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| **DEPARTMENT OF HEALTH SERVICES**Division of Public HealthF-00576 (06/2022) |  | **STATE OF WISCONSIN**Page 1 of 3 |
| **application TO CONTRACT AS A Tribal aging and disability resource Specialist (tribal ADRS)** |
| [**INSTRUCTIONS**](https://www.dhs.wisconsin.gov/adrc/pros/tribal-adrs-application.pdf) |
| Completion of this form is voluntary; however, the information requested in this form is required as part of the tribal ADRS application process. |
| **PART I – APPLICANT INFORMATION** |
| Name – Tribe | Date of Application |
|       |       |
| Name – Applicant |
|       |
| Name – Contact Person | Phone Number |
|       |       |
| Address (Street, City, State, Zip Code) |
|       |
| Email Address |
|       |
| **Tribal ADRS Service Area** |
| Describe areas to be included: tribal lands, counties, etc. | Date of Anticipated ADRS Start |
|       |       |
| **SUBMITTED BY** |
| Name – Authorized Representative | Title |
|       |       |
| Name – Organization | Phone Number  |
|       |       |
| Email Address |
|       |
| **SIGNATURE** – Authorized Representative | Date Signed |
| Attach the following to the completed application form: |
| A. Tribal Government Resolution/Action Authorizing the tribal ADRS Application |
| B. Tribal ADRS Position Description  |
| C. Organization Chart |
| D. Other attachments (optional) |
| **PART II – EXECUTIVE SUMMARY** |
| In two pages or less, provide a summary description of the proposed tribal ADRS, including the service area, any ADRC(s) in that area, client populations, organizational structure, office location(s), and overall approach to providing tribal ADRS services. Highlight any distinctive characteristics of, or significant challenges faced by the proposed tribal ADRS. |

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| **PART III – PROJECT PROPOSAL** (Please note: the completed proposal should not exceed 20 pages, excluding worksheets and attachments. It may have fewer if all requirements are met. |
| 1. **Administrative Framework Proposed**
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|  **1. Service Area**—Describe tribal service area to be covered by this position. Explain the geographic area in which the tribal ADRS services will be provided and identify the population to be served. Identify any ADRC(s) that currently serve this area. |

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|  **2. Oversight and Supervision**—Identify the employer of the tribal ADRS. Describe the organization where the tribal ADRS will be located. Indicate what programs/services this organization is responsible for. Who will be responsible for supervising the tribal ADRS? |

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| Describe any support that will be provided by the tribe or other entity to the tribal ADRS for management information systems, financial reporting, human resources and other administrative support. Identify what, if any, of this administrative support will be charged to the tribal ADRS grant. |

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|  **3. Tribal ADRS Qualifications and Training**—Identify the qualifications of the person to be hired as the tribal ADRS. Describe the types of initial and ongoing training that the tribal ADRS will be provided to carry out the duties of this position. |

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|  **4. Policies and Procedures**—Describe how the tribe will implement and train tribal ADRS on the statewide policies: -Follow Up; Conflict of Interest; Confidentiality; and if applicable, Long-Term Care Authorization, Enrollment and Disenrollment form signature. |

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| 1. **Management Information Systems**—Describe how the tribal ADRS will collect and share resource information with the ADRC(s). Describe the resource database and client tracking systems that will be used by the tribal ADRS. How will these be coordinated with the ADRC(s) serving the tribal area?
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| 1. **Accessibility and Cultural Competence**—The tribal ADRS will serve both elders and adults with disabilities. Describe how these services will be made accessible to and user friendly for people with physical or sensory disabilities, or who speak little to no English.
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| Explain how the tribal ADRS will help IHS eligible individuals access ADRC services and what the tribal ADRS will do to help ensure that the ADRC services provided are culturally appropriate.  |

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|  **7. Privacy and Confidentiality**—Describe the tribal ADRS’ access to private office/meeting space, telephone and computer, physical and electronic file storage. |

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|  **8. Grievances and Appeals**—Describe how the tribe will implement and train tribal ADRS on the statewide appeal policy for adverse benefit determinations and the grievance policy. |

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|  **9. Community Needs Identification**—The tribal ADRS will be in a unique position to recognize service gaps and unmet needs of IHS eligible individuals. Describe how the tribal ADRS will identify and communicate those needs to the tribe, ADRC(s) and MCOs and ICAs covering the tribal service area, and to the Department of Health Services. Explain how this information will be used to target tribal ADRS outreach, education, prevention, and systems advocacy efforts.  |

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|  **10. Coordination with ADRC** —Describe how this position will function within the tribe and with the ADRC(s) serving the tribal area. |

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| **B. Provision of tribal ADRS Services**  |
|  **1. Marketing, Outreach, and Public Education**—Describe the marketing, outreach and public education strategies the tribe will use to make tribal ADRS services known to members of its target populations, including people who are isolated or otherwise hard to reach and to other tribal agencies and service providers in the tribal service area. Identify how the tribal ADRS will work with IHS hospitals, nursing homes, assisted living providers, and home health care agencies to encourage appropriate and timely referrals. Describe how you will measure the success of your marketing efforts. |

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|  **2. Information and Assistance**—Describe how will the tribal ADRS provide information and assistance (I&A) services? How will you be sure the tribal ADRS has the technical qualifications to provide services to all target groups? |

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| 1. **Benefits Counseling**—Describe how referrals will be made to the elder benefit specialists and the disability benefit specialists.
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| 1. **Access to Publicly Funded Long-term Care Programs**—If the tribal ADRS will be referring IHS eligible individuals to the ADRC(s) for these services, describe how this process will be coordinated with the ADRC(s). If an elected optional service, please see 9 below.
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| 1. **Access to Other Public Programs and Benefits**—Identify the key programs and agencies to which the tribal ADRS will be making referrals, including, at a minimum, access to Medicaid, Medicare, SSI, SSI-E, Social Security, SSDI, FoodShare, veteran’s services, housing assistance, Older Americans Act programs, and Independent Living Center services. Describe how the tribal ADRS make referrals to these agencies, resolve issues of access and follow up to ensure IHS eligible individuals get what they need in a timely manner.
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| **7. Access to Elder/Adults-at-Risk and Adult Protective Services**—Identify the agency or agencies responsible for Elder/Adults-at-Risk and adult protective services in the tribal service area. Describe how the tribal ADRS will connect people in need with these services.  |

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| **8. Client Advocacy**—Describe how the tribal ADRS will serve as an advocate for IHS eligible individuals, including providing information about rights, assistance in exercising those rights, and linkages with appropriate advocacy resources, including referrals to Family Care/IRIS ombudsman to register complaints regarding publicly funded long-term care.  |

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| **9. Elected Optional Services**—Identify if the tribe elects to provide any of the optional services listed below: |

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| **9.1 Long-Term Care Options Counseling**—Describe how the tribal ADRS will provide long-term care options counseling to IHS eligible individuals. Identify how the tribal ADRS will coordinate with ADRC(s) in the service area. |

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| **9.2 Pre-Admission Consultation and Assistance with Resident Relocations**—Describe how the tribal ADRS will provide pre-admission consultation to people considering a move to a nursing home or assisted living facility. Explain how the tribal ADRS will assist individuals who wish to relocated from a nursing home and how, if necessary, assist those relocating from a nursing home or assisted living facility that is downsizing or closing. |

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| **9.3 Short-term Service Coordination**—Describe how the tribal ADRS will assure these services do not become long-term. Describe how the tribe will implement and train the tribal ADRS on the statewide short-term service coordination policy. |

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|  **9.4. Prevention and Wellness Education and Programming**—Identify if the tribal ADRS will implement prevention education and programming for older people and adults with disabilities. |

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|  **9.5. Dementia-Specific Programs, Activities and Services**—Describe how the tribal ADRS will coordinate with the tribal dementia care specialist and ADRC dementia care specialist.  |

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| **9.6. Eligibility and Enrollment-Related Functions for Publicly Funded Long-term Care****Assistance with Financial Eligibility Determination—**Identify whether the tribal economic support unit will determine financial eligibility or if the tribal ADRS will assist the IHS eligible individual in gathering information for the application process. |

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| **Administration of the Long-Term Care Functional Screen and Enrollment and Disenrollment Counseling—**Describe how will the tribal ADRS provide LTCFS and enrollment and disenrollment functions. How will you be sure the tribal ADRS has the technical qualifications to provide these services? |

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| Describe how the tribal ADRS will work with MCOs, ICAs, FEAs, and income maintenance to assure that the eligibility and enrollment process is predictable, streamlined, and barrier free for IHS eligible individuals. |

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| **C. Customer Service Strategy**—The tribal ADRS will be out of the office much of the time. How will tribal IHS eligible individuals contact the tribal ADRS? What will the tribe do to assure a prompt response from the tribal ADRS? |

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| **D. Tribal ADRS Annual Budget—**Including Annual Budget and Personnel Worksheet. Please complete tribal ADRS Annual Budget[**F-00576A**](https://www.dhs.wisconsin.gov/forms/index.htm?search=F-00576A&division=All&=Search) |

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| **E Budget Narrative** |

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