

INSTRUCTION FOR APPLYING TO BECOME A TRIBAL AGING AND DISABILITY RESOURCE SPECIALIST



Revised 1-12-12

Wisconsin Department of Health Services
Division of Long Term Care
P-00311
dhs.wisconsin.gov

Tribal Aging and Disability Resource Specialist Application Process and Timeline

DHS releases Tribal Aging and Disability Resource Specialist (ADRS) application.

Tribal applicants may submit Notice of Intent to Submit Application when planning is far enough along for them to know they will be submitting an application and have tribal government support.

Applications may be submitted whenever the tribe is ready to apply. Applications will be accepted at any time. Funding will be determined based on start-up of the Family Care Managed Care Organization (MCO) in the tribal service area.

Applications will be reviewed by DHS.

DHS will identify any areas where additional work is needed to fulfill ADRS application requirements and request additional information as appropriate.

A site visit and/or oral interview may occur.

Tribe amends application, if necessary.

DHS will issue a written notice of application approval and projected date when funding is expected to be available, if known. Approval means that an application is eligible to receive funding, when funding is available. It is not an award of funds.

DHS will award the ADRS contract directly to the tribal organization.

**E-mail Notice of Intent, Questions and Completed
Application to:**

**Aging and Disability Resource Center Team
Department of Health Services
One West Wilson Street, Room 450
P.O. Box 7851
Madison, WI 53707-7851**

E-mail: DHSRCTeam@wisconsin.gov

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Section I. General Information

I-1 Introduction

Tribal Aging and Disability Resource Specialist (ADRS)

This is a full-time or part-time position funded by the state to assure that tribal members receive culturally appropriate information on aging and disability services and benefits, and receive support to access long-term care programs including Family Care, Partnership (where available) and IRIS (self-directed supports.) Tribes selecting this option will submit an application for an ADRS. (Appendix B)

- The state contracts directly with the tribe to support the full-time or part-time position, at a funding level that reflects the relative size of the tribal population living on or near the reservation.
- The services to be provided by the Tribal ADRS include outreach, information and assistance and options counseling, helping tribal members access services including publicly funded long term care, conducting home visits to provide information and counseling, and assisting tribal members in making use of the ADRC(s) in their area.
- The Tribal ADRS serves as a customer advocate for tribal members using the ADRC(s).
- The tribal ADRS is responsible for assuring there is training and technical assistance provided to the ADRC(s) serving the area where tribal members reside about resources available through the tribes, about culturally appropriate ways of serving tribal elders and persons with disabilities, and to assist with collecting information needed to determine eligibility for public benefits or long-term care services.
- There will be a memorandum of understanding (MOU) or memorandum of agreement (MOA) between the tribe and ADRC(s) serving the area where tribal members reside specifying the roles and responsibilities of the Tribal Aging and Disability Specialist and the ADRC.
- The ADRC(s) serving the area where tribal members reside are required to provide culturally sensitive/competent services to the tribal members in the area who use ADRC services.

I-2 Purpose

This document provides information needed to prepare and submit an application for a Tribal ADRS position as part of the managed care expansion component of Wisconsin's Long-Term Care Reform Initiative.

I-3 Procuring and Contracting Agency

The application review and approval process and any contract resulting from this application will be administered by the Wisconsin Department of Health Services. The Contract Administrator is Janice Smith, Bureau of Aging and Disability Resources:

Janice Smith, Director of Resource Center Development
Department of Health Services
Division of Long Term Care
1 W. Wilson St, Room 450
P.O. Box 7851
Madison, WI 53707-7851

Telephone: 608.266.7872
Fax: 608.267.3203
E-mail: Janice.smith@wisconsin.gov

I-4 Funding and Duration of Contract

The Wisconsin Department of Health Services will enter into a contract with a tribe that successfully applies for an ADRS position.

The funding from the Department will be a combination of State General Purpose Revenue (GPR) and federal funding. Federal Medicaid administration matching funds are available for long-term support functional screen and information and assistance activities related to Medicaid, according to the methodology submitted by the Department to the Centers for Medicare and Medicaid Services (CMS). In order for the tribe to receive that portion of the allocation identified as Federal Medicaid Administration, the ADRS must participate in the 100% time reporting. The Department of Health Services, Division of Long Term Care will train the tribal ADRC in the 100% time reporting process. If the tribe chooses not to participate in 100% time reporting the budget will be reduced by the amount identified as Federal MA Admin.

The ADRS contract shall be effective on the date indicated on the contract and shall run for the remainder of the calendar year from that date, with an option by mutual agreement of the agency and contractor, to renew annually.

I-5 Who May Submit an Application?

Any of the 11 federally recognized Wisconsin Indian tribes that chose the option to establish a tribal ADRS position.

I-6 Collaboration with Local Agencies

Applicant tribes are expected to coordinate with existing ADRCs in the tribal service area or with planning groups preparing for an ADRC.

The applicant tribe must provide assurances that the application is fully supported by tribal government and other tribal services to assure strong collaboration.

At a minimum, the following program areas should be involved in the planning for this position:

- Tribal aging programs
- Tribal human/social service programs, including long-term care for elders and persons with disabilities, when available
- Tribal income maintenance units, when applicable

Consultation with the tribal health services is also advisable.

An application must include evidence of collaboration between the tribe and the ADRC(s) which will be serving the tribe and outline the roles and responsibilities of each prior to the execution of a formal Memorandum of Understanding or Agreement (MOU or MOA). Where the ADRC is under development, evidence of collaboration with the ADRC planning committee should be provided.

All applications must be accompanied by tribal government endorsement of the application and a commitment to assure the availability of the ADRS position for all target

groups (elders, adults with physical and developmental disabilities and disabled individuals age 17 years 6 months transitioning from children's services to adult long-term care services.

Planning for the Tribal ADRS should be coordinated with planning for managed care expansion. Timing of the Tribal ADRS will correspond with the implementation of an ADRC in the immediate tribal service area.

I-7 Service Area

An ADRS service area is defined as tribal lands that make up the reservation and surrounding lands where tribal members reside. The service area may include one or more counties and could, conceivably be served by more than one ADRC.

Section II. Tribal Aging and Disability Resource Specialist

A Tribal Aging and Disability Resource Specialist (ADRS) is an individual hired by the tribe to provide information and assistance on issues affecting older people, people with disabilities and their families. The Tribal ADRS will help tribal members access public benefits, as well as providing counseling and advocacy to overcome barriers to using benefits. The Tribal ADRS will provide services by telephone, in visits to a tribal member's home, and at other locations where tribal members gather.

II-1 Goals for the Aging and Disability Specialist

The goals for the Tribal ADRS are as follows:

- To provide culturally appropriate information on aging and disability services and benefits.
- To reach and serve tribal elders and adults with physical disabilities, developmental disabilities, and their families regardless of income or condition.
- To serve as liaison to ADRC(s) in the tribal service area.
- To provide reliable and objective information to help people access resources and make informed decisions about long-term care and other needs related to age or disability.
- To identify people at risk for abuse or neglect, and connect them to services or benefits.
- To serve as a customer advocate for tribal members using an ADRC.
- To assure training and technical assistance is provided to staff at area ADRC(s) to assure that they are aware of resources available to tribal members and are knowledgeable about culturally appropriate ways to serve tribal elders and persons with disabilities.
- To assist with gathering information needed to determine eligibility for public benefits or long-term care services.

II-2 Target Populations

The Tribal ADRS shall serve all of the following groups of tribal members, regardless of their financial means:

- Adults with developmental disabilities
- Adults with physical disabilities
- Elders as defined by the tribe, including healthy elders and elders with disabilities or chronic health problems
- Youth with disabilities age 17 and 6 months who are transitioning to the adult long-term care system.

II-3 Functions of the Tribal Aging and Disability Resource Specialist

The following is a summary description of the functions the ADRS is expected to carry out under the terms of the contract with the State of Wisconsin

II-3.1 Marketing, Outreach and Public Education

The ADRS will conduct marketing and outreach to tribal members to inform them about the services available through the tribe and the ADRC(s) in the tribal service area.

II-3.2 Information and Assistance

The Tribal Aging and Disability Resource Specialist will provide objective, unbiased information and assistance (I&A) to members of the target populations and their families, friends, caregivers, advocates and others who ask for assistance on their behalf. Information and assistance can be provided in person, in the office of the ADRS or in the member's home, over the telephone, via e-mail, or through written correspondence.

Information and assistance is a professional service which involves: listening to the inquirer, assessing his or her needs, helping the inquirer to connect with service providers or gain information to meet the identified needs, and following up with the inquirer or service provider to determine whether the needs were met. Because people may not know to ask for a specific service by name, it is important that the ADRS have the time to establish a personal rapport, understand the individual's concerns, and be able to offer potential resources and solutions.

II-3.3 Long-Term Care Options Counseling

The Tribal ADRS will provide options counseling to help people make informed choices about long-term care. Options counseling is a more time-intensive service than information provision and includes a face-to-face meeting whenever possible. It is intended to help consumers evaluate their strengths and preferences and weigh their options, in addition to educating them regarding available long-term care services. Options counseling is typically provided as an extension of I&A, when a person is dealing with major life decisions.

Options counseling should cover the following:

- The individual's personal history, preferred lifestyle and goals for the future; functional limitations and capacities; financial situation; and other information needed in order to identify and evaluate options available;
- The full range of long-term care options available to the individual, including home care, community services, case management services, residential care, services provided by the tribe and nursing home care;
- The sources and methods of both public and private payment for long-term care services and the functional and financial criteria for receiving MCO or waiver services and services from the Medicaid fee-for-service system;
- How Estate Recovery and Spousal Impoverishment regulations apply to various living arrangements and programs; and
- Factors that the individual might want to consider when choosing among the various long-term care programs and benefits.

Options counseling should be made available to any tribal member and family, regardless of income. Long-term care options counseling must be objective, thorough and responsive to the needs of the individual. Counseling shall not attempt to persuade the individual to choose one program or provider or withhold information about any suitable program or provider.

II-3.4 Elderly Benefits Counseling

Elderly benefit specialists (EBS) are available to tribal elders through the tribal aging unit and/or through the Great Lakes Inter-Tribal Council. The tribal ADRS should be aware of the services provided by the EBS and make referrals when appropriate.

II-3.5 Disability Benefits Counseling

Disability benefits specialists (DBS) ensure that adults with developmental disabilities, physical disabilities, mental illness and/or substance use disorders receive information

about and assistance in obtaining or retaining public and private benefits for which they are eligible. Adult tribal members with a disability may utilize the tribal disability benefit specialist under the State's contract with the Great Lakes Inter-Tribal Council or the disability benefit specialist employed by the ADRC. The ADRS should know how to make referrals to the tribal disability benefit specialist at the Great Lakes Inter-Tribal Council and the disability benefit specialist at the ADRC(s) and should be available to assist tribal members when meeting with the DBS.

II-3.6 Access to Publicly Funded Long-Term Care Programs: Functional Screen, Financial Eligibility Determination and Enrollment-Related Functions

ADRCs are the designated entry point for publicly funded long term care, including Family Care, IRIS and the PACE and Partnership programs, where available. The ADRS is responsible for establishing policies and procedures, in collaboration with the regional income maintenance consortium and/or the tribal income maintenance unit, to ensure that people who are eligible for and/or entitled to these programs have access to them.

The tribe will determine whether the ADRS will administer the functional screen to tribal members seeking long-term care programs through the ADRC(s). If the tribe elects to provide this service, the ADRS must successfully complete the training necessary to administer the functional screen and abide by all screen policies and protocols.

The tribe will decide whether the tribal income maintenance unit will determine financial eligibility for long-term care programs. When available, tribal members may have the option of using either the tribal income maintenance unit or the regional income maintenance consortium when applying for long-term care services.

II-3.7 Access to SSI, SSI-E, Medicaid, FoodShare and Other Public Programs and Benefits

When tribal members contact the Tribal ADRS and appear to be either eligible for or interested in receiving Medicaid, SSI, SSI-E, FoodShare, LIHEAP, W-2, Childcare Caretaker Supplement or other public benefits, the ADRS should refer the member to the tribal, county, regional, state and/or federal agencies responsible for determining the individual's eligibility to receive these benefits. The Tribal ADRS is not expected to know all eligibility criteria for these programs but should know how to make referrals to the appropriate agencies and may assist the tribal member in making the initial contact.

II-3.8 Short-Term Service Coordination

To the extent financial and personnel resources permit, the ADRS may provide short-term service coordination to assist individuals and their families in arranging for services. The ADRS should have protocols in place to assure these services remain short-term in nature, i.e., less than 90 days. These services may be provided in conjunction with information and assistance and options counseling provided by the ADRS, Adult Protective Services (APS), or other systems outside of the tribe or ADRC. If the ADRS is unable to provide this service, there should be a plan for referring tribal members to the ADRC(s) for such assistance consistent with state and local policies.

II-3.9 Access to Elder/Adults-at-Risk and Adult Protective Services

As the central point of contact for tribal elders and people with disabilities, the ADRS may receive calls related to abuse and neglect and is responsible for assuring that the appropriate agencies receive and respond to reports.

The ADRS should be prepared to identify persons who may be at risk of abuse or neglect and have procedures to assure that people in need are promptly connected with the responsible entities for:

- Abuse and neglect services
- Assistance in obtaining physical custodial care, housing, medical care, medications and food
- Voluntary or court ordered protective services under ch. 55, Wis. Stats., when needed to protect an individual or protect others from the individual
- Mental health services and emergency detention under ch. 51, Wis. Stats., when needed
- Law enforcement
- Guardianship
- Watts reviews
- Representative payee
- Domestic violence services involving vulnerable adults
- Sexual assault services involving vulnerable adults

These services may be provided by the tribe, the county or a combination of both.

II-3.10 Client Advocacy

Advocacy is a primary responsibility of the ADRS, especially helping tribal members understand and be able to effectively use and access the long-term care system, benefits and services. The ADRS shall inform tribal members of their rights and responsibilities; provide information about rights to long-term care services and benefits, self-advocacy and independent advocacy services; assist those members who need help in understanding how to resolve service system disputes or violation of rights complaints, appeals and grievances with units within the tribe, county, state or federal government and other service providers; and assist in linking members with advocates when appropriate. This may be done by making referrals to the tribal EBS and the ADRC(s) DBS.

The ADRS should assist tribal members to assure they receive appropriate advocacy and representation. The ADRS shall link tribal members with appropriate advocacy resources, including elderly and disability benefit specialists, federally designated protection and advocacy organizations, Board on Aging and Long-Term Care Ombudsman and other state or local advocacy organizations.

II-4 Mandatory Administrative Requirements

II-4.1 Oversight and Supervision

The tribe may select the organization responsible for the supervision of the position. Guidance and supervision for this position will be provided by the tribe.

II-4.2 Complaints and Appeals

The organization responsible for the ADRS oversight should develop a process to review and resolve complaints about the services provided by the ADRS and should address how it will handle complaints and appeals related to functional eligibility and enrollment in managed long term care if that is a service provided by the ADRS. These procedures shall take into consideration tribal governance and shall also allow for an external process, should the tribe be unable to resolve the complaint.

II-4.3 Community Needs Identification

The ADRS will be in a unique position to identify potential gaps in services for tribal members. The ADRS will work with the tribe and ADRC(s) to identify such gaps and communicate those needs to the tribe, the MCO and/or the Department of Health Services.

II-4.4 Reporting and Records

ADRS will be responsible for submitting data reports as necessary to meet the funding program requirements, qualify for federal financial participation, evaluate service quality and adequacy, and inform state and local decision-making. Required reports include:

- Monthly expenditure reports on the DMT Form 862 or on the DMT Electronic Form 600 or 600D
- Annual expenditure reports
- Quarterly information and assistance activity reports
- 100% time report for Federal Claiming*
- Annual update

The ADRS is required to use the 100% time reporting format developed by DHS for the purpose of claiming federal Medicaid administration match and to make monthly time report summaries available on request. This money is returned to the tribe to help fund the ADRS position. If the ADRS does not participate in 100% time reporting, the Federal share of the budget will not be available to the tribe.

II-4.5 Management Information System (MIS)

ADRC(s) are required to have management information systems that include a resource database, have client tracking capability, support production of required management reports, and are compatible with systems used by the Department of Health Services. The resource database is needed to support provision of complete, accurate and up-to-date information and referrals. Client tracking includes, but is not limited to, recording client demographics, tracking client needs, documenting contact with customers and the services provided, and providing follow-up to determine whether outcomes have been met. Management information systems are also used to develop activity reports required by DHS to document and evaluate performance.

The tribal ADRS will be expected to use or have web access to the same resource database used by the ADRC(s) in their service area. The tribal ADRS will facilitate the inclusion of tribal resources in this resource database. The client tracking system used by the ADRS may be the same as that used by the ADRC, SAMS-IR, or another system that is sufficient to tract client contacts and produce the encounter activity reports required by DHS.

II-4.6 Accessibility and Cultural Competence

The tribal ADRS will provide a cultural bridge between the ADRC(s) staff and tribal members. The tribal ADRS will assure there is training and technical assistance provided to the ADRC(s) staff serving the area where tribal members reside about resources available through the tribes, about culturally appropriate ways of serving tribal elders and persons with disabilities, and to assist with collecting information.

The ADRS expected to be able to effectively assist tribal elders and members that have physical or functional limitations and language differences that may make it difficult for them to access, communicate or use the services of either the ADRS or the state-funded resource center. Toward this end, ADRS should:

- Have a thorough knowledge of the services and systems that make up long-term care in Wisconsin as well as the tribal specific services available to members.
- Be available in locations that are physically accessible.
- Have the ability to meet face-to-face with people where they live on an as needed basis.

- For people with cognitive disabilities, provide opportunities for family members, friends and others who know the individual and can convey the person's needs and preferences to be included in the provision of ADRS services.
- Have the capacity to communicate with non-English speakers, people who are deaf or hard of hearing, and people with physical or visual impairments. This may involve using an interpreter, sign language interpreter, TDD, Wisconsin Relay, Braille, large print, or other special communications techniques.

The tribe is responsible for paying for interpreters or securing communication assistance at no cost to tribal members.

II-5 Staff Qualifications and Training

The Tribal ADRS should have a general knowledge of all target populations served and the ability to access information about aging and disability related services in the tribal service area.

The Tribal ADRS will perform information and assistance, outreach and options counseling. At the option of the tribe, the ADRS may also administer the long-term care functional screen. Minimum requirements for the Tribal ADRS are:

- A Bachelor of Arts or Science degree, preferably in a health or human services related field, or a license to practice as a registered nurse and at least one year of experience working with the target populations or, in the event that the individual lacks such a degree and such experience, approval from the Department to waive the requirement, based either on the individual's post-secondary education and experience or on a written plan to provide the individual with additional training.
- Be certified by the Alliance of Information and Referral Systems (AIRS) or obtain certification within one year of hire.
- Strong computer, oral and written communication skills.
- Knowledge and familiarity with tribal and local area resources and statewide resources available for client referral purposes.
- Understanding of the Wisconsin long-term care delivery system.
- Understanding of tribal services available to members.
- Ability to establish and maintain productive working relationships with ADRC(s) and county agency staff, clients, internal and external agencies.
- Ability to meet reporting requirements and deadlines.

(Optional)

- If the tribe chooses to have the ADRS administer the functional screen, the ADRS must be certified by the Department prior to administering the screen.

The form for requesting a waiver of education and/or experience can be found in the TADRS contract and on the Department's website at <http://www.dhs.wisconsin.gov/lcicare/adrc/professionals/planningstartup/TribalADRScntract.pdf>.

The tribe is expected to ensure that the ADRS has the training needed to provide all required services in a competent and professional manner and has opportunities to participate in training provided by the local ADRC(s) and in statewide and regional trainings provided or sponsored by the Department of Health Services.

Section III. Preparing and Submitting An Application

III-1 Notice of Intent to Submit an Application

Applicants are requested to submit a Notice of Intent to Submit an Application via e-mail to the Aging and Disability Resource Center Team at DHSRCTeam@wisconsin.gov. (See Appendix A) The Notice of Intent is for work planning purposes and does not commit a tribe to submitting an application.

III-2 Timeline

Applications may be submitted at any time.

III-3 General Instructions

The evaluation and approval of applications will be based on the information submitted in the application together with any subsequent revisions, supplements, presentations or interviews which may be requested by the Department if clarification is needed.

III-4 Clarification and/or Revisions to the Specifications and/or Contract Requirements

Questions concerning the application forms and instructions are to be submitted via e-mail to the Aging and Disability Resource Center Team at: DHSRCTeam@wisconsin.gov

III-5 Application is Included in Contract for ADRS Services

In the event of contract award, the contents of these application instructions and forms including addenda and revisions, the application of the successful applicant, and any additional terms agreed to, in writing, by the Department and the Contractor, shall become part of the contract. Failure of the successful applicant to accept these as a contractual agreement may result in cancellation of the award.

III-6 Reasonable Accommodations

The Department will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request.

III-7 Submitting the Application

Applicants must submit an original, six (6) hard copies and an electronic copy of all required application materials for their application to be accepted.

Applications should be e-mailed to DHSRCTeam@wisconsin.gov . The original and hard copies of the applications should be sent to:

Janice Smith, Director Office of Resource Center Development
Department of Health Services
Division of Long Term Care
1 W. Wilson St, Room 450
P.O. Box 7851
Madison, WI 53707-7851

III-10 Withdrawal of Applications

Applicants may withdraw an application in writing at any time before a contract is signed. Any such withdrawal shall be coordinated with the managed care expansion planning and application process.

Section IV. Application Format and Contents

IV-1 Application Format and Signatures

The application should be prepared using the application form in Appendix B.

Answers to the questions on the application form should be in 12-point font with 1.5 or 2 line spacing, with the name of the applicant included in a header or footer of each page. The original and hard copies should be printed on 8.5 by 11-inch paper.

An authorized signature is required on the Applicant Identification Page of the application.

IV-2 Applicant Organization

The application form and materials are arranged in the following order:

- Part I. Applicant Information
- Part II. Executive Summary
- Part III. Project Proposal
 - A. Administrative Framework
 - B. ADRS Services
 - C. Customer Service Process
 - D. Budget and Budget Narrative
- Part IV. Attachments
 - A. Tribal Government Resolution(s) or other action Authorizing the ADRS Application
 - B. Tribal ADRS job description
 - C. Organizational chart showing where ADRS fits into tribal organization
 - D. Other Attachments (optional)

IV-3 Application Content

Applications should describe how the ADRS will provide each of the services described in Section II of these instructions, using the questions on the application form in Appendix B as a guide.

Part I - Applicant Information

The first page of the application contains identifying information regarding the applicant and any managed care organization planned for the tribal service area.

Part II - Executive Summary

The purpose of the Executive Summary is to condense and highlight the contents of the application in a manner that provides the readers with an understanding of the entire application. This section should include an identification of the tribal service area, any ADRC(s) in that area, a description of the overall approach to the work of the ADRS described in Section II of these instructions, including the relationship with the ADRC(s) serving the area. It should also highlight any unique characteristics of the application.

Part III - Project Proposal

A. Administrative Framework

Provide a brief description of the tribal service area covered by this position. Also include in this section a description of the oversight body and direct supervisor for this position. As an attachment, include an organizational chart showing the location of this position and its relationship to the larger tribal organization.

B. Provision of ADRS Services

Describe how the required ADRS services described in the Section II of these instructions will be provided.

C. Customer Service Process

Describe how the Tribal ADRS will provide services to tribal members. Include the following, at a minimum: 1) how a tribal member will receive I&A, and/or options counseling 2) how a referral will be made to the benefits specialists and 2) how a tribal member will access long term care services via the ADRC(s).

D. Budget and Budget Narrative

Budget Worksheet

It is expected the majority of funding will be used for the salary and fringe of the ADRS, additional funds should be used to directly support the work of the ADRS in such areas as mileage, telephone, computer, training and other direct expenses to carry out the work of the ADRS.

Provide an estimated 12 month budget for the ADRS using the worksheet provided in Part III-D of the application form. Some line items may not be applicable to all applicants. Additional line items may be added as needed. Fringe benefits should be calculated utilizing the applicant's current rate. There will be an opportunity to amend the budget when the contract is issued.

MA match funding is equal to a percentage of the total budget for the ADRS. The state estimates this to be 28% based on prior year reporting by the ADRCs. We encourage applicants to use this rate when preparing the annual budget.

Budget Narrative

Provide a separate justification for those line items in the budget that are not self-explanatory, even if the information has been described elsewhere in the application. For those item(s), describe what the item is and why it is needed to fulfill the objectives of the application.

Part IV - Attachments

The application should include the following attachments:

- A. Tribal Government Resolution/Action Authorizing the ADRS Application
- B. ADRS Position Description
- C. Organization Chart
- D. Other Attachments (optional)

See Section V. Forms and Attachments for format and content guidelines for these attachments.

Section V. Forms and Attachments

V-1 Notice of Intent to Submit

E-mail the Notice of Intent to Submit to the Aging and Disability Resource Center Team at DHSRCTeam@wisconsin.gov. Please see the form in Appendix A. Find the fillable form at <http://www.dhs.wisconsin.gov/forms/F0/f00575.doc>.

V-2 Application Form

See the application form in Appendix B to complete the application. Find the fillable form at <http://www.dhs.wisconsin.gov/forms/F0/f00576.doc>.

V-3 Tribal Government Resolution // Action Authorizing the ADRS Application

Attach a resolution/action from tribal government authorizing submission of the ADRS application. The document should identify the applicant organization(s) and authorize the organization(s) to apply on behalf of the tribe.

V-4 ADRS Position Description

Attach a position description for the Tribal ADRS that includes the mandatory functions for the position and describes the qualifications required of the applicant. A sample job description which includes the minimum job requirements is included as Appendix C of this document.

V-5 Organizational Chart

Attach an organizational chart showing the ADRS position and its relationship to the larger tribal organization.

V-6 Other Attachments (Optional)

If attaching any other supporting documents, be sure to reference them in the body of the application.

Section VI. Approval Process

VI-1 Review and Evaluation of Applications

VI-1.1 Review Process

Department staff will review each application to make certain all parts of the application were submitted. Completed applications will be reviewed and compared to application requirements. Applicants may be requested to submit additional information, to meet with or make a presentation to Department staff to support and clarify their application, or to amend their application to better meet requirements. Applicants may also submit revisions or clarifications at their own initiative. The Department may request interviews, and/or request presentations and use the results in evaluating the application.

VI-1.2 Evaluation Criteria

To be approved, an application must provide all information, assurances and attachments requested on the application form in Appendix B of this document.

VI-1.3 Right to Reject Applications and Negotiate Contract Terms

The Department reserves the right to reject any and all applications. The Department may negotiate the terms of the contract, including the award amount, with the selected applicants prior to entering into a contract.

VI-2 Awarding of Contract

VI-2.1 Award and Final Offers

The Department will award contracts only to those applicants who satisfy the evaluation criteria.

VI-2.2 Notification of Approval

All applicants who respond to this application process will be notified in writing of the approval status of their application. Approval means that an application is eligible to receive funding, when funding is available. It is not an award of funds.

VI-2.3 Appeals Process

Applicants may appeal a decision not to approve an application. Notices of Intent to Protest and protests are to be made in writing to the Administrator of the Division of Long Term Care. Protestors should make their protests as specific as possible and must identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

Any written Notices of Intent to Protest the denial of approval must be filed with:

Administrator
Division of Long Term Care
Department of Health Services
One West Wilson Street, Suite 850
Madison, Wisconsin 53707

Notices of Intent to Protest must be received in the Administrator's office no later than ten (10) working days after the Notice of Denial is issued.

Written protests must be received within fifteen (15) working days after the Notice of Denial is issued.

The decision of the Administrator may be appealed to the Secretary of the Department of Health and Family Services within five (5) working days of issuance. The appeal must allege a violation of a Wisconsin statute or a section of the Wisconsin Administrative Code.

VI-3 Termination of Contract

A contract issued subsequent to application approval may be terminated by the Department at any time at its sole discretion by delivering 30 (thirty) days written notice to the contractor. Upon termination, the Department's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the Department. In the event that the contractor terminates the contract, for any reason whatsoever, it will refund to the Department within 30 (thirty) days of said termination, all payments made hereunder by the Department to the contractor for work not completed or not accepted by the Department. Such termination will require written notice to that effect to be delivered by the contractor to the Department not less than 30 (thirty) days prior to said termination.

**NOTICE OF INTENT TO SUBMIT AN APPLICATION FOR
TRIBAL AGING AND DISABILITY RESOURCE SPECIALIST (ADRS)**

Completion of this form is voluntary; however, the information requested is required as part of the Aging and Disability Resource Center (ADRC) application process.

Name – Tribe / Applicant	Date of Request
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CONTACT PERSON

Name – Contact Person	Title
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Name – Organization

Address (Street, City, State, Zip)

E-mail Address	Telephone Number
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Counties in Tribal Service Area

Is there Tribal Council support for the Tribal Aging and Disability Resource Specialist application?
 Yes No

ADRC INFORMATION – to be provided by DHS

Name(s) – ADRC

Counties included in the ADRC(s) service area

Tribes served by the ADRC(s)	Anticipated ADRC start date(s)
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TRIBAL AGING AND DISABILITY RESOURCE SPECIALIST - APPLICATION

Completion of this form is voluntary; however, the information requested is required as part of the ADRS application process.

PART I – APPLICANT INFORMATION

Name –Tribe		Date of Application
Name – Applicant		
Name – Contact Person		Telephone Number – Contact Person
Address – Contact Person (Street, City, State, Zip)		
E-mail Address – Contact Person		
Counties included in the ADRS tribal service area		Anticipated ADRS start date
SUBMITTED BY		
Name – Authorized Representative		Title
Name – Organization		Telephone Number
SIGNATURE – Authorized Representative		Date Signed / Submitted

PART II – EXECUTIVE SUMMARY

In two pages or less, provide a summary description of the proposed ADRS, including the service area, client populations, organizational structure, office location(s), approach to providing ADRS services, and relationship to managed care expansion. Highlight any distinctive characteristics of or significant challenges faced by the proposed ADRS.

PART III – PROJECT PROPOSAL

A. Administrative Framework Proposed for the Tribal Aging and Disability Resource Specialist (ADRS)

1. **Service Area**—Describe tribal service area to be covered by this position. Explain the geographic area in which the ADRS services will be provided, and identify the population to be served. Identify any ADRCs that currently or are planned to serve this area.

2. **Organizational Structure**—Identify the employer of the ADRS. Describe the organization where the ADRS will be located. Tell what programs/services this organization is responsible for. Who will be responsible for supervising the ADRS?

Describe any support that will be provided by the tribe or other entities to the 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 ADRS grant.

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

4. **Staff Training and Qualifications**—Identify the qualification expected of the person to be hired as the ADRS. Describe the types of initial and ongoing training that ADRS will be provided to carry out the duties of this position.

5. **Accessibility and Cultural Competence**—The 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 or no English.

Explain how the tribal ADRS will help tribal members access ADRC services and what the ADRS will do to help ensure that the ADRC services provided are culturally appropriate.

6. **Management Information Systems and Reporting**—How will the ADRS collect and share resource information with the ADRC(s)? Describe the resource database and client tracking systems that will be used by the ADRS. How will these be coordinated with the ADRC(s) serving the tribal area?

7. **Collaboration with Local Agencies and Stakeholders**—How has the tribal collaborated with local ADRC(s) or planning committees for proposed ADRCs?

B. Provision of ADRS Services

1. **Marketing, Outreach and Public Education**—Describe the marketing, outreach and public education strategies the tribe will use to make ADRS services known to tribal members, including people who are isolated or otherwise hard to reach and to other tribal agencies and service providers in the tribal service area.

2. **Information and Assistance**—How will the ADRS provide I&A services? How will you be sure the ADRS has the technical qualifications to provide services to all target groups?

The ADRS should be AIRS certified within a year from the date of hire. Describe your plan to have the ADRS AIRS certified.

3. **Long-Term Care Options Counseling**—How will the ADRS provide long-term care options counseling to tribal members? Identify how the ADRS will work with ADRC(s) in the service area.

4. **Benefits Counseling**—How will referrals be made to the elderly benefit specialist and the disability benefit specialists?

5. **Access to Publicly Funded Long-term Care (LTC) Programs: Functional Screen, Financial Eligibility Determination and Enrollment-Related Functions**

Will the ADRS be trained to administer the long-term care functional screen? Yes No
Will tribal income maintenance unit be used to determine financial eligibility? Yes No

If no, describe how the ADRS will facilitate the financial eligibility determination process, including what it will do to assist tribal members and how it will coordinate with the regional income maintenance consortium.

6. **Access to SSI, SSI-E, Medicaid and FoodShare, and Other Public Programs and Benefits**—Identify the key programs and agencies to which the 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, Independent Living Center services. Describe how the ADRS will make referrals to these agencies, resolve issues of access, and follow up to ensure tribal members get what they need in a timely manner.

 7. **Short-term Service Coordination**
Will the ADRS provide short-term service coordination? Yes No
If **yes**, describe how it will assure these services do not become long-term.
If **no**, describe how the ADRS will refer individuals to the ADRC(s) or other tribal agency(ies) to assure they do receive the assistance they need.

 8. **(Elder) Adults-at-Risk and Protective Services**—Identify the agency or agencies responsible for (elder) adults-at-risk and adult protective services in the tribal service area and describe how the ADRS will connect people in need with these services.

 9. **Client Advocacy**—Describe how the ADRS will serve as an advocate for individual tribal members, including providing information about rights, assistance in exercising those rights, and linkages with appropriate advocacy resources, including referrals to ombudsman to register complaints regarding managed long-term care.

 10. **Community Needs Identification**—The ADRS will be in a unique position to recognize service gaps and unmet needs of tribal members. Describe how the ADRS and tribe will identify and communicate those needs to the tribe, ADRC(s), and MCOs covering the tribal service area, and to the Department of Health Services.
- C. **Customer Service Strategy**—The ADRS will be out of the office much of the time. How will tribal members contact the ADRS? What will the tribe do to assure a prompt response from the ADRS?

- D. **ADRC Annual Budget**—including Annual Budget, Personnel Worksheet and Subcontract Worksheet (**Please complete Annual Budget, F-00576A**)

<http://www.dhs.wisconsin.gov/forms/F0/f00576a.xls>

Budget Narrative

PART IV – ATTACHMENTS

Attach the following to the completed application form:

- A. Tribal Government Resolution / Action Authorizing the ADRS Application
- B. Tribal ADRS Position Description
- C. Tribal Organizational Chart
- D. Other Attachments (optional)

AGING AND DISABILITY RESOURCE SPECIALIST (ADRS) ANNUAL BUDGET

Completion of this form is voluntary; however, the information requested is required as part of the ADRS application process.

Line Item Budget: Include the following information. For regional ADRSs, please provide information for the entire entity.

	ADRS Grant Funding	MA Match Funding	Other Funding 1 (Identify below)	Other Funding 2 (Identify below)	Grand Total
ADRC Position					
Salary					0
Fringe					0
% of FTE =					0
Subtotal	0	0	0	0	0
Direct Expenses					
Travel					0
Training					0
Printing					0
Postage					0
Office Supplies					0
Telephone					0
Computer & related					0
Rent / Lease					0
Equipment					0
Equipment Maintenance					0
Certifications / Professional Dues					0
Translation Services					0
Outreach / Marketing					0
					0
					0
					0
					0
					0
					0
					0
Subtotal	0	0	0	0	0
Indirect Expenses					
Administration					0
					0
					0
Subtotal	0	0	0	0	0
TOTAL EXPENSES	0	0	0	0	0

Other Funding 1: _____
 Other Funding 2: _____

Appendix C

TRIBAL AGING AND DISABILITY RESOURCE SPECIALIST JOB DESCRIPTION

The Tribal Aging and Disability Resource Specialist (ADRS) works in partnership with tribal health and human services agencies and Aging and Disability Resource Centers (ADRCs) in the tribe's service area to ensure that tribal members receive culturally appropriate information about aging and disability resources and are able to comfortably and effectively access long term care programs and services.

DUTIES AND RESPONSIBILITIES:

1. Engage in marketing and outreach to inform tribal members about services available through the tribal ADRS and the regional ADRC.
2. Develop culturally sensitive informational materials.
3. Provide or arrange training for ADRC personnel on cultural competence in working with tribes and tribal members.
4. Provide basic information and assistance, and options counseling for tribal members in their homes, in the ADRC or tribal office, or over the phone.
5. Provide short term service coordination to help tribal members deal with immediate needs, to the extent time and funding allow.
6. Refer tribal members to the appropriate elderly benefit specialist or disability benefit specialist as needed.
7. Serve as a liaison and customer advocate to tribal members referred to area ADRCs for more in-depth information and assistance, options counseling, and enrollment in publicly funded long term care services.
8. Conduct information and assistance home visits for tribal members on behalf of the ADRC.
9. Assist tribal members in preparing materials needed to determine financial eligibility.
10. Provide enrollment counseling for tribal members needing publicly funded long term care services.
11. Develop and maintain client records, including client tracking records for tribal members served.
12. Participate in tribal department staff meetings as instructed by supervisor and outside activities related to ADRS information sharing in the community.
13. Inventory the health and long term care related resources that are available through tribal governments, and share this information with the ADRCs for inclusion in the resource database.
14. Prepare correspondence and other documentation as required by DHS program guidelines.
15. At the option of the tribe, participate in 100% time reporting to capture MA revenue to support tribal ADRS services.
16. Use continuous improvement techniques to improve the quality and efficiency of customer service.
17. Consult with DHS on issues relating to ADRC services for tribal members.
18. Additional duties as determined by the tribe.

KNOWLEDGE AND SKILLS:

1. A bachelor's degree in human services or related field, or approval of the Department.
2. Be AIRS certified or achieve AIRS certification within 12 months of hire.
3. Strong computer, oral and written communication skills.
4. Knowledge of and familiarity with tribal resources, local area resources, and statewide resources available for client referral purposes.
5. Understanding of the long term care delivery system in Wisconsin.
6. Experience working with tribal elders and/or a thorough understanding of elders' roles in Native American communities.
7. Excellent organizational skills with the ability to plan, organize, and schedule priorities efficiently and manage multiple projects in a timely manner.
8. Ability to establish and maintain productive working relationships with ADRC staff, clients, tribal management and external agencies.
9. Three years experience dealing with issues that affect the elderly and disabled population is preferred.
10. Must hold a valid Wisconsin driver's license.
11. Other qualifications at the discretion of the tribe