



COMMONWEALTH of VIRGINIA
Department for the Aging

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January 27, 2009

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Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

1610 Forest Avenue, Suite 100, Richmond, Virginia 23229
Toll-Free: 1-800-552-3402 (Voice/TTY) • Phone: 804-662-9333 • Fax: 804-662-9354
E-mail: aging@vda.virginia.gov • Web Site: www.vda.virginia.gov



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: January 27, 2009

SUBJECT: Caregiving

Family Caregiving Emerging Practices & Tools for Professionals

The National Center on Caregiving (NCC) at Family Caregiver Alliance (FCA) is pleased to announce that [Family Caregiving: Emerging Practices & Tools for Professionals](#) is now available online on FCA's award winning [website](#).

[Family Caregiving: Emerging Practices & Tools for Professionals](#) highlights emerging programs supporting families in their caregiving role and aims to promote the adoption of practices based on research. This new tool also marks the first step toward the creation of an Innovations Clearinghouse on Family Caregiving of cutting edge programs and policies in caregiving and aging..

Underwriting for the development of [Family Caregiving: Emerging Practices & Tools for Professionals](#) was generously provided by The Hearst Foundations.

From the National Alliance on Caregiving

The Alliance is interested in learning more about how Area Agencies on Aging (AAAs) work with caregiving coalitions. If you are an AAA, NAC would specifically like to hear from you about your experience working with a caregiving coalition and how it helped strengthen your AAA within your community. If you have information to share, please contact Suzanne Stack at suzanne@caregiving.org or 301-718-8444.

COMMONWEALTH of VIRGINIA
Department for the Aging

January 27, 2009

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim Catherman
Director of Administrative Services

RE: ADA Amendments Act of 2008

The following announcement is from the U.S. Equal Employment Opportunity Commission.

On September 25, 2008, the President signed the Americans with Disabilities Act Amendments Act of 2008 ("ADA Amendments Act" or "Act"). The Act makes important changes to the definition of the term "disability" by rejecting the holdings in several Supreme Court decisions and portions of EEOC's ADA regulations. The Act retains the ADA's basic definition of "disability" as an impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. However, it changes the way that these statutory terms should be interpreted in several ways. Most significantly, the Act:

- directs EEOC to revise that portion of its regulations defining the term "substantially limits";
- expands the definition of "major life activities" by including two non-exhaustive lists:
 - the first list includes many activities that the EEOC has recognized (e.g., walking) as well as activities that EEOC has not specifically recognized (e.g., reading, bending, and communicating);
 - the second list includes major bodily functions (e.g., "functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions");

ADA Amendments Act of 2008

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- states that mitigating measures other than "ordinary eyeglasses or contact lenses" shall not be considered in assessing whether an individual has a disability;
- clarifies that an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active;
- provides that an individual subjected to an action prohibited by the ADA (e.g., failure to hire) because of an actual or perceived impairment will meet the "regarded as" definition of disability, unless the impairment is transitory and minor;
- provides that individuals covered only under the "regarded as" prong are not entitled to reasonable accommodation; and
- emphasizes that the definition of "disability" should be interpreted broadly.

EEOC will be evaluating the impact of these changes on its enforcement guidances and other publications addressing the ADA.

The ADA Amendments Act is effective as of January 1, 2009.

A more explanative resource can be found at "***Are You Ready for the ADA Amendments Act of 2008?***" by Workforce Management
<http://www.workforce.com/section/03/feature/25/99/86/>



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: January 27, 2009

SUBJECT: Kinship Care

Kinship Care Initiative Statewide Task Force and Information Network

The Kinship Care Initiative Statewide Task Force and Information Network is scheduled to meet on Wednesday, February 11, 2009 from 10:00 A.M. until 12 Noon. You may video conference for this meeting. Please send Ellen Nau your site information as soon as possible. If you come to Richmond, it will be an excellent opportunity to view the kinship care picture exhibition at the General Assembly – 5th Floor Conference Room West. Kathy Dial would like to have a group join her for visiting the exhibit. You can contact Ms. Dial at 757-456-2366.

From the U.S. Department of Health and Human Services
Adolescent and Young Adult Health Grants

Deadline: Feb. 11, 2009

The U.S. Department of Health and Human Services is offering grants through the Adolescent and Young Adult Health National Centers Cooperative Agreement Program, which is part of the ongoing National Initiative to Improve Adolescent and Young Adult Health. Goals of the program include increasing access to care, improving health and safety outcomes, and eliminating health disparities for adolescents and young adults.

Approximately four grants of \$295,000 each will be awarded. Any public or private

entity, including an Indian tribe or tribal organization, is eligible to apply for this Federal funding.

For complete program information and application guidelines, go to:

<https://grants.hrsa.gov/webExternal/FundingOppDetails.asp?FundingCycleId=61094FA7-5231-47DB-B16E-0DF541EDBA6C&ViewMode=EU&GoBack=&PrintMode=&OnlineAvailabilityFlag=&pageNumber=&version=&NC=&Popup>

From the National Resource Center for Family Centered Practice and Permanency Planning

Domestic Violence Web Section of Child Welfare Information Gateway

The Domestic Violence section of the Child Welfare Information Gateway website has been enhanced to provide updated and expanded information on the co-occurrence of child maltreatment and domestic violence, as well as information on how social service providers can work together to improve services for children, youth, and families affected by domestic violence.

http://www.childwelfare.gov/systemwide/service_array/domviolence/

African-American Kinship Caregivers: Principles for Developing Supportive Programs

A 2002 report from the Northwest Institute for Children and Families of the University of Washington offers still-timely information regarding the provision of supports to African-American caregivers. *African American Kinship Caregivers: Principles for Developing Supportive Programs* was authored by Jennifer Szolnoki and Katharine Cahn. Originally developed to inform local grant making, it is based on a literature review of 45 published articles. Strengths, issues, and needs of African-American caregivers are identified and seven core principles for support programs are outlined:

- Take into account larger systems
- Offer non-stigmatized service delivery
- Recognize family dynamics and the need for family supports
- Offer socially supportive environments that reduce isolation
- Secure program sponsorship to ensure longevity
- Ensure long-term support for caregivers
- Meet tangible needs

The report concludes with a brief summary of each of the reviewed articles. It can be downloaded online.

http://depts.washington.edu/nwicf/Policy_Grant_Maker/Kinship%20Care%20Lit%20Review.pdf

Foster Parent College

The [Foster Parent College](#) offers online training for foster, kinship, and adoptive parents.

Angie Grindon
University of Houston
Parent Education Project
210 Student Services Center, Bldg. #1
Houston, TX 77204-3025
Phone: (713) 743-5491
FAX (713) 743-5383
Website: www.las.uh.edu/pep

From AARP

The AARP Foundation Women's Scholarship Program **third round will be open from February 3 to March 31, 2009.** Applications are online only at www.aarpfoundationwlc.org.

The scholarship is open to low-income women 40+. Priority is given to women who are in one of three categories: **1) women raising the children of another family member**, 2) those in dead end jobs and 3) those who have been out of the paid workforce for an extended period.

The scholarships, which ranged from \$500 to \$5,000, are to be used for tuition and books are paid directly to the educational institution. Nearly three hundred women were helped through the program in the first round and about 250 women received scholarships in round two. The program is funded by AARP with generous support the AARP Foundation Women's Leadership Circle.

For more information contact AARP Foundation Women's Scholarships at 202-434-2110 or visit the website at <http://www.aarpfoundationwlc.org>.

From The National Center on Grandparents Raising Grandchildren, Georgia State University

2nd Symposium on *Grandparents Raising Grandchildren Strengthening Family Connections: Enhancing Our Grandchildren's Future*
March 10-11, 2009, Atlanta, Georgia. For more information, contact Dr. Deborah Whitley at (404) 413-1055. For a copy of the registration form, click on this link: <http://chhs.gsu.edu/nationalcenter/docs/symposium2009.pdf>.



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Kathy Miller
Director of Long-Term Care

DATE: January 27, 2009

SUBJECT: Addition to the VDA Monitoring Team

I am pleased to announce that Ben Garrett will join the VDA Monitoring Team in 2009. Many of you already know Ben as VDA's Outreach and Education Coordinator. Ben has enthusiastically agreed to assume the duties of monitoring the Transportation and Public Information and Education (PIE) programs at the AAAs. Since the reorganization of VDA two years ago, these two programs have not received the attention they deserve from our monitoring team. Faye Cates, who previously monitored these programs before she became the Program Specialist for the Local Public Guardianship Program, will assist Ben with this transition. Attached are the monitoring tools he will be using. If you have any questions, please contact me at (804) 662-9341 or Ben at (804) 662-7650.

**Virginia Department for the Aging
Transportation Program Monitoring**

Agency: _____

Service Delivery Elements

1. Assessment Process for Transportation Services

	Yes	No
a. Is the Virginia Service – Quick Form used in the client assessment process?		
b. Is the Uniform Assessment Instrument used in the client assessment process?		
c. Are clients reassessed for transportation services annually?		

If not, please explain:

Comments:

2. Safety Policy

	Yes	No
Are there written policies to address the following safety issues?		
a. All passengers must wear safety belts and when, where available and practical.	a.	
b. Each vehicle must be equipped with a fire extinguisher, first aid kit, and emergency signaling devices.	b.	
c. Inspection procedures for safety equipment, including the method and frequency of inspection.	c.	

Comments:

Yes No

3. Administrative Elements

Driver Testing:

- a. Has the Agency adopted and implemented a behind-the-wheel driving test to be administered to each potential driver prior to transporting passengers.

a.	
----	--

Comments:

Driver Record Check:

- b. Has the agency or its provider adopted a written policy regarding a minimum acceptable driving record for all drivers who transport passengers?

b.	
----	--

- c. Does the agency or its provider have written policy indicating the driver must provide a copy of their driving records from the Virginia Department of Motor Vehicles?

c.	
----	--

- d. At hiring, does the Area Agency or its provider complete drug and alcohol testing of drivers?

d.	
----	--

Comments:

Records

Are the following records maintained by the Area Agency on Aging or its provider?

1. For each vehicle:

- a. Vehicle maintenance/repair history

a.	
----	--
- b. Pre-trip checklists

b.	
----	--
- c. Vehicle logs (mileage, passengers, etc.)

c.	
----	--
- d. A certificate of insurance showing the vehicle identification number (VIN)

d.	
----	--
- e. Vehicle accident records

e.	
----	--
- f. Service plans

f.	
----	--
- g. Safety inspection logs

g.	
----	--

Comments:

2. For each driver:

Yes No

- a. Behind-the-wheel testing results
- b. Annual DMV record checks
- c. Drug and Alcohol testing upon hiring.

a.	
b.	
c.	

Comments:

Driver Record Review:

	Driver #1	Driver #2	Driver # 3
a. At hiring, behind-the-wheel driving test results on file			
b. Annual DMV record check			
c. Results of driver alcohol and drug testing, if applicable			
d. Accident Reports			
e. Post-accident testing			

Comments:

4. Service Delivery

- a. How are the agency's transportation services provided ?

_____ as a direct service _____ via subcontractor(s)

Identify all subcontractors below:

a.	e.
b.	f.
c.	g.
d.	h.

- b. What type of transportation service is provided?

Fixed-Route: transit service where vehicles run on regular, pre-designated, pre-scheduled routes, with no deviation.

Yes	No

Demand-Response: where passengers can request transportation from a specific location to another location at a certain time. The provider does not follow a fixed routed.

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Combination Fixed-Route & Demand-Response

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Paratransit: Most often refers to wheelchair accessible, demand -response van service.

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Comments:

Fleet Inventory:

Mini Vans	Vans With Lifts	Sedans	Total Fleet

Comments:

5. Job Descriptions

- | | Yes | No |
|--|--------------------------|--------------------------|
| a. Is there a current and complete job description of the duties, responsibilities of each transportation services staff position? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is there a current description of the minimum entry-level standards of each job? | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

- | | Yes | No |
|--|--------------------------|--------------------------|
| 6. Vehicle Accidents | | |
| a. Are there written procedure for drivers to respond to and report accidents? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are there written procedures for the following: | | |
| b1. instructions for accidents without injuries and with injuries? | <input type="checkbox"/> | <input type="checkbox"/> |
| b2. accidents involving one or more other vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| b3. single vehicle accidents; | <input type="checkbox"/> | <input type="checkbox"/> |
| b4. preparing written accident report; and | <input type="checkbox"/> | <input type="checkbox"/> |
| b5. post-accident testing | <input type="checkbox"/> | <input type="checkbox"/> |

7. Consumer Contribution/Program Income

- | | | |
|--|--------------------------|--------------------------|
| a. Does the agency or its provider have written policy regarding the collection, disposition, and accounting for program income? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

- b. Voluntary Contributions: Explain how rider confidentiality is protected when making donations for transportation services:

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Comment:

8. Units of Service:

Explain how units of service are tracked and documented:

Coordination Efforts

Coordination of transportation services has become an important goal for many rural and urban transit programs and non-emergency medical transportation providers on both the local and regional levels. Identify any coordination efforts that are supported by your agency's transportation program. e.g. transportation purchased by other agencies, rural specialized transportation services, collaboration to transport special populations to special events, etc.

Specify:

Technical Assistance and Training Needs

Indicate any technical assistance needs.

Specify:

Indicate any training needs:

Specify:

VDA Staff: _____

Date: _____

Transportation Monitoring: PSA _____
Documentation of Preventive Maintenance - For Internal VDA Use Only
Attach This Form To Transportation Monitoring Form - For VDA Central Files

Maintenance Task	Vehicle #1	Vehicle #2	Vehicle #3
State Inspection	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
Oil Job	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
Brake Work	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
Tires ✓ or Rotated	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
Tuneup or Spark Plugs Changed	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
Exhaust System	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
Fluids Checked	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
✓ Wheelchair Lift	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:
Other:	Date:	Date:	Date:
	Mileage:	Mileage:	Mileage:

**Virginia Department for the Aging
Public Information and Education Monitoring**

Agency: _____

Part I. Service Delivery Elements

Agencies providing Public Information/Education (PIE) must perform all of the following components.

	Yes	No
a. Information	a.	
b. Electronic Media	b.	
c. Planning and Evaluation	c.	

If not, please explain:

Comments:

Explain how units of service for PIE are documented/tracked for the data reported to the Virginia Department for the Aging.

Contacts: the number of people in a group or circulation counts for a publication.

Not Entered In AIM

Group Participants: the number of people attending the presentation, meeting or program (activity provided to more than one person)

Number of group presentations:

Numbers of publications distributed:

Comments:

VDA Staff: _____

Date: _____