

Durham, NC 27702

Provider Services Summary

DAAS-732

County:

DURHAM

Budget Period:

July 2019

through

June 2020

Revision #:

Date:

Services	Serv. Delivery		A				B	C	D	E	F	G	H	I
	(Check One)		Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
	Direct	Purchase	Access	In-Home	Other	Total								
In-Home Aide-Level II - Personal Care		X	\$ -	\$ 469,353	\$ -	\$ 469,353	\$ 52,150	\$ 521,503	\$ -	\$ 521,503	33,602	\$ 15.5200	220	114,505
Home Delivered Meals		X	\$ -	\$ 198,217	\$ -	\$ 198,217	\$ 22,024	\$ 220,241	\$ 47,448	\$ 267,689	46,366	\$ 4.7500	243	63,264
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ -	\$ 667,570	\$ -	\$ 667,570	\$ 74,174	\$ 741,744	\$ 47,448	\$ 789,192	79,968		463	177,769

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	\$33.07	\$ 40.00
Administrative		
Proj. Reimbursement Rate	\$33.07	\$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability.
Required local match will be expended simultaneously
with Block Grant Funding.

Authorized Signature, Title
Community Service Provider

Date _____

Signature, County Finance Officer

Date _____

Signature, Chairman, Board of Commissioners

Date _____

Home and Community Care Block Grant for Older Adults
Outreach Methodology

July 2019 through June 2020

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency (Older Americans Act, Section 305(a)(2)(E))

Community Service Provider: Durham County Department of Social Services

County: DURHAM

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Durham County Department of Social Services (DCDSS) is a partner with many support agencies throughout the County to work toward meeting the increasing need for Home Delivered Meals and In Home Aid services. As many calls for services come through Adult Protective Services, DCDSS recognizes the need to serve the low-income, minority, elderly population and places these clients as a priority when providing services. Area agencies, programs, and providers frequently rely on DCDSS to provide social service assistance, nutritional, and in home aid services to clients they serve in order for these individuals to be able to remain safely in their homes.

**Home and Community Care Block Grant for Older Adults
Community Service Provider
Standard Assurances**

Durham County Department of Social Services _____ agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10.

Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.

11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:

- a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
- b. The subcontractor has not been barred from doing business at the federal level.
- c. The subcontractor is able to produce a notarized ["State Grant Certification of No Overdue Tax Debts."](#)
- d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
- e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).

12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.

13.

Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.

Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.



(Authorized Signature)

7-22-19

(Date)

**Standard Assurance To Comply with Older Americans Act
Requirements Regarding Clients Rights
For
Agencies Providing In-Home Services through the
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name:

Durham County Department of Social Services

Name of Agency Administrator:

 William Ross

Signature:



(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client/patient of the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the program.
4. You have the right to be fully informed in advance of any changes in the care that you may be receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in altering the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and to expect that there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be respected and held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your property.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for services.
12. If you are denied service solely on you inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.
14. You have the right to be fully informed about other services provided by this agency.

DAAS-732A

I. Projected Revenues
A. Fed/State Funding From the Div. of Aging & Adult Svcs.
Required Minimum Match - Cash
1) Durham County Match
2)
3)
Total Required Minimum Match - Cash
Required Minimum Match - In-Kind
1)
2)
3)
Total Required Minimum Match - In-Kind
B. Total Required Minimum Match (cash + in-kind)
C. Subtotal, Fed/State/Required Match Revenues
D. NSIP Cash Subsidy/Commodity Valuation
E. OAA Title V Worker Wages, Fringe Benefits and Cost
Local Cash, Non-Match
1) SSBG
2)
3)
4)
F. Subtotal, Local Cash, Non-Match
Other Revenues, Non-Match
1)
2)
3)
G. Subtotal, Other Revenues, Non-Match
Local In-Kind Resources (Includes Volunteer Resources)
1)
2)
3)
H. Subtotal, Local In-kind Resources, Non-Match
I. Client Cost Sharing
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)

[illegible]

II. Line Item Expenses

Staff Salary From Labor Distribution Schedule

- 1) Full-time Staff (do not include Title V workers)
- 2) Part-time staff (do not include Title V workers)

A. Subtotal, Staff Salary

Fringe Benefits

- 1) FICA @ 7.65 %
- 2) Health Insurance
- 3) Retirement
- 4) Unemployment Insurance
- 5) Worker's Compensation
- 6) Other

B. Subtotal, Fringe Benefits

Local In-Kind Resources: Non-Match

- 1)
- 2)
- 3)

C. Subtotal, Local In-Kind Resources: Non-Match

D. OAA Title V Worker Wages, Fringe Benefits and Costs

- 1) Per Diem
- 2) Mileage Reimbursement
- 3) Other Travel Cost

E. Subtotal, Travel

General Operating Expenses

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

[illegible]

[illegible]

Certification:

Authorized Signature

Director
Title

7-22-19
Date

DAAS-732A	DAAS-732
Line I.A	Col. A
Line I.B	Col. B
Line I.C	Col. C
Line I.D	Col. D
L. I.C+I.D	Col. E
Line III.C	Col. F
Line III.B.S	Col. G
Line III.F	Col. I

Block Grant Funding	
Required Local Match-Cash & In-Kind	
Net Service Cost	
NSIP Subsidy	
Total Funding	
Projected HCCBG Reimbursed Units	
Total Reimbursement Rate	
Projected Total Service Units	

State Fiscal Year:

SFY 2019-2020

Provider Name:

Durham County Department of Social Services

Address Line 1:

414 E. Main Street

Address Line 2:

Durham, NC 27702

County:

DURHAM

Area Agency on Aging:

Triangle J Council of Governments

Please Select Services to Be Delivered		Federal/State	Local Match	
In-Home Aide-Level II - Personal Care		\$ 469,353	\$ 52,151	<<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Compu
Home Delivered Meals		\$ 198,217	\$ 22,025	<<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Compu
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	
REQUIRES INPUT TO POPULATE WORKBOOK-->			\$ -	

Service	Comparison of Fed/State Funding and Rates vs. Prior Year					
	Prior Yr. Funding	Prior Year Rate	Current Yr Funding	Current Year Rate	Funding Diff.	Rate Diff.
In-Home Aide-Level II - Personal Care	\$ 473,154	\$ 15.5200	\$ 469,353	15.5200	\$ (3,801)	\$ (0.0000)
Home Delivered Meals	\$ 149,417	\$ 4.7500	\$ 198,217	4.7500	\$ 48,800	\$ 0.0000
				0.0000	\$ -	\$ -
				0.0000	\$ -	\$ -

State Fiscal Year:	SFY 2019-2020
Provider Name:	Durham Center for Senior Life
Address Line 1:	406 Rigsbee Ave, Suite 202
Address Line 2:	Durham, NC 27701
County:	Durham
Area Agency on Aging:	Triangle J Council of Governments

[illegible][illegible]

Home and Community Care Block Grant for Older Adults Community Service Provider Standard Assurances

Durham Center for Senior Life agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10.

Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.

11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:

- a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
- b. The subcontractor has not been barred from doing business at the federal level.
- c. The subcontractor is able to produce a notarized ["State Grant Certification of No Overdue Tax Debts."](#)
- d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
- e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).

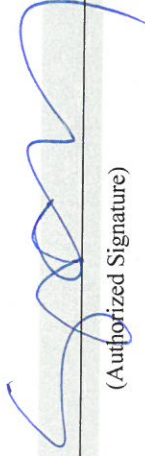
12.

Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.

13.

Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.

Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.



(Authorized Signature)

5-16-19

(Date)

Home and Community Care Block Grant for Older Adults
Outreach Methodology

July 2019 through June 2020

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency (Older Americans Act, Section 305(a)(2)(E))

Community Service Provider:	Durham Center for Senior Life
County:	Durham

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Durham Center for Senior Life has a long history of serving older adults of color, rural older adults, and more recently older adults with limited English proficiency. DCSL is home to a 31,000 square foot urban senior center, three community-based satellite centers, medical and social adult day health services, approximately 90 weekly educational and recreational activities, and a comprehensive menu of social services purposely designed to help seniors age with independence, positive health, and vitality. Our main campus is located in the heart of downtown Durham and satellite centers are located at the Little River Community Center in northern Durham County, the JFK Towers affordable senior housing complex, and the W.D. Hill Recreation Center. An average of 400 seniors visit our centers each day to participate in physical fitness and social activities, educational programs, lunchtime meals, and social services. They reflect the incredible diversity of the region and live in both urban and rural communities. Four out of the five older adults who participate in DCSL programs are seniors of color, the overwhelming majority of whom are African-American and long-term Durham residents. Though center participants come from nearly every socio-economic background, most live on low or moderate incomes and are vulnerable to financial instability and threats to their housing, healthcare and food security. DCSL has extensive relationships with area providers, faith groups and neighborhood organizations throughout the county. Each month, we print over 2000 newsletters to reach older adults who can benefit from our services. Word of mouth, Facebook, flyer distribution are other key ways we get the word out about our services.

Standard Assurance To Comply with Older Americans Act
Requirements Regarding Clients Rights
For
Agencies Providing In-Home Services through the
Home and Community Care Block Grant for Older Adults

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

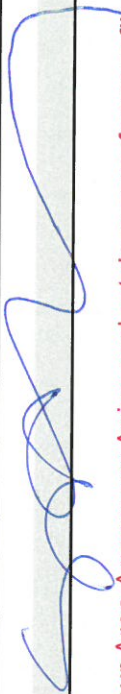
Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Durham Center for Senior Life

Name of Agency Administrator: Judy Kinney

Signature: 

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client in the program.
 2. You have the right to appropriate and professional care relating to your needs.
 3. You have the right to be fully informed in advance about the care to be provided by the program.
 4. You have the right to be fully informed in advance of any changes in the care that you are receiving and to give informed consent to the provision of the amended care.
 5. You have the right to participate in determining the care that you will receive and in a change in the nature of the care as your needs change.
 6. You have the right to voice your grievances with respect to care that is provided and there will be no reprisal for the grievance expressed.
 7. You have the right to expect that the information you share with the agency will be held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.
 8. You have the right to expect the preservation of your privacy and respect for your privacy.
 9. You have the right to receive a timely response to your request for service.
 10. You shall be admitted for service only if the agency has the ability to provide safe and appropriate professional care at the level of intensity needed.
 11. You have the right to be informed of agency policies, changes, and costs for service.
 12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
 13. You have the right to honest, accurate information regarding the industry, agency and program in particular.
 14. You have the right to be fully informed about other services provided by this agency
-

it/patient of

he program.

u may be

iltering the

to expect that

ispected and
to the

roperty.

rd

is.

red

rd of the

.

North Carolina Division of Aging and Adult Services
Service Cost Computation Worksheet

DAAS-732A

Provider: Durham Center for Senior Life
County: Durham
Budget Period: July 2019 through June 2020

		Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service
	Grand Total	Adult Day Care 030	Adult Day Health 155	Congregate Nutrition 180	Information & Case Assistance 040	Transportation (General) 250	Senior Center Operation 170	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A
I. Projected Revenues															
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 707,364	\$ 31,747	\$ 3,840	\$ 124,960	\$ 179,031	\$ 23,400	\$ 344,386	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - Cash															
1) Durham County	\$ 78,595	\$ 3,527	\$ 427	\$ 13,884	\$ 19,892	\$ 2,600	\$ 38,265								
2)	\$ -														
3)	\$ -														
Total Required Minimum Match - Cash	\$ 78,595	\$ 3,527	\$ 427	\$ 13,884	\$ 19,892	\$ 2,600	\$ 38,265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - In-Kind															
1)	\$ -														
2)	\$ -														
3)	\$ -														
Total Required Minimum Match - In-Kind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 78,595	\$ 3,527	\$ 427	\$ 13,884	\$ 19,892	\$ 2,600	\$ 38,265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Subtotal, Fed/State/Required Match Revenues	\$ 785,959	\$ 35,274	\$ 4,267	\$ 138,844	\$ 198,923	\$ 26,000	\$ 382,651	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. NSIP Cash Subsidy/Commodity Valuation	\$ 9,000	\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Cash, Non-Match															
1) Dept of Social Services - ADH	\$ 267,465	\$ 200,599	\$ 66,866												
2) Dept of Social Services - Position	\$ 30,000														
3) Triangle United Way	\$ 25,000				\$ 30,000										
4) Triangle J - Fan Monies	\$ 2,080				\$ 25,000										
F. Subtotal, Local Cash, Non-Match	\$ 324,545	\$ 200,599	\$ 66,866	\$ -	\$ 57,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues, Non-Match															
1) Private Pay - ADH	\$ 91,588	\$ 66,690	\$ 24,898												
2) Veterans Administration	\$ 96,600	\$ 96,600													
3) Grants & Foundations/Rental Income/Other	\$ 108,865	\$ 21,250	\$ 3,750	\$ 3,000	\$ 7,200	\$ -	\$ 73,665								
G. Subtotal, Other Revenues, Non-Match	\$ 297,053	\$ 184,540	\$ 28,648	\$ 3,000	\$ 7,200	\$ -	\$ 73,665	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources (Includes Volunteer Resources)															
1) In-kind Transportation	\$ 90,000					\$ 90,000									
2)	\$ -														
3)	\$ -														
H. Subtotal, Local In-kind Resources, Non-Match	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Client Cost Sharing	\$ 5,200	\$ 1,125	\$ 375	\$ 2,200	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)	\$ 1,511,757	\$ 421,538	\$ 100,156	\$ 153,044	\$ 263,203	\$ 116,000	\$ 457,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Division of Aging and Adult Services
Service Cost Computation Worksheet

	Grand Total	Admin. Cost	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service
			Adult Day Care 030	Adult Day Health 155	Congregate Nutrition 180	Information & Case Assistance 040	Transportation (General) 250	Senior Center Operation 170	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A
II. Line Item Expenses															
Staff Salary From Labor Distribution Schedule															
1) Full-time Staff (do not include Title V workers)	\$ 292,841	\$ 5,679	\$ 129,121	\$ 22,719	\$ 2,811	\$ 62,184	\$ -	\$ 70,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2) Part-time staff (do not include Title V workers)	\$ 439,125	\$ 79,069	\$ 102,243	\$ 22,716	\$ 50,380	\$ 116,325	\$ 2,846	\$ 144,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A. Subtotal, Staff Salary	\$ 811,035	\$ 84,748	\$ 231,364	\$ 45,436	\$ 63,191	\$ 178,709	\$ 2,846	\$ 214,741	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits															
1) FICA @ 7.65 %	\$ 62,044	\$ 6,483	\$ 17,699	\$ 3,476	\$ 4,069	\$ 13,671	\$ 218	\$ 16,428	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2) Health Insurance	\$ 116,462	\$ 7,370	\$ 39,706	\$ 12,090	\$ 1,939	\$ 30,762	\$ 432	\$ 24,163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3) Retirement	\$ 4,068	\$ 436	\$ 1,157	\$ 227	\$ 266	\$ 894	\$ 14	\$ 1,074							
4) Unemployment Insurance	\$ 488	\$ 52	\$ 139	\$ 27	\$ 32	\$ 107	\$ 2	\$ 129							
5) Worker's Compensation	\$ 7,322	\$ 785	\$ 2,082	\$ 409	\$ 479	\$ 1,608	\$ 26	\$ 1,933							
6) Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
B. Subtotal, Fringe Benefits	\$ 190,384	\$ 15,126	\$ 60,783	\$ 16,729	\$ 6,785	\$ 47,042	\$ 692	\$ 43,727	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources Non-Match															
1) In-kind Transportation	\$ 90,000						\$ 90,000								
2)	\$ -														
3)	\$ -														
C. Subtotal, Local In-Kind Resources Non-Match	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -														
Travel															
1) Per Diem	\$ -														
2) Mileage Reimbursement	\$ -														
3) Other Travel Cost	\$ -														
E. Subtotal, Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Operating Expenses															
1) Contractor Services	\$ 73,835	\$ 21,352	\$ 8,502	\$ 4,702		\$ 1,228		\$ 38,051							
2) Participant Transportation	\$ 22,065						\$ 22,065								
3) Participant Meals & Delivery	\$ 146,190		\$ 62,040	\$ 6,600	\$ 77,550										
4) Insurance	\$ 11,298	\$ 3,284	\$ 1,240	\$ 826		\$ 1,321		\$ 4,627							
5) Telephone	\$ 20,106	\$ 2,482	\$ 1,741	\$ 1,741	\$ 3,673	\$ 661		\$ 9,808							
6) Utilities	\$ 77,648	\$ 13,448	\$ 9,456	\$ 9,456		\$ 2,936		\$ 42,352							
7) Maintenance	\$ 69,217	\$ 6,398	\$ 5,088	\$ 4,498		\$ 1,396		\$ 51,837							
8) Other Operating Expenses	\$ 75,132	\$ 30,006	\$ 8,968	\$ 4,115	\$ 4,600	\$ 4,840	\$ -	\$ 22,603							

F. Subtotal, General Operating Expenses	\$ 495,491	\$ 76,970	\$ 97,035	\$ 31,938	\$ 85,823	\$ 12,382	\$ 22,065	\$ 169,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E	\$ -															
H. Total Proj. Expenses Prior to Admin. Distribution	\$ 1,586,810	\$ 176,844	\$ 389,182	\$ 93,603	\$ 145,809	\$ 238,133	\$ 116,603	\$ 427,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Distribution of Administrative Cost	\$ (101,691)		\$ (32,356)	\$ (6,653)	\$ (7,244)	\$ (25,070)	\$ (397)	\$ (30,070)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
J. Total Proj. Expenses After Admin. Distribution	\$ 1,511,757		\$ 421,538	\$ 100,156	\$ 153,044	\$ 263,203	\$ 116,000	\$ 457,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grand Total		Service Adult Day Care 030	Service Adult Day Health 155	Service Congregate Nutrition 180	Service Information & Case Assistance 040	Service Transportation (General) 250	Service Senior Center Operation 170	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
\$ 1,511,757		\$ 421,538	\$ 100,156	\$ 153,044	\$ 263,203	\$ 116,000	\$ 457,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		8,475	1,272	12,000		4,350										
		\$ 49,7390	\$ 78,7390	\$ 12,7537	\$ -	\$ 26,6667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 421,538	\$ 100,156	\$ 153,044	\$ 263,203	\$ 116,000	\$ 457,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 1,502,757	\$ 421,538	\$ 100,156	\$ 144,044	\$ 263,203	\$ 116,000	\$ 457,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		8,475	1,272	12,000		4,350										
		\$ 49,7390	\$ 78,7390	\$ 12,0037	\$ -	\$ 26,6667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		709	64	11,667	-	975	-	-	-	-	-	-	-	-	-	-
		23	5	183	-	-	-	-	-	-	-	-	-	-	-	-
		7,743	1,213	260	-	-	-	-	-	-	-	-	-	-	-	-
		8,475	1,272	12,000	-	-	-	-	-	-	-	-	-	-	-	-

ERROR, Total Units Rec

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

Authorized Signature
Executive Director
Title
Date 5/16/2019

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

Block Grant Funding	DAAS-732A	DAAS-732
Required Local Match-Cash & In-Kind	Line I.A	Col. A
Net Service Cost	Line I.B	Col. B
NSIP Subsidy	Line I.C	Col. C
Total Funding	Line I.D	Col. D
Projected HCCBG Reimbursed Units	Line I.C+I.D	Col. E
Total Reimbursement Rate	Line III.C	Col. F
Projected Total Service Units	Line III.B.5	Col. G
	Line III.F	Col. I