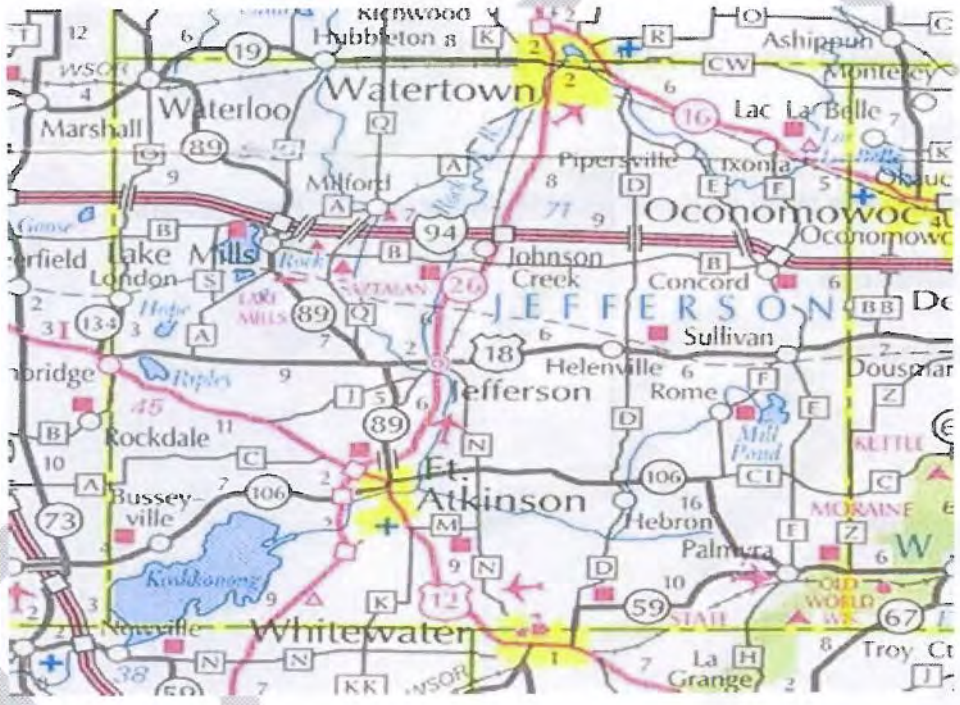
Jefferson County Plan on Aging
2016-2018



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1. Verification of Intent

This plan represents the intent of the county to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life.

On behalf of county, we certify that these organizations have reviewed the plan, and have authorized us to submit this plan which outlines activities to be undertaken on behalf of older people during 2016-2018.

We assure that the activities identified in this plan will be carried out to the best of the ability of the county.

We verify that all information contained in this plan is correct.

Signature, and Title of the Chairperson of the Commission on Aging Date

Signature, and Title of the Authorized County Board Representative Date

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2. Executive Summary

The Aging and Disability Resources Division of Jefferson County Human Services was formally established in July 2008. The division encompasses all Older American's Act Programs and the Aging & Disability Resource Center. The structure of the division allows for the provision of comprehensive, streamlined services to our customers, and has greatly enhanced the county's ability to develop our ***2016-2018 Key Outcome Indicators*** and goals.

Quality Improvement: Each division within the Human Services Department relies on Key Outcome Indicators to measure efficacy. In addition, the NIATx Change Process is also used to ensure quality services.

2016 Budget: The division's 2016 budget is $1,933,674. The expected 2016 revenue is $1,760,653 and county tax levy is $173,021, which is less than 10% of the total budget.

ADRC operations are the largest expenditure category $858,666; Senior Dining & Home Delivered Meals are second at $322,602 and transportation is third at $245,571. The fourth largest expenditure is Adult Protective Services, and this budget category is $207,251. These are mandated services and 60% of the program's revenue comes from county tax dollars.

Plan Summary & Context: This plan's focus areas are relevant and timely. Each area presents opportunities to explore solutions to ongoing challenges.

Involvement of Older People in Aging Related Program Development and Planning,

Historically, Jefferson County experiences low or no attendance at public hearings or meetings around Older American's Act Programs and transportation. When elders, who are benefiting from OAA or other services, are informed that they may be subject to change(s) that directly affects them, people may be more inclined to become involved in advocacy. We need to move people from being reactive to proactive ~ and this will be our greatest challenge this planning period.

The Elder Nutrition Program

According to the 2014 Jefferson County Congregate and Home Delivered Meal Program Satisfaction Surveys, 11 people responded that they would not have had enough to eat each day if it were not for the program; 3 people indicated that they skipped meals because they didn't have enough money for food; 26 people responded that they would not get one, hot fresh meal each serving day if it were not for the program and at one site the majority of people getting home delivered meals checked that 2/3rd of what they eat each day comes from the meal program.

Senior hunger and food insecurity affects more than 4 million senior citizens according to **Feeding America**. The number of food insecure seniors is projected to increase by 50% when the youngest of the Baby Boom Generation reaches age 60 in 2025.

Services in Support of Caregivers

Jefferson County is fortunate to have many resources for caregivers, including respite, adult day, supportive home and personal care. There are various support groups and Memory Cafés, in addition to a strong group of volunteers through Your-Friends-in-Action; however, there does not exist a coordinated effort to serve and support caregivers to the fullest extent.

Jefferson County has had limited success in developing a caregiver coalition. What we often hear is that people have too many meetings to attend, and many times it is the same people at the various meetings. During the course of this three year plan, we will create new avenues for reaching stakeholders.

Services to People with Dementia

According to the Alzheimer's Association over 1,500 people with dementia live in Jefferson County. The majority of them live alone. On a weekly basis the Adult Protective Services unit is dealing with concerns related to a person with dementia who has an urgent need. Given the fact that the numbers of individuals living with dementia continues to rapidly increase in relation to the aging of America, responding to the needs of people with dementia and those caring for them is expected to present significant challenges throughout this plan.

Healthy Aging

The requirement to use Older American's Act Title III D funds on high level evidenced based prevention programs has had a positive effect on not only people participating, but also on the Aging Unit. For the first time in a very long time, we are seeing new people in our programs. This provides us with an opportunity to welcome them into other programs we offer as well.

Major Topical Areas & Goals:

This plan will impact Jefferson County in the following ways:

- ✓ The goals that involve older people in developing and planning will provide people with greater access and awareness of ways that they can be involved. We will do this by disseminating advisory committee meeting materials across the county on a monthly basis. In addition the committee will meet at various locations to provide people with limited transportation opportunities to attend a meeting.
- ✓ The Senior Dining Program goals will focus on combating hunger and food insecurity though increasing awareness of available food programs and benefits,

in addition to identifying those at highest nutritional risk. Needs will be addressed accordingly and nutrition services will be enhanced to support those individuals so that they can remain in their own homes.

- ✓ Awareness of the caregivers needs will be elevated through enhanced communications with community partners. Rather than try to form a coalition around caregiver needs, the ADRC will take advantage of every opportunity to educate other organizations about ways to provide coordinated services to those shouldering the majority of care to the people in their lives.
- ✓ Jefferson County government will become Dementia Friendly! Efforts to educate the various boards, committees and employees are already underway. A pilot a project around Care transitions when a person has dementia is also under development.
- ✓ In order to introduce new people to our programs and encourage healthy aging we will offer a "Healthy Aging" event.

3. Organization and Structure of the County Aging Unit
3-A Mission Statement and Description of the Aging Unit
3-B Organizational Chart of the Aging Unit
3-C Aging Unit Coordination with ADRCs

3-A Mission Statement and Description of the Aging Unit.

Our vision is of an inclusive community where older adults and people with disabilities are respected, healthy and productive.

Our mission is to advocate for and help people achieve their goals by providing them with comprehensive information, assistance and opportunities to engage in the public policy process so they can make informed decisions and remain in charge of their lives.

Description of the Aging Unit

The Jefferson County Human Services Department has 4 divisions; the Aging Unit and ADRC are under the umbrella of the Aging & Disability Resources Division. Due to branding the ADRC is known as the place to come or call to access all aging programs and services. The ADRC is located on the southwest corner of town at 1541 Annex Road, Jefferson. The building has ample signage, is fully accessible and offers private office space to maintain confidentiality standards.

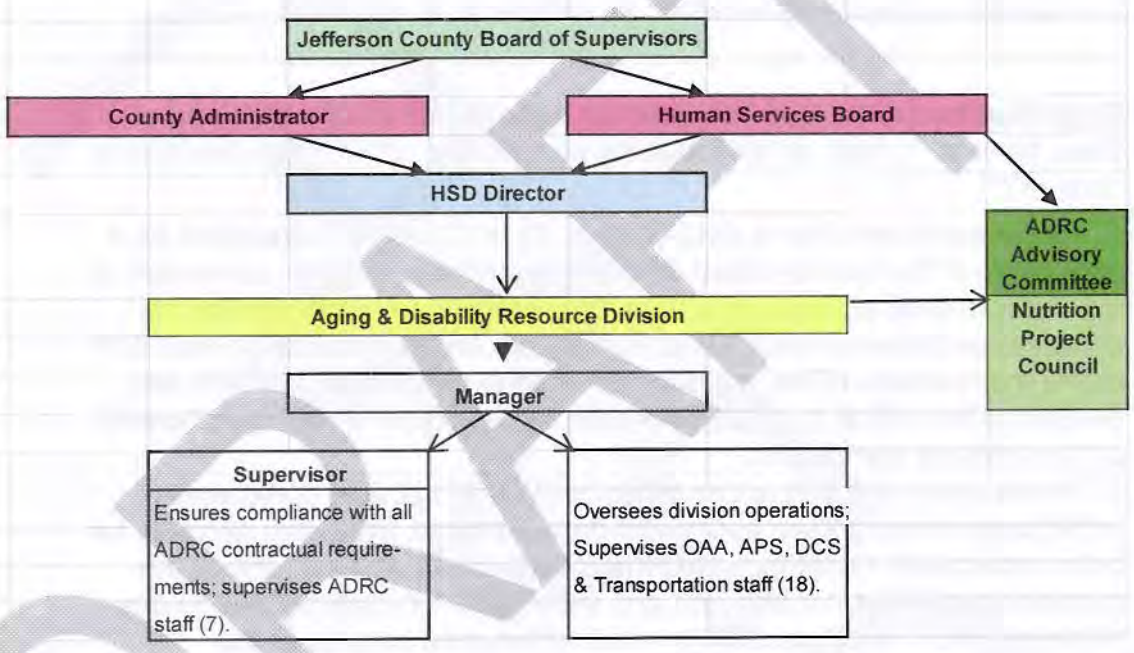
The core hours of operation are Monday-Friday 8:00 a.m. – 4:30 p.m. For those needing assistance beyond those hours, the Human Services Department employs after hours social workers in order to provide assistance 24/7.

Comments or questions about this plan document should be directed to:

Susan Torum, Manager
Aging & Disability Resources Division
920-674-8136 - Direct

adrc@jeffersoncountywi.gov email
www.jeffersoncountywi.gov website

3-B Organizational Chart of the Aging Unit



3-C Aging Unit Coordination with ADRCs

The ADRC and all other aging services are co-located within the Human Services Department. All Older American's Act(OAA) programs and services are offered under the umbrella of the ADRC. While also located adjacent to ADRC offices, the Adult Protective Services unit maintains its identity under the Human Services Department.

Information and Assistance is provided by accessing the ADRC, by calling, visiting or via a homevisit. People are then referred or transferred to the person responsible for coordinating nutrition services, transportation, caregiver support; however, due to changes in the state ADRC contract, short-term case coordination to assist caregivers in accessing services will be provided by ADRC staff. This is the only OAA service that is shared.

3. Organization and Structure of the County Aging Unit
3-D Statutory Requirements for the Structure of the Aging Unit

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

Organization: The law permits one of three options. Which of the following permissible options has the county chosen?	**Check One**
1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
2. A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	**X**
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
Organization of the Commission on Aging: The law permits one of three options. Which of the following permissible options has the county chosen?	**Check One**
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	**X**
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
Full-Time Aging Director: The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	**Yes**

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3. Organization and Structure of the County Aging Unit
3-E Membership of the Policy-Making Body

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

"Members of a county/tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms." In the case of county board/tribal council members, the requirement is 3 consecutive 2-year terms.

Official Name of the County Aging Unit's Policy-Making Body (list below)			
Jefferson County Human Services Board			
Name	**Age 60 and Older**	**Elected Official**	**Year First Term Began**
Chairperson: Jim Mode	X	X	2004
Vice-Chair: Richard Jones	X	X	2007
Secretary: John McKenzie	X		1998
Russell Kutz	X	X	2015
Cynthia Crouse			2015
Augie Tietz	X	X	2009
James Schultz	X		2007

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3. Organization and Structure of the County Aging Unit
3-F Membership of the Advisory Committee

If the aging unit has an advisory committee, listed below are the members of the advisory committee.

Chapter 46.82 of the Wisconsin Statutes requires that the membership of the aging advisory committee (where applicable) must consist of at least 50% older people, and individuals who are elected to office may not constitute 50% or more of the membership.

Official Name of the County Aging Unit's Advisory Committee (list below)			
Name	**Age 60 and Older**	**Elected Official**	**Year First Term Began**
Chairperson: Earlene Ronk	X		2012
Marcia Bare	X		2015
Carol Battenberg	X		2012
Ellen Haines	X		2013
Daniel Krause			2012
Carolyn Niebler	X		2013
Russell Kutz	X	X	2015
Connie Stengel	X		2013
Vacant			

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3. Organization and Structure of the County Aging Unit
3-G Staff of the Aging Unit

Listed below are the people employed by the County Aging Unit. Attach additional pages as needed.

Name: Susan Torum
Job Title: Aging & Disabilities Resource Division Manager
Telephone Number/email Address: 920-674-8136 suet@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to plan, direct, implement, and monitor the operations of the Aging and Disability Resource Center which, encompasses all State and Federally funded Aging and Transportation programs, and to integrate ADRC and related Aging programs into other Human Services programs, services, funding sources as required based on community and consumer needs.

Name: Sharon Olson
Job Title: ADRC Supervisor
Telephone Number/email Address: 920-674-8139 sharono@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to oversee, direct, promote and supervise the daily activities and staff of the Aging and Disability Resource Center.

Name: Beth Eilenfeldt
Job Title: Nutrition Coordinator
Telephone Number/email Address: 920-674-8134 Bethe@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to serve as the lead worker in all aspects of the Senior Dining Program

Name: Sharon Endl (PT)
Job Title: Nutritionist/Home Delivered Meal Assessor
Telephone Number/email Address: 920-674-8187 Sharone@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to provide nutrition education and outreach services to individual's 60+; to conduct home delivered meal assessments and implement evidenced based nutrition practices.

Name: Joy Clark, Jennifer Whaley, Patti Hills, Linda Winterland, Julie Schultz (all PT)
Job Title: Senior Dining Program Managers
Telephone Number/email Address: n/a

Brief Description of Duties: The purpose of the position is to oversee the daily operations of the Senior Dining & Home Delivered Meals Program and to ensure compliance with all rules and regulations.

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Name: Denise Grossman & Alyssa Kulpa (PT)
Job Title: Elder Benefit Specialist
Telephone Number/email Address: 920-674-8135 Deniseg@jeffersoncountywi.gov
920-674-1945 Alyssak@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to provide benefit counseling and education, legal information, advocacy and representation to County residents 60 years or older; coordinate efforts with other County, Community and governmental agencies.

Name: Jackie Cloute
Job Title: Transportation Coordinator
Telephone Number/email Address: 920-674-8104 Jackiec@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to schedule rides for the elderly and disabled persons, agency clients and others wishing to use the County transportation services and to perform van driver duties for Jefferson County Human Services.

Name: Rick Pfeifer (PT), Lola Klatt (PT), Pete Endl (PT) and ~~1 vacant~~ (PT) Scott Miller
Job Title: Drivers
Telephone Number/email Address: n/a

Brief Description of Duties: The purpose of this position is to provide transportation to seniors and persons with disabilities to medical appointments.

Name: Cathy Kehoe
Job Title: Dementia Care Specialist
Telephone Number/email Address: 920-675-4035 Cathyk@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to increase the dementia capability of Wisconsin's ADRCs, create more dementia friendly communities, and increase opportunities for people with dementia to remain in their own homes as long as is appropriate.

Name: Mark Nevins & Wendy Petitt
Job Title: Adult Protective Services
Telephone Number/email Address: 920-674-8126 Markn@jeffersoncountywi.gov
920-674-8191 Wendyp@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to receive and respond to allegations of abuse/neglect of vulnerable adults using legal interventions when necessary under Chapter's 54 & 55 of the WI Statutes.

Name: Deb Miller
Job Title: ADRC Paraprofessional

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Telephone Number/email Address: 920-674-7187 debmi@jeffersoncountywi.gov
Brief Description of Duties: The purpose of this position is to greet the general public, answer phones and respond to simple requests for information and support the daily operations of the ADRC.
Name: Sandy Free & Nicole Lawrence, PT **Job Title:** Disability Benefit Specialist **Telephone Number/email Address**: 920-674-8158 sandyf@jeffersoncountywi.gov 920-674-8675 nicolel@jeffersoncountywi.gov
Brief Description of Duties: The purpose of this position is to provide comprehensive and current information on government and private sector benefits and programs for adults with disabilities aged 18-59; technical assistance in accessing these programs; advocacy and representation in the areas of consumer rights, grievances, appeals, and hearings at the local, State and Federal levels.
Name: Nancy Toshner, Paul Gebhardt, Karen Tyne, Dominic Wondolkowski , Bob Powell (PT) **Job Title:** Aging & Disability Resource Specialists **Telephone Number/email Address**: 920-674-8115 nancyt@jeffersoncountywi.gov 920-674-7105 paulg@jeffersoncountywi.gov 920-674-8731 kareny@jeffersoncountywi.gov 920-674-8732 dominicw@jeffersoncountywi.gov 920-674-8700 robertp@jeffersoncountywi.gov
Brief Description of Duties:
Name: **Job Title:** **Telephone Number/email Address**:

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4. Context

Jefferson County is a rural county with 84,509 residents. It is conveniently located between two of Wisconsin's major cities, and makes for an easy commute for residents working in or between the state's largest urban areas, Madison and Milwaukee. According to the Jefferson County Economic Development Consortium, the median age is 38 years. 56.1% of the total population is female and 43.9% is male. The overall poverty rate is 11.2% (Source: American Community Survey 1-Year Estimate, 2013).

Mid-year population data for 2013 is found via the Office of Health Informatics, Division of Public Health, Wisconsin Department of Health Services, According to that data source (which tracks population growth between census years), the 65+ population increased 9% from 2010. The number of people over the age of 65 is 12,009 and of that number 6,555 are female and 5,454 are male. By age 85+, women comprise 64% of the total number of people 85+.

According to the 2013 Elder Economic Security Index, which measures how much income a retired older adult requires to meet his or her basic needs, a single elder living in their own home is $22,380 (for homeowners without a mortgage) or $23,256 (for renters). The amounts for married couples rise to $34,260 (for homeowners without a mortgage) or $35,136 (for renters). The 2015 federal poverty rate is $11,770 for an individual and $15,930 for a couple

Since becoming a Family Care County in 2008, Jefferson County has experienced growth in the number of long term care service providers doing business in the county; this includes an increase in adult day care options, assisted living residences specializing in memory care, supportive home and personal care provider agencies. There are two Managed Care Organizations doing business in the county. They are Care WI and ContinuUs. According to the April 2015 Summary Report that is published by the Department of Health Services, 816 people are enrolled in Family Care and 216 are 65+. Partnership is offered via Care WI only and there are 114 people enrolled and 63 are 65+.

There are three nursing homes in the county and collectively they have 264 beds. Two ICF-MR facilities, St. Coletta and Bethesda Lutheran Homes have closed and the ADRC relocated the remaining 53 individuals remaining in Bethesda in 2013.

The long term care services available through the ADRC include home delivered meals, nutrition education and counseling, medication management, transportation, limited case management and funding for personal care, supportive home care and respite care. The OAA and transportation programs serve roughly 13% of people aged 60+; (unduplicated counts of those being provided services under the ADRC contract are not included in this number).

The ADRC works in partnership with many coalitions and organizations, outside of the county system, to reach the county's most vulnerable and/or underserved people. This includes: The Dementia Care Network, Care Transitions, Community Care Alliance, Fort Atkinson Memorial Hospital, Managed Care Organizations, Rainbow Hospice, Conexiones Latinas, Second Harvest and various staffing agencies. The staffing agencies receive Title III B and E funding for services and supports needed by caregivers and care recipients in addition to those needed by older adults who do not have a caregiver. Meals and transportation are provided to managed care recipients under contract.

Transportation services continue to top the list of unmet needs across the county and across the age groups. The non-profit organizations in Jefferson County have quarterly roundtable meetings and they are interested in hearing from the county's ad hoc transportation committee in March 2016. The ultimate goal is to build collective capacity to more effectively meet the needs of Jefferson County families and their communities.

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5. Public Involvement in the Development of the County Aging Plan

Surveys were sent to all Home Delivered Meal Participants and to caregivers. In total, over 200 surveys were mailed. In addition Senior Dining Managers were asked to collect feedback from meal participants by informing them of the planning process and asking them what are their top issues or concerns. Most of the feedback we received centered on the current services they were getting, or they expressed an interest in seeing if additional help was available. These concerns do not require any changes to the goals of the plan nor do they require additional focus areas as they can be addressed on a day-to-day basis and are generally easily resolved. Another recurring concern mentioned by several people, centered on the fear of becoming dependent others due to declining health conditions and/or running out of money. One person wrote, "Will there still be home health care help for those that need it, or will the government privatize it and make it entirely unaffordable?"

The Public Hearing Notice was run in the Watertown Daily Times on 9/23/15 and daily Jefferson County Union on 10/2/15. Two public hearings were held at the ADRC on Monday, October 12th.

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l by an "open mic." Ron Czin of Avol's Books in Madiwill moderate. New this is an "after party" at the e Carpe for socializing, ng word games, renga coml poetry writing, and

he century-old brick buildwith gorgeous bar, good dedicated performance e and screened porch overng the Rock River is the ct place for poetic party- said Kent.

turday morning, there will etic activities at the Fort nson Farmer's Market, g them the Poetry Path. Lehman, director of the bridge Humanities Couill be doing "stand-up po-

so new this year is a Poet- and baffled by the position of women during her lifetime, 1878-1951.

During the presentation, "Digging into Wintergreen Ridge," Door County poet and poet advocate Nancy Rafal and other members of the Solitary Plovers Study Group will delve into Niedecker's poem "Wintergreen Ridge." Niedecker wrote it following a trip which included a visit to the Ridges Sanctuary in Door County, and uncover some interesting facts and interpretations of this long poem.

"The Writing is Everything: A Life of Poetry and Art" will be presented by David Wilk.

In 1975, fewer than five years after Niedecker's death, Wilk edited an entire issue of his influential journal TRUCK to

Roundtable Poets will provide an opportunity to meet with poets in small groups for discussion about their work and the poetic process. This year's notable and award-winning poets include Cathryn Cofell of Appleton, Nick Demsky from Racine; Fabu from Madison; and Lisa Vihos of Sheboygan.

"The roundtable events have been a highlight of past festivals and we are very excited with the pairing of poets we have participating this year," said Shea.

Full biographies are available at www.lorineniedecker.org.

The festival will conclude with a presentation, "Gesture and Silence in Poetry of Place" by 2015-16 Wisconsin Poet Lau-

(Continued on A11)

Walker mulls high court replacement

MADISON (AP) — Gov. Scott Walker will consider appointing to a vacancy on the Wisconsin Supreme Court one of the candidates running to fill the 10-year term.

Walker has three criteria for filling the remainder of Justice Patrick Crooks' term, which runs through the end of July. Being a candidate for the full term which begins in August does not exclude anyone from consideration.

Appeals Court judges JoAnne Kloppenburg and Rebecca Bradley, along with Milwaukee County Circuit Judge Joe Donald, had all announced their plans to run before Crooks died.

NOTICE OF PUBLIC HEARING

The Aging & Disability Resource Center (ADRC) of Jefferson County will be conducting two public hearings to review and comment on the draft **2016-2018 Aging Unit Plan.** The plan focuses on Senior Dining, Home Delivered Meals, Services in Support of Caregivers, Services to People with Dementia and Healthy Aging.

Time & Place

Monday, October 12, 2015
10:00 a.m.
Fort Atkinson Senior Center
307 Roberts Street, Fort Atkinson

Monday, October 12, 2015
5:00 p.m.
Aging & Disability Resource Center
1541 Annex Road, Jefferson

Those persons unable to attend the hearing who wish to submit comments in advance may do so by mailing their comments prior to the hearing to the Aging & Disability Resources Division Manager at the ADRC, 1541 Annex Road, Jefferson, WI 53549. The plan will be available for public inspection prior to the hearing at the ADRC between the hours of 8:00 am-4:30 pm Monday thru Friday.

Persons with disabilities that require special accommodations wishing to attend the hearing should contact the person listed above prior to 10/7. The telephone number to call is 920/674-8136. The location of the hearings are accessible to persons with disabilities.

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6. Goals for the Plan Period

6-A. Involvement of Older People in Aging-Related Program Development and Planning

Key Outcome Indicator: Throughout the duration of the 2016-2018 Aging Unit Plan, no less than 6 new opportunities will be created for older people to learn about programs, services and advocacy.

Goal 1: In order to increase the opportunity for seniors to engage in discussions about Aging-Related Program Development & Planning, the ADRC Advisory Committee will hold one-fourth of its meetings in different locations by 12/31/16.

Goal 2: To increase awareness about aging programs, services and advocacy options in Jefferson County, the ADRC Advisory Committee's monthly agenda and meeting minutes will be distributed to every senior center, apartment complex and dining site on a monthly basis by 12/31/2016.

Goal 3: By 12/31/2017 the ADRC will offer one Senior Statesmanship Program to expand older adult's knowledge about the role of county and municipal governments and learn how they can effectuate change.

Goal 4: In order to increase older adult's knowledge about advocacy and how they can effectively influence public policy, GWAAR will be asked to provide POWER workshops in Jefferson County by 12/31/2018.

6-B. The Elder Nutrition Program

Key Outcome Indicator: 100% of seniors completing satisfaction surveys will report that they are not experiencing hunger or food insecurity.

Goal 1: In order to increase awareness of local food resources, the program's nutritionist will complete 6 on-site trainings by 12/31/2016.

Training and information packets will include information about:

- Food Pantries
- Farmer's Markets & the Senior Farmer's Market Voucher Program
- FoodShare Benefits
- Emergency Food Options
- Eating Healthy on a Budget

- Accessing a Benefit Check Up

Goal 2: In order to increase awareness of local food resources, the program's the Nutrition Coordinator will mail packets containing information about local food resources to 100% of home delivered meal participants by 12/31/2016.

Goal 3: In order to improve health literacy among Home Delivered Meal participants, the Nutritionist will administer the ***Newest Vital Sign*** (NVS) Tool to 100% those who score 6+ on the Nutrition Check Tool, indicating that they are at high nutritional risk. Those who score 0-1 on the NVS will be provided additional nutrition education and counseling services on a 1:1 basis each quarter by 12/31/2016.

Goal 4: To ensure that the Nutrition Program maintains compliance with of the required elements under Chapter 8 of the Policy & Procedure Manual, the Nutrition Coordinator's job description will be updated to include all of the required duties of a Nutrition Director by 3/1/2017.

Goal 5: In order to reduce paperwork by 75%, technology will be purchased and used to communicate monthly information between the office and sites by 6/30/2018.

6-C. Services in Support of Caregivers

Key Outcome Indicator: 100% of caregivers surveyed indicate that they were linked to helpful, appropriate services provided by or arranged through the Alzheimer's and/or National Family Caregiver Support Programs.

Goal 1: In order to strengthen and educate the county's caregiving network, information on caregiving will be shared quarterly with Community Care Alliance members by 12/31/2016.

Goal 2: In order to raise awareness about caregiver programs and resources available through the ADRC, marketing materials specifically for caregivers will be developed by 6/30/2016.

Goal 3: In order to increase awareness and coordination between the organizations that serve and support caregivers, the ADRC will distribute a quarterly Communique via an organized list serve by 12/31/2017.

Goal 4: In order to increase awareness and participation in caregiver programs, the ADRC will implement GWAAR's outreach and marketing plan by 9/30/2018.

6-D. Services to People with Dementia

Goal 1: In order to minimize the stress involved in care transitions, the Jefferson County Person Centered Dementia Care Alliance will develop and pilot a person

centered care planning tool for caregivers to utilize when their loved one transitions from one setting to another. The tool will be ready for use by 1/31/2016.

Goal 2: In order to increase understanding of and sensitivity to people with dementia and their caregivers, the Jefferson County Board of Supervisors, County Administrator and every county department will be offered Dementia Friendly training by 6/30/2016.

Goal 3: In order to promote the importance of early diagnosis, the Dementia Care Specialist program will see a 25% increase in the number of educational events that offer memory screenings by 12/31/2017.

Goal 4: In order to foster a dementia capable culture, the number of Dementia Friendly Businesses will see a 50% increase by 12/31/2018.

6-E. Healthy Aging

Key Outcome Indicator: 100% of class participants report that they increased knowledge about ways to manage chronic health conditions and/or prevent falls.

Goal 1: In order to improve balance and prevent falls, *A Matter of Balance* and *Stepping On,* two evidenced based falls prevention programs will be offered sequentially by 12/31/2016.

Goal 2: In order to increase Medicare beneficiary's knowledge about Medicare's Preventative Benefits the Elder & Disability Benefit Specialists will complete one training by 12/31/2017.

Goal 3: In order to improve communication between caregivers and their medical providers, Jefferson County will partner with Waukesha, Iowa and Green County's in the ***Care Talks*** program through CAARN by 12/31/2017.

Goal 4: By 9/31/2018, a Healthy Aging Resource Fair will be held to promote and potentially increase the number of individuals participating in evidenced based prevention programs and the Senior Dining Program.

6-F. Local Priorities

In order to increase participation in Healthy Aging Programs, transportation will be offered to 100% of those who need it by 12/31/2016.

In order to increase awareness of the ADRC and aging programs, a Business Plan will be developed with key pieces implemented by 12/31/2016.

7. Coordination Between Titles III and VI

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8. Budget - Attached

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9. Compliance With Federal and State Laws and Regulations

On behalf of the county, we certify

_____**Aging & Disability Resource Center**_____

has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018. We assure that the activities identified in this plan will be carried out to the best of the ability of the tribe in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018.

_____

Signature and Title of the Chairperson of the Commission on Aging Date

_____

Signature and Title of the Authorized County Board Representative Date

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10. Assurances

The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

- The applicant must possess legal authority to apply for the grant.
- A resolution, motion or similar action must be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein.
- This resolution, motion or similar action must direct and authorize the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. Outreach, Training, Coordination, & Public Information

- The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider trains and uses elderly persons and other volunteers and paid personnel as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider coordinates with other service providers, including senior centers and the nutrition program, in the planning and service area as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that public information activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.

3. Preference for Older People With Greatest Social and Economic Need

The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources designated area agency on aging for serving older people with greatest social and economic need.

4. Advisory Role to Service Providers of Older Persons

The applicant must assure that each service provider utilizes procedures for obtaining the views of participants about the services they receive.

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5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.
- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.
- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentially of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:

  (a) Have full access to any information about one's self which is being kept on file;

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(b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
(c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.

- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:

  (a) By court order; or,
  (b) When securing client-requested services, benefits, or rights.

- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:

  (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
  (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.

- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has been granted by the Bureau of Aging and Disability Resources through its designated area agency on aging. This includes both the disposition of all monies received and the nature of all charges claimed against such funds.

8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure.
- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.
- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970

The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of federal and federally assisted programs.

11. Political Activity of Employees

The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded programs. [Information about the Hatch Act is available from the U.S. Office of Special Counsel at http://www.osc.gov/]

12. Fair Labor Standards Act

The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-219), as they apply to hospital and educational institution employees of state and local governments.

13. Private Gain

The applicant shall establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

14. Assessment and Examination of Records

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.

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- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

16. Regulations of Grantor Agency

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

17. Older Americans Act

The applicant shall comply with all requirements of the Older Americans Act (PL 89-73).

18. Federal Regulations

The applicant shall comply with all federal regulations (45 CFR 1321) governing Older Americans Act funds and programs.

19. Wisconsin Elders Act

The aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

"Aging unit" means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

(1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
(2) A unit, within a county department under s. 46.215, 46.22
(3) or 46.23, with the primary purpose of administering programs of and services for older individuals of the county
(4) A private corporation that is organized under ch. 181 and
(5) that is a nonprofit corporation, as defined in s. 181.0103 (17).

Aging Unit; Creation. A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to

administer the programs for older individuals, the department shall direct the area agency on aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

Aging Unit; Powers and Duties. In accordance with state statutes, rules promulgated by the department and relevant provisions of 42 USC 3001 to 3057n and as directed by the county or tribal commission on aging, an aging unit:

(a) Duties. Shall do all of the following:

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.
2. Plan for, receive and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.
6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.
7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.
8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.
9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.

11. Provide information to the public about the aging experience and about resources for and within the aging population.
12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.
13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.
14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community-based long-term support services under s. 46.271.
15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s.
46.87.
17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.
18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.
19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.
20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

(b) Powers. May perform any other general functions necessary to administer services for older individuals.

(4) Commission On Aging.

(a) Appointment.
1. Except as provided under sub. 2., the county board of supervisors in a county that has established a single-county aging unit, the county boards of supervisors in counties that have established a multicounty aging unit or the elected tribal governing body of a federally recognized American Indian tribe or band that has established a tribal aging unit shall, before qualification under this section, appoint a governing and policy-making body to be known as the commission on aging.

2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the commission on aging. A member of a commission on aging appointed under this subdivision may be removed by the county executive or county administrator for cause.

(b) Composition.

A commission on aging, appointed under par. (a) shall be one of the following:

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.
2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.
3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.
Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(c) Powers and duties.
A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit. Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full-time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and knowledge of problems of older individuals, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.
(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.
(d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

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County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

Title III-B Budget Amount: $ 65,173

Section 6-B Title III-B Supportive Services

Expenditure Category	Title III-B Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	27,036	7,500							34,536
2. Personal Care									-
3. Homemaker	34,200								34,200
4. Chore									-
5. Home Del Meals									-
6. Adult Day Care									-
7. Case Management	3,937								3,937
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
20. Advoc./Lead.Devel.									-
21. Other									-
23. Health Promotion									-
24. Self-Directed Care									-
									-
Total	65,173	7,500	-	-	-	-	-	-	72,673

Check (X) the corresponding box if the following services are being provided by other Title III funding or another agency/organization within the county in which you are not providing any Title III funding towards.

	Access to Services			In Home Services	
	Legal/Ben. Assist.				

Remaining Budget Balance	$	-	
Percent of Access to Services		6%	**Ok - You provide at least 6% of your allocation to Services Associated with Access to Services.**
Percent of Legal/Ben. Assist.		0%	**You have received a waiver for this requirement.**
Percent of In-Home Services		52%	**You provide at least 7% of your allocation to In-Home Services.**
Total Non-Federal Match	$	7,500	**Ok - Minimum Match Met**
Match Amount Needed	$	7,242.00	

C-1 To III B:
Lines 10, 11, 14, 15, 16 & 21 _____-

C-2 To III B:
Lines 10, 11, 14, 15, 16 & 21 _____-

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

Title III-C1 Budget Amount: $ 144,247

Section 6-C1 Title III-C1 Congregate Meals

Expenditure Category	Title III-C1 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									-
6. Adult Day Care									
7. Case Management									
8. Congregate Meals	144,247	16,068		9,883					170,198
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									-
23. Health Promotion									-
24. Self-Directed Care									-
Total	144,247	16,068	-	9,883	-	-	-	-	170,198

Remaining Budget Balance $ -

Percentage of HDM 0% Ok - You provide no more than 20% of your allocation to Home Delivered Meals.

Total Non-Federal Match $ 16,068 **Ok - Minimum Match Met**

Match Amount Needed $ 16,028

C-1 To III B:

Lines 10, 11, 14, 15, 16 & 21 -

C-1 to C-2:

Line 5 -

C-2 to C-1:

Line 8 -

Additional Transfer Request Above 20% **FALSE**

Agencies may request additional transfers above 20% to Home Delivered Meals; all additional requests will be considered within the statewide limits under the Older Americans Act.

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

Title III-C2 Budget Amount: $ 47,720

Section 6-C2 Title III-C2 Home Delivered Meals

Expenditure Category	Title III-C2 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals	47,720	5,303		11,145			83,673		147,841
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									-
23. Health Promotion									-
24. Self-Directed Care									-
Total	47,720	5,303	-	11,145	-	-	83,673	-	147,841

Remaining Budget Balance $ -

Percentage of HDM 0% **Ok -You provide no more than 20% of your allocation to Congregate Meals.**

Total Non-Federal Match $ 5,303 **Ok - Minimum Match Met**
Match Amount Needed $ 5,303

C-2 To III B:
Lines 10, 11, 14, 15, 16 & 21 -

C-1 To C-2:
Line 5 -

C-2 to C-1:
Line 8 -

Additional Transfer Request Above 20% **FALSE**

Agencies may request additional transfers above 20% to Congregate Meals; all additional requests will be considered within the statewide limits under the Older Americans Act.

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

State Senior Community Services Budget Amount: $ 7,986

Section 6-SCS State Senior Community Services

Expenditure Category	State SCS Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									8,874
2. Personal Care	7,986	888							-
3. Homemaker									-
4. Chore									-
5. Home Del Meals									-
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
20. Advoc./Lead.Devel.									-
21. Other									
23. Health Promotion									
24. Self-Directed Care									
Total	7,986	888	-	-	-	-	-	-	8,874

Remaining Budget Balance -

Total Non-Federal Match $ 888 **Ok - Minimum Match Met**

Match Amount Needed $ 888

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

Title III-D Budget Amount: $ 4,263

*NOTE: All spending under IIID MUST be Evidenced Based.

Section 6-D Title III-D Disease Prevention and Health Promotion Services

Expenditure Category	Title III-D Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion	4,263	476				2,261			7,000
24. Self-Directed Care									-
Total	4,263	476	-	-	-	2,261	-	-	7,000

Remaining Budget Balance $ -

Total Non-Federal Match $ 476 **Ok - Minimum Match Met**

Match Amount Needed $ 474

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

Title III-C2 Budget Amount: $ 47,720

Section 6-C2 Title III-C2 Home Delivered Meals

Expenditure Category	Title III-C2 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals	47,720	5,303		11,145			83,673		147,841
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									-
23. Health Promotion									-
24. Self-Directed Care									-
Total	47,720	5,303	-	11,145	-	-	83,673	-	147,841

Remaining Budget Balance $ -

Percentage of HDM 0% **Ok -You provide no more than 20% of your allocation to Congregate Meals.**

Total Non-Federal Match $ 5,303 **Ok - Minimum Match Met**
Match Amount Needed $ 5,303

C-2 To III B:
Lines 10, 11, 14, 15, 16 & 21 -

C-1 To C-2:
Line 5 -

C-2 to C-1:
Line 8 -

Additional Transfer Request Above 20% **FALSE**

Agencies may request additional transfers above 20% to Congregate Meals; all additional requests will be considered within the statewide limits under the Older Americans Act.

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

State Senior Community Services Budget Amount: $ 7,986

Section 6-SCS State Senior Community Services

Expenditure Category	State SCS Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care	7,986	888							8,874
3. Homemaker									-
4. Chore									-
5. Home Del Meals									-
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
20. Advoc./Lead.Devel.									
21. Other									-
23. Health Promotion									
24. Self-Directed Care									
Total	7,986	888	-	-	-	-	-	-	8,874

Remaining Budget Balance -

Total Non-Federal Match $ 888 **Ok - Minimum Match Met**
Match Amount Needed $ 888

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

State Elder Abuse Services Budget Amount: $ 25,025

Section 6-EA State Elder Abuse Direct Services

Expenditure Category	State Elder Abuse Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other	25,025								25,025
23. Health Promotion									
24. Self-Directed Care									
Total	25,025	-	-	-	-	-	-	-	25,025

Remaining Budget Balance $ -

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

State Elderly Benefit Services Budget Amount: $ 28,215

Section 6-BS State Elderly Benefit Services

Expenditure Category	State Elderly Benefit Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.	28,215	3,135			99,510				130,860
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
Total	28,215	3,135	-	-	99,510	-	-	-	130,860

Remaining Budget Balance $ -

Total Non-Federal Match $ 3,135 **Ok - Minimum Match Met**

Match Amount Needed $ 3,135

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

Title III-E Budget Amount: $ 28,431

Section 6-E Title III-E Family Caregiver Support Program

Expenditure Category	Title III-E Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									-
3. Homemaker									-
4. Chore									-
5. Home Del Meals									
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training	1,000								1,000
18. Temporary Respite	26,431	9,477							35,908
20. Advoc./Lead.Devel.									
21. Other	1,000								1,000
23. Health Promotion									
24. Self-Directed Care									
Total	28,431	9,477	-	-	-	-	-	-	37,908

Check (X) the corresponding box if the following services are being provided by other Title III funding or another agency/organization within the county in which you are not providing any Title III funding towards.

X	Information and Assistance			Counseling and Training
	Public Information			Temporary Respite

Remaining Budget Balance $ -

Percent of Suppl. Services 4% **Ok - You provide no more than 20% of your allocation to Supplemental Services.**

Total Supplemental Services $ 1,000

Total Non-Federal Match $ 9,477 **Ok - Minimum Match Met**

Match Amount Needed $ 9,477

YOU HAVE ERRORS, PLEASE CORRECT BEFORE SUBMITTING

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: Jefferson

Report for: Budget

Total Budget Amount: $ 351,060

Summary Budget

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	27,036	7,500	-	-	-	-	-	-	**34,536**
2. Personal Care	7,986	888	-	-	-	-	-	-	**8,874**
3. Homemaker	34,200	-	-	-	-	-	-	-	**34,200**
4. Chore	-	-	-	-	-	-	-	-	**-**
5. Home Del Meals	47,720	5,303	-	11,145	-	-	83,673	-	**147,841**
6. Adult Day Care	-	-	-	-	-	-	-	-	**-**
7. Case Management	3,937	-	-	-	-	-	-	-	**3,937**
8. Congregate Meals	144,247	16,068	-	9,883	-	-	-	-	170,198
9. Nutrition Counsel.	-	-	-	-	-	-	-	-	-
10. Assisted Transpo.	-	-	-	-	-	-	-	-	-
11. Transportation	-	-	-	-	-	-	-	-	-
12. Legal/Ben. Assist.	28,215	3,135	-	-	99,510	-	-	-	130,860
13. Nutrition Education	-	-	-	-	-	-	-	-	-
14. Info. & Assistance	-	-	-	-	-	-	-	-	-
15. Outreach	-	-	-	-	-	-	-	-	-
16. Public Information	-	-	-	-	-	-	-	-	-
17. Counsel. & Training	1,000	-	-	-	-	-	-	-	**1,000**
18. Temporary Respite	26,431	9,477	-	-	-	-	-	-	**35,908**
20. Advoc./Lead.Devel.	-	-	-	-	-	-	-	-	-
21. Other	26,025	-	-	-	-	-	-	-	**26,025**
23. Health Promotion	4,263	476	-	-	-	2,261	-	-	**7,000**
24. Self-Directed Care	-	-	-	-	-	-	-	-	-
AFCSP Adjustment		-							-
Total	**351,060**	**42,847**	**-**	**21,028**	**99,510**	**2,261**	**83,673**	**-**	**600,379**

Remaining Budget Balance	-

Minimum NFSCP Requirements to Meet

Address Line 16 - Public Information

Access to Services Minimum III B Requirements to Meet

Address Line 10 - Assist Transpo. Address Line 11 - Transportation Address Line 14 - Info. & Assistance Address Line 15 - Outreach Address Line 21 - Other

In Home Services Minimum III B Requirements to Meet

Address Line 2 - Personal Care

Address Line 3 - Homemaker

Minimum Legal/Ben Spec Requirements to Meet

Address Line 12 - Legal/Ben Spec

#14

ST. CROIX COUNTY Wisconsin

Resolution No. 28 (2015)
RESOLUTION SUPPORTING NEW SOCIAL SECURITY SUPPLEMENTAL SECURITY INCOME (SSI) ASSET LIMITS AND IMPLEMENTATION OF THE ACHIEVING A BETTER LIFE EXPERIENCE ACT

WHEREAS, Supplemental Security Income (SSI) is a Federal and State income supplement program funded by general tax revenues (*not* Social Security taxes); and

WHEREAS, the SSI program is designed to help aged, blind, and disabled people, who have little or no income; and

WHEREAS, the SSI program provides cash to meet basic needs for food, clothing and shelter; and

WHEREAS, the SSI program eligibility requirements are as follows:

- Anyone who is 65 and over, blind or disabled.
- Has limited income, resources, and is a US citizen or national; and

WHEREAS, the SSI program asset limits are as follows:

- Individual/Child is $2,000/month.
- Couple is $3,000/month; and

WHEREAS, the SSI asset limit was set in 1989 and has never been adjusted; and

WHEREAS, the asset level limits employment and savings options for recipients due to risk of losing Medicaid for health care coverage; and

WHEREAS, the SSI asset limits can prevent SSI recipients from saving for post-secondary education, homeownership, and retirement; and

WHEREAS, per 2013 data collected by the Social Security Administration, there are 680 SSI recipients in St. Croix County; and

WHEREAS, in December of 2014, the Achieving a Better Life Experience (ABLE) Act was passed at the Federal level; and

WHEREAS, the ABLE Act allows individuals whose disability manifest before the age of 26 would be eligible to set up ABLE accounts that are tax-advantaged savings accounts where they can save $14,000 per year and $100,000 in total which will not affect eligibility for Medicaid, Wisconsin Long Term Programs and other public benefits; and

WHEREAS, each state is responsible for establishing and operating an ABLE program; and

WHEREAS, this resolution is supported by the Council on Aging and Disabilities and the Health and Human Services Board.

THEREFORE, be it resolved that the St. Croix County Board of Supervisors supports the implementation of the ABLE Act to reform the SSI asset limits in Wisconsin as soon as practicable.

FURTHER be it resolved, that the St. Croix County Board of Supervisors directs the County Clerk to forward this resolution to the office of the governor, assembly members and senators representing St. Croix County, Disability Rights Wisconsin, all Wisconsin counties, and Wisconsin Counties Association.

Legal – Fiscal – Administrative Approvals:

Legal Note:

Fiscal Impact: None

Scott L. Cox, Corporation Counsel 8/28/2015

Robert Mittet, Interim Finance Director 8/30/2015

Patrick Thompson, County Administrator 8/28/2015

08/11/15 Health & Human Services Board APPROVED

RESULT:	**APPROVED [UNANIMOUS]**	**Next: 8/21/2015 9:00 AM**
MOVER:	Ron Kiesler, Supervisor	
SECONDER:	Shaela Leibfried, Supervisor	
AYES:	Babbitt, Logelin, Novotny, Kilber, Kiesler, Anderson, Leibfried, Rasmussen	
ABSENT:	Lisa Ramsay	

08/21/15 Council on Aging and Disabilities APPROVED

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Paulette Anderson, Supervisor
SECONDER:	Mary Ellen Brue
AYES:	Adams, Ostness, Kiesler, Anderson, Brue, Drath, Jonas, Pelnar, Schrank, Schreiber
EXCUSED:	George Zaske

SCOTT WALKER

OFFICE OF THE GOVERNOR

GOVERNOR SCOTT WALKER UNVEILS "DEMENTIA-FRIENDLY EMPLOYERS TOOLKIT"

WEB-BASED RESOURCES FOR EMPLOYERS TO HELP WORKERS JUGGLING CAREGIVING AND EMPLOYMENT

Friday, October 23, 2015 - Press Release

Lake Geneva – Governor Scott Walker and Department of Health Services (DHS) Secretary Kitty Rhoades visited Primex Wireless, Inc. in Lake Geneva today to unveil the latest initiative in the Dementia-Capable Wisconsin program. The Dementia-Friendly Employers Toolkit is designed to provide employers with resources and tools to support employees caring for a loved one with dementia.

"One of the greatest challenges for employers across the state is hiring and retaining skilled workers," Governor Walker said. "Our aging population means more valued employees are struggling to maintain the work/life balance, because they are also working to care for a loved one living with dementia. The Dementia-Friendly Employers Toolkit offers resources and options for employers, steps they can take that will lead to lower turnover, higher productivity, and a happier, healthier workforce."

"I've heard from people around the state who are looking for direction and support in dealing with a loved one with dementia, but they don't know where to turn for help," Secretary Rhoades said. "This phase of our Dementia-Capable Wisconsin initiative offers employers ways to help their valuable employees work through the challenge, which is a win for both sides."

Former Governor Martin Schreiber became a champion for the cause of caregivers upon experiencing the impact of this devastating disease on both the patient and the caregiver, as he has been caring for his wife Elaine, over the past ten years. Former Governor Schreiber, and Tom Hlavacek of the Alzheimer's Association, Southeast Wisconsin Chapter, joined Governor Walker and Secretary Rhoades for the unveiling of the Dementia-Friendly Employers Toolkit.

"Caring for a loved one with dementia is one of the most difficult and challenging jobs a person can have," said former Governor Schreiber. "It affects your physical and mental health, job performance, and life expectancy. Employers have the ability to help employees cope, learn, and survive the heroics of caregiving, which also creates a healthier, more productive workforce."

"The Alzheimer's Association applauds the State of Wisconsin for being proactive and forward-thinking in the development of the Dementia-Friendly Employers Toolkit, "said Tom Hlavacek, Executive Director, Alzheimer's Association, Southeastern Wisconsin chapter. "Employees who are desperately trying to balance work expectations while providing competent care to a loved one will now have a full menu of caregiving resources at their fingertips."

Research shows 64 percent of people who care for loved ones with dementia are also employed. A study by the MetLife Mature Market Institute found caregiving costs American employers between $17 billion and $34 billion in lost productivity annually.

Included in the Dementia-Friendly Employers Toolkit are tips on how to recognize employees who may be caregivers to someone with dementia; tips on understanding the needs of working caregivers; and options to support them. The toolkit also contains a list of web sites for employers to get more information about the disease and support for employees; Alzheimer's disease and dementia resources; and resources to share with caregivers. The toolkit does not require any additional expenses for companies.

The Dementia-Friendly Employers Toolkit (http://dhs.wisconsin.gov/dementia/dfe-toolkit-home.htm) was created by DHS in consultation with partners including the three Wisconsin chapters of the Alzheimer's Association, AARP Wisconsin, business entities, and others. In addition to the Dementia-Friendly Employers toolkit, the Dementia-Friendly Communities toolkit was unveiled by DHS in May, 2015.

The Primex Family of Companies (PFOC), is committed to the fight against Alzheimer's disease and other dementias. In the past eight years the company and its customers have raised nearly $157,000 to support the Alzheimer's Association. Its PFOC "Movers and Shakers" team has participated in several Walks to End Alzheimer's, and was awarded the Wally Phillips Spirit Award for its participation in 2011.

###

On Friday October 23rd there was a special roll-out ceremony for the Dementia Friendly Employers Toolkit. This tool kit is for employers to use internally to support caregivers.

The Department of Health Services held a press conference in Lake Geneva at the Primex Company – one of the biggest supporters of the ***Walk to End Alzheimer's*** in the State. Dementia Care Specialists were involved in the toolkit development and were invited guests.

Tom Hlavacek of the Southeastern Wisconsin Alzheimer's Association Chapter spoke at the event which featured Former Wisconsin Governor Marty Schreiber who is a caregiver for his wife. Governor Schreiber was the inspiration for the toolkit to help caregivers in the workplace, and help their employers understand them. He told us at the event that he called Kitty Rhoades, DHS Secretary to encourage her to create it.

From Tom Hlavacek:

"Thanks to our great friends at the Primex Family of Companies for hosting today. It's so fitting that a company who has done so much for those affected by Alzheimer's should be the leader in the movement to support working caregivers.

Marty Schreiber is a hero to caregivers and to us at the Alzheimer's Association. Thanks Governor Walker and Secretary Kitty Rhoades for including us today."

Please go on line to learn more: https://www.dhs.wisconsin.gov/dementia/dfe-toolkit-home.htm

Cathy Kehoe, Dementia Care Specialist, second from the left.

Governor Schreiber and employees from Primex

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Please go on line to learn more: https://www.dhs.wisconsin.gov/dementia/dfe_toolkit/home.htm

Cathy Kabow, Dementia Care Specialist, second from the left.

Governor Schreiber and employees from Primex

Person Centered Informational Tool

For Treating Patients with Dementia in the ER/Hospital Setting

Name: _____

I prefer to be called: _____

Please check appropriate box

☐ **I CAN** ***be left unsupervised*** ☐ **I CANNOT** ***be left unsupervised***

Caregiver/ Family Member Names/Numbers:

_____

_____

Someone I trust who ***motivates me to cooperate*** **is:**

_____

Things ***that upset me*****:** _____

_____

I ***express distress*** **by:** _____

_____

_____

I am ***calmed*** **by:** _____

_____

The best way to ***communicate*** **with me:** _____

_____

_____

Items to take with me

_____

_____

_____

_____

Sensory Aids Needed

_____

_____

Medical Conditions

_____

_____

_____

Allergies

_____

_____

Pain Areas

_____

_____

_____

***Remember to attach medication list**

This helps me ***understand*** **and** ***participate*****:** _____

_____

_____

Please:

- **Validate my feelings, to show me you understand**
- **Repeat my words back to me as a question to clarify**
- **Use the word "WE" so we can work together**
- **Please give me time to respond**

Use Hand Under Hand

Developed as part of a *Dementia Friendly Community Initiative* by The *Person Centered Dementia Care Mentors Alliance* of Jefferson County, Wisconsin USA
https://www.facebook.com/LivingwellwithdementiaofJeffersonCounty 920-675-4035

While I am hospitalized . . .

I need assistance with (please check):

- ☐ **Using the nurse Call Button**
- ☐ **Asking for "as needed" medications**
- ☐ **Using hospital phone**
- ☐ **Using cell phone**
- ☐ **Choosing my meals**
- ☐ **Opening containers**
- ☐ **Cutting my food**
- ☐ **I need a straw**
- ☐ **I need help in bathroom**

Other things I need *assistance* with: _____

_____

_____

The best way to *approach* me is to: _____

_____

_____

_____

Things I *enjoy* (music/TV shows/food/activities/walking, etc.): _____

_____

_____

_____

_____

_____

My daytime/night time *routine* preferences: _____

_____

_____

_____

_____

***Comfort* measures that I prefer (pillows/blankets, sleep with light or music, positioning, etc.)**

_____

_____

_____

***Special note:** _____

_____

Please:

Remember to Attach Medication List and items that didn't fit on form

- **Give me choices**
- **Keep your questions to me short and simple, use gestures**
- **Allow me to be right by agreeing with me**
- **Redirect my attention to something different if I'm upset**
- **Be aware of how your words and behavior affect me**
- **Use "Hand Under Hand" and stand next to me, to direct and work with me**

Developed as part of a *Dementia Friendly Community Initiative* by The *Person Centered Dementia Care Mentors Alliance* of Jefferson County, Wisconsin USA
https://www.facebook.com/LivingwellwithdementiaofJeffersonCounty 920-675-4035

Person Centered Informational Tool

For Treating Patients with Dementia in the ER/Hospital Setting

Instructions for Completing the Form

This tool is designed to give emergency responders and hospital staff information to use to assist an individual with dementia during a difficult time. Think about things people need to know regarding what works to help the person, and what to avoid. ***It is written in the first person as if the person with dementia is telling the helper what he or she wants.***

Front Page Instructions:

Name: *Legal name*

I prefer to be called: Nicknames, an abbreviated name, Mr. or Mrs. and last name, a title like "Sarge" if in the military. (Something that would make them feel comfortable)

Please check appropriate box

- ☐ **I CAN be left unsupervised**
- ☐ **I CANNOT be left unsupervised**

Consider *if the person with dementia was left alone, would he/she be in danger?* Examples: Would she wander off, does he need assistance to avoid a fall, would she get into items like soap or medical equipment, could he be confused enough by surroundings that he would become upset, nervous, and maybe yell out?

Caregiver/ Family Member Names/Numbers: List the *individual (s),* whom it is most important to contact for *information*. This could include a *facility caregiver* or *home assistance caregiver,* in addition to the most knowledgeable *family member (s)*, the person who knows daily/functioning routines of the patient.

Someone I trust who motivates me to cooperate is: This *individual (s)* would be someone the person trusts. The use of this person's name could help calm anxiety and confusion, which could help assist medical staff with treatment, or in the case of an emergency evacuation. Example: "Tell me more about your daughter Mary" "Mary is on her way to see you" or "Would you like to call your daughter Mary?"

Things that upset me: In this section, try to put yourself in the person's shoes to understand her experience by being with her in the environment. Seeing things from the person's perspective helps us to understand the frustrations and confusion they experience. It also helps us to recognize that we, as helpers, must adjust the way we act, and interact, to meet the person's needs. ***Examples of what doesn't work* or what to *stay away from* doing:** touching without informing first, telling instead of asking, too many questions, being disrespectful, yelling, or being critical. Things around the person can upset them like it being too hot or cold, loud noises, alarms or bright lights. People in uniform, (Police, EMT, Fire) could be upsetting when not having anyone familiar nearby. In addition, unmet needs can make a person upset such as pain, needing the bathroom or feeling afraid. Include the different things that you know upset the person.

I express distress by: The person with dementia may have certain body language – or things he says - that indicate that he is getting upset. Examples: pacing, talking fast/loud, crying, striking out, saying no, talking about a distressing memory, wringing hands, making repetitive movements or trying to leave, etc. *Whatever signals the person usually gives that indicate he or she is getting upset need to be included.*

I am calmed by: Consider what works to help keep the person calm. ***Examples***: talking calmly, slowly or quietly, offering reassurance, eye contact, gentle touch, hand under hand, changing the subject, distracting the person's attention. Offering the person an item such as a doll, family pictures, blanket, singing a song, music, reminiscing, or talking about a trusted person, can be calming. Environmental changes that can help could be to dim lights, turn off sirens/alarms, and limit the number of people interacting with the person, music, etc. *Include things that you know can calm the person.* Consider these items below: Think F.A.S.T.

F – Food, snacks (like crackers, ice cream)
A – Activities (like TV, picture book reading, talking)
S – Story (favorite topics for conversation)
T – Trip (walks around with staff)

The best way to communicate with me: What things can be done to help the person with dementia express what they mean, and what can be done to help the person understand what is being communicated in return? ***Examples:*** make eye contact, speak slowly, into the dominant ear, repeating back what they've said. Pointing, and touching gestures along with visuals like words, pictures, and facial expressions all can help the person to communicate better. Certain topics the person with dementia brings up could also mean something else. (Example) whenever she starts talking about feeding the dog that could mean she's hungry and it's time for dinner. *Include how this person communicates best.*

This helps me understand to participate: *How do you assist or help the person with a task?* Examples could be prompting by handing him the spoon, modeling a gesture of brushing his teeth, giving her a washcloth to hold while you wash her face so she can help. Asking the person for his help and showing him how to do the activity (like folding towels) can be effective. Giving the person something to keep her occupied can help avoid problems (e.g., holding something to keep the other hand occupied). Bringing up certain topics the person enjoys talking about can encourage the person to talk. *What things can be done to help the person participate or do for herself?*

Items to take with me – These are items that the person may need to keep them busy, calm or to provide something familiar. Examples: A doll if she likes to rock it in her arms, a favorite blanket (or other item) to comfort/hold onto, family pictures, puzzle book, whatever is needed. Also, add equipment like walkers, canes and personal items of importance to her - like a wallet, purse or keys. *What items calm and provide meaning to the person – will they be upset without the item?*

Sensory Aids Needed – This includes glasses, hearing aids and dentures or other devices the person *uses*.

Medical Conditions – Include important things to be aware of, e.g., diabetic, pacemaker, HIV, chronic bladder infections, thickened liquids needed, stroke paralysis and where, etc. *What are important medical conditions the helpers need to know about right away?*

Allergies –Usually to medication or things like latex or nuts. Include anything that causes *severe* reactions.

Pain Areas – Indicate places that the person has chronic pain or injuries (arthritis, back pain, joint replacements, heartburn, etc.) This is VERY important because the person may not be able to tell helpers that he has pain, so they will need to monitor for it, especially if behavior gets difficult. *What painful conditions does this person have that need to be identified and treated or comforted?*

Attachments: attach a list of medications, or other information that would be important to know, that perhaps didn't fit on the form.

Back Page Instructions:

While I am hospitalized . . .

This section is to help staff members who work in the hospital to understand and get to know the person with dementia. Questions are about day to day things that are important to the person. The information here is used to make the person more comfortable, experience less stress, and keep a familiar routine.

I need assistance with: Please check the things the person needs assistance with. *You can indicate specifics on the lines below* (like opening a milk carton, cutting up meat, turning on the TV or the right channel, playing music, getting up from a chair, getting dressed, using the bathroom, etc.) Often just helping a little and allowing the person to do what they still can, will help with the person feel in control and into her daily routine.

Other things I need assistance with: This could be a more detailed or special requests that the person with dementia may need *such as the examples listed above*. Also include needs for privacy or modesty.

The best way to approach me is to: Examples include: *Approach from the front* so, they aware you are coming, *walk slowly,* allow time for the person with dementia to see that you are approaching. *Call him by his preferred name*, to get his attention. *Crouch down* if she is seated, this helps her feel less threatened. *Offer you hand, greet,* and say your name - this could give you an idea whether or not the person will be receptive. *List specific preferences that hospital staff may need to know while the person with dementia is in their care.*

Things I enjoy (music/TV shows/food/activities, etc.): It is important to keep the person with dementia busy with things that help him relax, and make him happy. If the person cannot be alone there may be a companion to sit with who does things the person enjoys. Are there favorite snacks, items like a doll to hold, family photo book, types of music, TV shows or her favorite movie? Does the person like hand or shoulder massages, playing cards, puzzles, being read to, etc? Also, consider topics, items, or activities that someone can use to distract or refocus the person's attention away from something unpleasant.

My daytime/night time routine preferences: The person with dementia may have specific requests or routines, *examples include:* sleep late, get up early, bathing morning or night, specific meal time or bathroom requests. What does the person need in order to feel comfortable or "ready" to start the day? Like reading a newspaper, having his teeth in, wearing a bathrobe before the doctor comes in, *Include schedule/order person does things during day.*

***Special note:** This section is to be completed with important information that is not listed above. Examples could be, checking the napkins for dentures before throwing anything away, always give pills with milk, sing "you are my sunshine" to change her mood, IV alarm will get him very upset, must have rosary at bedtime, etc.

How to Use this Form

When you have completed the form consider having the hospital, doctor's office or a relative keep a copy on file, and make sure to put the form in an accessible place where you can have it on hand in an emergency. Give the form to the Emergency responders and/or staff in the ER.

You can also make copies for caregivers that are new to the person, such as relatives providing care or someone providing in home services; or when the person is attending day services, moving to another location, or staying with someone else for respite.

Back Page Instructions:

While I am hospitalized . . .

The section is to help staff members who work in the hospital to understand and get to know the person with dementia. Questions are about day to day things that are important to the person. The information here is used to make the person more comfortable, experience less stress, and keep a familiar routine.

I need assistance with: Please check the things the person needs assistance with. You can indicate specifics on the lines below (like opening a milk carton, cutting up meat, turning on the TV or the right channel, playing music, getting up from a chair, getting dressed, using the bathroom, etc.) Often just helping a little and allowing the person to do what they still can, will help with the person feel in control and into her daily routine.

Other things I need assistance with: This could be a more detailed or special requests that the person with dementia may need such as the examples listed above. Also include needs for privacy or modesty.

The best way to reorient me is to: Examples include: Gesture from the front so, they aware you are nursing, walk slowly, allow time for the person with dementia to see that you are approaching. Call him by his preferred name, to get his attention. Crouch down if you sitting, this helps her feel less threatened. Offer you hand, greet, and say your name. This could give you an idea whether or not the person will be receptive. Use positive reinforcements that normal adult may need to know while the person with dementia is in their care.

Things I enjoy (music/TV shows/food/activities, etc.): It is important to keep the person with dementia busy with things that help him relax, and make him happy. If the person cannot be alone there may be a companion to sit with who does things the person enjoys. Are there favorite snacks, items like a doll to hold, family photo book, types of music, TV shows or her favorite movie? Does the person like hand or shoulder massages, playing cards, puzzles, being read to, etc? Also, certain topics, items, or activities that someone can use to distract or refocus the person's attention away from something unpleasant.

My daytime/night time routine preferences: The person with dementia may have specific requests or routine, examples include: sleep late, get up early, bathing morning or night, specific meal time or bathroom requests. What does the person need in order to feel comfortable or "ready" to start the day? Like making a newspaper, having his lunch in, watching a baseball before the doctor comes in, helping/assisting/every person does things during day.

Special note: This section is to be completed with important information that is not listed above. Examples could be: checking the mailing for deliveries before throwing anything away, always give pills with milk, sing "you are my sunshine" to change her mood, IV alarm will get him very upset, must have nearly at bedtime, etc.

How to Use this Form

When you have completed the form (including having the hospital, doctor's office or a relative keep a copy on file, and make sure to put the form in an accessible place where you can have it on hand in an emergency. Give the form to the Emergency responders and/or staff in the ER.

You can also make copies for caregivers that are new to the person, such as relatives providing care or someone providing in home services or when the person is attending day services, moving to another location, or staying with someone else for awhile.

Developed as part of a Dementia Friendly Community initiative by the Alzheimer's Disease Demonstration Grant to States, Adams County, Pennsylvania, 2014
http://www.adcoaging.com/dementia-friendly-community-initiative

2015 grant app.

JEFFERSON COUNTY HUMAN SERVICES
1541 ANNEX ROAD JEFFERSON, WI 53549

December 9, 2014

85.21 Program Manager
Bureau of Transit and local Roads, Railroads and Harbors
Wisconsin Department of Transportation
P.O. Box 7913
Madison, WI 53707-7913

Dear 85.21 Program Manager:

Jefferson County hereby submits its application for $185,118 in state assistance under section 85.21 of Wisconsin Statutes to provide specialized transportation services for seniors and individuals with disabilities in 2015. The County assures that a minimum of$ 37,024 in local funds has been included in its adopted 2015 budget and will be available as the share required to match the 85.21 grant.

I certify that the information contained in this application is accurate.

Sincerely,

Kathi Cauley, Director

APPLICANT CHECKLIST

County Name Jefferson

Required Documents

Excel Packet	**Complete**
Application Information Form	)
Vehicle Inventory	)
Project Descriptions & Budgets	)

Other Documents (if applicable)	
3 Year Trust Fund Form	)
Third Party Contracting Form	)

Guidelines Packet	
Transmittal Letter	)
Public Hearing Notice	)
Local Review Documentation	)

APPLICANT INFORMATION FORM

County Name	Jefferson
Applicant Preparer	Susan Torum, Aging & Disability Resources Division Manager
Address	ADRC of Jefferson County 1541 Annex Road Jefferson, WI 53549
Telephone Number	920-674-8136
Email Address	suet@jeffersoncountywi.gov

Federal Grant Match

Please place an "x" next to any federal grant that will be using s. 85.21 funds as local match.

5307 [ ] 5311 [ ] 5310 [ ]

Coordination

Please identify the county's coordinated plan name, goal(s) and page number(s) in which your s. 85.21 project(s) is/are derived from

Title of Coordinated Plan	Jefferson County 2013 Locally Developed Transportation Coordination Plan
Goals(s) form which your project is included in	1) Increase rural transportation options and/or services for the transportation disadvantaged. 5) Increase community awareness and access to information about transportation issues in the county.
Page number(s) of the goal(s)	Page(s) 11 & 12

Accessibility

Will s. 85.21 aid in 2015 be used for the transportation of persons who cannot walk or who walk with assistance? (if no, please explain how the Americans with Disabilities Act (ADA) requirements for equivalency of service between ambulatory and non-ambulatory passengers will be met.

Yes [X] **No** [ ]

VEHICLE INVENTORY

Instructions: Please provide your specialized transit vehicle inventory (including vehicles that are used for transportation of seniors and individuals with disabilities, regardless of funding source).

Model Year/Type	Current Mileage	No. of Ambulatory / Wheelchair Positions	Place an "X" in the Box if Vehicle is Intended to be Replaced with a Vehicle Requested in the 2015 Grant Cycle
2014 Chevy Impala	18,656*	0	
2014 Chevy Impala	17,391*	0	
2011 Dodge Grand Caravan	71,381*	0	
	* = as of 11/30/14		

If you have more vehicles than can fit onto one sheet, please print multiple copies this table, add the additional vehicle information, and attach them to your application packet.

THIRD PARTY CONTRACTS

Please include a copy of all executed third party contracts with your application

Proposed Project Name	Anticipated or Known Contractor Name	Contract Required (Yes/No)	Bidding Required (Yes/No)	Year Last Bid	Date of Contract
Senior Dining Program Taxi Subsidy	Brown Cab Company	No	No	N/A	12/31/15
Intracounty Taxi Service	Brown Cab Company	No	No	N/A	12/31/15
Driver-Escort	Brown Cab Company (SMV)	No	No	N/A	12/31/15
Driver-Escort	LaVigne's Bus Company (SMV)	No	No	N/A	12/31/15
Driver-Escort	St. Coletta of WI (SMV)	No	No	N/A	12/31/15

3-YEAR TRUST FUND PLAN

County Name Jefferson

Item	Planned Year of Purchase	Project Cost
Dodge Grand Caravan	2017	25,000

Total Projected cost for 3-year plan $25,000.00

Amount of s.85.21 aid held in trust as of 9/30/2014 35,610

Narrative for non-vehicle equipment purchases:

Prepared by Susan Torum

Date 10/31/2014

PROJECT DESCRIPTIONS

2015 Project 1	County	Jefferson
	Project Name	Driver Escort

Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

* Project description information
* Project budget information

Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver	X	Voucher Program	
Vehicle Purchase		Planning/Management Study	
Other (provide description)	3 PT Paid Drivers		

General Project Summary

Please provide a brief description of this project.

This service provides rides to elderly and disabled individuals for medical appointments. Services are offered on a space available basis to non-elderly/disabled individuals who need transportation to access Human Services Department services.

Geography of Service

Please list the cities that are serviced though this project.

Service is provided throughout Jefferson County and across county lines when specialized medical care or treatment is needed.

Service Hours

Please indicate your general hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		6:00 a.m.	6:00 a.m.	6:00 a.m.	6:00 a.m.	6:00 a.m.	
End Time		6:00 p.m.	6:00 p.m.	6:00 p.m.	6:00 p.m.	6:00 p.m.	

Service Requests

Briefly describe how your service is requested for this project.

Passengers are asked to call the Transportation Office 4 days in advance of the appointment. Late requests are accomodated to the fullest extent possible.

Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project

Passengers eligible for this service is those 60+ and/or those with disabilities of any age.

Passenger Revenue Briefly indicate passenger revenue requirements for this project

$1.00 for one-way trip in-county and $5.00 for a one-way trip out-of-county. The same co-payments apply when SMV services are authorized.

PROJECT BUDGET

Section Description		Amount
1. Annual Expenditures		
Total Expenditures for this project	**Total**	$245,760
2. Annual Revenue - Breakout By Funding Source		
A. s.85.21 Funds from Annual Allocation	**Total**	$183,618
B. s.85.21 Funds from Trust Fund	**Total**	
C. County Match Funds	**Total**	$37,024
D. Passenger Revenue	**Total**	$6,200
E. Other Funds (including Medicaid) describe below and record the total		
1. Managed Care		
2.		
3.		
4.		
5.		
6.	**Total**	$18,918
Expenditures should equal revenue		$0

PROJECT DESCRIPTIONS

2015 Project 1	County	Jefferson
	Project Name	Senior Dining Program Taxi Subsidy

Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

* Project description information
* Project budget information

Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver		Voucher Program	
Vehicle Purchase		Planning/Management Study	
Other (provide description)	Taxi Cab Subsidy		

General Project Summary

Please provide a brief description of this project.

Individuals attending a Senior Dining Program are eligible to use the taxi at a reduced rate.

Geography of Service

Please list the cities that are serviced though this project.

Jefferson
Lake Mills
Fort Atkinson

Service Hours

Please indicate your hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.	
End Time		1:00 p.m.	1:00 p.m.	1:00 p.m.	1:00 p.m.	1:00 p.m.	

Service Requests

Briefly describe how your service is requested for this project.

Passengers call Brown Cab directly to request services.

Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project

Individuals aged 60+ who are attending a Senior Dining Program.

Passenger Revenue Briefly indicate passenger eligibility requirements for this project

Passengers pay the cab company $1.00 per one-way trip. The balance is invoiced to the county @ .75/one-way trip.

PROJECT BUDGET

Section Description		Amount
1. Annual Expenditures		
Total Expenditures for this project	Total	$500
2. Annual Revenue - Breakout By Funding Source		
A. s.85.21 Funds from Annual Allocation	Total	$500
B. s.85.21 Funds from Trust Fund	Total	
C. County Match Funds	Total	
D. Passenger Revenue	Total	
E. Other Funds (including Medicaid) describe below and record the total		
1.		
2.		
3.		
4.		
5.		
6.	Total	
Expenditures should equal revenue		$0

PROJECT DESCRIPTIONS

2015 Project 1	County	Jefferson
	Project Name	Intracounty Taxi Cab Service

Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

* Project description information
* Project budget information

Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver		Voucher Program	
Vehicle Purchase		Planning/Management Study	
Other (provide description)	Taxi Cab		

General Project Summary

Please provide a brief description of this project.

This project proivdes rides across municipal boundaries to elderly and disabled individuals requiring medical services in another community.

Geography of Service

Please list the cities that are serviced though this project.

All of Jefferson County: primarily authoirzed in Fort Atkinson, Jefferson and Johnson Creek.

Service Hours

Please indicate your hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		6:00 a.m.	6:00 a.m.	6:00 a.m.	6:00 a.m.	6:00 a.m.	
End Time		7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00 p.m.	7:00 p.m.	

Service Requests

Briefly describe how your service is requested for this project.

Service requests come to the Transportation Office and are authorized by the Transportation Coordinator when there are no available volunteers or paid drivers to accommodate the trip request.

Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project

Passengers eligible for this service are those with disabilities and the elderly 60+ needing access to medical care.

Passenger Revenue Briefly indicate passenger eligibility requirements for this project

The passenger pays a co-pay directly to the driver and 85.21 funds are invoiced for the balance on an agreed upon fee schedule.

PROJECT BUDGET

Section Description		Amount
1. Annual Expenditures		
Total Expenditures for this project	Total	$1,000
2. Annual Revenue - Breakout By Funding Source		
A. s.85.21 Funds from Annual Allocation	Total	$1,000
B. s.85.21 Funds from Trust Fund	Total	
C. County Match Funds	Total	
D. Passenger Revenue	Total	
E. Other Funds (including Medicaid) describe below and record the total		
1.		
2.		
3.		
4.		
5.		
6.	Total	
Expenditures should equal revenue		$0

2015 COUNTY PROJECT BUDGET SUMMARY

County/Project Name	#REF!								
	Driver Escort	Senior Dining Program Subsidy	Intricounty Taxi Cab Service	0	0	0	0	0	Totals
Projected Expenses									
Total Projected Expenses	$238,010	$250	$9,000	$0	$0	$0	$0	$0	$247,260
Projected Revenue by By Funding Source									
s.82.21 Funds from Annual Allocation	$175,868	$250	$9,000	$0	$0	$0	$0	$0	$185,118
s.82.21 Funds from Trust Fund	$0	$0	$0	$0	$0	$0	$0	$0	$0
County Funds	$37,024	$0	$0	$0	$0	$0	$0	$0	$37,024
Passenger Revenue	$6,200	$0	$0	$0	$0	$0	$0	$0	$6,200
Other Funds	$18,918	$0	$0	$0	$0	$0	$0	$0	$18,918
Expenses should equal revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0

APPENDIX D – PUBLIC NOTICE AND HEARING FORMS

Date of notice publication: 12/3/2014

(Attach copy of the published notice

Notice of Public Hearing

The Specialized Transportation Assistance Grant application for 2015 is scheduled for a public hearing on Tuesday, December 9th, at 8:00 a.m. at the University of WI Extension Building, 864 Collins Road, Jefferson, WI 53549. The hearing will be held in Room 8. On this same date, the Coordinated Public Transit-Human Services Transportation Plan will be reviewed.

The public hearing will be held for the purpose of receiving comment for Jefferson County's proposed plan for spending the allocation of $185,118 as authorized under Section 85.21 of the Wisconsin Statutes. In 2015 the Department plans to use funds to support the three projects. All of the projects serve the elderly (60+) and persons with disabilities with priority being given to medical and nutrition trips. The proposed projects are: 1) Driver Escort/Assistance to medical appointments; 2) Taxi cab subsidies for those individuals attending a Senior Dining Program, and 3) Intra-county Taxi Service for medical appointments.

Those persons unable to attend the hearing who wish to submit comments in advance may do so by mailing their comments prior to the hearing to: Sharon Olson, Aging & Disability Resource Center (ADRC) Supervisor, ADRC, 1541 Annex Road, Jefferson, WI 53549. The application will be available for public inspection prior to the hearing at the same address.

The location of the hearing is accessible to persons with disabilities, but should you require special accommodations, or are in need of transportation to attend the hearing, please contact the person listed above prior to 4:30 p.m. on December 8th. The telephone number to call is 920/874-8139.

WNAXLP

Date of public hearing 12/9/2014

(Please provide a summary of any pul to the application)

No-one attended the public hearing

Be sure to attach **a copy the meeting minutes** during which the approval for the application was granted.

APPENDIX D – LOCAL REVIEW FORM

Please indicate if the county aging unit (or 51.42/51.437 if necessary) is part of the county's TCC or equivalent.

X☐ Yes ☐ No

If the county TCC or equivalent does not include a member of the county aging unit (or 51.42/51.437 if necessary) you **MUST** include evidence of their review of the application. Such evidence may include:

- Witten endorsements
- Recommendations or criticism
- Minutes of meetings attended by the above organizations at which the application was discussed.

Contract Summary - Year 2015

15-173	n/a	12215	39-1363312
Contract #	Revision #	Vendor #	Employer I.D.

Provider/Corporate Name:	**LaVigne Bus Line**	
Contract Administrator:	**Patti Heitz**	
Provider/Corporate Address:	1242 Sioux trail	
City, State, ZIP:	Fort Atkinson, WI 53538-1084	*phone: 920 / 563-1515*
Service Location (if different):		

Purchaser Name:	Jefferson County Human Services Department	
Contract Administrator:	Joan Daniel, Admin Services Manager	
Purchaser Address:	1541 Annex Road	*phone: 920 /674-8147*
City, State, ZIP:	Jefferson, WI 53549	

Audit Requirement:	Agency-Wide or Program Audit REQUIRED	Requirement WAIVED	EXEMPT under $75,000

By signatures it is agreed to comply with all material aspects and conditions contained in the Contract, the Contract Summary, and applicable Attachments. It is acknowledged that only services and recipients listed are authorized for payment, according to rates listed, not to exceed the total of any service/recipient. It is also agreed and accepted that the Provider will assure that they are in full compliance with criminal background check, and will submit to the Purchaser a listing of employees with results of the criminal background checks, on at least an annual basis. And it is agreed and accepted that the Provider assures full compliance with training requirements if applicable to the services provided under this contract, will maintain records documenting this, and will submit documents to the Purchaser upon rquest.

Provider's Authorized Representative — *date*

Purchaser's Authorized Representative — *date*

SERVICES, RATES, AND PARTICIPANTS TO BE SERVED

Service/Program:	Transportation				
Funding Source:	s.85.21 State/Tax Levy				
Standard Program:	107.5				
Target Group:	Various				
Recipient(s):	as authorized				
Start Date:	01-Jan-15				
End Date:	31-Dec-15				
Billing Rate:	Various				
Billing Unit:	trip				
Number Units:	0				
Contract Total:	0				
Case Manager:	various				
Alt Care Coord:	n/a				
Supervisor:	various				

Special Provisions: Services, recipients, and rates must have individual written authorization. Family Care recipients will not be served under this agreement.

This Page Total: $ -

TOTAL CONTRACT: $ -

Contract Summary - Year 2015

15-115	n/a	12079	39-1775090
Contract #	Revision #	Vendor #	Employer I.D.

Provider/Corporate Name:	**Brown Cab Service**
Contract Administrator:	Karl Schulte
Provider/Corporate Address:	P.O. Box 66
City, State, ZIP:	Fort Atkinson, WI 53538-0066 *phone: 920 / 563-2200*
Service Location (if different):	

Purchaser Name:	Jefferson County Human Services Department
Contract Administrator:	Joan Daniel, Admin Services Manager
Purchaser Address:	1541 Annex Road *phone: 920 /674-8147*
City, State, ZIP:	Jefferson, WI 53549

Audit Requirement:	Agency-Wide or Program Audit REQUIRED	Requirement WAIVED	EXEMPT under $25,000

By signatures it is agreed to comply with all material aspects and conditions contained in the Contract, the Contract Summary, and applicable Attachments. It is acknowledged that only services and recipients listed are authorized for payment, according to rates listed, not to exceed the total of any service/recipient. It is also agreed and accepted that the Provider will assure that they are in full compliance with criminal background check, and will submit to the Purchaser a listing of employees with results of the criminal background checks, on at least an annual basis. And it is agreed and accepted that the Provider assures full compliance with training requirements if applicable to the services provided under this contract, will maintain records documenting this, and will submit documents to the Purchaser upon rquest.

Provider's Authorized Representative *date*

Purchaser's Authorized Representative *date*

SERVICES, RATES, AND PARTICIPANTS TO BE SERVED

Service/Program:	Medical Transportation	Nutirtion Rides		
Funding Source:	s.85.21 State/Tax Levy	Tax Levy		
Standard Program:	107	107		
Target Group:	Elderly/Disabled	Elderly		
Recipient(s):	as authorized	as authorized		
Start Date:	01-Jan-15	01-Jan-15		
End Date:	31-Dec-15	31-Dec-15		
Billing Rate:	Varies	0.75		
Billing Unit:	trip	trip		
Number Units:	as authorized	as authorized		
Contract Total:	9,000	250		
Case Manager:	various	various		
Alt Care Coord:	n/a	n/a		
Supervisor:	various	various		

Special Provisions: Localities served are Jefferson, Fort Atkinson, and Lake Mills. Charges in excess of $0.75 per ride are to be charged to the passenger.

This Page Total: $ 9,250

TOTAL CONTRACT: $ 9,250