

LONG-TERM CARE COORDINATING ACTIVITIES
VIRGINIA DEPARTMENT FOR THE AGING
SERVICE STANDARD

Definition

Provides for the active participation of the Area Agency on Aging staff on local long-term care coordinating committee(s), i.e., in the planning and implementation of a coordinated service delivery system to insure the development and delivery of an adequate supply of home- and community-based services to assist older persons to avoid or delay unnecessary institutionalization, and to assure maximum efficiency and cost-effectiveness in the delivery of those services.

Eligible Population

Not applicable

Service Delivery Elements

Agencies conducting Long-Term Care Coordinating Activities must perform the following components:¹

Active participation on long-term care coordinating committees and other groups and organizations involved in the development and delivery of long-term care services, such as interagency task groups, planning councils, Medicaid Pre-admission Screening Teams, and other interagency activities aimed at planning and coordinating new or existing services.

Administrative Elements

Staffing:

- As established by AAA policy

Units of Service:

- hours of participation

Program Reports:

- AMR (Aging Monthly Report) due by the 12th of the month. If the area agency on aging provides this service, this report must be updated and submitted even if no expenditures or units of service occurred.
- Annual program performance report

Allowable Costs:

Costs associated with activities of this service are allowable

¹ Older Americans Act of 1965, as amended, Section 304(d)(1)(A)

Quality Assurance

Staff Training:

- **(Initial)** in-depth orientation on agency policies and procedures, client rights, community characteristics and resources, and procedures for conducting the allowable activities under this service.
- **(On-going)** at least annual in-service training, the content of which to be based on the need for professional growth and upgrading of knowledge, skills, and abilities.

Case Review:

- Not applicable

Program Evaluation:

The area agency on aging should conduct a regular systematic analysis of the persons served and the impact of the service.

Records:

- Minutes of meetings of local long-term care coordinating committee.