

# DOH PROGRAM 17 – SENIOR RESIDENTIAL SERVICES PROGRAM

---

## **I. PROGRAM OBJECTIVES**

The Senior Residential Services program provides funding for three Assisted Living Homes in rural communities to support seniors 60 and over who are unable to live alone but who can maintain themselves in a supervised setting with minimal assistance. Funds are distributed to the three Rural Senior Residential facilities in, Galena, Unalakleet, and Tanana through a non-competitive grant process. Provider Agreements were established with Alzheimer's Disease Resource Agency of Alaska and Tanana Chiefs Conference to ensure residents in Dillingham have access to a care coordinator in order to maintain their Medicaid waiver. The Department of Health and Social Services monitors and licenses all residences as assisted living facilities. By definition, assisted living facilities provide meals and assistance with daily activities to enable seniors to remain in or near their community of choice.

## **II. PROGRAM PROCEDURES**

To be eligible to receive services a recipient must meet the eligibility criteria listed in the Senior Residential Services request for proposal (RFP). Residents may be referred to the Senior Residential Services programs by Adult Protective Services or hospital discharge planner under the General Relief program in order to meet the health and safety needs for vulnerable adults. Senior Residential Services programs refer all new residents to the Aging and Disability Resource Centers pre-screen process to determine eligibility for a Medicaid Long Term Care Waiver. Senior Residential Services programs must be licensed as Assisted Living Homes by the Department of Health and Social Services and certified as Residential Supported Living providers by Senior and Disabilities Services.

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

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

**Compliance Requirement:** Grant funds are used to provide residential living for seniors 60 and over who are unable to live alone but who can maintain themselves in a supervised setting with minimal assistance. Senior Residential Services funds three facilities, in Galena, Unalakleet, and Tanana.

Grant funds must be spent only to support the above service. Costs allowed or disallowed under this program are determined by grant regulations 7AAC 78.160 and approved budget documents and special conditions of the grants.

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

- a) A copy of the most recent Request for Proposal;
- b) A current copy of their Medicaid Certification for Residential Supportive Housing;
- c) A copy of DHSS Assisted Living License.

# DOH PROGRAM 17 – SENIOR RESIDENTIAL SERVICES PROGRAM

---

## 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. Grantee must be certified with SDS to provide Residential Supported Living through the Medicaid Waiver and be licensed as an Assisted Living Facility by DHSS.

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

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

This program has a 10% match requirement.

## D. REPORTING REQUIREMENTS -

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

**Suggested Audit Procedures:**

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

## E. SPECIAL TESTS AND PROVISIONS -

### 1. Compliance Requirement:

**Program Income:** Senior Residential Services programs may solicit program income from clients. Programs must account for program income from clients and spend those funds to enhance or expand the Senior Residential Services program. Program income must be expended before Senior and Disabilities Services grant funds unless other arrangements have been specifically approved.

**Suggested Audit Procedures:** Review the grant application and grant award for possible modifications to determine the source of program income, and whether it was to be solicited from clients.

### 2. Compliance Requirement:

**Rent:** Senior Residential Services programs must charge clients rent based on a percentage of the resident's income, or as established by the facility. Tanana Elders Residence, Marrulut Enitt Assisted Living and Yukon Koyukuk Elders Assisted Living Facility all charge rent based on a percentage of each client's monthly income.

**Program Income Not from Clients:** Senior Residential Services programs potentially will receive and report interest on bank accounts, rent from the

# DOH PROGRAM 17 – SENIOR RESIDENTIAL SERVICES PROGRAM

---

grant portion of the building space, or other sources of program income not from clients.

**Suggested Audit Procedures:** Evaluate the solicitation, collection, handling, accounting for, and use of rent and program income.

**3. Compliance Requirement:**

**Other Sources:** Medicaid waiver receipts used to support the grant should be classified as “Other Sources.”

**Suggested Audit Procedures:** Review documentation of receipt and expenditure of Medicaid waiver revenue to determine whether it is classified as “Other Sources” when dedicated to Senior Residential Services grant services.

**4. Compliance Requirement:**

**Handling Client Personal Cash:** Residential facilities personnel generally handle the personal cash of residents who are unable to do so for themselves. A method to account for client personal cash, paying interest to clients based on their bank deposits, tracking client expenses, etc., should be established and followed by each facility.

**Suggested Audit Procedures:** Review procedures for handling residents' personal cash. Verify that methods used by facilities to handle client personal cash are in place and accurately track clients' funds, personal expenses, and interest earned.

**5. Compliance Requirement:**

**Criminal Background Checks of In-Home Employees:** Each employee of an agency providing publicly funded home care services (homemaker, chore, personal care, home health, and similar services), including volunteer staff and senior employment program participants who provide these services, must have a criminal background check done by the Department of Public Safety, pursuant to AS 12.62.035. Senior Residential Services grantee facilities are classified as “assisted living facilities,” which provide home care.

**Suggested Audit Procedures:** Review records to verify that each employee performing home care services has had a criminal background check and has no record of criminal behavior relating to children or senior citizens.