



COVID-19 Response

May 15 Call: Frequently Asked Questions (FAQs)

May 22, 2020

DARS provides these FAQs in response to questions asked on the May 15, 2020 COVID-19 call with Area Agencies on Aging (AAAs).

What if start date was not entered for the April report. Do we have to go back and re-do or can we enter that date when we enter May units?

- *The Start Date on the Event profile can be updated when May units are entered.*

Shouldn't Families First be used for meals first? CARES second?

- *Because Families First & CARES Act funding is specifically appropriated for COVID-19 response, we encourage the use of federal funding in the following order:*
 - 1) *Families First*
 - 2) *CARES Act*
 - 3) *"Regular" Title III grant funds, starting with the oldest funds available first, utilizing the flexibility of the Major Disaster Declaration*

The units entry document posted on the portal shows the funder for Families First Home Delivered as Title III C2 - has the direction changed for the funder?

- *The funding source of Families First should be used with Families First service types and the funding source of CARES Act should be used with CARES Act service types. These two funding sources should not be used with any other service types.*

Is there a faster way to sign clients up for event profiles? Like from one event profile to another?

- *Unfortunately, there is not a bulk method to move clients from one event to another event. Each client would need to be signed up, one by one. However, once an individual is signed up to an event, that individual will remain signed up on that event until the user removes them. So, the step of signing up individuals to events only has to occur the first time units are entered, and then from there on, the only step is to just enter the units at the end of the each month.*

If you are entering units under an individual client, is there a way for us, the AAA's, to add a new "Service Type"?

- *When a new service type is needed, please contact the help desk at NWDHelp@dars.virginia.gov to have them added by Peerplace. Please include the name of the service type and the name of the program(s) where the service is needed.*

Do you have to say CARES Act in the event profile name? Is it OK to just name it CARES in the event profile name?

- *Event names are completely up to the agency creating the event as DARS does not look at the event names. If CARES Act is selected for the Service Type then CARES Act is also to be selected as the funder (funding source) of the event.*

At an appropriate time, I have a question regarding start dates of funding sources. Families First started on March 1. CARES Act started on April 1. When does MDD (Covid-19) start?

- *March 1, 2020*

We have flexibility to use Families First funds where we need it - for example - Title III C1 for Home Delivered Meals. Do we need to flag that flexibility somehow?

- *FFCRA funds are restricted to C1 and C2 only. If you are using C1 for Home Delivered Meals, just list the expenditures on the AMR-OC under the Home Delivered Meals column for the C1 funding source row.*

In CRIA 2 when someone calls for HDMs, should we use the CARES Act for service units and CARES Act for funding source?

- *The service type of 'CARES Act CRIA' along with a funding source of 'CARES Act' can be used when the service being provided is a CRIA contact that is to be funded by CARES Act. The service type of 'CARES Act Home Delivered Meals' along with a funding source of 'CARES Act' should be used to count the actual Home Delivered Meal(s) provided under CARES Act funding.*

If we created a separate event profile, due to COVID-19, should the only funding source be COVID-19? And, not have a secondary funding source?

- *The only time to use the funding source of 'COVID-19' is when the units are being entered under pre-existing standard service types that were in place prior to the pandemic, and the option to utilize the flexibility of funding under the Major Disaster Declaration (MDD) is being used. This can work with existing events by identifying a funding source of 'COVID-19' on specified rows for units, or it could be done by created dedicated events to track only the units where this flexibility will be used.*

If you look at the mapping for the new service types of FFCRA and CARES Act, funding source says local AAA, so I am not quite sure why Covid-19 is excluded from Local AAA?

- *The only reason that Local AAA was selected as the NAPIS group was to ensure that the service units would not show up on the AAA Service Summary used to complete the standard AMR, since Families First and CARES Act are to be separated from the standard AMR units. These services are not 'true' Local AAA in the sense that these units are funded by some type of local funds.*

I understand that I show the C1 and C2 funds allocated, but do I show units and expenses only under C2 where we are actually spending them?

- *Yes, you can record all of the units as HDM while spending C1 funds.*

Can CARES Act Title III-C2 money be used towards Title III-C1?

- *Yes, but only within the CARES Act award. You would need to expend from the C2 funding source for the Congregate Service on the AMR-OC CARES Act worksheet.*

Explain preparation & administration use of Cares Act?

- *You may use up to 10% of the funding, but a 25% match is required.*

If under CARES Act and FFCRA, our staff is only working on the COVID-19 disaster, can we charge their salary directly to HDM or CARES Act HDM?

- *Yes, you can charge salaries for HDM program staff to FFCRA and CARES Act HDM.*

When will you send our FY21 funding notices?

- *Early June 2020.*

So, we need to use up state funds first for event profiles and then use FFCRA and CARES and COVID-19?

- *Yes; however, COVID-19 is not a funding source; it just allows flexibility to use your existing OAA regular funding after you have exhausted all other funding.*

We do not necessarily start FFCRA on March 1?

- *You may start using FFCRA funds beginning March 1, 2020.*

Will this recording be available again to view?

- *Unfortunately, no, due to file size and other restrictions, such as closed captioning.*

If you are entering units under an individual client, is there a way for us, the AAA's, to add a new "Service Type"?

- *When a new service type is needed, please contact the help desk at NWDHelp@dars.virginia.gov to have them added by PeerPlace. Please include the name of the service type and the name of the program(s) where the service is needed.*

Do we use both Person by Person and Event Profile for the same client? We are only using Event Profile right now.

- *Both options are available which is why both were shown during the webinar. If you are strictly using Event profile, this will work just fine.*

Does Checking refer to helping people with finances or doing Check-In calls?

- *Checking is the process of contacting an individual to check on their well-being.*

To clarify, we use COVID-19 funding source only when we move funds under MDD? If we do not move funds, we select the original area plan fund?

- *COVID-19 is a way of coding a unit so that you can use the MDD flexibility to expend from a funding*

source that is not usually allowed for a particular service. There is no movement of actual funds.

Can you change the funding source say from III-C money to another source later on?

- *The Funding source of a unit can be changed at any time to make corrections or changes. Since the reports used to complete the AMR are run on a year to date basis, changes made will be reflected on the most current version of the AMR.*

Is Disaster Declaration funding and service delivery the only thing that should be entered on the new COVID-19 tab of the AMR?

- *Yes, if you want to use the flexibility to expend from a funding source that is not usually allowed for a particular service.*

Can we adjust our spending on our AMR to use the State General funds first?

- *The April AMR report can be revised if submission is done by COB Tuesday, May 19. Moreover, with the AMR to be submitted in June resulting in payment of all remaining state funds, the AAA can align its expenditures to properly reflect the April - May expenses being charged to state funds (including reclassification of previously charged federal funds). Please be mindful that state funds cannot carry over on September 30, 2020, and any remaining funds must be returned to DARS.*

We have a number of older residents who are totally stuck at home. We've dealt with meal issues, but they still face loneliness and isolation. Can we use CARES Act funding to purchase tablets and internet subscriptions so that they can see our staff when we call? They could also use the tablet to converse with their MDs, families and friends.

- *Yes, you may purchase tablets and internet subscriptions using CARES Act funds.*