

DOH PROGRAM 4—SENIOR AND DISABILITIES SERVICES

COMMUNITY BASED GRANTS

I. **PROGRAM OBJECTIVES**

The Senior and Disabilities Services Community Based Grant component was created in FY2019 in order to streamline and combine three budget components into one. SDS Community based grant programs utilize state funds to provide services that will assist individuals with disabilities and seniors to remain independent as they age in their homes and communities throughout the state. The SDS Community based Grant Program includes state funded grant programs only: Alzheimer's Disease and Related Disorders Education, Training, and Support, Adult Day Services, Senior In-Home Service's, Traumatic and Acquired Brain Injury, Deaf Navigator, Protection and Advocacy, Behavior Risk Management, and Student Life Center for the Alaska State School for Deaf and Hard of Hearing.

II. **PROGRAM PROCEDURES**

Funding for these programs are distributed through a competitive grant process and is administered by the Division of Senior and Disabilities Services (DSDS). Each program's services are developed to target the needs of a specific population and is specified in the RFP. Individuals who receive services under the Home and Community-Based Medicaid waiver program are not eligible for Community Based Grant Services that are Medicaid reimbursable. Each grant program's goals, outcomes, activities, target population, services area, and eligibility requirements are clearly specified in the RFP and are specific to the needs of the population the grant program is intended to serve.

III. **COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES**

A. **TYPES OF SERVICES ALLOWED OR UNALLOWED -**

Compliance Requirements: Grant funds under this program are used to provide services to the target populations as specified the RFP. SDS Community based grant programs are listed below:

ADRD Education and Support Services is a sole source grant to provide statewide education, training and support services to people with Alzheimer's disease and related disorders and their caregivers, as well as education about ADRD to the general public, healthcare professionals, professional caregivers, agencies and organizations

Adult Day Services provide planned and supervised daytime activities for physically frail or disabled seniors age 60 and over; adults of any age with Alzheimer's Disease and Related Disorders (ADRD); and adults age 18 and over with similar disabilities as older Alaskans who are at risk for institutionalization or unsafe at home alone.

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- Traumatic and Acquired Brain Injury program provides peer support, resource facilitation, and mini-grants to individuals who have experienced a brain injury and need assistance to remain independent in the community.
- Deaf Navigator provides information and assistance to individuals who are deaf or hard of hearing in the areas of housing, job training, benefits, assistive technology or other services as needed to promote independence and financial stability.
- Protection and Advocacy provides legal assistance to individuals who experience developmental disabilities as well as providing education and training on Alaska's home and community-based Waiver system.
- Behavior Risk Management provides case management, counseling and training to individuals with developmental disabilities who have exhibited inappropriate physical or sexual behaviors or are at risk of being victimized due to their own lack of boundaries.
- Student Life Center for the Alaska State School for Deaf and Hard of Hearing provides temporary housing with host families for students who reside outside of the Anchorage area so they can attend the Alaska State School for Deaf and Hard of Hearing. Grant funds pay for travel, parent training, outreach, host family stipend and other supportive services as approved by the program manager.

Senior In-Home Services Program provides care coordination, chore, respite and extended respite, and supplemental services by trained care providers to physically frail seniors 60 and over and adults of any age with ADRD.

Suggested Audit Procedures: Perform audit procedures to verify compliance with applicable federal and state guidelines. Review the following:

- a) A copy of the most recent Request for Proposal(s);
- b) Final Grant award including all conditions;
- c) Grant revisions and related transmittal letters;
- d) Licenses, certification, approval, status of provide nonprofit corporation if applicable;
- e) SDS Conditions of participation if providing Medicaid Waiver services (Adult Day and Senior In-Home Services only)

B. ELIGIBILITY -

Compliance Requirement: The grantee must be a nonprofit agency or political subdivision or Alaska Native Entity meeting the requirements of 7 AAC 78.030.

Suggested Audit Procedures: Perform audit procedures to verify compliance with applicable federal guidelines.

C. MATCHING, LEVEL OF EFFORT AND/OR EARMARKING REQUIREMENTS -

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Compliance Requirement: All HCB Senior Grant programs must provide required match as described in the grant award. Local match must be comprised of cash or in-kind items necessary to provide the services of the grant. In-kind match items must be items for which DSDS grant dollars could be used if they were available. In HCB programs, program income and client fees for service may be used to meet match.

Suggested Audit Procedures:

- a) Review final Grant Award to identify the required level of local match;
- b) Review the agency's accounting records to determine whether local match has been contributed to the project according to the terms and conditions of the grant.

D. REPORTING REQUIREMENTS -

- 1. Compliance Requirement:** Quarterly fiscal and statistical reports are required within thirty days (30) following the end of each quarter.

Suggested Audit Procedures:

- a) Review procedures for preparing reports and evaluate adequacy;
- b) Review a sampling of reports for completeness of submission;
- c) Trace data in selected reports to the supporting documentation; and
- d) Evaluate adjustments, if any, for propriety.

- 2. Compliance Requirement:** The agency's audit report must present a statement of revenue and expenses, budget and actual, for each state grant. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedures:

- a) Review grant regulation 7 AAC 78.230.
- b) Review audit report for compliance with the above.

- 3. Compliance Requirement:** The agency must clearly show on their audit report any outstanding liability to the State as payable to the State. This includes unspent grant funds and disallowed costs.

Suggested Audit Procedures:

- a) Determine whether the agency has any outstanding liability to the State.
- b) Review grant regulation 7 AAC 78.230.
- c) Review audit report to ensure proper presentation.

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E. SPECIAL TESTS AND PROVISIONS -

1. **Compliance Requirement:** Each employee of an agency providing publicly funded home care services under this program (care coordination, chore, respite, adult day services, personal care, home health, and similar services), including volunteer staff and Senior Employment Program participants, must have a criminal background check done by the Department of Public Safety, pursuant to AS 12.62.035. Each grantee must adhere to this statute and pursuant regulations.

Suggested Audit Procedures: Review to verify that each employee performing home care services has had a criminal background check on record.

2. **Compliance Requirement:** The agency must act upon any recommendations made by program site review.

Suggested Audit Procedures:

- a) Obtain copy of program site review; and
- b) Determine if recommendations in the site review are being implemented.