

CHAPTER 3: PROGRAM OUTCOMES & KEY DATES

3.1. **PROGRAM OUTCOMES** (ICOA) State Senior Services are designed to provide older individuals with assistance they need to compensate for functional or cognitive limitations. Individuals qualifying for these services are those who require personal assistance, stand-by assistance, supervision or cueing to accomplish ADLs, IADLs, or both. The program aims to help clients:

1. **Avoid Inappropriate or Premature Institutional Placement.** Avoid inappropriate institutionalization of a client; facilitate timely discharge of an institutionalized client; or prevent inappropriate or premature re-institutionalization of a formerly discharged client.
2. **Enhance Ability to Accomplish Short-Term Rehabilitation.** Facilitate rehabilitation at home by providing supportive services to those who are temporarily incapacitated due to short-term illness or injury.
3. **Assist in Crisis Intervention.** Maintain older individuals in their own homes, on a short-term basis, during a crisis when the primary caregiver is incapacitated or absent.
4. **Provide Protection.** Enable individuals to remain in their own homes during a crisis through coordination with Adult Protection Services.

3.2. **ELIGIBILITY** (ICOA) Persons eligible to receive services under the Act shall be sixty (60) years of age or older and residents of the state of Idaho. Functionally- or cognitively-impaired adults under age sixty (60) living in the home of a caregiver who is age sixty (60) or older are exempted from this requirement. In those instances, the caregiver is considered to be the client.

3.3. **KEY DATES**

1. **Invoicing**

- A. Title III, VII and Adult Protective Services: The AAAs will submit the Invoice, in-kind and program income to ICOA no later than the 25th of each month.
- B. The AAAs will submit other program invoices (Discretionary Grant Programs: e.g. SMP & MIPPA etc.) separately according to the respective contract.

2. **Reporting**

A. Title III:

1. The AAAs will enter all Title III, Title VII and Adult Protective Services data by the 25th following the end of the month.
2. The AAAs will submit an annual Developmental Accomplishment and Staff Profile Report by October 25th of each year. ([ICOA Website: RP.AD.02 Developmental Accomplishment Annual Report](#)).
3. Annually, by July 1st/first business day in July, ICOA will submit the Strategic Plan to Department of Financial Management.
4. Annually, by September 1st/first business day of September, ICOA will submit the Performance Report to Department of Financial Management.
5. Annually, by December 1st, ICOA will submit the annual report (including Ombudsman and Adult Protective Services reports) to the Governor's office.
6. Annually, by January 31st, ICOA will submit the Federal National Aging Program Information System (NAPIS) to the Administration on Community Living.

B. Title VII: Ombudsman

1. Local Ombudsman will enter and verified all data by the 25th following the end of the month.
 2. Annually, by January 31st, ICOA will submit Federal National Ombudsman Reporting System (NORS).
- C. Adult Protective Services
1. The AAAs will submit the Substantiated Case report to the ICOA no later than the 10th of each month ([ICOA Website: RP.AP.02. AAA Substantiated Case Report](#))

3. Area Plan

- A. AAAs will develop their local Area Plans every four years. The next Area Plan is due June 30, 2021.
- B. ICOA will update the following:
 1. Intrastate Funding Formula
 2. Sliding Fee Scale
 3. Poverty Guidelines
- C. Annually, by August 15th, ICOA will provide unit and financial data to AAAs for verification. The AAAs will verify data and provide the following local plan updates by October 15th.
 1. Update any changes to service providers/contractors, goals and objectives identified in focus areas A, B, C and D.
 2. Update “Coordination” accomplished during previous year and identify new activities for upcoming year.
 3. Provide ICOA with unit data for Legal Assistance, SMP and MIPPA.
 4. Update Organization Chart **(only if there are changes)**
 5. Update Advisory Council **(only if there are changes)**
 6. Update Emergency Preparedness Plan **(only if there are changes)**
 7. Update Nutrition Meal Site Worksheet **(specifically coordinators)**
 8. Incorporate Service Improvement Plans at a minimum for the registered services that are below Census At Risk baselines.

4. Nutrition Services Incentive Program (NSIP)

- A. AAAs must enter all NSIP meal count data into the approved Management Information System (MIS) by the 25th following the end of the month.
- B. The ICOA will include NSIP data in the annual report to the Governor’s office by December 1st.
- C. The ICOA will submit the State Progress Report to AoA/ACL by January 31st.
- D. Annually, ICOA sends the AAAs a year-end distribution report to verify NSIP meal counts from the prior year. This report is used to calculate funding distribution for the upcoming year. AAAs must verify those counts and submit to ICOA by January 25th.
- E. AAAs will use (100%) Cash-In-Lieu Commodity for each provider site.
- F. Annually, by May 15th, ICOA submits the Commodity dollar report to USDA and Department of Education.
- G. Within 30 days of receiving NSIP funds from ICOA, each AAA must distribute those funds to the participating meal sites for purchasing domestically produced foods for their nutrition projects. (OAA Section 311(d)(4).