



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES**

JAMES A. ROTHROCK  
Commissioner

**DIVISION FOR THE AGING**  
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**September 25, 2012**

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Note: The web addresses (links) in this document may change over time. The Division 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.



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**MEMORANDUM**

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

**FROM:** Tim Catherman

**DATE:** September 25, 2012

**SUBJECT:** Policy Update – Required Approval of Equipment Purchases

The OAA Title III and Title VII Area Plan Contract, section 10.27 states, the Area Agency shall obtain written approval from DARS before purchases of equipment and computers having an individual item costs of \$5,000 or more. This section defines equipment as tangible property having a useful life of more than 1 year.

This requirement follows federal protocol for approval of equipment. **For clarification, this requirement applies to equipment purchased by subcontractors.** The purpose is to comply with federal requirements of ownership of capital equipment after the contract has ended. This clarification will be made more clear in future contracts.

Related to equipment, please be aware section 10.14.2 states, the Area Agency shall have written policy and procedures for managing property and equipment to include:

- (i) accurate and complete property records,
- (ii) regular physical inventory of equipment,
- (iii) adequate maintenance procedures, and
- (iv) disposal of property and equipment.

**The policies and procedures shall be approved by the governing board.**

If you have any questions about this policy, please contact Jane Snead or me.



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**MEMORANDUM**

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

**FROM:** James A. Rothrock

**DATE:** September 25, 2012

**SUBJECT:** Independent Living, Managed Care, and a Toolkit

During the recent Home and Community Based Services Conference in Arlington the Amerigroup presented their National Advisory Board who introduced a toolkit designed around the managed care needs and likely desires of people with disabilities and seniors. The toolkit: **Doing it Right: Applying the Independent Living Philosophy** was designed, with Amerigroup, by national disability leaders, advocates, and family members because this particular managed care corporation saw the critical importance of consumer involvement and direction within the managed care process. As we enter this era of moving towards and ensuring long term availability of services and community living with dignity this is a good tool to review, use, and incorporate the philosophy that it depicts. Theresa Preda and Marcia DuBois attended the Amerigroup reception and presentation and were impressed with this effort which was a number of years in development.



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**MEMORANDUM**

**TO:** Executive Directors  
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**From:** Ellen Nau, Program Coordinator

**DATE:** September 25, 2012

**SUBJECT:** Caregiving

**United Hospital Fund – Family Caregiving Guides**

Offered in English, Spanish, Chinese and Russian, [Home Care: A Family Caregiver's Guide](#) describes the types of home care services and agencies and outlines the referral process. This guide also has a comprehensive list of questions to ask when interviewing an agency and new information about options for being paid as a family caregiver. [Working with Home Health Aides](#) offers advice about working effectively with a home care aide

Carol Levine, director of the United Hospital Fund's Families and Health Care Project, offers [five steps to deal](#) with a common medication hassle. . Among the recommendations: Create an up-to-date medication list. For an easy-to-use list, see [Next Step in Care's Medication Management Form](#)

Working with Family Caregivers who are in the midst of a crisis? Professional caregiving staff can gain helpful tips for dealing with such situations from the United Hospital Fund video that illustrates how staff can use the above-mentioned guides to help family caregivers. See the video on how the professional worker helps a family caregiver arrive at a decision about bringing her father home from the hospital or sending him to a facility for short-term rehabilitative services. The video is available at available on [YouTube](#), as well as on the [Next Step in Care website](#)



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*Department for Aging and Rehabilitative Services*

**MEMORANDUM**

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

**FROM:** Ellen Nau, Program Coordinator

**DATE:** July 10, 2012

**SUBJECT:** Vote & VAX Virginia 2012

The Virginia Department of Health has received a grant for a 2012 Vote & VAX project. Programmatic issues for the grant will be administered by Dr. Joseph Hoyle at the Virginia Department of Health. The Virginia Caregiver Coalition wrote a letter of support for this grant. The project's goal is to strengthen community-clinical linkages through statewide regional collaborations providing preventive health services to reach Health People 2020 goals. The project will also assess a mass/small media campaign to target adults 50-64 years old.

Project objectives are to immunize 1,920 adults ages 50-64 through twenty-four Vote & VAX clinics on November 6, 2012. Of those adults ages 50-64 served by the clinics, the project has the objective of reaching 50% of these individuals with a mass and small media campaign using at least press, radio, and social outlets.

The Prince William, Peninsula, Richmond City, Central Shenandoah, Hampton and Cumberland Gap Health Districts have agreed to partner with regional area agencies on aging and community pharmacies to provide mobile clinics for the vaccination project in at least four precincts in each Health District.

Further information about the program will be provided by Dr. Hoyle, VOTE & VAX Grant Administrator, in the near future.



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**TO:** Executive Directors  
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**FROM:** Ellen Nau, Program Coordinator

**DATE:** September 25, 2012

**SUBJECT:** Funding Opportunities

**Think Creatively!**

**Need a Volunteer Respite Program to Aid Caregivers?**

**RSVP Competition:** Support to community service programs that can demonstrate community impact and solve community problems. Emphasis on projects that support volunteers 55 years of age and older. **New Application Deadline: Oct. 18, 2012.** [Learn more.](#)

**Need Funding to Assist Residents of Senior Housing?**

**Leading Age Innovations Fund:** Grants of up to \$25,000 for projects that allow lower-income elderly to safely age in place. Leading Age. **Deadline: Oct. 30, 2012.** [Learn more.](#)

**Need a Youth Service Project for your Elderly Clients?**

**Youth Service America (YSA) Grants:** Each year, YSA supports youth-led service with over \$1 million in YSA Grants. Five YSA grants programs now accepting applications. [Learn more.](#)



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**TO:** Executive Directors  
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**FROM:** Ellen Nau, Program Coordinator

**DATE:** September 25, 2012

**SUBJECT:** Lifespan Respite

**Emergency Preparedness**

The Northeast Texas Public Health District has compiled 18 Emergency Preparedness Topics and is providing this information in accessible formats for people with special needs. The Accessible Emergency Information website includes resources such as ASL videos, large print documents, Braille documents, and PDF documents. For more information follow this link: <http://www.accessibleemergencyinfo.com/>

**Self Advocacy On-Line**

The Research and Training Center on Community Living (RTC) at The University of Minnesota and The Arc have partnered to support an innovative website specifically for people with intellectual and developmental disabilities (I/DD) to help them advocate for themselves and take charge of their lives. Self-Advocacy Online ([www.selfadvocacyonline.org](http://www.selfadvocacyonline.org)) is a content rich, accessible online educational and networking tool developed by the RTC and promoted by The Arc.

**NASUAD Online Classes**

[www.nasuadiq.org](http://www.nasuadiq.org) offers a variety of classes with CEUs available. Various classes about aging and disability programs, resources and services are available.

### **HCSB.org**

The organization offers more than 3, 500 resources and tools to help state program developers, policy makers, researchers, funding organizations, advocacy groups, and others engaged in systems change. Check it out, and share materials that you have created to support your programs!

### **National Center on Health, Physical Activity and Disability (NCHPAD)**

Connected to the internet? Try out NCHPAD's 14 week exercise program! Go to *14 Weeks to a Healthier You* at [www.ncpad.org/14weeks](http://www.ncpad.org/14weeks) for further information and to register for the program. The mission of the National Center on Health, Physical Activity and Disability (NCHPAD), founded in 1999, is to promote substantial health benefits that can be gained from participating in regular physical activity. The toll free NCHPAD hot line (800-900-8086) is available Monday through Friday from 9 a.m. to 5 p.m. Central Time. You can also email the organization at [email@ncpad.org](mailto:email@ncpad.org). NCHPAD staff will promptly provide information from articles, contact information and websites that will address your concerns concerning living a healthy lifestyle.