.
- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has been granted by the Bureau of Aging and Disability Resources through its designated area agency on aging. This includes both the disposition of all monies received and the nature of all charges claimed against such funds.

8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure. and apply for licensure.
- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.
- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970

The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of federal and federally assisted programs.

11. Political Activity of Employees

The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded programs. [Information about the Hatch Act is available from the U.S. Office of Special Counsel at <http://www.osc.gov/>]

12. Fair Labor Standards Act

The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-219), as they apply to hospital and educational institution employees of state and local governments.

13. Private Gain

The applicant shall establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

14. Assessment and Examination of Records

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.
- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

16. Regulations of Grantor Agency

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

17. Older Americans Act

The applicant shall comply with all requirements of the Older Americans Act (PL 89-73).

18. Federal Regulations

The applicant shall comply with all federal regulations (45 CFR 1321) governing Older Americans Act funds and programs.

19. Wisconsin Elders Act

The aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

“Aging unit” means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

- (1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
- (2) A unit, within a county department under s. 46.215, 46.22
- (3) or 46.23, with the primary purpose of administering programs of
- (4) services for older individuals of the county.
- (5) A private corporation that is organized under ch. 181 and
- (6) that is a nonprofit corporation, as defined in s. 181.0103 (17).

Aging Unit; Creation. A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to administer the programs for older individuals, the department shall direct the area agency on aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

Aging Unit; Powers and Duties. In accordance with state statutes, rules promulgated by the department and relevant provisions of 42 USC 3001 to 3057n and as directed by the county or tribal commission on aging, an aging unit:

(a) **Duties.** Shall do all of the following:

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.
2. Plan for, receive and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and

any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.

3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.

4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.

5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.

6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.

7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.

8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.

9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.

10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.

11. Provide information to the public about the aging experience and about resources for and within the aging population.

12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.

13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.

14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community –based long-term support services under s. 46.271.

15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.

16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s. 46.87.

17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.

18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.

19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.

20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

(b) Powers. May perform any other general functions necessary to administer services for older individuals.

(4) Commission On Aging.

(a) Appointment.

1. Except as provided under sub. 2., the county board of supervisors in a county that has established a single-county aging unit, the county boards of supervisors in counties that have established a multicounty aging unit or the elected tribal governing body of a federally recognized American Indian tribe or band that has established a tribal aging unit shall, before qualification under this section, appoint a governing and policy-making body to be known as the commission on aging.

2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the commission on aging. A member of a commission on aging appointed under this subdivision may be removed by the county executive or county administrator for cause.

(b) Composition.

A commission on aging, appointed under par. (a) shall be one of the following:

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.

2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.

Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall

expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit. Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full-time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and knowledge of problems of older individuals, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.

(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.

(d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

11. Appendices

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