



**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*

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**May 19, 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.



*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Jane Snead

**DATE:** May 19, 2009

**SUBJECT:** DUNS Numbers

One of the items VDA has to include in its American Recovery and Reinvestment Act (ARRA) reporting is the Data Universal Numbering System (DUNS) number for each contractor. This is not a number that we have collected and have on file. Therefore, please send me by May 29<sup>th</sup> your DUNS number. My e-mail address is [jane.snead@vda.virginia.gov](mailto:jane.snead@vda.virginia.gov).

If you have any questions, please contact me. Thanks!



09-129

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Linda Nablo, Commissioner

**DATE:** May 19, 2009

**SUBJECT:** VDA Positions

I am pleased to announce that VDA is hoping to fill two high level positions very soon. The first is the Deputy of Operations. This position was formerly the Chief Deputy position and has been vacant since Debbie Burcham left in January. The Deputy of Operations will oversee the Directors of IT, Administration and Long Term Care Programs and will generally be responsible for the day-to-day operation of the agency and our programs.

The second position is new to VDA and will serve as the Assistant Commissioner. This position will take on responsibility for initiatives and activities that are generally more future oriented and more externally focused. This will include long range planning efforts (4-Yr. Plan and other mandated studies) expanding the ADRC/NWD initiative, VDA's legislative process, building coalitions and forging new partnerships, and expanding the network's capacity through grants and other funding opportunities. Together, I believe these positions will better position VDA to serve Virginia's seniors more effectively both today and tomorrow.

Because none of us know what the future may hold and because I am eager to get started with this new organizational structure, I will be moving very quickly to fill both positions. The position announcements are now available on the state system and I have attached them here as well. Please help us bring these opportunities to the attention of good candidates.

## **VDA Deputy of Operations**

**Position Number: 00002**

**Closing Date: 05-26-2009**

Executive level position responsible for administration of agency operations. This position carries out the agency's mission by providing oversight and direction to a comprehensive statewide system of programs that serve older Virginians and ensures compliance with federal and state laws, regulations and agency standards.

This position supervises the Directors of Information Technology, Administrative Services and Long-Term Care Services. The Deputy provides oversight to a wide range of agency operations including compliance monitoring of local programs, development of new programs and establishing regulations or standards, managing grants, maintaining data integrity and security, agency budget development and fiscal operations, and development and management of program contracts.

### **Minimum Qualifications**

Extensive knowledge of the administrative, financial, and programmatic functions of human services programs and experience in managing complex human services programs. Considerable knowledge of management and business principles that apply to human services settings to include; budget development and resource allocation, personnel management, leadership techniques, project management, and program development and evaluation. Considerable experience supervising or managing professional human services and/or administrative staff.

### **Preferred Qualifications**

Significant knowledge and experience with Virginia state government programs, policies and systems. Demonstrated ability to develop new human services program models; develop, monitor and analyze budgets; plan and manage complex operational and programmatic initiatives; establish desired programmatic outcomes and identify and utilize measures of system performance; effectively develop and present proposals and findings both orally and in writing to diverse audiences from consumers to elected officials; and work effectively as part of a management team. Accredited College or university degree with major course work in human services, public administration, or related field. Graduate degree in a related field and/or several years experience as a top level administrator within a human services organization. Knowledge of Virginia's system of aging services is also preferred.

On-line application submission required at <http://jobs.virginia.gov>. **Applications must be received by 5:00 p.m. on May 26, 2009.** EEO

## **VDA Assistant Commissioner**

**Position Number: 00003**

**Closing Date: 05-26-2009**

Executive level position responsible for long-range planning and policy and resource development. This position carries out the agency's mission by assisting the broad network of aging services, localities and state government to better meet the needs of older Virginians today and to be prepared to meet the needs of a growing aging population.

This position provides direction and leadership to a small professional staff directing the agency's long-range planning efforts, No Wrong Door initiative, legislative process, and development of federal and state required reports and studies. Responsibilities also include: developing new resources and building system capacity to support the network of aging services; building coalitions and working collaboratively to improve the delivery of services to older Virginians; analyzing data, identifying trends and best-practices, and providing technical assistance to support state and local level planning efforts.

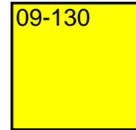
### **Minimum Qualifications**

Extensive experience in long range or system-wide planning efforts for human services programs and working collaboratively with diverse groups on complex projects. Considerable knowledge of management and business principles as applied to human services settings to include: budget development, project management, policy development, personnel management and leadership techniques. Considerable experience supervising or managing professional human services and/or administrative staff.

### **Preferred Qualifications**

Demonstrated ability to build coalitions, establish common goals and achieve successful outcomes; lead successful long-range planning efforts; manage highly complex and multi-faceted projects, including establishing performance outcome measures to document progress; develop new resources and increase system capacity; effectively develop and present plans and recommendations both orally and in writing to diverse audiences from consumers to elected officials; and work effectively as part of a management team. Significant knowledge and experience with marketing and outreach for human services programs, strategic planning, and the operations of Virginia state government and the legislative process. Accredited College or university degree with major course work in human services, public administration, or a related field. Extensive experience in developing new initiatives, managing complex long-range human services projects and writing successful grants. Prefer graduate degree in a related field and/or several years experience as a top level administrator within a human services organization. Knowledge of Virginia's system of aging services is also preferred.

On-line application submission required at <http://jobs.virginia.gov>. **Applications must be received by 5:00 p.m. on May 26, 2009.** EEO



*COMMONWEALTH of VIRGINIA*  
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**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Kathy Miller, Director of Long-Term Care

**DATE:** May 19, 2009

**SUBJECT:** Emergency Planning for Special Needs Communities

On June 11, the Department of Homeland Security, in conjunction with Homeland Security Programs at West Virginia University, will present a training course at 34 sites around the state for people who are involved in emergency management and response planning. The course is being offered in partnership with the Virginia Department of Health, Department of Emergency Management, Department for the Aging, Department of Mental Health, Mental Retardation and Substance Abuse Services, Department of Rail and Public Transportation, Virginia State Police and the Virginia Department of Social Services.

The goal of this course is to introduce a strategic universal functional planning approach to initiate special needs planning. The approach will emphasize the role of emergency management and provide examples of best practices, lessons identified, tools, resources and other support aids.

As a co-sponsor of this training event, VDA is recommending that individuals assigned the responsibility of emergency planning for your AAA attend this one-day course. There is no registration fee; however, registration is limited at each site. To ensure a place at the site of choice, please register early.

The flyer with the registration information and course number is attached. Registration must be done online at <https://va.train.org>.

## Emergency Planning for Special Needs Communities

May 19, 2009

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With the approach of hurricane season, we are reminded that emergency preparedness is an issue that impacts seniors, caregivers and AAA staff. You may want to refer to previous Tuesday mailings in which VDA provided a variety of disaster planning tips and resources. These include:

2/21/07 (07-60)

8/14/07 (07-151 & 07-152)

9/5/07 (07-160)

7/8/08 (08-127)

# Emergency Planning for Special Needs Communities

The goal of this course is to introduce a strategic universal functional planning approach to initiate special needs planning. The approach will emphasize the role of emergency management and provide examples of best practices, lessons identified, tools, resources and other support aids.

## Topics covered include:

- Intro to Special Needs Communities
- Communications and Emergency Public Information
- Sheltering and Mass Care
- Evacuation and Transportation
- Human Services, Medical Management and Congregate Settings
- Recovery

## Target Audience:

People who are involved in emergency management and response planning

**Recommended Prerequisites:** <http://training.fema.gov/> or <https://va.train.org>

IS-100 Intro to Incident Command System

IS-230 Principles of Emergency Management

IS-700 National Incident Management System (NIMS), An Introduction

IS-800 National Response Framework, (NRF), An Introduction

**Attend one of the 34 sites nearest you!**

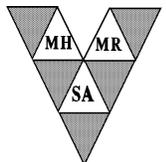
*All sessions are June 11, 2009 from 8:00 AM to 5 PM*

*Lunch will be available*

**Registration Closes June 1, 2009**

**Registration is required. To register and learn more, log onto <https://va.train.org>  
Course ID # 1017675 Questions? Call Suzi Silverstein (VDH) at 804/864-7538**

The Department of Homeland Security/Federal Emergency Management Agency in conjunction with Homeland Security Programs at West Virginia University, is proud to partner with the Virginia Department of Health, Department of Emergency Management, Department for the Aging, Department of Mental Health, Mental Retardation and Substance Abuse Services, Department of Rail and Public Transportation, Virginia State Police and the Virginia Department of Social Services to bring you this exciting program.





*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Ellen M. Nau

**DATE:** May 19, 2009

**SUBJECT:** Kinship Care - Relative Caregiving

**From Generations United:**

Roxy Caines at the Center on Budget and Policy Priorities (CBPP) is requesting nominees of leaders from across the country to participate in training on the Earned Income Tax Credit (EITC). This train the trainers seminar is schedule September 23-24, 2009.

If you are interested in being trained to do the training in your locality, contact Roxy Caines at [caines@cbpp.org](mailto:caines@cbpp.org) by May 28.

**New Project!**

GU is looking for volunteers to be part of an exciting new project designed to build capacity for intergenerational practices nationwide. With the generous support of New York Life Foundation, we are preparing to launch a process through which programs and organizations can apply to receive a Generations United designation, or "seal of approval," recognizing programs that meet certain national standards. We need your help testing an application that must work effectively in the diverse world of intergenerational programs. We invite you to complete an application for your intergenerational program (or one of your programs) and provide feedback about this experience. Contact Sheri Steinig at [ssteinig@gu.org](mailto:ssteinig@gu.org) by Wednesday, May 20th if you can participate in this pilot test or with any questions.

### **The Corporation for National and Community Service (CNCS)**

The organization is seeking your insight into how it can make the most of opportunities presented by the Serve America Act, new and important legislation that expands existing CNCS programs and creates new initiatives to increase opportunities for service. CNCS is hosting listening sessions around the country, conference calls, and has organized a web page into which you can submit your written comments. To learn more, click [here](#).

### **GU's 15th International Conference, Because We're Stronger Together.**

Register by May 29, 2009 and receive a discounted conference rate. Visit <http://conference.gu.org> for all the details and register TODAY. Plan on attending one of the Pre-Conferences: The Business of Intergenerational Programming: Building a Stronger Intergenerational Initiative, and Successful Strategies for Grandfamilies Raising Relatives' Children.

### **Public Agenda**

The organization has posted a report about recent intergenerational dialogues conducted at Worcester State College in Worcester, MA and Penn State University in State College, PA in partnership with GU. The two dialogues brought together traditional-age students and older adults from local communities to learn about the country's long-term fiscal problems and identify areas of consensus around potential solutions. Go to: [www.publicagenda.org](http://www.publicagenda.org)

### **Virginia Commission on Youth**

The Commission will meet Friday, May 29, at 10:00 a.m. in House Room C of the General Assembly Building.

#### Highlights of the Agenda

-Approval of Commission on Youth 2009 Study Plans:

Truancy and School Dropout Prevention

Technical and Career Education Programs

The Collection of Evidence-based Mental Health Treatments for Children

-Presentations:

Truancy and Dropout Prevention

Collection of Evidence-based Mental Health Treatments

Family Impact Seminar

If you have any questions, please contact the Commission's office at (804) 371-2481 or e-mail Amy Atkinson directly at [aatkinson@vcoy.virginia.gov](mailto:aatkinson@vcoy.virginia.gov)

### **From the Brookdale Foundation: Census Information**

The census population totals determine which states gain or lose representation in Congress. It also determines the amount of state and federal funding communities receive over the course of the decade. 2010 Census data will directly affect how more than \$3 trillion is allocated to local, state and tribal governments over the next 10 years. In order for this funding allocation to be accomplished fairly and accurately, the goal of the decennial census is to count everybody, count them only once, and count them in the right place. The facts gathered in the census also help shape decisions for the rest of the decade about public health, neighborhood improvements, transportation, education, senior services and much more.

Looking for a copy of the 2010 Census Questionnaire? How about a nice overview of the 2010 Census, or even a coloring and activity book! You can find these and more on the [Census 2010 website](#). Just click on the Materials link in the upper left-hand corner of the page. And don't forget to browse the other Information links, as well as the Related Links!