

SOCIALIZATION & RECREATION
MULTIPURPOSE SENIOR CENTER
VIRGINIA DEPARTMENT FOR THE AGING
SERVICE STANDARD

Definitions

Socialization and Recreation Services: These programs provide an opportunity for the individual to interact with others and participate in leisure time activities. They are designed to enable older individuals to attain and maintain physical and mental well-being through programs of regular physical activity, exercise, music therapy, art therapy, and dance-movement therapy. ¹

Multipurpose Senior Center: A community facility for the organization and provision of a broad spectrum of services, which shall include provision of health (including mental health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals.²

Eligible Population

Socialization and Recreation Services are targeted to persons 60 years of age or older whose lifestyle may be enhanced through opportunities for socialization and participation that may alleviate isolation and loneliness. Priority shall be given to older individuals with greatest economic and social need, with special emphasis on low- income minority individuals, older individuals with limited English proficiency, older persons residing in rural or geographically isolated areas, and older individuals at risk for institutional placement. ³

Service Delivery Elements

Program Requirements

The area agency or service provider must provide supervised leisure time activities, including but not limited to: sports, performing arts, games, arts and crafts, and fine arts.

Assessment

- A service-specific assessment shall be performed on each potential client that determines whether the individual is eligible for the service, the amount of the individual's service-specific need, and the individual's level of priority for service delivery.
- If individual hours will be entered into the VDA-approved electronic client database, Virginia Service – Quick Form (if Part “A” Uniform Assessment Instrument is not completed) is required.
- Use of the Virginia Service – Quick Form is recommended, but not required, if there are only optional group units that will not be entered into the VDA-approved electronic client database.
- The answer to the question “Is Client in Federal Poverty?” (answer Yes or No) must be asked and recorded in the VDA-approved electronic client database. Any fee charged to

¹ Older Americans Act of 1965, as amended, Section 321

² Older Americans Act of 1965, as amended, Section 102

³ Older Americans Act of 1965, as amended, section 306(a)(4)(A)(i)

the client shall be determined by the applicable sliding fee scale. The Federal Poverty/VDA Sliding Scale form may be used.

Reassessment

- A review of the participant's need for services, the amount of services provided and the appropriateness of the care plan (if completed) shall be performed when the participant's condition or situation changes, but at least annually.
- Virginia Service – Quick Form (if UAI – page 1-3 minimum is not required) shall be updated at the same time.
- The answer to the question “Is Client in Federal Poverty?” (answer Yes or No) must be asked and recorded.
- Any fee charged to the client shall be determined by the applicable sliding fee scale. The Federal Poverty/VDA Sliding Scale Fee form may be used.

Administrative Elements

Staff Qualifications

The AAA or service provider staff shall possess the following minimum qualifications:

- Knowledge: Biological, psychological, and social aspects of aging; the impact of disabilities and illness on aging; community resources; public benefits eligibility requirements; medical conditions; activity programming.
- Skills: Establishing and sustaining interpersonal relationships; problem solving; activity planning.
- Abilities: Communicate with persons with varying socioeconomic backgrounds; work independently.

Job Descriptions⁴

For each paid and volunteer position funded by Title III of the Older Americans Act, an Area Agency on Aging must maintain:

- A current and complete job description which shall cover the scope of socialization and recreation services staff duties and responsibilities; and
- A current description of the minimum entry-level standards of performance for each job.

Units of Service

Units of service must be reported in the VDA-approved electronic client database for each client receiving the service. Service units can be reported by client on a daily basis, but not aggregated (summarized) more than beyond one calendar month.

- Hours (individual hours are required for the VDA-approved electronic client database) – The number of hours the individual participates in the activity at the senior center.
- Persons served (unduplicated) – The number of persons who participate in the activity at the senior center.

⁴ 22 VAC 5-20-250, Grants to Area Agencies on Aging, Department for the Aging Regulations, Virginia Administrative Code.

Individual hours – Service activities provided to a specific individual; individual hours are required for the VDA-approved electronic client database.

Optional Group Units (Not entered into the VDA-approved electronic client database)

- Group Participants – The number of people attending the presentation, meeting, or program (activity provided to more than one person or in a group setting).
- Number of Group Presentations – Number of programs on socialization and recreation topics

Group Units – These activities cannot be entered into the VDA-approved electronic client database. They are reported on the Optional Units page of the AMR.

Program Reports

- Aging Monthly Reports (AMR) to VDA by the twelfth (12th) of the following 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.
- Client level data from the VDA-approved client database shall be transmitted to VDA by the last day of the following month.

Consumer Contributions/Program Income

There must be a written policy on handling of Client Program Income (CPI) and other gratuities and donations⁵

Cost Sharing/Fee for Service: An Area Agency on Aging is permitted to implement cost sharing/fee for service for recipients of this service.⁶

And/or

Voluntary Contributions: Voluntary contributions shall be allowed and may be solicited for this service, provided that the method of solicitation is non-coercive. Voluntary contributions shall be encouraged for individuals whose self-declared income is at or above 185% percent of the poverty line, at contribution levels based on the actual cost of services.⁷

Quality Assurance

Staff Training

- At hiring, staff shall receive orientation on agency and departmental policies and procedures, client rights, community characteristics and resources, and procedures for conducting the allowable activities under this service.
- Workers shall receive a minimum of 10 hours of in-service or other training per year based on the need for professional growth and upgrading of knowledge, skills, and abilities.

Supervision

Consultation and supervision shall be available to all staff providing the service.

⁵ 22 VAC 5-20-410, Grants to Area Agencies on Aging, Department for the Aging Regulations, Virginia Administrative Code

⁶ Older Americans Act of 1965, as amended, Section 315(a)

⁷ Older Americans Act of 1965, as amended, Section 315(b)

Program Evaluation

The AAA shall conduct regular and systematic analysis of the persons served and the impact of the service. Subcontractors shall be monitored annually.

Client Records

The AAA or service provider must maintain specific client records in the approved VDA electronic database that include:

- Consent to Exchange Information, if information is shared with other agencies.
- Virginia Service - Quick Form (if Part "A" Uniform Assessment Instrument – page 1-3 minimum is not completed).
- The answer to the question "Is Client in Federal Poverty?" (answer Yes or No) must be asked and recorded

Service providers must maintain the following additional records:

- Service documentation, such as activity calendars or service records documenting that the social or recreational programs took place.
- Cost Sharing (Fee for Service) calculations, if applicable.