



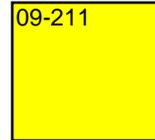
COMMONWEALTH of VIRGINIA
Department for the Aging

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November 24, 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

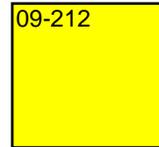
FROM: Solomon Girmay, External Financial Auditor

DATE: November 24, 2009

SUBJECT: Technical Assistance Memo

This is a friendly federal requirement reminder that all AAAs need to have a list of attendees for meals (lunches) paid by the AAA with Older American Act (OAA) funds.

Please make sure also that all necessary documentations are attached with the agency credit card statement. Attached is a sample of credit card summary sheet that could be used by your agency.



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: November 24, 2009

SUBJECT: Nutrition Service Standards and Plan for Infrequent Delivery of Home Delivered Meals

As you may remember, the revised Congregate and Home Delivered Nutrition Program Standards went into effect on October 1, 2009. The standards are available on the VDA website in the service provider section under the designated program areas. Please review the standards and over the coming months plan to adjust your policies, procedures, and practices to comply with the revised standards. Most changes are relatively minor or reflect a clarification or the addition of best practices that are, for the most part, already in place in your agencies. I am available for technical assistance and training if needed to help in implementing certain new aspects of the standards.

The main change that will impact a number of AAA's is found in the Home Delivered Nutrition Standards on pages 2-3 of 14. This section calls for agencies that are not delivering HDM at least weekly to submit a *Plan for Infrequent Delivery of Home Delivered Meals* for VDA's review. A template and instructions for developing the plan are available on the VDA website under home delivered nutrition service.

<http://www.vda.virginia.gov/pdfdocs/InfrequentHDM.doc>

The need to develop a plan applies to AAAs that deliver meals only once or twice a month to 50% or more of their total home delivered meal population. Plans will be submitted for VDA's review by January 31, 2010. In the meantime, a videoconference is planned to help agencies brainstorm with ideas on how to implement this standard with as little impact on current operations as possible.

In the next 2 weeks please determine whether this standard applies to your agency and let me know that you will be submitting a plan. Please also check your calendar and let me know whether you prefer the videoconference in December or January. The date will also depend on when it can be arranged with the IT group that sets up such events.

Whether or not this standard applies to your agency, if you have current procedures, programs, or practices with regard to meal delivery systems, homebound client monitoring and checking, volunteer development, client telephone support groups, etc. that might be of interest and assistance to other AAA's, we invite you to share these practices and join the brainstorming videoconference.

Thank you for your support and please feel free to contact me at 804-662-9319 or Elaine.Smith@vda.virginia.gov with any questions or concerns.



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors
Health Promotion and Disease Prevention Coordinators

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: November 24, 2009

SUBJECT: Preventing Unintentional Injuries - Funding Opportunity

Following is information on a funding opportunity that several AAAs have applied for and been awarded in the past for various senior projects.

The Virginia Department of Health, Division of Injury and Violence Prevention (DIVP) announces a new funding opportunity. Approximately \$195,000 of the Preventive Health and Health Services (PHHS) Block Grant for fiscal year 2010 has been made available to support community-based unintentional injury prevention projects between January 1, 2010 and August 31, 2010.

The Preventing Unintentional Injuries Request for Proposal (RFP) application and attachments are posted at DIVP's Community Unintentional Injury Prevention Program Web page (Local Injury Projects and Funding Opportunities), <http://www.vahealth.org/Injury/community/index.htm> or I will be happy to forward a copy to you. Applications are due by **3:00 PM E.S.T. on December 21, 2009.**

Historically, DIVP has partnered with local organizations throughout Virginia to address injury prevention among high-risk groups in their local communities. Using funds from the Block Grant, DIVP will select and fund projects that provide injury prevention programming to reduce unintentional poisonings, burns, suffocation, drowning, fractures, traumatic brain or spinal cord injuries that are addressed in the *Virginia Unintentional Injury Prevention Strategic Plan, 2008-2013*, and that focus on specific populations most at risk.

Applicants shall respond to this Request for Proposal (RFP) with a project (s) designed to reduce unintentional injury related to one of the seven targeted injury areas stated in the *Virginia Unintentional Injury Prevention Strategic Plan, 2008-2013*. Applicants are asked to choose only one injury area and only one age and issue to address in their proposal. Proposals shall be designed around an evidenced-based or promising practice intervention that is associated with the age and issue that they've selected.

Applicants can submit more than one project proposal for any age/issue within any targeted injury area. Proposals should include how the applicants plan to increase capacity within their organizations that lead to prolonged injury prevention activities in their communities. No awards will be given to support projects whose sole purpose is to raise awareness of services or to promote state lobbying efforts.

Please refer to the narrative section of the *Virginia Unintentional Injury Prevention Strategic Plan, 2008-2013*, to learn more about each injury area, age, and issue. A copy of the document can be found on DIVP's Strategic Plan Web page, www.vahealth.org/injury/vipp/strategicplan.htm. A list of useful sources for injury prevention research can be found in the Attachments section of the application, under Attachment D, Best Practices in Injury Prevention and Resources or for download at DIVP's Community Unintentional Injury Prevention Program Web page (now called Local Injury Projects and Funding Opportunities), <http://www.vahealth.org/Injury/community/index.htm>.

The Agency anticipates making multiple awards of up to \$15,000 for each project. Proposals are limited to organizations operating in Virginia. Offerors are encouraged to propose approaches or solutions that will result in best value. Previously awarded organizations are eligible for this opportunity.

Please carefully review the RFP document, paying special attention to the Statement of Needs (pg. 4), general requirements (pg. 7), specific requirements (pages 9 -10) and evaluation criteria (pg.11) as well as how to submit your proposal to the Virginia Department of Health (VDH) for consideration. The safest way to insure the proposal response is delivered on time, to the location listed under "Issuing Agency", especially if it is submitted within the last seven (7) days prior to the due date, is to deliver it in

Preventing Unintentional Injuries - Funding Opportunity

November 24, 2009

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person. The alternative is to use a commercial delivery service such as FEDEX or United Parcel Service. Contact the VDH, Office of Purchasing and General Services at 804-864-7526 to ensure your response to this solicitation has been received. Do not address proposals to Lenny Recupero.

Please share this information with your colleagues and community partners. If you have any questions concerning this announcement feel free to contact:

Lenny Recupero

Division of Injury and Violence Prevention

Virginia Department of Health

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