



***FAMILY CAREGIVER SUPPORT PROGRAM***  
***Fiscal Year 2010 FUNDING APPLICATION***

County: \_\_\_\_\_



North Carolina Family Caregiver Support Program  
Completing the Care

Developed in coordination with the statewide goals established for the NC FCSP

## **INSTRUCTIONS FOR COMPLETING FUNDING APPLICATION For the Family Caregiver Support Program and County Plans**

Pages 3 – 4

### **Assurance Statement**

**Review and sign the assurance statement which lists the agencies and individuals to be invited and included in your planning. Please include a copy of the FCSP planning meeting announcement, agenda, attendance and minutes of the meeting with this packet.**

Pages 5 – 9

### **Exhibits 1-5**

List objectives, strategies/action steps, and target dates to meet each of the state and regional goals for the FY 2009 county funding plan using the SMART format referenced in Appendix B.

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### **Exhibit 6**

- Complete the FY 2009 projected budget using the allocation amount received from Centralina Area Agency on Aging.
- Refer to Budget Guidelines to assure expenses are in the most appropriate category.
- Any funding allocated to a Grandparent Raising Grandchildren component is not subtracted from the total in Category IV; it is just entered in far right column to verify the allocation is below 10%.
- Not more than 20% of total funding may be allocated for Category V: Supplemental Services.

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### **Exhibit 7**

List agencies you have developed a working relationship with or agencies that you are no longer working with. Briefly explain both situations.

Pages 12-13

### **Exhibit 8**

List the inventory of Family Caregiver Support and Services in your county.

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### **Exhibit 9**

Describe how services will be prioritized to meet the needs of those **most economically and socially needy**.

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### **Appendixes**

- A. Approved Family Caregiver Support Program services and activities
- B. SMART format for defining objectives

COUNTY: \_\_\_\_\_

## **FAMILY CAREGIVER SUPPORT PROGRAM FY 2010 COUNTY FUNDING PLAN**

### **FCSP Assurance Statement**

The Agency assures that, in developing its FCSP Plan for Title III, Part E of the Older Americans Act, as amended in 2006 (P.L. 109-365) and in 2003 (P.L. 106-501):

A. The County FCSP Plan was developed after consultation with the following organizations in the County:

1. Alzheimer's Chapter(s);
2. Division of Vocational Rehabilitation's Independent Living Program;
3. Social Services;
4. Relevant and existing support groups;
5. Cooperative Extension Service;
6. Area Mental Health Program(s) including ARC;
7. Hospice agencies;
8. Respite care providers (including ADC/ADHC programs);
9. Lead agencies for local planning on aging; and
10. Any other agency involved.

[DOA Administrative Letter No. 01-1]

B. It sought to learn and consider the views of family caregivers in developing the County FCSP Plan by including 1 or more family caregivers on the local aging planning committee.

[DOA Administrative Letter No. 01-1]

C. It assessed the adequacy of resources for caregiver services in the County. The list of the categories of caregiver services includes:

1. Category I: Information about Available Services;
2. Category II: Assistance in Gaining Access to Services including I&A\*;
3. Category III: Individual Counseling, Organization of Support Groups, and Caregiver Training;
4. Category IV: Respite Care\*; and
5. Category V: Supplemental Services.

\*These services are listed as long-term care "core services" under the recommendations issued by the Institute of Medicine's Long-Term Care Task Force.

[DOA Administrative Letter No. 01-1]

- D. It will establish and maintain an adequate system for record keeping of persons served, expenditures, and unmet needs while undertaking the appropriate and adequate measures to protect client confidentiality. [DOA Administrative Letter No. 01-1]
- E. It will give priority to older individuals in greatest social and economic need (with particular attention to low-income older individuals) and older individuals caring for children (age 18 and under) with mental retardation and related developmental disabilities. [OAA 373 (2)]
- F. Part E funds are used to supplement, not supplant, existing services. [OAA 374]
- G. Part E funds for respite care and supplemental services are restricted to help caregivers of older individuals who: (1) are unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision, or (2) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual. [Sec 102(28) (A) (i) and (B)]
- H. It will follow a process for collecting participant contributions, consistent with State policy, for services provided directly by the AAA and others as appropriate. [DOA Administrative Letter No. 01-1]
- I. It will help assure the quality of services provided with assistance from Part E funds. [OAA 373(e) (1)]

AGREED UPON BY:

\_\_\_\_\_  
Agency Director

\_\_\_\_\_  
Date

COUNTY: \_\_\_\_\_

**FAMILY CAREGIVER SUPPORT PROGRAM FY 2009 FUNDING PLAN**

**Exhibit 1:    *Action Plan: Partnerships***

The Action Plan must address:

- Statewide Goal: In order to create and maintain multifaceted system of support, the FCSP shall collaborate with traditional and non-traditional partners to add additional resources and enhance existing resources.
- Regional Goal: To collaborate with community partners who share similar interests, goals, and public concerns.

Objective	Action Steps or Strategies	Target Date
1.1	a) b) c)	
1.2	a) b) c)	

**Exhibit 2: Action Plan: Information and Assistance**

The Action Plan must address:

- Statewide Goal: All caregivers will have easy access to information on assistance, services, and supports regardless of barriers.
- Regional Goal: To increase the public awareness of caregiver issues in Region F in a culturally competent manner.

Objective	Action Steps or Strategies	Target Date
2.1	a) b) c)	
2.2	a) b) c)	

**Exhibit 3: *Action Plan: Caregiver Needs and Services***

The Action Plan must address Statewide Goal: FCSP will assure that caregivers' various needs will be sufficiently met through a range of services.

Objective	Action Steps or Strategies	Target Date
3.1	a) b) c)	
3.2	a) b) c)	

### Exhibit 4: **Action Plan for Quality of Caregiver Supports**

The Action Plan must address

- Statewide Goal: FCSP will provide services in a timely and responsible manner that meets customer satisfaction requirements.
- Region F Goal: FCSP will provide quality caregiver services by training and developing staff skills, volunteers and caregivers in Region F.
- Objective 4.1 will be a mandatory objective for FY2010.

Objective	Action Steps or Strategies	Target Date
4.1 By June 30, 2009, provide at least 1 training event/course for family caregivers utilizing an evidence-based approach, such as Powerful Tools for Caregivers.	a) b) c)	Completion of event(s) by June 30, 2009
4.2	a) b) c)	

**Exhibit 5: Action Plan for Diversity**

The Action Plan must meet the Statewide Goal: FCSP will develop programs that meet the multifaceted needs of diverse caregiver populations.

Objective	Action Steps or Strategies	Target Date
5.1	a) b) c)	
5.2	a) b) c)	

**Exhibit 6: FY 2010 Estimate of FCSP Funds by Service Category**

**Instruction:** Exhibit FCSP-5 is in Excel spreadsheet format and can be activated by double clicking the mouse left button anywhere in the chart. Once activated, the dollar amounts can be entered for each expenditure item across the row. The numbers in dark cells will be automatically computed as the amount entry to each row is completed. When finished, aim the mouse pointer at a point outside the table and double click. Budgeted amounts must equal Federal, state, and local funding. These amounts corresponded to the net service cost figures reported on the provider budget in ARMS. In far right hand, identify anticipated grandparent costs items but do not subtract from TOTAL amount. Use Appendix A for descriptions on budget/service codes. Please delete or hide the row(s) of service codes you do not utilize.

Budget / Service Code	Annual Budget	Personnel		Travel	Admin Support Cost	Indirect Service Cost	Direct Service Cost	Total Annual Expense	Grandparent Raising Grandchildren
		Salary	Fringe						
<b>Category I</b>									
812								0	
813								0	
814								0	
815								0	
816								0	
<b>Category II</b>									
822								0	
823								0	
824								0	
826								0	
<b>Category III</b>									
832								0	
833								0	
834								0	
835								0	
836								0	
<b>Category IV</b>									
842								0	
843								0	
844								0	
845								0	
846								0	
847								0	
848								0	
849								0	
<b>Category V</b>									
852								0	
853								0	
854								0	
855								0	
856								0	
857								0	

**Exhibit 7: FCSP Partner Collaboration**

Please list individual agencies with which you have developed working relationships for your County Family Caregiver Support Program and provide the contact information on each of them. Additionally, please briefly describe the nature of your collaboration with each of the agencies. Also, please list any agencies with which you no longer have a working relationship and explain why. Add more rows as needed.

#	Agency name and County	Contact person name and phone	Related objective	Brief Description of Collaboration
1				
2				
3				
4				
5.				

## Exhibit 8: Inventory of Family Caregiver Supports and Services Intended for FY 2010

List the approved activities and services you intend to provide under corresponding categories. **Please indicate by agency name if you purchase the services of another organization.** The same agency can be listed under different categories. Indicate using <sup>1</sup> Adequacy Codes (1=Not needed; 2=Sufficient supply; 3=Moderate need; and 4=Significant need) the adequacy level of services available in your county. ▲

<b>Service Category</b>	<b>Types of Approved Activities / Services</b>	<b>Activities &amp; Services by Agency name (Use parenthesis to designate volunteer or leveraged services)</b>	<b>Assessment of Category Adequacy (Code<sup>1</sup> and describe)</b>
Category I: Information About Available Services	To (1) learn about community services; and (2) other:		
Category II: Information & Assistance in Gaining Access to Services	To (1) get help in arranging for services; and (2) other:		
Category III: Individual Counseling, Organization of Support Groups, and Caregiver Training	To (1) strengthen caregiving knowledge and skills; (2) feel emotional relief from caregiving stress; (3) deal with end-of-life issues; (4) get help with solving problems and making critical decisions; and (5) other:		

**Exhibit 8: Inventory of Family Caregiver Supports (Continued)**

<b>Service Category</b>	<b>Types of Approved Activities / Services</b>	<b>Activities &amp; Services by Agency name</b>	<b>Assessment of Category Adequacy (Code<sup>1</sup> and describe)</b>
Category IV: Respite Care	To: (1) receive a brief period of relief or rest from caregiving; and (2) other:		
Category V: Supplemental Services	To: (1) feel assured that care recipient will be safe and secure when unattended; (2) get help with the expense of caregiving; (3) get other support for caregiving; and (4) other:		

## Exhibit 9: Priority Group Action Plan/ Methodology to Address Service Needs

Describe how the needs of those **most economically and socially needy** according to the Older Americans Act Amendment of 2006,

*Priority in service provision to (section 372(b)): caregivers who are older individuals with greatest social need; older individuals with greatest economic need (with particular attention to low-income older individuals); older individuals providing care to individuals with severe disabilities, including children with severe disabilities (and not their adult child under age 60),*

will be prioritized in the delivery of these services. Please attach the following documents:

- Copy of your organizational policy and procedure for meeting service to these priority or target groups
- Copy of appeals and grievance policy
- Any additional documentation such as a screening tool or other method of identifying these caregivers.

### Description:

## Appendix A: **Approved Family Caregiver Support Program (FCSP) Services and Activities**

North Carolina has identified five service categories as outlined in the law to define the scope of services.

### **A. Category I. Information about Services (810):**

Provision of information to caregivers about available services

- (811)** *Community and program planning, development, and administration*
- (812)** Informational/educational programs (large group)
- (813)** Organization and/or participation in community events (e.g. health fairs or resource fairs)
- (814)** Program promotion (e.g., public service announcements and advertisements)
- (815)** Public information (e.g., printing and distribution of publications, radio, television & newspaper stories)
- (816)** Other as approved by Division of Aging and Adult Services (DAAS)

### **B. Category II. Access to Services (820)**

Assistance to caregivers in gaining access to the services

- (821)** *Community and program planning, development, and administration*
- (822)** Information & Assistance (I&A) - unregistered
- (823)** Care management (assessment, care planning & coordination)
- (824)** Develop caregiver emergency plan (e.g., hospitalization plan, back-up respite service, and enrollment on special needs registry)
- (825)** *Undesignated*
- (826)** Other as approved by DAAS

**C. Category III. Caregiver Counseling/Support Groups/Training (830)**

Assist caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles

- (831) *Community and program planning, development, and administration*
- (832) Caregiver counseling (caregiver issues, financial, end of life, grief, and peer)
- (833) Organization of support groups (caregiver, widow, peer, disease specific and grief)
- (834) Workplace caregiver support (e.g., coordination with employer-sponsored caregiver assistance programs)
- (835) Caregiver training programs
- (836) Other as approved by DAAS

**D. Category IV. Respite (840)**

Respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities

- (841) *Community and program planning, development, and administration (contract negotiation, reporting, reimbursement, accounting, monitoring, quality assurance)*
- (842) In-home respite (personal care, homemaker, Senior Companions/home visitors)
- (843) Community respite provided (adult day center, group respite center, mobile day respite, or other nonresidential program)
- (844) Emergency respite program (in-home)
- (845) Emergency respite program (out of home)
- (846) Institutional respite (institutional setting such as a nursing home or assisted living for a short period of time)
- (847) Summer camps, after-school programs or child day-care (for grandparents caring for grandchildren)
- (848) Other short-term respite options (e.g., respite camps and caregiver retreats)
- (849) Other as approved by DAAS

**Note:** Part E-funds for respite care and supplemental services are restricted to help caregivers of older individuals who: 1) are unable to perform at least two (2) activities of daily living (ADL's) without substantial human assistance, including verbal reminding, physical cueing, or supervision, or (2) due to a cognitive or other mental impairment, requires substantial supervision because of the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual. [Sec. 102(28)(A)(i) and (b)].

**E. Category V. Supplemental Service (850):**

Supplemental services, on a limited basis, to complement the care provided by caregivers

- (851)** *Community and program planning, development, and administration (contract negotiation, reporting, reimbursement, accounting, monitoring, quality assurance)*
- (852)** Home safety interventions/evaluations
- (853)** Handy man /yard work
- (854)** Medical equipment and assistive technology (not covered by insurance)
- (855)** Home modifications/accessibility (e.g., grab bars, ramps, etc.)
- (856)** Personal emergency response alarm systems
- (857)** Incontinence supplies
- (858)** Telephone reassurance
- (859)** Liquid nutritional supplements (e.g., Ensure or Boost)
- (861)** Home delivered meals (temporary)
- (862)** Legal assistance
- (863)** Other as approved by DAAS
- (864)** Transportation
- (865)** Congregate meals

Supplemental services are to be used on a “limited” basis to complement the care provided by caregivers **(with no more than 20 percent of the federal funding allocated to them.)** The North Carolina Division of Aging and Adult Services will allow considerable flexibility in defining “supplemental services,” except to emphasize that the focus must be on supporting the needs of caregivers.

## APPENDIX B: SMART FORMAT FOR DEFINING OBJECTIVES

**Specific** – An objective should clearly state the specific issue it targets. Goals are global, objectives are task oriented and specific

**Measurable** – An objective should be measurable – measurable statements are expressed in the form of “increase by X amount or percentage” or “accomplish at least X amount or percentage. Change due to objective implementation should be indicated as measurable in quantity

**Achievable** – Objectives should be achievable. That includes assessing resources, weighing in the feasibility for accomplishing the objective

**Realistic** – Objectives should be based on the reality of what is possible and what is not. Unrealistic objectives do not have the same credibility as those that are based on program realities

**Time Bound** – There should be mention of completing the objective in a given time limit. Objectives that are written with no end in picture do not meet the criteria for accountability to achieve program goals in a defined period of time