



COMMONWEALTH of VIRGINIA
Department for the Aging

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September 21, 2010

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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.



10-117

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Director Administrative Services

DATE: September 21, 2010

SUBJECT: 2010-2011 State Holiday Schedule

The Virginia Department of Human Resource Management has issued the holiday schedule for 2011. VDA will be closed in observance of the following holidays for the remainder of 2010 and 2011.

2010

Monday, October 11 – Columbus Day and Yorktown Victory Day
Thursday, November 11 – Veterans' Day (observed)
Thursday, November 11 – Veterans' Day (observed)
Wednesday, November 24 (Close at Noon)
Thursday, November 25 – Thanksgiving Day
Friday, November 26 – Day After Thanksgiving
Friday, December 24
Friday, December 31 – New Year's Day (observed)

2011

Friday, January 14 – Lee-Jackson Day
Monday, January 17 – Martin Luther King, Jr. Day
Monday, February 21 – George Washington's Birthday
Monday, May 30 – Memorial Day
Monday, July 4 – Independence Day
Monday, September 5 – Labor Day
Monday, October 10 – Columbus Day and Yorktown Victory Day
Friday, November 11 – Veterans' Day (observed)



2010-2011 State Holiday Schedule

September 21, 2010

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Wednesday, November 23 (Close at Noon)
Thursday, November 24 – Thanksgiving Day
Friday, November 25 – Day After Thanksgiving
Friday, December 23
Monday, December 26 Christmas (observed)

The calendar can also be found at <http://www.dhrm.virginia.gov>. If you have any questions, please call me at (804) 662-9309.



10-118

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Directors and Staff
Area Agencies on Aging

FROM: Bill Peterson

DATE: September 21, 2010

SUBJECT: September is Older Virginians Mental Health Month

In 2009, the Virginia General Assembly proclaimed every September to be Older Virginians Mental Health Month to heighten public awareness of the needs of older citizens and to promote discussion of strategies to address them. Attached is a joint press release from the Virginia Department of Behavioral Health and Developmental Disabilities (DBHDS) and VDA.

Attachment

FOR IMMEDIATE RELEASE

September 13, 2010

CONTACT: Meghan McGuire, DBHDS
(804) 786-9048
Bill Peterson, VDA
(804) 662-9325

OLDER VIRGINIANS: MENTAL DISORDERS ARE NOT A PART OF NORMAL AGING

September is Older Virginians Mental Health Month

Richmond – In 2009, the Virginia General Assembly proclaimed every September to be Older Virginians Mental Health Month to heighten public awareness of the needs of older citizens and to promote discussion of strategies to address them.

“Older adults and their loved ones should pay attention to symptoms of mental disorders, such as depression, anxiety and mood disorders, and seek assistance as soon as possible,” said Department of Behavioral Health and Developmental Services Commissioner Jim Stewart. “It is a myth that mental disorders are just part of getting older, and it is also untrue that it is too late for older adults to benefit from treatment.”

Today, there are many options, from therapy to medication, for older adults experiencing a mental disorder to regain improved mental health and quality of life. The risks of untreated mental health issues in older adults can have serious consequences for individuals and their families, including increased mortality, increased risk of suicide, increased risk of disability, increased caregiver stress and reduced independence.

“Our Commonwealth needs to prepare for a number of emerging needs as our Baby Boom generation ages,” said Department of Aging Interim Commissioner Jim Rothrock. “In order to support some of these individuals in their communities and foster healthy families, it is incumbent on all of our systems--including our mental health service delivery system--to prepare for this and take the requisite steps to assure that these supports are in place. Baby Boomers will demand and surely deserve a menu of services to select and options to exercise that will support a healthy lifestyle and desirable quality of life.”

To get mental health help for an older adult, contact your local community services board (www.dbhds.virginia.gov/SVC-default.htm), dial 2-1-1, or contact the Department of Behavioral Health and Developmental Services. To locate services for older adults throughout Virginia, go to the Virginia Department of Aging's Web site at www.vda.virginia.gov or the Senior Navigator at www.seniornavigator.com.

More about older Virginians and their mental health:

- The U.S. Surgeon General reported that nearly 20 percent of individuals age 55 and older experience specific mental disorders that are not a part of “normal” aging.
- In Virginia, close to 282,000 older adults suffered from a mental disorder in 2000. Many of these cases were not recognized and/or treated.
- The risk of suicide increases along with a person’s age and according to a 2006 survey by the Virginia Department of Health, the suicide rate for adults age 70 and older led all other age groups.
- Older adults do not typically seek treatment for mental health problems.
- The population age 85 and older in Virginia will increase five times faster than the state’s total population between 1990 and 2025.
- In the near future, growing numbers of older adults will require behavioral health services to enable them to reside in their homes or other community placements.

###

Available to citizens statewide, Virginia’s public mental health, intellectual disability and substance abuse services system is comprised of 40 community services boards (CSBs) and 16 state facilities. DBHDS seeks to promote dignity, choice, recovery, and the highest possible level of participation in work, relationships, and all aspects of community life for individuals with a mental illness, intellectual disability or a substance-use disorder.

1220 Bank Street • P.O. Box 1797 • Richmond, Virginia 23218-1797
Phone: (804) 786-3921 • Fax: (804) 371-6638 • Web site: www.dbhds.virginia.gov

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Finance Directors
Area Agencies on Aging

FROM: Marica B. Monroe

DATE: September 21, 2010

SUBJECT: Final Contract Year 2010 Financial Report And Service Report (13th Month Report)

Please read carefully and follow instructions.

The Contract Year 2010 Financial Report And Service Report (13th Month Report) should be completed and electronically submitted to the Virginia Department for the Aging (VDA) by the close of business, **November 12, 2010**. This report is used by Area Agencies on Aging (AAAs) to report finalized annual performance, expenditures and receipts for the fiscal period October 1, 2009 through September 30, 2010. The following schedules must be submitted.

- **Final Contract Year 2010 Financial and Service Report:** This year the Aging Monthly Report (AMR) will be used to report compiled annual programmatic and financial information for the period October 1, 2009 to September 30, 2010. When completing your report, select **Final (13th Mo)** from the month drop down menu on the payment worksheet. Please name your file, "Final PSA xx," when emailing your submission to reports@vda.virginia.gov. Insert your PSA number in the characters denoted by xx.

Please make certain your Agency's AIM data supports the AMR service data.

- **Final (13th Mo) – Schedules A, B, & C:** Schedules A, B, & C have been written in Excel and are available on the VDA website. The three schedules are tabbed as separate worksheets in the

workbook. The workbook should be downloaded to your computer before completion. Please name the file, "ABC PSA xx," when emailing your submission to: reports@vda.virginia.gov. Schedules A, B, & C are to be included in your audited financial statements as supplementary information and your audit firm is **required** to include these schedules in their audit opinion. Please ensure all funds received from VDA are included and that recorded amounts reconcile to the September 2010 remittance advice to be provided by VDA. American Recovery and Reinvestment Act funds must be reported separately and are highlighted in **yellow** as a separate line item on the necessary schedules. **Please ensure that the agency submission and the schedules included by your auditor in the audit report are in the current format.**

- **Schedule A, Status of Funds:** This schedule provides an accounting of grant funds on hand at the beginning of the period, and receipt and expenditures of grant funds during the period. Although general fund awards for the fiscal year ending on June 30, 2010 needed to be obligated by June 30, 2010, the recipient had until September 30, 2010 to liquidate the obligations. If a cash balance exists on September 30, 2010 from any general fund award for the Program Year (PY) ending on June 30, 2010, please refund the balance to VDA with a copy of Schedule A as your remittance advice.
- **Schedule B, Costs by Program Activity:** This schedule accounts for the expenditure of funds by activity rather than grant. Please ensure that Schedules A & B tie where appropriate. Again, Schedule B has been modified to correspond to the Aging Monthly Report. It now includes separate sections to report Title III activity (Except III-E) and a section to report III-E activity. If there are no audit adjustments, the data reported on your final AMR should be the same as reported on Schedule B.
- **Schedule C, Status of Inventories:** Tangible personal property purchased with funds from a Federal or State grant should be included. Generally, equipment or large quantities of food would be the main items reported. Equipment with a

fair market value of less than \$5,000 per unit should not be reported.

Contractor Certification Form: This form should be prepared on AAA letterhead and signed by the AAA Executive Director. The form is available on the VDA website.

Please mail the Contractor Certification to:

Marica B. Monroe, Financial Manager
Virginia Department for the Aging
1610 Forest Avenue, Suite 100
Richmond, VA 23229

Your submission should include **all** contracts issued by VDA to support contract year 2010 operations. All funds received during the period, October 1, 2009 to September 30, 2010, should be accounted for and included. **As a reminder, your agency's audit report is due to VDA by December 15th.** One 30-day extension may be requested in writing, but the extension request must be received before December 15th.

CERTIFICATION

I, (Insert Name)_____ certify that I am the
Executive Director _____ of (Area Agency on
Aging)_____.

I have reviewed the Final (13 Month) Aging Monthly Report (AMR) and Status of Funds, Costs by Program Activity, and Status of Inventories (Schedules A, B, & C) for contract year 2010. By submitting these reports, as required by the Virginia Department for the Aging (VDA) Regulations, Section, 22 VAC 5-20-480 and Section 22 VAC 5-20-500, I certify, that to the best of my knowledge and belief, this information is a true, correct, and complete statement prepared from the books and records of the agency in accordance with applicable instructions, except as noted.

Further I certify that all costs and revenues reported are allowable as specified by the contracts issued with the VDA. Any audit adjustments that occur subsequent to the filing of these documents, shall be promptly reported to the VDA.

Executive Director

Date

CERTIFICATION

I, (Insert Name)_____ certify that I am the
Executive Director _____ of (Area Agency on
Aging)_____.

I have reviewed the Final (13 Month) Aging Monthly Report (AMR) and Status of Funds, Costs by Program Activity, and Status of Inventories (Schedules A, B, & C) for contract year 2010. By submitting these reports, as required by the Virginia Department for the Aging (VDA) Regulations, Section, 22 VAC 5-20-480 and Section 22 VAC 5-20-500, I certify, that to the best of my knowledge and belief, this information is a true, correct, and complete statement prepared from the books and records of the agency in accordance with applicable instructions, except as noted.

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Executive Director

Date

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Marica B. Monroe
Virginia Department for the Aging
1610 Forest Avenue, Suite 100
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SCHEDULE A - STATUS OF FUNDS

From October 1, 2009 to September 30, 2010

FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2009	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS IN TRANSIT ON SEPTEMBER 30, 2010	TOTAL OF FUNDS AVAILABLE DURING PERIOD	ACCRUED COSTS TO CONTRACT PERIOD	UNENCUMBERED FUNDS ON HAND SEPTEMBER 30, 2010
Older Americans Act						
Title III-B				\$0	\$0	\$0
Title III-C(1)				\$0	\$0	0
Title III-C(2)				0	\$0	0
Title III-D				0	\$0	0
Title III-E				0	\$0	0
Title VII-Ombudsman				0	\$0	0
Title VII-Elder Abuse				0	\$0	0
Title III-C(1) - STIMULUS				0	\$0	0
Title III-C(2) - STIMULUS				0	\$0	0
CDSMP - STIMULUS				0	\$0	0
Other				0		0
Other				0		0
Other				0		0
Other Federal						
Title V-(PY 06/30/10 Award)				0		0
Title V-(PY 06/30/11 Award)				0		0
Title V-(PY 06/30/11 Award) - NEW				0		0
Title V - STIMULUS				0		0
NSIP				0		0
VICAP-(PY 03/31/08 Award)				0		0
VICAP-(PY 03/31/09 Award)				0		0
VICAP-(PY 03/31/10 Award)				0		0
VICAP-(PY 03/31/11 Award)				0		0
Alzheimer's Disease Demo Grant				0		0
Aging & Disability Resource Center-CMS				0		0
Aging & Disability Resource Center-AOA				0		0
Summer Cooling Assistance (2008)				0		0
Summer Cooling Assistance (2009)				0		0
Expanded Older Driver Rehab Project				0		0
DMAS Ombudsman FY 09				0		0
DMAS Ombudsman FY 10				0		0
DMAS Ombudsman FY 11				0		0

SCHEDULE A - STATUS OF FUNDS

From October 1, 2009 to September 30, 2010

	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2009	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS IN TRANSIT ON SEPTEMBER 30, 2010	TOTAL OF FUNDS AVAILABLE DURING PERIOD	ACCRUED COSTS TO CONTRACT PERIOD	UNENCUMBERED FUNDS ON HAND SEPTEMBER 30, 2010
FUND						
CLP 1 - FORMERLY NURSING HOME DIV				0		0
CLP2				0		0
AOA MIPPA - ADRC				0		0
AOA MIPPA - AAA				0		0
CMS MIPPA LIS/MSP				0		0
CMS MIPPA LIS/MSP ADRC & AAA				0		0
Other				0		0
Other				0		0
Other				0		0
Other				0		0

SCHEDULE A - STATUS OF FUNDS

From October 1, 2009 to September 30, 2010

FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2009	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS IN TRANSIT ON SEPTEMBER 30, 2010	TOTAL OF FUNDS AVAILABLE DURING PERIOD	ACCRUED COSTS TO CONTRACT PERIOD	UNENCUMBERED FUNDS ON HAND SEPTEMBER 30, 2010
General Funds						
Title III Match-(PY 06/30/10)				0		0
Title III Match-(PY 06/30/11)				0		0
Community Based-(PY 06/30/10)				0		0
Community Based-(PY 06/30/11)				0		0
Spec. Transportation-(PY 06/30/10)				0		0
Spec. Transportation-(PY 06/30/11)				0		0
Home Delivered Meals-(PY 06/30/10)				0		0
Home Delivered Meals-(PY 06/30/11)				0		0
Ombudsman-(PY 06/30/10)				0		0
Ombudsman-(PY 06/30/11)				0		0
Care Coordination-(PY 06/30/10)				0		0
Care Coordination-(PY 06/30/11)				0		0
Respite Care-(PY 06/30/10)				0		0
Respite Care-(PY 06/30/11)				0		0
Guardianship-(PY 06/30/10)				0		0
Guardianship-(PY 06/30/11)				0		0
VA Respite Care Grant Prog 7/2006-6/2008				0		0
VA Respite Care Grant Prog 7/2006-6/2009				0		0
Transportation Services for the Elderly				0		0
Fan Care (Dominion Power)				0		0
Hold Harmless				0		0
Other				0		0
Other				0		0
Other				0		0
Other				0		0
Other				0		0
Other				0		0

*Note: PY means Program Year Ending

GRAND TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Revised 09/17/10