

## Tribal Aging & Disability Resource Specialist Grant/Contract Deliverables and Expectations

Name of Organization: 2021 ADRS Tribal Program

Contacts		Division Program Contact	TAO Program Contact
	Name	Jennifer Speckien	Darwin Dick
	Email	<a href="mailto:Jennifer.Speckien@dhs.wisconsin.gov">Jennifer.Speckien@dhs.wisconsin.gov</a>	<a href="mailto:Darwin.Dick@wisconsin.gov">Darwin.Dick@wisconsin.gov</a>
	Phone	715-210-1531	608-261-6728

### Background

*The Tribal Aging & Disability Resource Specialists (ADRS) are funded by the Wisconsin Department of Health Services (the Department) through Wis. Stat. § 46.283 from appropriation accounts under Wis. Stat. § 20.435 (1)(n), (4)(b), (bd), (bm), (gm), (pa), and (w), and (7)(b) and (md).*

### Generalized Funding Statement

*\$40,000 per ADRS will be provided to each tribe or band or the Great Lakes Inter-Tribal Council, Inc. who has an approved application for a Tribal ADRS position.*

*Federal Medicaid administration matching funds are available. In order to access these additional funds, ADRS are required to complete 100% time and task reporting.*

### Scope of Work Summary

*Deliverables include the following major activities consistent with the Tribal Aging & Disability Resource Specialist program requirements:*

- Hire a full-time Tribal ADRS that meets the minimum qualification requirements from the Department. This includes a Bachelor's degree (preferably in health or human services related field) or a license to practice as a registered nurse in Wisconsin and at least one year of full-time experience in a health or human service field working with one or more of the client population served by the ADRS (tribal members, elderly, or adults with physical or intellectual/developmental disabilities). \*If a tribe elects to provide functional eligibility determinations, they must follow the education requirements for the long-term care functional screen as described in the optional service addendum.*
- If a prospective Tribal ADRS does not meet the education and experience requirements, the tribal ADRS employer must request and receive a waiver from the Department prior to an employment offer being made. Requests for a waiver are made by using form F-00054 and submitting it to [dhsrcteam@wisconsin.gov](mailto:dhsrcteam@wisconsin.gov).*
- Attend training offered for Tribal ADRS as provided by the Department.*
- Participate in Tribal ADRS meetings and activities as provided by the Department.*
- Provide Tribal ADRS services to Indian Health Services (IHS) eligible individuals, regardless of financial means, that are within the target populations of adults with disabilities, elders and youth with disabilities age 17 years and 6 months.*
- Engage in marketing and outreach to inform IHS eligible individuals about services available through the Tribal ADRS and the local ADRC.*

- *Provide objective and unbiased information and assistance for IHS eligible individuals, at a location of their choice, including but not limited to in their homes, in the ADRC or tribal office, or over the phone.*
- *Provide objective and unbiased, person-centered options counseling for IHS eligible individuals in their homes or in the ADRC or tribal office, or over the phone, following the options counseling guidelines provided by the Department.*
- *Refer individuals to the appropriate elder or disability benefit specialist, as needed.*
- *Refer individuals to the Tribal Dementia Care Specialist or ADRC Dementia Care Specialist, as needed, if one is available in the ADRS geographic service area.*
- *If a referral or contact is received for an individual that is not IHS eligible, refer that individual to their appropriate ADRC.*
- *Serve as a liaison and customer advocate for IHS eligible individuals referred to an area ADRC for further information and assistance, options counseling and enrollment into publicly funded long-term services.*
- *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.*
- *Prepare correspondence and other documentation as required by the Department.*
- *Develop and maintain client records using the WellSky client tracking system or another system that is capable of meeting the client tracking standards per Department requirements for eligible individuals served.*
- *Utilize continuous improvement techniques to improve the quality and efficiency of customer service.*
- *Adhere to the Department's required policies and procedures for Tribal ADRS.*
- *Develop a line item budget using the Department form F-00576A and budget narrative for the period covered by this scope of work. Tribal ADRS funds may only be used for services described in this scope of work.*
- *Collect required data to measure program outcomes and report data, as required, to the Department.*
- *Tribes may elect to have their ADRS provide optional services. For each optional service that is selected, Tribes will implement that service in accordance with the ADRS Policy and Procedure Manual.*

*Select the optional ADRS services, if any, that your agency elects to provide for this contract period:*

\_\_\_\_\_ *Pre-admission consultation and assistance with resident relocations*

\_\_\_\_\_ *Short-term service coordination*

\_\_\_\_\_ *Health Promotion, Prevention and Early Intervention activities*

\_\_\_\_\_ *Dementia-specific programs, activities, and services*

\_\_\_\_\_ *Long-term care functional screen administration; enrollment and disenrollment counseling*

\_\_\_\_\_ *Assistance with financial eligibility determination for enrollment in publicly funded long-term care program(s)*

Contract Period of Performance:

*October 1, 2020 – September 30, 2021*

Reporting Requirements	Due Date
Monthly expenditure reports on form F-00642	Monthly
100% time reporting for Federal Medicaid administrative claiming	20 <sup>th</sup> of the following month
Monthly information and assistance activity reports	20 <sup>th</sup> of the following month
Annual expenditure reports	As determined by the Department
Annual update report	As determined by the Department