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**PROGRAM MEMORANDUM**

CDA 1014 (REV. 6/06)

TO: Area Agencies on Aging Directors	NO.: PM 08-03(P)
SUBJECT: Family Caregiver Support Program: Client Eligibility, Service Category, Data Reporting Budgeting, and Area Planning Revisions	DATE ISSUED: February 11, 2008
REVISED	EXPIRES: July 1, 2011
REFERENCES: Older Americans Act Amendments of 2006, National Aging Program Information System – Reporting Requirements (May 2007)	SUPERSEDES: PM 03-10(P)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input checked="" type="checkbox"/> Change in Law or Regulation <input checked="" type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify Policy Update	
INQUIRIES SHOULD BE DIRECTED TO: Joel Weeden, Title III-E Family Caregiver Support Program, at (916) 928-2296 or jweeden@aging.ca.gov	

This Program Memo (PM) supersedes PM 03-10(P) issued by the California Department of Aging (CDA) on May 15, 2003, and outlines the revised procedures Area Agencies on Aging (AAAs) will follow for caregiver support services delivered through the Older Americans Act (OAA) National Family Caregivers Support Program (FCSP). These FCSP service category, budgeting, and data reporting revisions are to be in place for the start of Fiscal Year (FY) 2008/09, July 1, 2008.

Background and Purpose

The OAA Amendments of 2000 authorized the creation of FCSP. At that time, the United States Administration on Aging (AoA) advised states to allow AAAs flexibility when implementing multifaceted systems of support services that were to be resourceful and timely in responding to a local caregiver's unique needs. Parameters for this flexible approach evolved through a series of the California Department of Aging's (CDA) PMs, the last one dated May 15, 2003.

Revisions are now necessary to ensure compliance with the OAA Amendments of 2006, improve consistency with the AoA National Aging Program Information System [(NAPIS), revised May 2007]) reporting requirements and incorporate FCSP data reporting into CDA's new web-based, client-specific, state-wide database: California Aging Reporting System (CARS). Changes also reflect feedback provided by AAAs and their contractors during on-site monitoring and sessions held at the California Association of Area Agencies on Aging (C4A) annual meetings.

This collection of significant and complex revisions required CDA to make comprehensive and coordinated adjustments to all of its standards and mechanisms for FCSP. This PM outlines changes to the following FCSP components, beginning on the pages indicated:

- FCSP Client Eligibility and Prioritizing Revisions – Page 2
- FCSP Service Category Revisions – Page 3
- FCSP Data Reporting Revisions – Page 4
- FCSP Budgeting Revisions – Page 4
- FCSP Area Planning Revisions – Page 5

FCSP Client Eligibility and Prioritizing Revisions

The 2006 OAA reauthorization expands client eligibility for FCSP support services and gives priority for these services to caregivers and care receivers 60 years of age or older. These revisions became effective when the 2006 OAA Amendments were signed into law October 15, 2006. Amendments to the FCSP are underlined below:

1. **Caregiver:** An adult (18 years of age or older) family member or another individual (e.g., friend or neighbor) who is an informal (i.e., unpaid) provider of in-home or community care to a care receiver. [definition moved to Section 302(3) of the OAA]
2. **Care Receiver:** An older individual (60 years of age or older) or an individual (of any age) with Alzheimer's disease or related disorder with neurological and organic brain dysfunction. [Section 302(3) of the OAA]

NOTE: Pending formal clarification, AoA currently advises that the term “related diseases” comprises mild cognitive impairment; vascular and mixed dementia; Parkinson’s and Huntington’s diseases; dementia with Lewy bodies; frontotemporal dementia; Creutzfeldt-Jakob disease; normal pressure hydrocephalus; and possibly Wernicke Korsakoff syndrome and traumatic brain injury. AoA does not include stroke among “related diseases.”

3. **Grandparent:** Grandparent, step-grandparent, or other older relative of a child by blood, marriage, or adoption who is 55 60 years of age or older, living with the child, and identified as the primary caregiver through a legal or informal arrangement. [Section 372(a)(2) of the OAA]
4. **Child:** An individual who is not more than 18 years of age or who is an individual (of any age) with a disability. [Section 372(a)(1) of the OAA]

NOTE: The term “disability” replaced “mental retardation and related developmental disabilities,” which was deleted from Section 373(c)(2) of the OAA. AoA advises that older “parents” of a child of any age with a disability are still not eligible for FCSP services per Section 372(a)(2)(B). The term “disability” is defined in Section 102(a)(13) of the OAA.

5. **Service Priorities:** FCSP services are now delivered according to the following priorities:

- When serving caregivers, priority shall be given to caregivers who are older individuals (60 years of age or older) with greatest social need and greatest economic need (with particular attention to low-income). [Section 373(c)(2)(A) of the OAA]
- If serving caregivers of individuals with Alzheimer’s disease or related disorders, priority shall be given to those caring for older individuals (60 years of age or older) [Section 372(b)(1) of the OAA]
- If serving grandparents or other older relatives of a child, priority shall be given to those caring for children with severe disabilities. [Section 372(b)(2) of the OAA]

NOTE: The term “severe disability” is defined in Section 102(a)(48) of the OAA, and the term “children” applies to individuals of any age with a severe disability, but not to children of older “parents.”

FCSP Service Category Revisions

Section 373(e)(1) of the OAA requires CDA to establish standards and mechanisms to assure the quality of FCSP services. CDA is also required by Section 373(e)(2) to submit data as instructed by AoA so it may comply with the Government Performance and Results Act of 1993. AoA State Program Report Transmittal Requirements include some definitions for NAPIS. CDA service standards must be consistent with these NAPIS definitions. The attached FCSP Service Matrix references the applicable OAA rules and NAPIS instructions associated with the five federal service components.

The revised FCSP Service Matrix reflects the following underlined changes:

1. Section 373(b)(3) of the OAA was expanded to require that caregiver counseling, caregiver support groups, and caregiver training shall assist the caregivers in the areas of health, nutrition, and financial literacy.
2. Section 373(d) of the OAA was changed from “Coordination of Service Providers” to “Use of Volunteers” and requires that each AAA shall make use of trained volunteers to expand the provision of FCSP services.
3. Section 321(a)(11) was expanded to include the provision of assistive technology services and assistive technology devices for meeting the unique needs of older individuals providing uncompensated care. AoA’s Strategic Action Plan (2007-2012) calls for use of simple tools and techniques to meet long-term support needs and technology to increase access to information and services.
4. NAPIS instructions now specify homemaker assistance and home chore as Respite Care services, rather than Supplemental Services.
5. AoA requested CDA to report FCSP-related Caregiver Transportation costs and service utilization under Supplemental Services.

6. Based on input from the aging services network, CDA made the following additional revisions to the FCSP Service Matrix:
- constructed the format to accommodate electronic information systems;
 - moved Interpretation/Translation and Peer Counseling from Supplemental Services to allow providing these services to caregivers of non-frail elders;
 - incorporated standards for caregiver assessment;
 - redefined “institutional” respite; and
 - revised several Supplemental Service category definitions to refocus on the caregiver role and responsibilities.

FCSP Data Reporting Revisions

Effective for FY 2008/09, CDA will discontinue FCSP paper reporting of aggregate data and incorporates FCSP data into CARS. This client-specific, electronic data reporting system readily accommodates the NAPIS requirements to distinguish between "caregivers" and "grandparents." FCSP Service Matrix revisions are reflected in PM 08-04 (P) “Final California Aging Reporting System Specifications for the Implementation of National Program Information System and Family Caregiver Support Program Reporting,” effective July 1, 2008.

CARS does not replace AAA’s responsibility to ensure adequate systems are in place for FCSP performance accountability. In order to monitor for basic compliance with OAA and service contracts, a FCSP caregiver client record (either electronic or paper) should continue to account easily for:

- a) Caregiver- and care receiver-required profile and FCSP eligibility data;
- b) Caregiver-assessed need for support services;
- c) FCSP and other services provided to meet the caregiver-assessed needs;
- d) Additional eligibility criteria that were met to receive FCSP Respite and Supplemental Services;
- e) Evidence that services were delivered for all FCSP-funded activity; and
- f) Follow-up on caregiver status, service effectiveness, and changing needs.

FCSP Budgeting Revisions

NAPIS reporting requirements now distinguish between “caregiver” and “grandparent” support services when reporting FCSP service utilization and expenditures. Consequently, AAAs will be required to prepare separate budgets, allocations, and closeout costs for the FCSP “caregiver” program and FCSP “grandparent” program. As CDA implements this NAPIS requirement, AAAs will be asked to budget FCSP by the five federal support service components required in Section 373(b) of the OAA, effective for FY 2008/09. Those AAAs determining through their local planning process that FCSP funds do not need to be expended for one or more of the federal support services will need to provide such justifications for both the FCSP “caregiver” and “grandparent” programs.

Forthcoming CDA PMs will transmit revised Area Plan Budget, Service Utilization Plan, Appendix forms, and instructions for the FY 2008/09 Area Plan Update process. These FCSP budgeting revisions should result in the following FCSP improvements:

- Fewer line items for the Area Plan Budget, which will reduce AAA and contractor administrative workload;
- More accurate tracking of “grandparent” program costs and reporting of “grandparent” services; and
- Enhanced flexibility in procuring and implementing multifaceted systems of services to support a local caregiver's unique needs and prevent the collapse of many fragile unpaid caregiver support networks.

NOTE: Budgeting and performance expectations correspond to the five federal service components, as initially proposed during the C4A annual meeting session on November 13, 2007, and in a subsequent mailing to all AAAs. AAAs are already allowed to do this for the federal Respite Care component and only report service utilization outcomes by the standards specified by CDA on its FCSP Service Matrix. CDA will now apply the approach to the other four federal components. The attached FCSP Service Matrix shows the corresponding relationship between budgeting and utilization outcomes.

FCSP Area Planning Revisions

The AAA's FY 2008/09 Area Plan updating process will change due to these revisions and amended Section 306(a)(6)(D) of the OAA. AAA Advisory Councils are now required to include “family caregivers” as representative members. Forthcoming CDA PMs will transmit revised forms and instructions as follows:

1. Appendices associated with the AAA "Notice of Intent to Provide Direct Services" will address revised FCSP Service Matrix categories.
2. Appendix VIII for AAA "Notice of Intent for Non-Expenditure of (FCSP) Funds" will be split between “caregiver” and “grandparent” programs.
3. Proposed service unit performance levels will correspond to the five federal support service components.
4. Service unit performance levels will distinguish services proposed for “caregivers” from those for “grandparents.”
5. Service unit plans will delineate the FCSP Service Matrix categories intended to be provided under each federal support service component, but will not require specific proposed service levels for each of these FCSP Service Matrix categories.

NOTE: An AAA may still limit its array of FCSP service options under a federal support service component and remain compliant with OAA funding requirements. However, these FCSP budgeting and service category revisions will now easily accommodate OAA expectations to offer caregiver access to the full spectrum of support services on the FCSP Service Matrix.

This more flexible approach correlates with core principles incorporated into the OAA reauthorization and ensures FCSP services are tailored to the individual needs of families, rather than tied to a particular funded service category.

CDA recognizes that these are significant FCSP revisions. However, FCSP's underlying OAA intent remains unchanged. Together with our AAA partners, CDA will continue to guide FCSP implementation toward multifaceted systems of caregiver support services that foster flexibility, innovation, and timely service response.

If you have any questions about this PM and FCSP, please contact Joel Weeden, Aging Programs Specialist, Title III-E Family Caregiver Support Program, at (916) 928-2296 or via email at jweeden@aging.ca.gov.



Lynn Daucher
Director

Attachment – Family Caregiver Support Program Service Matrix