



COMMONWEALTH of VIRGINIA

Department for the Aging

Julie Christopher, Commissioner

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Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim Catherman
Director of Administrative Services

DATE: July 24, 2007

SUBJECT: External Auditor and VICAP Coordinator

Raymond Williams has accepted a position with the Department of Accounts and Trudy Maske is retiring at the end of August. Both will be missed at VDA and in our network. VDA is actively recruiting for these two positions. If you know of anyone who may be interested please refer them to <https://jobs.agencies.virginia.gov>. Both positions close on August 3rd.

If you were scheduled for financial monitoring during August or September those visits will be rescheduled. If you have any questions, please call me.

COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: July 24, 2007

SUBJECT: National Awards for Jefferson Board on Aging (JABA)

The Jefferson Area Board on Aging (JABA) has received notification of *two* national awards from n4a, The National Association of Area Agencies on Aging! Congratulations to Gordon Walker, CEO of JABA, and the entire JABA staff!

Club Pathway, a JABA program for persons in the early stages of memory loss, received the n4a Innovations Award in the "You Name It" Category. Club Pathway, designed by Suzanne Brower, appeals to clients who are not ready for adult day care but need something to do as responsibilities such as household chores, finances, shopping, and driving are taken away from them.

Club Pathway groups meet two afternoons a week to have lunch and work. Ms. Brower recruits bulk mailing type jobs from non-profits in the area and the Club members complete the projects. Members socialize and do real work while giving their caregivers a break. Bulk mailing projects include folding, stuffing, labeling, etc. Club Pathway members have handled over 1,000,000 pieces of mail! As their memory loss increases, many of the Club Pathway members transition into adult day care. This transition process is easier for Club Pathway members as the Club is located in the same building as the adult day care and utilizes some of the same staff.

JABA's Health Services program, formerly known as the Geriatric Assessment and Intervention Team (GAIT), is the recipient of the n4a Aging Achievement Award. GAIT was originally funded by a three year grant from the Virginia Health Care Foundation (VHCF) with support from the University of Virginia School of Nursing and the UVA Health Sciences Center. A nurse practitioner, a registered nurse case manager and a

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geriatric social worker performed assessments, delivered direct care, and provided education and referrals to aging clients in three medically underserved counties outside of Charlottesville, Virginia.

The Health Services Program staff now includes eight registered nurses who, along with the nurse practitioner, work with JABA geriatric case managers and their clients in Charlottesville and five surrounding counties. Many nursing and medical students have received geriatric clinical experience through working with the Health Services Program and, a significant number of community agencies rely on the program to enhance their service delivery. Local jurisdictions recognize the contribution the Health Services Program to the lives of their citizens by contributing funding to sustain its services. JABA staff members Carol Bell and Trish Higgins submitted the nomination for the n4a Achievement Award.

Ms. Suzanne Brower will attend the July 29 – August 1 2007 n4a Convention in San Francisco, California to accept JABA's awards.

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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: July 24, 2007

SUBJECT: U.S. Environmental Protection Agency (EPA) Aging Initiative

Several fact sheets on environmental issues that can affect the senior population have been produced by the U.S. Environmental Protection Agency (EPA) as part of their aging initiative. The following fact sheets are available and can be downloaded on the EPA website - www.epa.gov/aging :

“Environmental Hazards Weigh Heavy on the Heart” – outlines steps older adults can take to limit their exposure to such hazards as indoor and outdoor air pollution, smoke from tobacco, household products, extreme heat, and lead and arsenic in drinking water.

“Age Healthier, Breathe Easier” - poster and fact sheet outline simple steps that older adults with respiratory diseases can take to reduce and control the frequency of their symptoms.

“It’s Too Darn Hot: Planning for Excessive Heat Events” – describes ways for older adults to reduce exposure to excessive heat and measures local governments can take to prepare for periods of excessive heat.

“Safe Steps to Rid Your Home and Garden of Pests” - discusses responsible pesticide use across generations.

“Water Works” – discusses water contaminants and what to do after a flood.

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Fact sheets are available in Spanish, Portuguese, Chinese, Japanese, Korean, Vietnamese, Haitian Creole, Italian, French, Arabic and Russian. There is also a series of fact sheets for persons with limited vision. Hard copies of fact sheets can be ordered at aging.info@epa.gov.

EPA also has a list serve for information about federal and non-governmental funding opportunities and the latest news topics in the field of aging and the environment. The list serve can be subscribed to on www.epa.gov/aging.

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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim Catherman
Director of Administrative Services

DATE: July 24, 2007

SUBJECT: Updated Employer Required Notices

As you know, the minimum wage changed to \$5.85 per hour on July 24th. Now is a good time to review your Employer Required Notices to make sure they are current and posted in a prominent and conspicuous place in every establishment of the employer where it can readily be observed by employees and applicants for employment.

There is no need to pay for glossy posters. Just download the following and place them on a bulletin board or in a frame. They can be obtained from:

http://www.doli.virginia.gov/infocenter/publications/reqposters_p1.html

State:

OCCUPATIONAL SAFETY AND HEALTH - Job Safety and Health Protection
Virginia Department of Labor and Industry

Advises employees of their rights and responsibilities under the OSHA law. Must be posted by all private and public employers. Employers are subject to a citation and possible fine if poster is not displayed.

UNEMPLOYMENT INSURANCE

Advises employees on when they are eligible for unemployment insurance benefits and how to apply for those benefits. Must be posted by every employer subject to the unemployment insurance laws.

WORKERS' COMPENSATION INSURANCE

Advises employees and employers of their rights and responsibilities under the Workers' Compensation Law in case of injury or occupational disease. Must be posted by every employer within the operation of the Virginia Workers' Compensation Act.

Federal:

FAIR LABOR STANDARDS ACT

Your Rights Under the Fair Labor Standards Act (WH Publication 1088)

Sets forth the federal minimum wage and the payment of time and a half for overtime hours for covered and nonexempt employees. Summarizes regulations governing the employment of minors under the age of 18. Must be posted by employers who are covered by the Act.

FAMILY AND MEDICAL LEAVE ACT

Your Rights Under the Family and Medical Leave Act of 1993

Advises employees of their rights to up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons.

JOB SAFETY AND HEALTH PROTECTION (FEDERAL) - Publication 3165 - English - You Have a Right to A Safe and Healthful Workplace

You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity is the Law (GPO: 920-752)
(English/Spanish/Chinese)

Combines all relevant information regarding employee rights under Title VII of the Civil Rights Act of 1964, as amended, The Age Discrimination in Employment Act of 1967, as amended, The Equal Pay Act of 1963, as amended, and other EEO laws. Should be posted by 1) all employers of 15 or more employees; 2) all government contractors and subcontractors regardless of number of employees; 3) federal, state, and local governments without regard to the number of employees in the employing unit; 4) employment agencies serving such employers; and 5) labor organizations with 25 or more members.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

Advisor helps Veterans understand employee eligibility and job entitlements. <http://www.esgr.org/userra.asp>

POLYGRAPH PROTECTION ACT (Applicable to Non-Profits)

Notice Employee Polygraph Protection Act (June 2003)

Advises employees of their rights regarding lie detector tests for pre-employment screening or during the course of employment.

If you have any questions, please call me.

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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Kathy Miller, Director of Long Term Care

DATE: July 24, 2007

SUBJECT: Monitoring Focus Groups

VDA is interested in working with the AAAs to determine how effective the current monitoring process is in helping agencies achieve quality improvement in their program services. To begin looking at possibly restructuring the monitoring process, the VDA Long-Term Care (LTC) Team is planning to hold several focus groups around the state to gather input from the AAAs. During these focus groups, we will explore both the constructive aspects of the process, as well as changes that will provide more helpful information. We will also begin to introduce the concept of outcome measurement, and how it may impact the monitoring process for the agencies. The LTC Team is interested in looking initially at Personal Care and Homemaker program services. We hope to identify AAAs that would be willing to participate in a small pilot project to evaluate selected outcome measurement tools. To obtain a broad range of views, we would like to have participation from the executive directors, program managers and program staff. The focus groups will be held at the following locations:

- | | |
|---|-----------|
| Senior Connections, The Capital Area Agency on Aging (Richmond) | August 16 |
| District III Senior Services (Marion) | August 23 |
| Senior Services of Southeastern Virginia (Norfolk) | August 30 |

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Prince William Area Agency on Aging
(Manassas)

September 14

Each group will convene from 10:00 a.m. until 2:00 p.m. Lunch will be provided. ***An agenda and registration form are attached.***

If you have questions or would like additional information, please contact Kathy Miller at (804) 662-9341 or via email at kathy.miller@vda.virginia.gov

Monitoring Focus Group

Agenda

10:00 – 10:15 Welcome and Introductions

10:15 – 11:00 Monitoring Discussion (How effective is the current process? What do you want to get out of the monitoring process?)

11:00 – 11:15 Break

11:15 – 12:00 Introduction to Performance Outcome Measurement

12:00 – 12:45 Lunch

12:45 – 1:30 Homemaker and Personal Care Outcome Measures

1:30 – 2:00 Pilot Project

Monitoring Focus Groups

Registration Form

Area Agency on Aging: _____

List names of attendees from your agency:

Please check the date and location of the focus group you plan to attend:

Senior Connections (Richmond)	August 16	_____
District III Senior Services (Marion)	August 23	_____
Senior Services of Southeastern VA (Norfolk)	August 30	_____
Prince William AAA (Manassas)	September 13	_____

Do any of the attendees have any special dietary needs?

Please email your response to kathy.miller@vda.virginia.gov by **August 10, 2007**.