

**MN Department of Human Services  
Social Services Manual**

**Aging**

**XIII-1000**

Based on rules and statutes as revised as of ....

**XIII**

**Aging**

**TABLE OF CONTENTS**

<b>1100</b>	<b>Aging</b>
<b>1200</b>	<b>Aging Program Division</b>
1210	Introduction
1220	Purpose
1230	Goals
<b>1300</b>	<b>Target Population</b>
1400	Federal and State Responsibilities
1410	Administration on Aging
1420	Minnesota Board on Aging-
<b>1500</b>	<b>Federal Programs Under the Older Americans Act of 1965, as Amended</b>
<b>1510</b>	<b>Title III - Grants for State and Community Programs on Aging</b>
1511	Purpose
1512	Standards
1513	Goals
1514	Matching Funds
1515	Planning and Service Areas
1515.01	Area Agencies on Aging (AAA)
1515.02	Annual Area Plan
1516	Title III-B Community Grants for Supportive Service or Senior Centers
1516.01	Supportive Service
1516.02	Multipurpose Senior Centers
1517	Title III-C - Nutrition Program
1518	Title III-D - In-Home Services for Frail Older Individuals
1519	Procedures for Obtaining Title III Funds
<b>1520</b>	<b>Title XIX - Preadmission Screening/Alternative Care Grants</b>
1530	Office of Ombudsman for Older Minnesotans
1600	Other Resources
1610	Foster Grandparents Program
1620	Retired Senior Volunteer Program
1630	Senior Companion Program
1640	Foundations and Organizations
1650	County Welfare and Human Services Agencies
1660	County Coordinator for Aging
1670	Directories and Publications
1680	Technical Assistance

# MN Department of Human Services Social Services Manual

## Aging

XIII-1000

Based on rules and statutes as revised as of ....

### **Authority XIII**

**-1100**

1. Older Americans Act of 1965, as amended; Title III - Grants for State and Community Programs in Aging; Title IV-A - Training.
2. Title XIX of the Social Security Act; Medical Assistance.
3. 45 CFR 1321 (Grants for State and Community Programs on Aging).
4. Minn. Stat. 256.01, Subd. 7 (1987) (Department of Human Services Special Consultant on Aging).
5. Minn. Stat. 256.01, Subd. 8 (1987) (County Service Coordinators).
6. Minn. Stat. 256.01, Subd. 9 (1987) (Staff Assistance to Council on Aging).
7. Minn. Stat. 256.01, Subd. 10 (1987) (Authority to Accept and Disburse Funds).
8. Minn. Stat. 256.974 (1987) (Office of Ombudsman for Older Minnesotans).
9. Minn. Stat. 256.975 (1987) (Minnesota Board on Aging).
10. Minn. Stat. 256.9753 (1987) (Senior Citizens Volunteer Program).
11. Minn. Stat. 256.976 (1987) (Foster Grandparents Program).
12. Minn. Stat. 256.977 (1987) (Senior Companion Program).
13. Minn. Stat. 256E (1986) (Community Social Services Act).
14. Minnesota Rules, parts 9555.0100 to 9555.0160 (Department of Human Services, Senior Companion Program).

### **Aging Program Division Minnesota Board on Aging**

**XIII-1200**

#### **Introduction**

**XIII-1210**

The Aging Program Division of the Department of Human Services provides the Executive Secretary and staff support to the Minnesota Board on Aging.

The Minnesota Board on Aging provides Minnesota's older persons with a coordinated and comprehensive system of services and programs which address the needs and problems associated with aging. The address of the Board on Aging is:

Minnesota Board on Aging  
444 Lafayette Road  
St. Paul, Minnesota 55155

# MN Department of Human Services

## Social Services Manual

### Aging

XIII-1000

Based on rules and statutes as revised as of ....

#### **Purpose**

**XIII-1220**

The purpose of the Aging Program Division is to provide the Executive Secretary and staff support to the Minnesota Board on Aging to ensure maintenance of maximum independence and dignity for older persons.

#### **Goals**

**XIII-1230**

The goals of the Aging Program Division relative to the needs of older persons are to:

1. Assure an adequate standard of living.
2. Remove individual and social barriers to economic and personal independence.
3. Provide opportunities for social functioning and growth.
4. Assure adequate physical, psychological, and mental health.

These goals are accomplished through development of social and health services, income maintenance services, counseling placement services, including administration of the Older Americans Act, Title III (Grants for State and Community Programs on Aging).

#### **Target Population**

**XIII-1300**

Older persons are persons 60 years and over. Elders in need of service are those who are experiencing difficulty living independently and are unable to provide for their own needs. The at-risk group of elderly include those of greatest economic and social need, those of advanced years, those who are minorities, those who are socially isolated, and those who are physically or mentally impaired;

#### **Federal and State Responsibility**

**XIII-1400**

#### **Administration of Aging**

**XIII-1410**

The Federal Administration on Aging operates as a single unit directly responsible to the Commissioner of the Department of Health and Human Services. The Administration on Aging has the responsibility to:

1. Act as a national focal point for advocacy efforts on behalf of the elderly.
2. Coordinate aging programs with other federal agencies.
3. Develop and implement the national plan for the Older Americans Act of 1965, as amended.
4. Allot appropriate funds to states.
5. Serve as a clearing house for information on aging and for the aged.
6. Plan and evaluate aging programs.

**MN Department of Human Services  
Social Services Manual**

**Aging**

**XIII-1000**

Based on rules and statutes as revised as of ....

7. Conduct research and demonstration projects for older Americans. (Older Americans Act of 1965, as amended.)

**Minnesota Board on Aging (MBA)**

**XIII-1420**

The Minnesota Board on Aging is established by state statute. It is composed of 25 members appointed by the Governor for a maximum of two, four-year terms. In addition to administering and establishing policy relating to all aspects of the Older Americans Act, the Minnesota Board on Aging duties are to:

1. Advise the governor and heads of state departments and agencies regarding policy, programs, and services affecting the aging.
2. Provide a mechanism for coordinating plans and activities of state departments and citizens' groups as they pertain to the aging.
3. Create public awareness of the special needs and potentialities of older persons.
4. Gather and disseminate information about research and action programs, and to encourage state departments and other agencies to conduct needed research in the field of aging.
5. Stimulate, guide, and provide technical assistance in the organization of local councils on aging.
6. Provide continuous review of ongoing services, programs and proposed legislation affecting the elderly in

Minnesota.

7. Administer and make policy relating to all aspects of the Older Americans Act of 1965, as amended, including implementation.

**Minn. Stat. 256.975**

8. Administer a state funded Foster Grandparents Program.

**Minn. Stat. 256.976**

9. Administer a state funded Senior Companion Program.

**Minn. Stat. 256.977**

10. Administer the Senior Volunteer Expansion Program.

**Minn. Stat. 256.9753**

11. Operate the Office of Ombudsman for Older Minnesotans.

**(Minn. Stat. 256.974)**

# MN Department of Human Services

## Social Services Manual

### Aging

XIII-1000

Based on rules and statutes as revised as of ....

12. Conduct ongoing monitoring, assessment, and evaluation of activities and projects carried out under the state plan.
13. Conduct demonstration projects having statewide significance.
14. Coordinate programs of major state agencies affecting older persons.
15. Provide technical assistance in public and private agencies and individuals.
16. Conduct and promote training programs for those working with the aging.
17. Promote programs of all kinds in the interest of older persons.
18. Coordinate activities of the Retired Seniors Volunteers Program with other Board on Aging programs.
19. Maintain linkages with other programs and services in order to ensure the proper planning and coordination of policy and program affecting the older population.

NOTE: Among the state offices, departments, agencies, and organizations with whom the Board on Aging works are the Governor's Office, the State Department of Health, the State Planning Agency, the Department of Human Services, the Department of Finance, the Department of Administration, the Department of Education, the Department of Economic Security, the Minnesota Housing Finance Agency, the Social Security Administration, the Association of Minnesota Counties, the State Department of Revenue, the State Department of Transportation, the State Office of ACTION, organizations of senior citizens, Area Agencies on Aging, Regional Development Commissions, the Retired Senior Volunteers Program, Human Services Boards, Local Social Services Agencies, and private agencies.

**Federal Programs Under the Older Americans Act of 1965, as Amended** XIII-1510

**Title III - Grants for State and Community Programs on Aging** XIII-1510

**Purpose** XIII-1511

The purpose of Title III is to encourage and assist local agencies to concentrate resources in order to develop greater capacity and foster the development of comprehensive, community-based coordinated services systems to serve older people.

**Standards** XIII-1512

Standards for Title III are found in 45 CFR 1321, Grants for State and Community Programs on Aging. In addition, there are Administration on Aging Guidelines for Implementing Title III of the Older Americans Act of 1965, as amended.

**Goals** XIII-1513

The three primary goals of Title III are to:

# MN Department of Human Services

## Social Services Manual

### Aging

XIII-1000

Based on rules and statutes as revised as of ....

1. Secure and maintain maximum independence and dignity in a home environment for older persons capable of self-care with appropriate supportive services.
2. Remove individual and social barriers to economic and personal independence for older persons.
3. Provide a continuum of care for the vulnerable elderly.

#### **Title III and Matching Funds**

XIII-1514

A state and local match of 15 percent is required for federal service grants and 25 percent for federal administrative costs grants.

#### **Title III Planning and Service Areas**

XIII-1515

The Minnesota Board on Aging must divide the state into planning and service areas. The planning and service areas designated in Minnesota coincide with the Economic Development Regions with the exception that four Indian reservations are designated as a separate planning and service area.

#### **Older Americans Act Area Agencies on Aging (AAA)**

XIII-1515.01

The Minnesota Board on Aging must designate an Area Agency on Aging for each planning and service area in which federal Older Americans Act funds are used for services. Fourteen Area Agencies on Aging are funded through the Minnesota Board on Aging. These are:

1. Region I - Crookston, Northwest Regional Development Commission.
2. Region II - Bemidji, Headwaters Regional Development Commission.
3. Region III - Duluth, Arrowhead Regional Development Commission.
4. Region IV - Fergus Falls, West Central Area Agency on Aging.
5. Region V - Staples, Region V Regional Development Commissioner.
6. Region VI-E - Willmar, Region VI-E Regional Development Commission.
7. Region VI-W - Appleton, Upper Minnesota Valley Regional Development Commission.
8. Region VII-E - Mora, East Central Regional Development Commission.
9. Region VII-W - St. Cloud, Central Minnesota Council on Aging.
10. Region VIII - Slayton, Southwest Regional Development Commission.
11. Region IX - Mankato, Region IX Regional Development Commission.
12. Region X - Rochester, Southeastern Minnesota Area Agency on Aging, Inc.
13. Region XI - St. Paul, Metropolitan Council.
14. Cass Lake - Minnesota Chippewa Tribe Area Agency on Aging.

# MN Department of Human Services Social Services Manual

## Aging

XIII-1000

Based on rules and statutes as revised as of ....

### **Annual Area Plan**

**XIII-1515.02**

Each Area Agency is responsible for developing an Area Plan for Aging which shall:

1. Provide a comprehensive coordinated system of services.
2. Designate, where feasible, a focal point for comprehensive service delivery.
3. Provide for information and referral services.
4. Give preference to providing services to older individuals with greatest social and economic need.
5. Ensure that the Area Agency on Aging:
  - a. evaluate activities under the plan;
  - b. provide technical assistance to providers of service under the plan;
  - c. take recipient views into account;
  - d. serve as the advocate for the elderly;
  - e. establish the advisory council;
  - f. develop and publish methods for establishing priority of services to be funded.

### **Title III-B - Community Grants for Supportive Service and Senior Centers**

**XIII-1516**

#### **Supportive Services**

**XIII-1516.01**

Title III-B grants provide funding for a variety of social and health services in local communities.

1. Health education and training, welfare, informational, recreational, homemaker, counseling, or referral services;
2. Transportation services to facilitate access to supportive services or nutrition services, or both;
3. Services designed to encourage and assist older individuals to use the facilities and services available to them;
4. Services designed: to assist older individuals to obtain adequate housing, including residential repair and renovation projects designed to enable older individuals to maintain their homes in conformity with minimum housing standards; to adapt homes to meet the needs of older individuals suffering from physical disabilities; or to prevent unlawful entry into residences of elderly individuals, through the installation of security devices and through structural modifications or alterations of such residents;

# MN Department of Human Services

## Social Services Manual

### Aging

XIII-1000

Based on rules and statutes as revised as of ....

5. Services designed to assist older individuals in avoiding institutionalization and to assist individual in long-term care institutions who are able to return to their communities, and through resource development and management to assist such individuals to live independently in a home environment;
6. Services designed to provide legal assistance and other counseling services and assistance, including tax counseling and assistance, financial counseling, and counseling regarding appropriate health and life insurance coverage;
7. Services designed to enable older individuals to attain and maintain physical and mental well-being through programs of regular physical activity and exercise;
8. Services designed to provide health screening to detect or prevent illnesses, or both, that occur most frequently in older individuals;
9. Services designed to provide pre-retirement and second career counseling for older individuals;
10. Services of an ombudsman at the state level to receive, investigate, and act on complaints by older individuals who are residents of long-term care facilities and to advocate the well-being of such individuals.
11. Services which are designed to meet the unique needs of older individuals who are disabled;
12. Services to encourage the employment of older workers including job counseling and, where appropriate, job development, referral, and placement;
13. Crime prevention services and victim assistance programs for older individuals;
14. A program, to be known as "Senior Opportunities and Services", designed to identify and meet the needs of older, poor individuals (60 years of age or older) in one or more of the following areas: development and provision of new volunteer services; effective referral to existing health, employment, housing, legal, consumer, transportation, and other services; stimulation and creation of additional services and programs to remedy gaps and deficiencies in presently existing services and programs; and such other services as the Commissioner may determine are necessary or especially appropriate to meet the needs of the older poor and to assure them greater self-sufficiency;
15. Services for the prevention of abuse of older individuals;
16. In-service training and state leadership for legal assistance activities;
17. Health and nutrition education services;
18. Services designed to enable mentally impaired older individuals to attain and maintain emotional well-being and independent living through a coordinated system of support services.

# MN Department of Human Services

## Social Services Manual

### Aging

XIII-1000

Based on rules and statutes as revised as of ....

#### **Multipurpose Senior Centers**

**XIII-1516.02**

Title III-B supportive services provide for acquisition, alteration, or renovation of multipurpose senior centers. A "multipurpose senior center" is a community facility for the organization and provision of a broad spectrum of services for older persons, including provision of health, social, and education services and provision of facilities for recreational activities.

#### **Nutrition Services**

**XIII-1517**

Congregate Nutrition Services Funds are provided through Title III-C grants to establish and operate nutrition projects which:

1. For five or more days each week provide at least one hot or other appropriate meal per day and any additional meals which the recipient of a grant or contract may elect to provide each of which meet a minimum of the daily recommended dietary allowances;
2. Shall be provided in congregate settings; and
3. May include nutrition education services and other appropriate nutrition services for older individuals.

Home delivered Nutrition Services Funds are provided through grants to establish and operate nutrition projects for older individuals which, five or more days per week, provide at least one home delivered meal per day and any additional meals which the recipient of a grant or contract may elect to provide, each of which meets a minimum of one-third of the daily recommended dietary allowances.

#### **(Title III-D) In-Home Services for Frail Older Individuals**

**XIII-1518**

Under Title III-D reimburseable services are homemaker, home health aides, friendly visiting, telephone assurance, chore, adult day care, respite care as defined under MBA Title III Service Definitions and Specifications. Also Home Modification up to \$150 per client (to be defined).

Priority is to be given to the "frail" older person (having a physical or mental disability, including Alzheimer's disease or a related disorder).

Area Agencies on Aging may award III-D funds to public and private agencies, and governmental entities only after inclusion of III-D funds within the approved Area Plan Budget. Each service must be applied for on separate application forms. III-D funds may be used to pay no more than 85% of the cost of service. All other grants administration guidelines apply.

Preference shall be given to "frail" older persons 60 years of age and older whose incomes are below poverty, and minorities.

#### **Procedures for Obtaining Title III Funds**

**XIII-1519**

Information on the application process for service funds may be obtained from Area Agencies on Aging. The Minnesota Board on Aging, will award Title III monies and state funds to each area

## **MN Department of Human Services Social Services Manual**

### **Aging**

**XIII-1000**

Based on rules and statutes as revised as of ....

agency on aging based on their approved plan for area planning, supportive and nutrition services programs to support the implementation of the plan.

### **Title XIX - Preadmission Screening/Alternative Care Grants (PAS/ACG)**

**XIII-1520**

Funding is available through the PAS/ACG program to assist persons who are 65 years of age or older and eligible for MA to maintain independence by remaining in their homes and to secure an economical alternative to institutionalizing people in need of long-term care. (See SSM VIII-7000)

### **Office of Ombudsman for Older Minnesotans**

**XIII-1530**

The Minnesota Board on Aging operates the Office of Ombudsman for Older Minnesotans to respond to problems and complaints of long-term care facility residents and acute care Medicare patients experiencing premature discharge or admission barriers. The Office responds through referral to the appropriate regulatory agency or through direct advocacy or negotiation techniques designed to safeguard consumers' rights and promote quality of care and life in institutions. State staff and seven regional offices provide statewide program coverage. The major responsibilities of the program include:

1. Resolve complaints by negotiations between consumers, facilities, or public agencies (complaints relating to regulations or abuse are commonly referred to the appropriate state agencies);
2. Provide training of consumers and facility staff relating to consumer's rights and quality of care and life issues;
3. Develop and disseminate informational materials to assist residents and families make educated decisions in meeting their care needs;
4. Help give older persons and their families access to the appropriate departments/agencies to resolve problems and secure information.

The state ombudsman as a member of the Interagency Board on Quality Assurance makes recommendations for changes in the long-term care system, and in state policy relating to long-term care.

**Adapted from Minn. Stat. 256.974 to 256.9745**

### **Other Resources**

**XIII-1600**

### **Foster Grandparents Program**

**XIII-1610**

State funds are available for a Foster Grandparents Program. The Board on Aging may make grants in aid for the employment of foster grandparents to qualified resident group homes for dependent and neglected persons, day care centers and other public or nonprofit private institutions and agencies providing care for neglected and disadvantaged persons who lack close

## **MN Department of Human Services Social Services Manual**

### **Aging**

**XIII-1000**

Based on rules and statutes as revised as of ....

personal relationships. Since 1971 the Foster Grandparents Program has been subgranted by the Minnesota Board on Aging to the Minnesota Association for Retarded Citizens.

**Minn. Stat. 256.976**

NOTE: This program is administered in cooperation with ACTION, to assure consistency with guidelines for the federally funded parts of the program.

### **Retired Senior Volunteer Program**

**XIII-1620**

State funds are available to:

1. Strengthen and expand existing Retired Senior Volunteer programs, and
2. Encourage the development of new programs in areas of the state where they do not exist.

**Minn. Stat. 256.9753**

NOTE: This program is administered in cooperation with ACTION to assure consistency with the guidelines for the federally funded parts of the program.

### **Senior Companion Program**

**XIII-1630**

State funds are available for low income senior citizens to give supportive, person-to-person assistance to elderly and handicapped adults living in their own homes or apartments, in nursing facilities, or in other institutions.

**Adapted from Minn. Stat. 256.977;**

**Adapted from Part 9555.1000**

NOTE: This program is administered in cooperation with ACTION to assure consistency with the guidelines for the federally funded parts of the program.

### **Foundations and Organizations**

**XIII-1640**

Private foundations and community organizations with an acknowledged special interest in aging, community development funds, revenue sharing and/or mill tax levy are another resource. The Minnesota Board on Aging and Area Agencies on Aging provide technical assistance to prospective program developers on request.

### **County Social Services and Human Services Agencies**

**XIII-1650**

Local agencies have responsibility for programming for the aging and delivering various services under the Community Social Services Act. They also act as sponsors of Older Americans Act projects.

### **County Coordinator for Aging**

**XIII-1660**

Any county or group of counties acting through its board(s) may designate a county services coordinator who shall coordinate services and activities, both public and private, that may further the well-being of the aging and meet their social, psychological, physical, and economic needs.

# MN Department of Human Services

## Social Services Manual

### Aging

XIII-1000

Based on rules and statutes as revised as of ....

The coordinator shall perform such other duties as the board may direct to stimulate, demonstrate, initiate, and coordinate local public, private, and voluntary services within the county dedicated to providing the maximum opportunities for self-help, independence, and productivity of individuals concerned.

The board may appoint a citizens advisory committee which shall advise the coordinator and the board on the development of services, and perform such other functions at the county level as are prescribed for the Board on Aging at the state level. The members shall serve without compensation.

**Minn. Stat. 256.01, Subd. 8**

### **Directories and Publications**

**XIII-1670**

The Minnesota Board on Aging periodically prepares informational directories, pamphlets and brochures containing information on a variety of program and service areas.

A newsletter, the Minnesota SENIOR SPOTLIGHT, is published by the Minnesota Board on Aging on a bi-monthly basis. The Minnesota Board on Aging also publishes an annual report of its activities.

### **Technical Assistance**

**XIII-1680**

The Board on Aging provides technical assistance as described throughout this document. Consultation is also provided regarding:

1. Legislative analysis and development, including contacts with individual legislators, committees, and staff.
2. Program and service development by Area Agencies on Aging regional coordinators and state staff.
3. Quality of services developed for and experienced by older persons.
4. Public information.
5. Needs assessment.
6. Planning and policy analysis concerning aging issues.
7. Assessment and development of training programs to meet the needs of service providers and administrative personnel.
8. Administrative strategies for developing comprehensive and coordinated service delivery for older persons at any jurisdictional level; i.e., state, regional, county and local.
9. Development of local services to aging, designation of county coordinators on aging, and appointment of citizens' advisory committees by county welfare and human services boards.