



COMMONWEALTH of VIRGINIA
Department for the Aging

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AAA TUESDAY E-MAILING
March 8, 2011

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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.



11-83

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Jim Rothrock, VDA Interim Commissioner

DATE: March 8, 2011

SUBJECT: 2011 Health and Human Resources Gubernatorial Boards and Commissions Appointments

The Governor and the Secretary of the Commonwealth are now gearing up for the 2011 round of appointments to boards and commissions. The list of appointments for this year is attached. Please feel free to review the list of openings and encourage your contacts to apply online at www.commonwealth.virginia.gov. Applicants who applied last year do not need to reapply.

Appointments will begin in April, so for fullest consideration, please complete the online application system or make online recommendations by April 1st. Because of the level of interest they have received from Virginians from across the Commonwealth, many of these seats are competitive. They do their best to find the most qualified candidate for each seat.

If you have any questions about the process, feel free to direct interested parties to the above website address or to Jennifer.aulgur@governor.virginia.gov. Jennifer is the Director of Appointments.

Thanks again for your help on recommendations to boards and commissions. They are an excellent way to enable service-minded citizens to serve the Commonwealth.



11-84

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Joseph Hoyle, MD MPH
Virginia Department for the Aging

DATE: March 8, 2011

SUBJECT: Best Practices Awards Solicitation

Please see the attached flier as a reminder that nominations are due by 5:00 pm on Tuesday, March 15, 2011.

Thank you for your good work – help us recognize it!

COMMONWEALTH COUNCIL ON AGING

2011 Best Practices Awards

vda.virginia.gov/council.asp

The Commonwealth Council on Aging invites you to nominate your most effective program for a 2011 Best Practice Award. Thanks to the Rotondaro Family Foundation, the Council will be offering \$10,000 to be used as cash awards:

- \$5,000 for first place
- \$2,500 for second place
- \$1,000 for third place
- \$500 for three (3) honorable mentions

PURPOSE

The Best Practices Awards Program is designed to identify and recognize unique programs of excellence and encourage the replication of model programs throughout the Commonwealth. The awards will echo the message to develop and support programs and services that assist older adults to *Age in the Community*. This invites an opportunity to recognize creativity in services that foster “Livable Communities” and/or “Home and Community Based Supports” - from transportation to housing, from caregiver support to intergenerational programming. We believe the door is wide open for creative best practices.

These programs may be sponsored by providers of aging services and non-profit organizations, universities, faith organizations, local governments, or municipalities. Applications may be submitted by single organizations or a partnership including any combination of the above. Programs will be judged for their innovation, cost-effectiveness, ease of replication, and their impact on the quality of life of older Virginians, caregivers and family members. The Council will disseminate information on the award winning programs throughout the Commonwealth. Winners will be asked to coordinate efforts to host media and community stakeholders for a formal presentation of the award in their respective community. Note that a portion of the cash award must be used in replication efforts: such as the development of a replication manual, replication training for interested organizations, etc.

CRITERIA

- Community Need and Impact
- Promotion of Aging in the Community
- Quality/Innovation
- Inclusiveness
- Goals/Outcomes/Evaluation
- Cost Effectiveness
- Sustainability
- Lessons Learned
- Ease of Replication



Instructions, nomination forms, and 2010 Best Practice Award Winners are available on the Virginia Department for the Aging’s website: www.vda.virginia.gov. Nominations for the 2011 Awards must be received by **5 PM on Tuesday, March 15, 2011.**



11-85

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Kathy Miller, Director of Programs

DATE: March 8, 2011

SUBJECT: Emergency Planning for Home Care Support Providers

The Virginia Department of Health (VDH), in partnership with VDA and the Virginia Departments for the Blind and Visually Impaired (DBVI), Deaf and Hard of Hearing (VDDHH), the Departments of Social Services (VDSS), Behavioral Health and Developmental Services (DBHDS), Emergency Management (VDEM), and the Board for People with Disabilities (VBPD), will be presenting a Community Based Emergency Response Series of 10 one-day seminars on **Emergency Planning for Home Care Support Providers**.

The series is targeting home healthcare providers, behavioral health support providers, **agencies providing home support services**, and home medical supply companies. Sessions will include training on continuity of operations planning, personal preparedness, and how to communicate with different audiences.

There is ***no registration fee*** to attend the seminars and lunch will be provided. However, you must register in order to attend. Walk-ins will not be admitted. See the attached flyer for dates and locations. Please visit the VDH website at <http://www.vdh.virginia.gov/epr/cbers.htm> for registration information.

Emergency Planning for Home Care Support Providers

Target Audience:

- Home healthcare providers
- Behavioral health support providers
- Agencies providing home support services
- Home medical supply companies

Dates/Locations:

Virginia Beach 4/12
Newport News 4/13
Harrisonburg 4/27
Charlottesville 4/28
Loudoun 5/3
Stafford 5/4
Richmond (Area) 5/5
Abingdon 5/17
Roanoke 5/18
Danville 5/19

You will learn:

- Continuity of Operation Planning (COOP)
- How COOP can benefit you and your clients
- The importance of teaching “personal preparedness”
- How to communicate effectively with different audiences
- The elements of a COOP plan
- Apply your knowledge with a hands-on activity



To Register and
Learn More, Visit Our Website:

<http://www.vdh.virginia.gov/epr/cbers.htm>

Questions? Contact:
Patrick Bridge at VDH
804-864-8235 or email at
eprtraining@vdh.virginia.gov

All sessions are
9:30AM-4:00PM
**Working LUNCH will
be PROVIDED**



11-86

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Jim Rothrock, VDA Interim Commissioner

DATE: March 8, 2011

SUBJECT: 2011 Virginia General Assembly Post-Session Review

The 2011 Regular Session of the Virginia General Assembly adjourned sine die on Sunday, February 27, 2011. The Reconvened Session will convene on Wednesday, April 6, 2011 at 12 noon to consider any Governor's amendments and/or vetoes to legislation passed by the General Assembly. This is the only business that can occur during the Reconvened Session.

Following are bills of interest to aging that will be reviewed at that time. If you have any questions, you may contact Rebecca Wilkens, Virginia Department of Rehabilitative Services at (804) 662-7162.

2011 Post-Session Legislative Review for VDA

The General Assembly adjourned on February 27th and will reconvene April 6th to address the Governor's veto positions.

Legislative Items of Note:

- **HB 2179 (Phillips)**, passed unanimously, adds specific language allowing AAA's to join the state's local choice health insurance pool, thus likely making health insurance a more affordable option for the approximately 14 AAA's not already qualifying for the DHRM local choice pool.
- **HB 1752 (Plum)** and **HB 2086 (Herring)** directed VDA to establish and maintain a "respite care registry" on its website. Though these bills were defeated in HWI for the second consecutive year, the Committee voted not to report the bills with the understanding that the Department would take steps to increase awareness and access to its existing resource directory, Virginia EasyAccess, and report on its progress with quarterly letters to Delegates Plum, Herring, and Orrock.
- **SJ 397 (Edwards)** Directs the Secretary of Health and Human Resources to adopt person-centered practices. Further direction on this will likely come from OSHHR.

Budget Bill Summary

There was an expected language amendment and a small \$11k amount going to one of our AAAs to restore a recent cut and the following item assigned to HHR that we are ready to add to the VDA work group looking at HHR Long Term Supports and Services; but await guidance regarding this measure:

Item 273 #1c

Health And Human Resources

Secretary Of Health And Human
Resources

Language:

Page 227, after line 24, insert:

"H. The Secretary of Health and Human Resources, in cooperation with the Department for the Aging, the Virginia Department of Health, the Department of Medical Assistance Services, and the Department of Social Services, as well as local agencies and meal delivery providers, shall examine the use of state and federal resources for home delivered meal services for home-bound individuals with debilitating

and/or terminal diseases. As part of this review, the Department will examine the number of individuals that are currently served and unserved, potential duplication and overlap of programs, and how programs and resources could be better coordinated to ensure that individuals are able to remain at home and avoid institutional care. The Secretary shall report on this analysis to the Chairmen of the House Appropriations and Senate Finance Committees by September 1, 2011."

Explanation:

(This amendment requires the Secretary of Health and Human Resources to work with state and local human services agencies, as well as meal delivery providers, to examine the provision of home delivered meal services for home-bound individuals and how programs and resources could be better coordinated to maximize services and reduce duplication and overlap so that more individuals may be served.)

Other legislation of interest:

Several pieces of passed tax legislation could have a noteworthy benefit for consumers of aging services and VDA might consider generating consumer awareness for some of these new items:

- **HB 1950 (Villanueva)** expanded the Livable Homes Tax Credit, increasing the maximum individual tax credit for building or remodeling a home to fit "Easy Living Home standards" from \$2,000 to \$5,000 and also extending eligibility to homebuilders in addition to homeowners. This legislation was supported by the Disability Commission and is an effort to increase utilization of the \$1 million credit which has been significantly underutilized since its inception several years ago. Improving the supply of livable, affordable homes and encouraging the use of universal design principles in both public and private buildings is a priority for age wave preparedness and planning to curb anticipated growth in demand for aging services.
- **HB 1840 (Garrett)**, passed unanimously, extends the tax credit available for the purchase of long-term care insurance.
- **HB 2278 (Keam)** and **SB 1073 (Barker)**, also passed unanimously, would grant localities the authority to set the maximum allowable income for an optional real estate tax break to older adults and people with disabilities. By removing the state-imposed income limitations, localities will have the authority to offer tax relief to individuals with higher levels of income than had previously been eligible to receive this benefit.
- **HB 2434 (Kilgore)** expresses the state's intent to exercise its authority under the Affordable Care Act to set up its own health benefits exchange and recommendations will be due October 1, 2011.



11-87

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: March 8, 2011

SUBJECT: Nutrition Program Best Practices

Following are examples of materials shared from a recent monitoring visit at the New River Valley Agency on Aging:

- Policy on Calibrating Food Thermometers
- Foodborne Illness Report
- Home delivered meals route assessment
- Sample congregate meal site agreement

Policy on Calibrating Food Thermometers

The food thermometer will be calibrated a minimum of one time monthly by the meals driver. This will ensure required temperatures of foods served to our clients. The acceptable food serving temperature range is as follows: hot foods should be greater 140 degrees or greater and cold foods should be 41 degrees or less when delivered to clients.

Steps to calibrate the thermometer:

1. Fill a large container with crushed ice. Add clean tap water until the container is full.
NOTE: Stir the mixture well.
2. Put the thermometer stem or probe into the ice water so the sensing area is completely submerged. Wait thirty seconds, or until the indicator stops moving.
NOTE: Do not let the stem or probe touch the container's bottom or sides. The thermometer stem or probe must remain the ice water.
3. Hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32 degrees F. (0 degrees C).

Thermometers should be calibrated when dropped or in extreme temperature changes. During temperature measuring, thermometers should be sanitized between each food; an alcohol swab may be used. The thermometer should be washed, rinsed, sanitized, and air-dried after each use to prevent cross-contamination.

Reporting Thermometer Calibration

The thermometer calibration will be done by each home-delivered meals driver on the second Wednesday of each month. The calibration will be completed before starting the meal route for the day.

When calling the Senior Services office with beginning food temperatures, thermometer calibration will be reported to the Senior Services staff. It will be recorded on the Temperature Log for the day. The Nutrition Program Supervisor will monitor these logs monthly for compliance.

New River Valley Agency on Aging Foodborne Illness Report

Date of Report _____
Client Name _____ Phone _____
Client Address _____

Onset of Symptoms: Date _____ Time _____
Symptoms: ___ Nausea ___ Diarrhea ___ Fever ___ Blurred Vision
___ Vomiting ___ Dizziness ___ Headache ___ Abdominal Cramps
Other _____

Medical Treatment: Doctor _____
Hospital Name Address Telephone Number

Suspect Meal _____

Time and Date _____

Location _____

Description of Meal (what foods were eaten) _____

Other foods and/or beverages
Consumed before or after
Suspect meal _____

Other Agencies Notified _____

Agency	Contact Person	Telephone	Date

Remarks _____

Report Received By _____ Date _____ Time _____

Referred to: _____

New River Valley Agency On Aging
Homebound Meal Delivery Monitoring

Route Name: _____

Driver Name: _____

Day/Date: _____

Monitor Name: _____

Monitoring Summary:

Monitoring Issues:

Corrected Actions Taken:

Driver Supervisor sign/date: _____

Delivery Detail

Beginning Mileage: _____

Time Meals Expected: _____

Time Meals Received: _____

Of Hot Meals: _____

Of Frozen/SS Meals: _____

Shortages: _____

Location Meals Received: _____

Time driver location
where meals were received: _____

Time Last Meal Delivered: _____

Number of Stops: _____

Time Route complete: _____

Ending Mileage: _____

Describe Meal Delivery container condition and packing:

Describe No-show procedure:

Does driver fill out HDM roster at pickup? YES NO

Have Driver describe emergency or accident procedure:

Temperature Detail

Time of Beginning Temp: _____

Beginning Meal Temp: _____

Beginning Milk Temp: _____

Time of Ending Temp: _____

Ending Meal Temp: _____

Ending Milk Temp: _____

Additional Heat Source: _____

Additional Cooling Source: _____

Describe Temperature record Keeping:

Thermometer Style: _____

Thermometer Sanitized? YES NO

Does Driver have backup thermometer? YES NO

Temperature Taking Observations:

Meal Detail

Main Course: _____

Vegetable: _____

Vegetable: _____

Bread: _____

Desert: _____

Was this the meal on the menu? YES NO

If meal was different from menu, describe changes?

Did meal appear appetizing and properly portioned? YES NO

Driver Detail

- Is driver neat in appearance? YES NO
- Is vehicle neat in appearance? YES NO
- Does driver handle & secure containers meal containers properly? YES NO
- Is driver courteous to each client? YES NO
- Does driver follow DMV regulations? YES NO
- Does driver observe clients and homes for issues that should be reported to the Agency or other authority? YES NO

Have driver describe safety check method:

Does driver have a binder with all client start sheets? YES NO

Contributions

- Is client given an opportunity to contribute? YES NO
- How are contributions collected? _____
- Are envelopes given to clients at least monthly? YES NO
- Driver understands client contribution procedure? YES NO
- Clients understand contribution procedure? YES NO

Congregate Elderly Nutrition Program Site Agreement: New River Valley Agency on Aging and _____

This agreement lists the conditions for gratis use of space for the New River Valley Agency on Aging Congregate Elderly Nutrition Program and _____ located at _____.

The New River Valley Agency on Aging will:

- leave the area as clean as they found it, including: wiping down any surfaces used, sweeping and wet swifter moping floor, emptying trash, checking bathrooms.
- provide cleaning supplies.
- empty site created kitchen trash daily.
- submit an activity calendar monthly.
- will maintain liability insurance coverage.
- will inform the _____ when the Friendship Café will not meet on a regularly scheduled meeting day.

Name of organization

- provide a meeting room with tables and chairs on Fridays from approximately 9:00 a.m. – 1:00 p.m.
- provide access to a kitchen for use of sink, oven and refrigerator as needed.
- provide a trash receptacle in the meeting area for site use.
- provide snow removal on sidewalks; when this is not possible, _____ representative will contact Agency on Aging.
- give Agency on Aging notification of days the facility is closed, or any changes of availability of the _____ meeting room.
- obtain and provide fire inspections as required by city, state and federal regulations.

We the undersigned approve this agreement to be effective immediately and remain in effect for a three-month trial period. If at any time Mountain Valley Charitable Foundation wishes to cancel during the trial period they shall do so by giving one (1) month written notice.

After the trial period, this agreement will remain in effect until one of both parties above revise it though another memorandum of agreement. Mountain Valley Charitable Foundation may terminate this agreement at any time by the giving of three (3) months written notice.

MOUNTAIN VALLEY CHARITABLE FOUNDATION DESIGNEE

TITLE

DATE

NEW RIVER VALLEY AGENCY ON AGING DESIGNEE

TITLE

DATE

**Site Agreement between New River Valley Agency on Aging and
Mountain Valley Charitable Foundation**