

Aging & Disability Resource Center of Columbia County Plan on Aging 2019-2021

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**Yellow Highlight indicates sections required for annual assessment*

2. Executive Summary

The Columbia County Commission on Aging combined with the Aging and Disability Resource Center in April of 2014 and together we strive to ensure that older adults in our County can live life to the fullest. Our mission is to provide a one stop source of information and assistance for older adults by advocating for and linking them with resources and services that enable them to live as independently as possible.

Our main goal for this 2019-2021 aging plan is to maintain our current programs and services as well as provide new opportunities and expansion of our programs.

The overall goals for the Nutrition program 2019 – 2021 is to provide increased choice for all meal participants and going green. Going green includes eating local produce and utilizing reusable rather than disposable products in serving home delivered meals.

Columbia County is a small, rural county that works well together with collaborative partners. Without these partnerships, the ADRC of Columbia County would not be able to achieve our goal of being a one-stop shop. We are continuing to reach out and grow our partnerships. We currently partner with the following organizations/agencies:

- Alzheimer's and Dementia Alliance of Wisconsin
- TRIAD/SALT – Seniors And Law Enforcement working Together
- ADPAW – Aging and Disability Professionals Association of Wisconsin
- WAND – Wisconsin Association of Nutrition Directors
- Access to Independence
- Wisconsin Aging Network
- Northwoods of Wisconsin, Inc.
- Divine Savior Hospital
- Columbus Community Hospital
- Our House
- CCOT – Columbia County Care Transition Council
- Dementia Networking Group
- Portage Sharing Supper
- Chamber of Commerce
- Coordinated Community Response Team
- Alzheimer's Association
- Crisis Coordinating Team
- Columbia County Networking Group
- Dementia Friendly Community Task Force
- APS/I-Team
- Alzheimer's Walk

The ADRC of Columbia County also partners with faith-based organizations and other governmental organizations, non-profits and charitable organizations.

3. Organization and Structure of the Aging Unit

3-A Mission Statement and Description of the Aging Unit

Mission Statement:

To provide older adults and people with physical or developmental/intellectual disabilities the resources needed to live with dignity and security, and achieve maximum independence and quality of life. The goal of the Aging & Disability Resource Center of Columbia County is to empower individuals to make informed choices and to streamline access to the right and appropriate services and supports.

Descriptive Information:

The Aging and Disability Resource Center of Columbia County provides services to individuals over age 60 and individuals age 18 – 59 that have a disability, as well as their families. The purpose of the ADRC is to provide the public a place to get accurate, unbiased information on all aspects of life related to aging or living with a disability. One of the functions of the ADRC is to coordinate the utilization of resources provided under the Older Americans Act (OAA) enacted in 1965 that are integral to maintaining independence. Services are provided without regard to race, color, creed ethnic origin, and religion or income level. There is no cost for information provided by the Aging and Disability Resource Center of Columbia County.

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

Provide an organizational chart, which clearly depicts the place of the aging unit, the policy-making body, and (where applicable) the advisory committee, in relation to the county government. (Not-for-profit aging units will not include their relationships to county government in the organization chart.)

	Columbia County Board	
	Health & Human Services Board	
	Aging & Disability Resource Center Board	
Nutrition Advisory Council		The Ride Improvement Program/Transportation Council

**3. Organization and Structure of the County Aging Unit
3-C Aging Unit Coordination with ADRCs
3. Organization and Structure of the County Aging Unit
3-D Statutory Requirements for the Structure of the Aging Unit**

**COLUMBIA COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES ORGANIZATIONAL CHART
Health & Human Services Board**

Susanna Bradley-Chair, Kevin Kessler-Vice Chair, Nancy Long-Secretary, Tom Borgkvist , Keith Miller,
Bev Muhlenbeck-RN, Craig Robson, Michael Walters-MD, Tom Drury



Dawn Woodard, Health & Human Services Director



AGING & DISABILITY RESOURCE CENTER BOARD

Kevin Kessler-Chair, Susanna Bradley-Vice Chair, Marilyn George Burton-Secretary, Allan Baumgartner,
Renae DeMott-McMahon, Sarah Lochner, Sharon Peterson, John Primrose, Teresa Sumnicht



ACCOUNTING DEPT.	AGING & DISABILITY RESOURCE CENTER
	BECKY MULHERN - ADRC Director
Jill Mead Rebecca Young	<p>Ashley Jahn – ADRC Assistant Director/Nutrition Director Leslie Ciolkosz – Information & Assistance Worker Julie Duerst - Information & Assistance Worker Melissa Smith – Dietician Technician Registered Marcie DeSomer - Adult Protective Services Worker Deidre Gavinski – Marketing & Outreach Cord./Information & Assistance Worker Shari Genrick – Human Services Aide Brianne Williams – Elder Benefit Specialist Sarah Millard – Transportation Coordinator/Mobility Manager Michelle Anderson – Clerk Typist Sue Weaver – Adult Protective Services Worker Brenda WelshMcLean – Disability Specialist/Information & Assistance Worker Stefanie Hasse- Information & Assistance Worker</p> <p><u>Paid ADRC Drivers</u> Sean Emberson Joe Ferguson Rick Ferguson Michael Horkan Penny Keifer Tom Lynch Duane Meister Bob Miller Jerry Thompson Terry Thurler Jerry Traut Ed Zydowsky</p> <p><u>Nutrition Site Managers</u> Joelle Arentson Beth Heiniger Sharon Lombardi Penney Melvin Rachel Paskey Sara Warnke</p>

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.	Yes
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.	
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.	Yes
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 Aging Unit 3-E Membership of the Policy-Making Body

The commission is the policy making entity for aging services and an aging advisory committee is not the commission. 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 County Aging Unit’s Policy-Making Body (list below)			
Columbia County Health & Human Services Board			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Susanna Bradley		X	2018
Kevin Kessler		X	2018
Nancy Long	X		2018
Tom Borgkvist	X		2018
Tom Drury	X		
Bev Muhlenbeck, RN	X		
Keith Miller			2018
Craig Robson			2018
Michael Walters, MD			

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. *An aging advisory committee is required if the commission (policy making body) does not follow the Elders Act requirements for elected officials, older adults and terms or if the commission (i.e. policy-making body) is a committee of the county board.*

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 County Aging Unit’s Advisory Committee (list below)			
Aging & Disability Resource Center of Columbia County			
Please note that the ADRC & COA Boards joined together in April 2014. This joint board is referred to as the ADRC Board throughout this plan.			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Kevin Kessler	X	X	
Susanna Bradley	X	X	
Marilyn George Burton	X		
Sharon Peterson	X		
Allan Baumgartner	X		
Teresa Sumnicht	X		
Renae DeMott-McMahon			
Sarah Lochner			
John Primrose			

For assessment only – Please update the Commission on Aging and Aging Advisory membership and answer questions below.

<i>Please answer "Y" or "N"</i>	2019	2020	2021	Describe
Has the organization of the <i>Aging Unit</i> changed this past year?				
Has the organization of the <i>Commission on Aging</i> changed this past year?				
Does the aging unit have a full-time aging director?				
Is the membership of the Commission on Aging in Compliance?				

**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. Include additional pages as needed.

Name: Becky Mulhern
Job Title: ADRC of Columbia County/COA Director (Full Time-40 Hours/Week)
Telephone Number/email Address: 608-742-9706
Becky.Mulhern@co.columbia.wi.us

Brief Description of Becky’s Duties:
The purpose of the position is to supervise, coordinate, plan, direct, and monitor the Aging and Disability Resource Center services and Aging programs in Columbia County in accordance with federal and state laws in conjunction with county policy. This work is performed under supervision of the Health and Human Services Director. Direct Supervision of the Information and Assistance Specialist, Adult Protective Services, Transportation Coordinator, Marketing/Outreach and general direction in all other areas of direct supervision of the Assistant Director.

Name: Ashley Jahn
Job Title: ADRC of Columbia County Assistant Director/ Nutrition Director (Full Time- 40 Hours/ Week)
Telephone Number/email Address: 608-742-9246
Ashley.Jahn@co.columbia.wi.us

Brief Description of Ashley’s Duties:
This position is a management position reporting to the Aging and Disability Resource Center Director. This position will assist in empowering and supporting seniors, people with disabilities and their families to help them remain living in their own homes as long as possible. Acts as the Nutrition Director and supervises ADRC staff including Nutrition/Prevention/Caregiver Support Staff, Meal Site Managers, Disability Benefit Specialist, Elder Benefit Specialist, Receptionist and Volunteer Program. Back up to Director in all other areas.

Name: Julie Duerst
Job Title: Information and Assistance Specialist/Social Worker (Full Time-37.5 Hours/Week)
Telephone Number/email Address: 608-729-9208
Julie.Duerst@co.columbia.wi.us

Brief Description of Julie’s Duties:
The Information and Assistance Specialist provides the general public, and particularly older individuals and adults who have physical and/or intellectual/developmental

disabilities with information about their options and assist them in connecting with community options both private and publicly funded. This position assists individuals in identifying needs, determining program eligibility through assessments and functional screens, serves as an advocate, provides decision support related to long term care needs and links individuals with services and resources so that they may live with dignity, respect, health and purpose. This position raises community awareness of the Aging and Disability Resource Center through outreach activities. This work is performed under the general direction of the ADRC Director.

Name: David Davies

Job Title: Information and Assistance Specialist/Social Worker (Full Time-37.5 Hours/Week)

Telephone Number/email Address/email Address: 608-742-9242

David.Davies@co.columbia.wi.us

Brief Description of David's Duties:

The Information and Assistance Specialist provides the general public, and particularly older individuals and adults who have physical and/or intellectual/developmental disabilities with information about their options and assist them in connecting with community options both private and publicly funded. This position assists individuals in identifying needs, determining program eligibility through assessments and functional screens, serves as an advocate, provides decision support related to long term care needs and links individuals with services and resources so that they may live with dignity, respect, health and purpose. This position raises community awareness of the Aging and Disability Resource Center through outreach activities. This work is performed under the general direction of the ADRC Director.

Name: Leslie Ciolkosz

Job Title: Information and Assistance Specialist (Full Time-37.5 Hours/Week)

Telephone Number/email Address: 608-742-9204

Leslie.Ciolkosz@co.columbia.wi.us

Brief Description of Leslie's Duties:

The Information and Assistance Specialist provides the general public, and particularly older individuals and adults who have physical and/or intellectual/developmental disabilities with information about their options and assist them in connecting with community options both private and publicly funded. This position assists individuals in identifying needs, determining program eligibility through assessments and functional screens, serves as an advocate, provides decision support related to long term care needs and links individuals with services and resources so that they may live with dignity, respect, health and purpose. This position raises community awareness of the Aging and Disability Resource Center through outreach activities. This work is performed under the general direction of the ADRC Director.

Name: Stefanie Hasse

Job Title: Information and Assistance Specialist (Part Time- 18.75 Hours/Week)

Telephone Number/email Address: 608-742-9205

Stefanie.Hasse@co.columbia.wi.us

Brief Description of Stefanie's Duties:

The Information and Assistance Specialist provides the general public, and particularly older individuals and adults who have physical and/or intellectual/developmental disabilities with information about their options and assist them in connecting with community options both private and publicly funded. This position assists individuals in identifying needs, determining program eligibility through assessments and functional screens, serves as an advocate, provides decision support related to long term care needs and links individuals with services and resources so that they may live with dignity, respect, health and purpose. This position raises community awareness of the Aging and Disability Resource Center through outreach activities. This work is performed under the general direction of the ADRC Director.

Name: Marcie DeSomer

Job Title: Adult Protective Services (Full Time-37.5 Hours/Week)

Telephone Number/email Address: 608-742-9288

Marcie.DeSomer@co.columbia.wi.us

Brief Description of Marcie's Duties:

Adults At Risk/Adult Protective Services (APS) encompasses "core" services such as response and reporting of alleged abuse, neglect or exploitation; short-term protective interventions, including petitioning for guardianship and protective placement when necessary; court-required reviews, including an annual review of court-ordered placements (i.e., Watts Reviews); and, to the extent a Managed Care Organization participant with APS needs refuses care management offered by the MCO. APS is mandated by the state.

Adult Protective Services are provided when a mandated reporter or another person in the community contacts the department with a concern for an elder or adult at risk. The department is responsible for determining the response to the referral and what, if any, services should be provided to protect the individual.

Name: Sue Weaver

Job Title: Adult Protective Services (Full Time-37.5 Hours/Week)

Telephone Number/email Address: 608-742-9239

Sue.Weaver@co.columbia.wi.us

Brief Description of Sue's Duties: Adults At Risk/Adult Protective Services (APS) encompasses "core" services such as response and reporting of alleged abuse, neglect or exploitation; short-term protective interventions, including petitioning for guardianship

and protective placement when necessary; court-required reviews, including an annual review of court-ordered placements (i.e., Watts Reviews); and, to the extent a Managed Care Organization participant with APS needs refuses care management offered by the MCO. APS is mandated by the state.

Adult Protective Services are provided when a mandated reporter or another person in the community contacts the department with a concern for an elder or adult at risk. The department is responsible for determining the response to the referral and what, if any, services should be provided to protect the individual.

Name: Brenda WelshMcLean
Job Title: Disability Benefits Specialist 50% and Information and Assistance Specialist 50% (Full Time-37.5 Hours/Week)
Telephone Number/email Address: 608-742-9200
Brenda.WelshMcLean@co.columbia.wi.us

Brief Description of Brenda's Duties:

50% - This work of this position is performed under the general direction of the ADRC Director/Assistant Director in close collaboration with the Disability Benefits Specialist (DBS) program attorney who provides substantive case oversight. The employee in this position provides benefits counseling and advocacy to adults between the ages of 18 and 59 who have a physical, developmental/intellectual disability, and/or mental illness, to assure that individuals in these target groups receive information about and assistance in, accessing public and private benefits, health care financing, and employment-related benefits such as Supplemental Security Income (SSI), SSI Disability Income, Medicare, Medicaid, unemployment compensation, and work-related health or disability insurance. This position is responsible for coordinating with other county, community and governmental agencies to assist individuals with disabilities to access resources and services to meet their needs.

50% - I & A The Information and Assistance Specialist provides the general public, and particularly older individuals and adults who have physical and/or intellectual/developmental disabilities with information about their options and assist them in connecting with community options both private and publicly funded. This position assists individuals in identifying needs, serves as an advocate, provides decision support related to long term care needs and links individuals with services and resources so that they may live with dignity, respect, health and purpose. This position raises community awareness of the Aging and Disability Resource Center through outreach activities.

Name: Brianne Williams
Job Title: Elderly Benefits Specialist (Full Time-40 Hours/Week)
Telephone Number/email Address: 608-742-9210
Brianne.Williams@co.columbia.wi.us

Brief Description of Brianne's Duties:

The Elder Benefit Specialist (EBS) provides advocacy, assistance and education to Columbia County residents whom are 60 or older. They are continually trained and monitored by attorneys knowledgeable in elder law and provide legal assistance under Title III-B. The Elder Benefit Specialist provides information about Medicare, Medicaid, Supplemental Health Insurance, Consumer Issues, Housing Issues, Food Share, Prescription Drug Programs and all other public assistance benefits. The Elder Benefit Specialist provides extensive outreach and enrollment for the Medicare Savings Programs, Low Income Subsidies, Senior Care and Medicare Part D in rural areas of Columbia County. The Elder Benefit Specialist also provides education to all individuals about their Medicare covered Preventative and Wellness benefits to ensure our county residents live longer and healthier lives.

The Elder Benefit Specialist can also provide individuals with assistance in understanding benefit denials and provide advocating on their behalf if they've been wrongly denied by initiating grievances and appeals when necessary.

Name: Melissa Smith

Job Title: 20 % Dietician Technician Registered (Part Time-7.5 Hours/Week)

Telephone Number/email Address: 608-742-9211

Melissa.Smith@co.columbia.wi.us

Brief Description of Melissa's Duties:

This position is a professional position in the Public Health Classification under the general direction of the Assistant Director/Nutrition Director of the Senior Nutrition Program and under the general guidance of the Columbia County ADRC Director. The employee in this position performs basic nutrition assessments and education for at risk Elderly Nutrition Program participants.

Name: Sarah Millard

Job Title: Transportation Coordinator/Mobility Manager (Full Time-37.5 Hours/Week)

Telephone Number/email Address: 608-742-9213

Sarah.Millard@co.columbia.wi.us

Brief Description of Sarah's Duties:

Coordination of the Specialized Transportation Assistance Program which promotes the general public health and welfare by providing transportation services for elderly and disabled persons. Thereby improving and promoting the maintenance of human dignity and self-sufficiency by affording the benefits of transportation services to those people who would not otherwise have an available or accessible method of transportation.

Name: Shari Genrick

Job Title: Health and Human Services Aide and Family Caregiver Coordinator (Full Time-37.5 Hours/Week)

Telephone Number/email Address: 608-742-9219

Shari.Genrick@co.columbia.wi.us

Brief Description of Shari's Duties:

Assists in coordination and support of the following programs under direct supervision of the Assistant Director/Nutrition Director and general supervision of the Director: The Alzheimer's Family and Caregiver Support Program, National Family Caregiver Support Program, Title III-B chore services and the elderly nutrition program to include congregate and home delivered meals. Takes an active role in the coordination of evidence based prevention and early intervention activities.

Name: Deidre Gavinski

Job Title: Marketing/Outreach Coordinator 50% and Information & Assistance Specialist 50% (Full Time-40 Hours/Week)

Telephone Number/email Address: 608-742-9207

Deidre.Gavinski@co.columbia.wi.us

Brief Description of Deidre's Duties:

50% This is a skilled, full-time, Marketing & Outreach position, in the Aging and Disability Resource Center. This position works Monday through Friday. Provides leadership in developing, implementing and maintaining outreach strategies to inform the public and service providers about ADRC services. Advocates for resource development in the community to address unmet needs of consumers. Maintains on-going process to determine consumer satisfaction with ADRC services. This position reports to the Aging and Disability Resource Center Director.

50% The Information and Assistance Specialist provides the general public, and particularly older individuals and adults who have physical and/or intellectual/developmental disabilities with information about their options and assist them in connecting with community options both private and publicly funded. This position assists individuals in identifying needs, serves as an advocate, provides decision support related to long term care needs and links individuals with services and resources so that they may live with dignity, respect, health and purpose. This position raises community awareness of the Aging and Disability Resource Center through outreach activities

Name: Michelle Anderson

Job Title: Clerk Typist (Full Time-37.5 Hours/Week)

Telephone Number/email Address: 608-742-9233

michelle.anderson@co.columbia.wi.us

Brief Description of Michelle's Duties:

The position is a full time position in the ADRC under the direct supervision of the ADRC Assistant Director and general supervision of the ADRC Director. The individual in this position performs a variety of moderately complex office procedures according to a prescribed practice and provides clerical support for a variety of specific duties as assigned for ADRC staff. This position acts as the receptionist and directs walk-ins and

incoming calls to the appropriate ADRC staff as well as schedules of appointments for the foot clinic, and provides minimal back up for the transportation coordinator.

4. Context

5. Public Involvement in the Development of the County Aging Plan

Please use the [Public Input Report form](#) to explain how you gathered information and ideas from the public prior to developing your plan. Attach completed forms to the plan.

Before submitting the final plan to the Area Agency on Aging (AAA), the aging unit must conduct one or more public hearings on the draft plan. Please use the [Public Hearing Report form](#) to document your public hearings and attach forms to the plan.

6. Goals for the Plan Period

Progress notes to be completed during self-assessment process.

Aging Unit Plan Goals <i>(write at least one goal per focus area per year - add extra boxes as needed – put curser to the left of the box and click the + sign)</i>	Progress Notes <i>(briefly summarize only those activities completed as of Dec. of each year)</i>	check if completed		
		2019	2020	2021
Focus Area 6-A. Advocacy Related Activities				
In order to increase Advocacy awareness in our community we would like to increase the number of people the ADRC brings to the Aging Advocacy Day in Madison from two people to six people by December of 2020.				
In order to inform older adults about their rights and duties to participate in their communities, the ADRC will send information to older adults and those with disabilities regarding topics such as voter’s rights, transportation, and housing by December of 2019.				
In order to increase awareness of the programs at the ADRC, the ADRC will invite legislators to ADRC events, such as, our Open House, World Elder Abuse Awareness Event, Volunteer Appreciation Event, etc. throughout the year by December of 2020.				
Focus Area 6-B. The Elder Nutrition Program				
In order to capture the newly aged 60 year old individuals into our meal program the ADRC will establish 2 restaurant models in Columbia County by December of 2021.				
In order to assist those with a high nutrition risk, the ADRC will provide educational materials and resources to those with a high nutritional risk that receive our home delivered meals by December of 2019.				
In order to assist with increasing our congregate participation the ADRC will add a salad bar at least twice monthly in rotation of the different meal sites in Columbia County by December of 2020.				
Focus Area 6-C. Services in Support of Caregivers				

In order to assist caregivers in the community, the ADRC will increase the availability of caregiver support resources by incorporating educational classes online by December of 2020.				
In order to increase awareness of the AFCSP and NFCSP programs, the ADRC will provide training at least once yearly to staff at the ADRC by December of 2019.				
In order to assist caregivers, the ADRC will look for other types of respite for caregivers, such as respite in the form of cooking classes or exercise classes by December of 2021.				
Focus Area 6-D. Services to People with Dementia				
In order to assist those with Dementia, the ADRC will assist with emergency preparedness for caregivers by December of 2020.				
In order to increase community awareness of Dementia related resources, the ADRC will write at least one article for the local newspaper, and have at least 3 articles in our Grapevine newsletter by June of 2020.				
In order to reach more people that may have Dementia, the ADRC will incorporate memory screens during the home delivered meal assessments by July of 2021.				
Focus Area 6-E. Healthy Aging				
In order to reach those that are homebound, the ADRC will partner with law enforcement to provide a drug take back event to home delivered meal participants at least once yearly by December of 2021.				
In order to assist with healthy aging in our community, the ADRC will implement at least one new or additional evidence- based programs to our community by December if 2020.				
In order to reach individuals in our community, the ADRC will participate in planning at least one health fair by July of 2020.				
Focus Area 6-F. Local Priorities				
In order to increase awareness, the ADRC will participate in World Elder Abuse Awareness Day and have at least one speaker by July of 2019.				

In order to keep up with current trends, the ADRC will offer information or classes regarding Technology for Seniors by December of 2020.				

For Assessment Only

<p>Part IV: Progress on the Aging Unit Plan for Serving Older People – National Family Caregiver Support Program (NFCSP) <i>This section is not required for tribal aging units.</i></p>
<p>Minimum Service Requirements: <i>The minimum service requirements of NFCSP must be provided by the aging unit or contracted with another agency. Please indicate who provides these services.</i></p>

Service	Aging Unit (X)	Other Agency (please list)
Information to caregivers about available services	X	
Assistance to caregivers in gaining access to the services	X	
Individual counseling, support groups, and training to caregivers	X	Along with the Alzheimer's & Dementia Alliance of Wisconsin
Respite care	X	
Supplemental services (e.g., transportation, assistive devices, home modifications, adaptive aids, emergency response systems, supplies, etc.)	X	
Caregiver Coordination: <i>To ensure coordination of caregiver services in the county, the aging unit shall convene or be a member of a local family-caregiver coalition or coordinating committee with other local providers who currently provide support services to family caregivers.</i>		
<p>Does the aging unit belong to a local caregiver coalition?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Name of Coalition: _____</p> <p>If YES, please provide a brief update on coalition activities conducted each year.</p> <p>If NO, please explain plan for compliance.</p>	<p>2019 Activities:</p> <hr/> <p>2020 Activities:</p> <hr/> <p>2021 Activities:</p>	

7. Coordination Between Titles III and VI

If the county includes part or all of a federally recognized tribe or is home to a significant population of tribal members, describe how the County and Tribal aging units will work together to coordinate and ensure the provision of services to tribal elders. Provide a narrative describing collaboration efforts and goals for each year of the plan.

Progress notes to be completed during self-assessment process.

Provide goals for each year of the plan.	Progress Notes	2019	2020	2021

9. Compliance with Federal and State Laws and Regulations

On behalf of the county, we certify

Aging & Disability Resource Center of Columbia County
(Give the full name of the county aging unit)

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.

Signature and Title of the Chairperson of the ADRC Board	Date
--	------

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.
- 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 and services for older individuals of the county
- (4) A private corporation that is organized under ch. 181 and
- (5) 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