



COMMONWEALTH of VIRGINIA
Department for the Aging

[Click here to go to the Virginia Department for the Aging Home Page](#)

TABLE OF CONTENTS
AAA TUESDAY E-MAILING
February 3, 2009

SUBJECT	VDA ID NUMBER
<u>Gordon Walker appointed to Virginia Food System Council</u> (Elaine Smith)	09-54
<u>Updated Information System Service Guide</u> (Deb Loving)	09-55
<u>VDA Productivity Measure Update</u> (Linda Nablo)	09-56

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.



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Elaine S. Smith, MS, RD

DATE: February 3, 2009

SUBJECT: Gordon Walker appointed to Virginia Food System Council

Gordon Walker, CEO of the Jefferson Area Board for Aging, has accepted an invitation to participate as a member of the Virginia Food System Council to represent the interests of Senior Services. The draft mission of the Virginia Food System Council is:

"to develop, promote, coordinate, and implement a complete, robust, viable food system that ensures all Virginians have regular access to fresh, safe, healthy, nutritious, seasonal and sustainably-produced food to maintain a healthy lifestyle, enhances the economic viability and long-term success of Virginia farmers, and expands market opportunities for good local food. "

Food is increasingly a headline issue reflecting rising concerns around food safety, the security of our food supply, and encouraging sustainable food production and farmland protection. Food is central to Virginia's economic stability and future economic development; for example, if each household in Virginia spent \$10 per week on Virginia produced foods and farm products, over \$1.65 billion dollars would be directly injected and reinvested into Virginia's economy, farms, small businesses, and communities.

Key stakeholders and supporters for convening the Council include agencies and organizations such as the Virginia Department of Agriculture & Consumer Services, Virginia Department of Conservation and Recreation, Virginia Association of Biological Farming, Virginia Farm Bureau Federation, Virginia Dietetic Association, and Blue Ridge Area Food Bank.



09-55

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors and AIM/GetCare Administrators
Area Agencies on Aging

FROM: Deb Loving

DATE: February 3, 2009

SUBJECT: Updated Information System Service Guide

The VDA Information System Service Guide has been modified.

Effective January 30, 2009, it is no longer required that the client UAls associated with VDA-funded Guardianship be stored in the client level database (AIM or PeerPlace). Therefore the Guardianship line has been deleted from page 3 of the Guide.

Please see the attached update or download the new document from the VDA web site via the following link: [InformationSystemServiceGuide](#) (pdf).

If you have questions, please contact me via email (deb.loving@vda.virginia.gov) or phone (804-662-9323).

Virginia Department for the Aging Information System Service Guide

AoA Funding - **Except Title III-E**

Service to Client	Unit to Track	NAPIS Group Mapping	Client Minimum Required Assessment	Client Nutritional Screening	Client In Federal Poverty?
Adult Day Care	Individual Hours	05 – Adult Day Care/ Health	Full		Required ²
Assisted Transportation	One-way Trips	09 – Assisted Transportation	Part A		Required ²
Care Coordination	Individual Hours	06 – Case Management	Full	Required	Required ²
Checking	Contacts	D – Checking	Quick Form		Required ²
Chore	Individual Hours	03 – Chore	Part A		Required ²
Congregate Nutrition	Eligible Meals	07 – Congregate Meals	Page 1-3 ¹	Required	Required ²
Disease Prevention/Health Promotion	Individual Hours	B – Disease Prevention/Health Promotion	Quick Form		Required ²
Elder Abuse	Contacts	Protect Elder Rights	Quick Form		Required ²
Emergency	Contacts	F – Emergency	Quick Form		Required ²
Employment Title III	Individual Hours	F – Employment Title III	Quick Form		Required ²
Health Education/Screening	Individual Hours	B – Health Education/Screening	Quick Form		Required ²
Home Delivered Nutrition	Meals	04 – Home Delivered Meals	Part A	Required	Required ²
Home Delivered Meals – Fee for Service	Non NSIP Meals	Fee for Service – Home Delivered Meals	Part A	Required	Required ²
Home Health	Individual Hours	B – Home Health	Full		Required ²
Homemaker	Individual Hours	02 – Homemaker	Part A		Required ²
Identification/Discount	Cards Issued	F – Identification/Discount	Quick Form		Required ²
Information and Referral/Assistance	Contacts	13 – Information and Assistance	Quick Form		Required ²
Legal Assistance	Individual Hours	11 – Legal Assistance	Quick Form		Required ²
Medication Management	Individual Hours	B – Medication Management	Quick Form		Required ²
Money Management	Individual Hours	F – Money Management	Quick Form		Required ²
Personal Care	Individual Hours	01 – Personal Care	Full		Required ²
Residential Repair and Renovation	Homes Repaired	A – Residential Repair and Renovation	Quick Form		Required ²
Socialization/Recreation	Individual Hours	D – Socialization/Recreation	Quick Form		Required ²
Transportation	One-way Trips	10 – Transportation	Quick Form		Required ²
Volunteer Programs	Volunteer Hours	D – Volunteer Programs	Quick Form		Required ²

¹ Volunteers during meal time of Congregate Nutrition are an exception to the required assessment. The only information to be tracked for Congregate Nutrition volunteers is full name and units of service.

² The answer to the question “In Federal Poverty?” is a required data field captured either on the “Virginia Service – Quick Form” or “Federal Poverty / VDA Sliding Fee Scale” for the appropriate year.

Note: Reassessments should be performed annually or when the person’s condition has changed significantly. The exception to this rule is Care Coordination (CCEVP) / Case Management, which is performed every six months or when the person’s condition has changed significantly.

**Virginia Department for the Aging
Information System Service Guide**

AoA Funding - Title III-E Only Services

Note: The “Virginia Caregiver – Service Form” should be collected from each caregiver for all Title III-E services except “Caregiver Public Information/Education”

Title III-E Service	Unit to Track	NAPIS Group Mapping	Client Min. Required Assessment	Program Group Mapping	Client Nutritional Screening	Client In Federal Poverty?
Caregiver Adult Day Care Respite	Individual Hours	Caregiver Respite Care	Full	III-E Adult Day Care - Respite		Required ²
Caregiver Assisted Transportation	One-way Trips	Caregiver Access Assistance	Part A	III-E Assisted Transportation – AA		Required ²
Caregiver Care Coordination	Individual Hours	Caregiver Access Assistance	Full	III-E Care Coordination – AA	Required	Required ²
Caregiver Caregiver Training	Sessions	Caregiver Counseling/Support Groups/Caregiver Training	Quick Form	III-E Caregiver Training - Counseling		Required ²
Caregiver Chore	Individual Hours	Caregiver Supplemental Programs	Part A	III-E Chore - SS		Required ²
Caregiver Congregate Nutrition	Eligible Meals	Caregiver Supplemental Programs	Page 1-3 ³	III-E Congregate Nutrition - SS	Required	Required ²
Caregiver Direct Payment - Respite	One Payment	Caregiver Respite Care	Part A	III-E Direct Payment - Respite		Required ²
Caregiver Direct Payment - Supplemental Services	One Payment	Caregiver Supplemental Programs	Part A	III-E Direct Payment - SS		Required ²
Caregiver Home Delivered Nutrition	Meals	Caregiver Supplemental Programs	Part A	III-E HD Nutrition - SS	Required	Required ²
Caregiver Homemaker Respite	Individual Hours	Caregiver Respite Care	Part A	III-E Homemaker - Respite		Required ²
Caregiver Individual Counseling	Sessions	Caregiver Counseling/Support Groups/Caregiver Training	Quick Form	III-E Individual - Counseling		Required ²
Caregiver Information & Referral/Assistance	Individual Contacts	Caregiver Access Assistance	Quick Form	III-E Info & Referral/Assistance – AA		Required ²
Caregiver Institutional Respite	Individual Hours	Caregiver Respite Care	Part A	III-E Institutional - Respite		Required ²
Caregiver Other Respite	To Be Defined	Caregiver Respite Care	Part A	III-E Other - Respite		Required ²
Caregiver Other – Supplemental Services	To Be Defined	Caregiver Supplemental Programs	Part A	III-E Other - SS		Required ²
Caregiver Personal Care Respite	Individual Hours	Caregiver Respite Care	Full	III-E Personal Care - Respite		Required ²
Caregiver Public Information / Education	Estimated Audience	Caregiver Information Services	None	III-E Public Information / Education		Required ²
Caregiver Support Groups	Sessions	Caregiver Counseling/Support Groups/Caregiver Training	Quick Form	III-E Support Groups - Counseling		Required ²
Caregiver Transportation	One-way Trips	Caregiver Access Assistance	Quick Form	III-E Transportation – AA		Required ²

³ To be eligible for Title III-E Congregate Nutrition, the client must be receiving an additional service that collects Part A of the UAI or Page 4 must be collected as well.

Notes: Reassessments should be performed annually or when the person's condition has changed significantly. The exception to this rule is Care Coordination (CCEVP) / Case Management, which is performed every six months or when the person's condition has changed significantly.

For services mapped to Caregiver Respite Care or Caregiver Supplemental Services, the client must have two or more ADLs.

The only group service tracked is Caregiver Public Information / Education.

Virginia Department for the Aging Information System Service Guide

VDA Funding

Service to Client	Unit to Track	NAPIS Group Mapping	Client Minimum Required Assessment	Client Nutritional Screening	Client In Federal Poverty?
Adult Day Care License	Individual Hours	Respite Adult Day Care License	Full		Required ²
Companion	Individual Hours	Respite Companion	Full		Required ²
Home Health	Individual Hours	Respite Home Health	Full		Required ²
Homemaker	Individual Hours	Respite Homemaker	Full		Required ²
Hospice	Individual Hours	Respite Hospice	Full		Required ²
Personal Care	Individual Hours	Respite Personal Care	Full		Required ²
Other	Individual Hours	Respite Other	Full		Required ²
Care Coordination for Elderly Virginians ⁴	Individual Level B Hours	CCEVP	Full	Required	Required ²
S.O.S. Referrals	Referral	S.O.S. Referrals	Quick Form and page 4 or Page 1 and page 4 ⁵		Required ²
S.O.S. Service Implementations	Implementation	S.O.S. Service Implementations	Quick Form and page 4 or Page 1 and page 4 ⁵		Required ²

⁴ Care Coordination / Case Management and CCEVP require the "Care Coordination Outcome" form information to be collected. However, this information is not required to be input into VDA automated systems.

⁵ For S.O.S. Referrals and S.O.S. Service Implementations: In a congregate setting, the Quick Form and appropriate portions of page 4 of UAI are required. In all other settings, entire page 4 and page 1 are required.

Notes: Reassessments should be performed annually or when the person's condition has changed significantly. The exception to this rule is Care Coordination (CCEVP) / Case Management, which is performed every six months or when the person's condition has changed significantly.

Further information can be found on tracked services by referring to individual service standards or "The National Family Caregiver Support Program Guidance".

= Virginia General Fund Respite Care Initiative.



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors,
Area Agencies on Aging

FROM: Linda Nablo

DATE: February 3, 2009

SUBJECT: VDA Productivity Measure Update

I want to take this opportunity to update you on reporting of the VDA Productivity Measure. The November 18th, 2008 Tuesday Mailing included a memo from me explaining the purpose of the new productivity measures now required of all state agencies and an explanation of the VDA measure. This memo will correct our original calculation of the statewide measure, reiterate the weaknesses of the current measure and our plans for improvement, and provide each of you with your individual AAA measure. All performance and productivity measures are in the process of being uploaded to Virginia Performs which can be viewed at <http://vaperforms.virginia.gov/agencylevel/src/browse.cfm>.

In order to demonstrate and track the productivity of the aging services network in helping seniors remain in their homes and communities and avoid or delay institutional care, VDA is now reporting on the percentage of frail seniors served in home-based services by AAAs that are still receiving home-based services one year later. The explanation of how this productivity measure is currently calculated is provided below. However, we are well aware that it can and should be improved as we move forward so we are reporting the most reliable and meaningful measure possible. Some of the most obvious deficits of this measure include:

- ◆ **Concern:** Currently, data can only be based on 21 of the AAAs as those recording service data in GetCare alone cannot be included until migration to the new Peerplace system;

Solution: *Conversion to the Peerplace system for the NWD sites will be completed by the spring so data from all AAAs should be available for reporting by the 4th quarter of the fiscal year.*

Subject: VDA Productivity Measure Update

Page 2 of 3

- ◆ **Concern:** The AIM system does not allow a closure or termination code for individual services. Therefore, we are not able to determine why a specific service ended and this makes it impossible to state definitively how many clients stopped receiving services because they entered a nursing home as opposed to other reasons.

Solution: *The new Peerplace system does allow for closure codes for each service and AAA representatives on the NWD Implementation Team have determined which codes will be included. It is our intention to adopt this list of closure codes for the AIM system as well and create new policy to guide the reporting of this new data element in AIM by July 1, 2009.*

- ◆ **Concern:** Too many cases statewide do not have an assessment (much less an up-to-date assessment) on file even though they are receiving services and have therefore been eliminated from this analysis.

Solution: *In the coming months, VDA will be strongly encouraging AAAs to ensure that all clients have a current assessment entered into the AIM system.*

- ◆ **Concern:** Some services included in this calculation (i.e., Chore, Adult Day Care) are provided by so few AAAs they may not be valid factors to include in this calculation.

Solution: *VDA will confer with AAAs to refine the elements of this measure in the coming months.*

On October 31, 2008, VDA reported the first Productivity Measure for the months of June, July and August 2008. This time period was selected because it takes approximately two months before all necessary data is received from the AAAs and processed. For this time period, the statewide percentage (based on 21 AAAs) of frail seniors who were receiving one or more home-based services a year ago during the same time period and are still receiving one or more home-based services currently **has been corrected to be 67.68%** instead of a previously reported 56.97%. The previous calculation mistakenly included clients from the prior year for the four AAAs that do not use AIM and thus dragged the percentage of individuals still receiving services in the current year down in error.

Attached is a spreadsheet which summarizes this new productivity measure by AAA and then in total for the state. Only the state total is reported in Virginia Performs. Please note that four AAAs, VPAS, Rappahannock Rapidan, Senior Connections, and Bay Aging have been removed from this calculation until their migration to the new NWD Tools System (Peerplace) is complete.

Current Productivity Measure is based on the following:

The percentage of frail older Virginians receiving in-home services that remain in their community one year later.

Definitions:

- **Activities of Daily Living (ADL):** Involves bathing, bladder, bowel, dressing, eating, toileting, transferring.
- **Frail:** Functionally impaired unable to perform at least two activities of daily living without human assistance.
- **In-Home Services:** Includes Adult Day Care, Checking, Chore, Home Delivered Meals, Home Maker, and Personal Care.

Subject: VDA Productivity Measure Update

Page 3 of 3

- Older Virginians (clients): Age 60 and over.
- Quarters: June-August, September-November, December-February, March-May.

Input Factors:

- 1) Number of frail clients that received in-home services during the last quarter and also received in-home services during the same quarter one year ago.
- 2) Number of frail clients that received in-home services the quarter one year ago, minus number of clients reported as deceased.

Calculation:

Factor 1 divided by Factor 2

I look forward to working with you on improving the collection and reporting of this valuable indicator in the future.

VDA PRODUCTIVITY MEASURE			Unduplicated Totals			ADC			Checking			Chore			HDM			PC			Homemaker			Duplicated Totals		
PSA	PUB	AAA Name	Year Ago	This Qtr	%	Year Ago	This Qtr	%	Year Ago	This Qtr	%	Year Ago	This Qtr	%	Year Ago	This Qtr	%	Year Ago	This Qtr	%	Year Ago	This Qtr	%	Year Ago	This Qtr	%
1	100	Mountain Empire	979	703	71.81%	17	13	76.47%	172	132	76.74%	0	0	0.00%	652	464	71.17%	33	7	21.21%	279	223	79.93%	1,153	839	72.77%
2	101	Appalachian	441	358	81.18%	0	0	0.00%	0	0	0.00%	0	0	0.00%	410	332	80.98%	0	0	0.00%	81	68	83.95%	491	400	81.47%
3	102	District 3	872	632	72.48%	2	1	50.00%	0	0	0.00%	179	112	62.57%	766	575	75.07%	0	0	0.00%	0	0	0.00%	947	688	72.65%
4	103	New River	277	176	63.54%	0	0	0.00%	0	0	0.00%	0	0	0.00%	236	144	61.02%	0	0	0.00%	69	50	72.46%	305	194	63.61%
5	104	LOA	765	468	61.18%	9	3	33.33%	0	0	0.00%	0	0	0.00%	711	433	60.90%	32	24	75.00%	52	32	61.54%	804	492	61.19%
6	105	Valley Program			0.00%			0.00%			0.00%			0.00%			0.00%			0.00%			0.00%			0.00%
7	106	Shenandoah	202	139	68.81%	9	5	55.56%	0	0	0.00%	0	0	0.00%	147	104	70.75%	48	31	64.58%	33	25	75.76%	237	165	69.62%
8A	107	Alexandria	135	80	59.26%	0	0	0.00%	0	0	0.00%	0	0	0.00%	122	77	63.11%	0	0	0.00%	15	4	26.67%	137	81	59.12%
8B	108	Arlington	217	166	76.50%	0	0	0.00%	0	0	0.00%	0	0	0.00%	160	119	74.38%	70	56	80.00%	0	0	0.00%	230	175	76.09%
8C	109	Fairfax	785	497	63.31%	0	0	0.00%	39	6	15.38%	0	0	0.00%	701	482	68.76%	0	0	0.00%	69	26	37.68%	809	514	63.54%
8D	110	Loudoun	216	138	63.89%	0	0	0.00%	0	0	0.00%	0	0	0.00%	216	138	63.89%	0	0	0.00%	0	0	0.00%	216	138	63.89%
8E	111	Prince William	235	152	64.68%	55	37	67.27%	0	0	0.00%	0	0	0.00%	113	65	57.52%	81	63	77.78%	2	2	100.00%	251	167	66.53%
9	112	Rappahannock Rapidan			0.00%			0.00%			0.00%			0.00%			0.00%			0.00%			0.00%			0.00%
10	113	Jaba	347	218	62.82%	100	55	55.00%	0	0	0.00%	0	0	0.00%	249	162	65.06%	0	0	0.00%	15	12	80.00%	364	229	62.91%
11	114	Central Virginia	502	390	77.69%	0	0	0.00%	32	26	81.25%	0	0	0.00%	428	331	77.34%	0	0	0.00%	89	72	80.90%	549	429	78.14%
12	115	Southern	922	562	60.95%	0	0	0.00%	312	120	38.46%	8	7	87.50%	525	388	73.90%	29	18	62.07%	144	103	71.53%	1,018	636	62.48%
13	116	Lake Country	379	274	72.30%	2	0	0.00%	352	258	73.30%	0	0	0.00%	253	186	73.52%	19	12	63.16%	83	61	73.49%	709	517	72.92%
14	117	Piedmont	268	231	86.19%	0	0	0.00%	0	0	0.00%	0	0	0.00%	256	223	87.11%	0	0	0.00%	12	8	66.67%	268	231	86.19%
15	118	Senior Connections			0.00%			0.00%			0.00%			0.00%			0.00%	48	30	62.50%			0.00%	48	30	62.50%
16	119	Rappahannock AAA	180	127	70.56%	0	0	0.00%	12	9	75.00%	0	0	0.00%	104	68	65.38%	0	0	0.00%	89	69	77.53%	205	146	71.22%
17/18	120	Bayaging			0.00%			0.00%			0.00%			0.00%			0.00%			0.00%			0.00%			0.00%
19	121	Crater	230	167	72.61%	4	3	75.00%	0	0	0.00%	0	0	0.00%	168	124	73.81%	0	0	0.00%	73	49	67.12%	245	176	71.84%
20	122	Senior Svcs of Southeastern	975	580	59.49%	0	0	0.00%	0	0	0.00%	0	0	0.00%	846	540	63.83%	88	42	47.73%	105	44	41.90%	1,039	626	60.25%
21	123	Peninsula	503	328	65.21%	0	0	0.00%	0	0	0.00%	0	0	0.00%	455	301	66.15%	94	60	63.83%	0	0	0.00%	549	361	65.76%
22	124	Eastern Shore	231	153	66.23%	0	0	0.00%	79	54	68.35%	0	0	0.00%	194	131	67.53%	16	14	87.50%	12	9	75.00%	301	208	69.10%
			9,661	6,539	67.68%	198	117	59.09%	998	605	60.62%	187	119	63.64%	7,712	5,387	69.85%	558	357	63.98%	1,222	857	70.13%	10,875	7,442	68.43%

Revised Date: 12/18/2008

For the Period: 06/01/2008 - 08/31/2008

* Produced from VA117 AIM Report

** Data is based on clients provided at least one unit of In-Home service during the period (except deceased), who also had service during the same quarter last year, had at least 2 ADL's, and have a UAI assessment on file.

*** Activities of Daily Living (ADL): Bathing, bladder, bowel, dressing, eating, toileting, and transferring.