

IN-HOME CARE CONTRACT

by and between:

SEDGWICK COUNTY, KANSAS
and
THERE'S NO PLACE LIKE HOME, INC.

THIS CONTRACT (the "Contract") is made and entered into this _____ day of _____, 2017, by and between the Central Plains Area Agency on Aging (hereinafter referred to as "the CPAAA" or "County") and There's No Place Like Home, Inc., a Kansas corporation licensed to do business in the State of Kansas("Contractor").

WITNESSETH

WHEREAS, the CPAAA, through which Sedgwick County, in its capacity as administrator and authorized agent for the CPAAA, has entered into a contract with the Kansas Department for Aging and Disability Services ("KDADS") for the provision of certain Senior Care Act ("SCA") in-home care services to residents of the CPAAA service area (Sedgwick, Harvey, and Butler counties) pursuant to K.S.A. § 75-5321a (with said contract between KDADS and the CPAAA hereinafter referred to as the "Service Provider Agreement"); and

WHEREAS, the Service Provider Agreement authorizes the County to subcontract certain in-home care services to qualified contractors; and

WHEREAS, Contractor is fully capable and qualified to subcontract the home care services hereinafter described, which are eligible for funding by the Senior Care Act program ("SCA Program"); and

WHEREAS, the County and Contractor desire to enter this Contract to set forth the specific terms and conditions of their relationship;

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements set forth herein, the parties hereto agree as follows:

ARTICLE 1: SCOPE OF SERVICES

- 1.1 Purpose and Term. The purpose of this Contract is to extend SCA Clients' (as defined below in **Subparagraph 1.3(A)**) community tenure and maximize their functioning in independent living situations. This Contract shall become a legal and binding agreement upon signature of the same by both parties, but shall be effective July 1, 2017 (the "Effective Date"). The term of this Contract shall be for a period of three (3) years, such that it terminates on June 30, 2020.
- 1.2 In-Home Services. During the term of this Contract, Contractor shall provide in-home services pursuant to the SCA Program. If Contractor provides services pursuant to the SCA Program, it shall comply with all requirements of **Paragraph 12.3**. In addition, Contractor shall comply with all requirements of **Paragraph 1.4**.

1.3 SCA Program Requirements.

- (A) Eligible SCA Participants. Contractor acknowledges and understands SCA Program services under this Contract may only be provided to "Eligible SCA Participants" which shall include those people who are certified as being eligible for SCA benefits by County/CPAAA in accordance with **Subparagraph 1.4(B)** prior to the receipt of any services.

Income level does not affect a person's eligibility to receive SCA benefits, but income/family size does impact the amount of fees required to be paid by the recipient.

- (B) SCA Services. Contractor shall be qualified to, and capable of, providing one (1) or more of the types of services designated in **Subparagraphs 1.3(B)(i)-(vi)** for Eligible SCA Participants who become clients of Contractor through the SCA Program (hereinafter referred to as "SCA Client(s)"). Please refer to the aging taxonomy **Appendix F** for definitions.

- (i) Attendant/Personal Care;
- (ii) Homemaker Services;
- (iii) Medication Issues;
- (iv) Self-directed Care;
- (v) Personal Emergency Response; and/or
- (vi) Personal Emergency Response Installation.

For purposes of this Contract, the foregoing services shall collectively be referred to as "SCA Services." The scope and level of SCA Services provided to SCA Clients shall be in accordance with each respective SCA Client's written Plan of Care (POC).

- (C) Self-Directed Services. Providers interested in acting as a Payroll Agent for SCA Clients pursuing the Self-Direct Care option for July 1, 2017 to June 30, 2020 must agree to the following:

As a Payroll Agent, your agency is taking on the full responsibility of being the Employer of Record for the self-directed care provider, which includes (according to the current contract):

- (i) Fulfilling the Minimum Wage Requirement (**Article 6.2**);
- (ii) Conducting Background Checks (**Article 6.4**);
- (iii) Contractor's Training (**Article 6.6**).

As a Payroll Agent, the full responsibility of being the Employer of Record also includes:

- (iv) Accepting the responsibility of paying out unemployment insurance in the event such action is warranted;
- (v) Accepting the responsibility of providing Worker's Compensation and Employer's

Liability Insurance in the event such action is warranted;

- (vi) Accepting the responsibility as the Employer of Record, including sole responsibility for any liability arising out of self-direct care. ***Central Plains Area Agency on Aging (CPAAA) will not be responsible for any claims arising out of self-direct care services.***

The Contractor shall abide by the same terms and agreements for providing the self-direct option as with the established and stated Senior Care Act Program as per the In-Home Care Contract between the provider (Contractor) and CPAAA. If you choose to agree with these terms, you will be considered a Payroll Agent for the Senior Care Act Program FY2018-2020.

- (D) SCA Client Priority. Any SCA Clients referred by KDADS authorized case managers ("CM") and rated as being at a high risk of institutionalization, as determined by the CMs, will be given first priority for service; and SCA Program POCs completed by the CM shall be accepted by Contractor. Accordingly, Contractor shall at all times be able to identify SCA Clients referred to Contractor by CM.

1.4 SCA Program Requirements. The requirements specified in this **Paragraph 1.4** apply to the provision of SCA Services.

- (A) Hours of Service. In order to care for SCA Clients, Contractor shall be available to provide SCA Services on all weekdays and weekends, and holidays, if applicable. Actual times for the provision of SCA Services may be negotiated between the SCA Client and Contractor in order to establish a time convenient to the SCA Client.
- (B) Retention of SCA Clients. Contractor shall not have the authority to retain SCA Clients on its own behalf. Potential clients shall be referred to the County. The County will perform an initial assessment using the KDADS Uniform Assessment Instrument ("UAI") and its standard intake procedures to determine whether or not the person is an Eligible SCA Participant. If the County/CPAAA determines the person is an Eligible SCA Participant and the Contractor is capable of providing the appropriate level of assistance, the County/CPAAA will refer the SCA Client to Contractor along with the following information:
 - (i) a Notice of Action identifying the Eligible SCA Participant who has elected to become an SCA Client of Contractor;
 - (ii) the SCA Client's Plan of Care and Customer Service Worksheet (CSW); and
 - (iii) as applicable, any other actions to be taken in regard to the SCA Client.

Once an SCA Client is referred to Contractor, Contractor shall provide SCA Services in accordance with the information provided by the CPAAA.

- (C) Meetings. During the term of this Contract, Contractor must attend mandatory provider meetings when reasonably requested by the County/CPAAA. Said meetings may cover topics relating to this Contract and Contractor's performance hereunder, including without limitation:

(i) the development of more specific and accurate performance measures; (ii) ensuring efficient program operation; (iii) miscellaneous training; and (iv) facilitating SCA Client well-being.

(D) Contractor's Authorized Representative. A representative of Contractor shall be designated to:

- (i) provide fiscal information on the payment of funds allocated to the SCA Programs;
- (ii) inform County/CPAAA of any organizational or staffing problems that affect the Contractor's performance hereunder and identify planned solutions (including correction dates);
- (iii) attend SCA network and regularly scheduled meetings, if applicable; and
- (iv) otherwise act as Contractor's contracting authority with respect to this Contract.

Until changed by written notice to the County, Contractor's authorized representative shall be:

Name: Carla Shepherd
Title: n/a
Addr: 7348 W. 21st St. N.
Wichita, KS 67205
Phone: 316-721-6001
Fax: 316-721-3886
Email: cjshep@rahwichita.com

- (E) Cooperation with Other Agencies. Contractor shall cooperate and work closely with case managers, hospitals, nursing homes and related community service agencies to ensure a smooth transition and the continued well-being of SCA Clients.
- (F) Difficulty in Providing Services. Contractor shall immediately provide notice to the Case Manager of the Central Plains Area Agency on Aging (CPAAA) if Contractor is unable to provide the required quantity or delivery of SCA Services in the tri-county area.
- (G) Supervisory Visits. It is understood that Contractor is prepared to provide SCA Services to SCA Clients as directed by the CPAAA. As such, the CPAAA may make supervisory visits to SCA Clients' homes to ensure service quality meets County/CPAAA standards. In addition, Contractor's management personnel shall contact SCA Clients at least once every three (3) months for homemaker, and conduct supervisory visits for attendant care services once every three (3) months by a Registered Nurse or other qualified staff to ensure that quality of services are being provided, with follow up phone calls as needed. Contractor will also be subject to all licensure regulations otherwise applicable to the Contractor regarding supervisory visits.
- (H) Unmet Needs. The Contractor shall notify the CPAAA if it identifies any unmet needs during the performance of SCA Services.

- (I) Service Availability. Contractor shall be prepared to provide services to accommodate existing SCA Program caseloads by July 1, 2017.
- (J) Evaluation of Contract. This Contract shall be evaluated by CPAAA contract monitors, and said parties shall be allowed to:
 - (i) work at the Contractor's office;
 - (ii) meet with SCA Clients to review the quality and appropriateness of services; and
 - (iii) review records of reimbursement request to other third party funding sources.
- (K) Termination of SCA Services. Any termination of SCA Services by Contractor shall be in accordance with the SCA Regulation controlling termination of services (K.A.R. 26-8-8) subject to the prior approval of the County/CPAAA. The Contractor must utilize services termination criteria as follows:
 - (i) If SCA Services are to be terminated, written notice of termination shall be given to the SCA Client (except in instances of death or institutionalization). The notice shall be served by personally delivering a copy of the notice to the SCA Client or by mailing a copy of the notice to the SCA Client at the SCA Client's last known address. **Notice shall be served at least ten (10) calendar days prior to the effective date of termination** (except in cases of violent or sexually inappropriate behavior).
 - (ii) Contractor is responsible for informing the SCA Client of the Contractor's internal complaint procedures.
 - (iii) A copy of all termination notices shall be faxed to CPAAA/County (to the attention of the SCA Case Manager: 316-660-1935) so he/she may evaluate the SCA Client's special needs, if any, and serve as a client advocate where appropriate.

ARTICLE 2: REPRESENTATIONS & WARRANTIES

- 2.1 Contractor's Representations & Warranties. Contractor acknowledges the County/CPAAA has entered into this Contract in full reliance on the following representations and warranties.
- (A) Contractor represents and warrants that it shall provide SCA Clients with an opportunity to assess and evaluate the SCA Services provided pursuant to this Contract at least once during the Contract term (or more frequently if required by state statute);
 - (B) Contractor represents and warrants it shall, at all times, maintain all licenses, permits, certifications and bonds required (by federal, state or local authorities) to perform SCA Services and the other activities contemplated by this Contract. Contractor shall notify CPAAA immediately if any required license, permit or bond is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate termination by County/CPAAA, in its sole discretion.

- (C) Contractor represents and warrants that it will, at all times, ensure the facilities under its ownership, lease or supervision which are to be utilized in support of this Contract: (i) are not listed on the Environmental Protection Agency's ("EPA") list of Violating Facilities; and (ii) have not been identified to the Contractor by the director of the EPA Office of Federal Activities as facilities being considered for such a listing.
- (D) Contractor represents and warrants that it has not, and will not, make any commitments or obligations that are inconsistent with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d *et seq.*)
- (E) Contractor represents and warrants it shall, at all times, comply with the provisions of state and federal regulations regarding the confidentiality of Eligible SCA Participant records. Without limiting the foregoing, Contractor represents and warrants it shall maintain the confidentiality of information about individuals collected in performing the services required by this Contract, including the individual's (i) name; (ii) address; (iii) telephone number; (iv) past or present receipt of any state or federal program services; (v) family, social, or economic circumstances; (vi) medical data, including diagnoses and past history of disease, impairment, or disability; (vii) income and other financial information; (viii) assessor's evaluation of personal or medical information; or (ix) SCA Program eligibility. The Contractor shall not disclose or permit the disclosure of any confidential information without the prior written and informed consent of the individual or of the individual's representative, unless the disclosure is required by court order, to enable the delivery of services for which the individual or the individual's representative has requested or applied, for program monitoring, or by this Agreement.
- (F) Contractor represents and warrants it is fully familiar with, and shall comply with all local, state and federal ordinances, statutes, laws, codes, rules, resolutions and regulations affecting Contractor's performance of the obligations contained herein (regardless of whether such requirements are specifically referred to in this Contract).
- (G) Contractor represents and warrants that it shall provide SCA Services in conformance with standards and guidelines set forth: (i) by the Kansas Home Care Licensure Regulations; (ii) the Senior Care Act (K.S.A. 75-5926 *et seq.*), and all regulations, policies and procedures pertaining thereto; (iii) KDADS/CPAAA policy issuances; and (iv) state certification requirements.
- (H) Contractor represents and warrants it shall: (i) supervise the provision of SCA Services to SCA Clients; and (ii) provide quality assurance training and visitations as required with qualified personnel.
- (I) Contractor represents and warrants: (i) it has carefully read and fully understands all provisions of this Contract; (ii) it has been given the opportunity to review this Contract with counsel; (iii) that resolution, motion or other similar action has been duly adopted or passed as an official act of Contractor's governing body authorizing the execution of this Contract (a copy of such documentation shall be provided to County upon execution of this Contract); (iv) it possesses the legal authority to enter this Contract; and (v) that this Contract constitutes a valid, legal, and binding contract between the parties and is enforceable in accordance with its terms.

ARTICLE 3: BILLING SCA CLIENTS

- 3.1 Contractor's Fees. The amounts specified on **Appendix D** ("Contractor's Rates & Billing Information") are the total amounts Contractor may receive for the provision of SCA Services. These amounts shall be paid for by the SCA Clients and the CPAAA in accordance with this **Article 3** and **Article 4** below.
- 3.2 Notice of Billing Requirements. The billing and payment requirements specified in **Subparagraphs 3.2(A)-(D)** must be provided in writing to persons desiring SCA Services.
- (A) In order to receive SCA Services, SCA Participants are required to pay a fee for SCA Services provided to them. The SCA Client's fee shall be based upon his/her financial status compared to the "Poverty Income Guidelines" attached hereto as **Appendix E**. The Contractor shall charge SCA Clients fees in the amounts required by KDADS's Sliding Fee Scales that are attached hereto as **Appendix A**.
 - (B) The Contractor shall prepare and send bills to the SCA Clients for SCA Services rendered. The SCA Clients are responsible for paying the bills to Contractor by the due dates indicated thereon. Contractor shall account to the County for all SCA Client fee payments billed and received.
 - (C) SCA Services may be terminated if a SCA Client fails to pay his/her fees by the date due. Any termination of SCA Services shall be conducted in accordance with **Paragraph 1.5(M)**. Notwithstanding an SCA Client's timely filing of a request for an appeal hearing, SCA Services may be terminated on the date prescribed on the Notice of Action.
 - (D) SCA Clients with family income below the poverty income level in the Poverty Income Guidelines attached hereto as **Appendix E** may voluntarily contribute any sum of money they wish toward the costs of their SCA Services. In addition, SCA Clients with family income above the poverty income level may voluntarily contribute sums of money in excess of the mandatory fees for which they have been billed. If Contractor receives any voluntary contributions, said amounts shall be reported to the County/CPAAA. The County/CPAAA shall account for said contributions to KDADS as program income. All voluntary contributions must be used to make additional SCA Services available during the fiscal year the program income is received. SCA Services may not be denied or terminated because of any SCA Client's failure or refusal to make voluntary contributions.
- 3.3 Financial Controls & Billing Procedures. Contractor is authorized to use its existing financial control and client billing systems for administration of SCA Program and Sliding Fee Funds provided those systems: (i) follow generally accepted accounting principles; (ii) meet the requirements of Kansas law; and (iii) can be audited by the County or its designated agents.

ARTICLE 4: COMPENSATION FROM COUNTY

- 4.1 Compensation. Subject to the provisions of this Contract, the CPAAA shall reimburse the Contractor

for the provision of SCA Services to SCA Clients. The amount reimbursed by the CPAAA shall be determined by deducting the appropriate SCA Client co-pay amounts from the per "Unit" rates specified on **Appendix D**. The remaining balance is the amount owed by the CPAAA to Contractor. The CPAAA shall not under any circumstances be responsible for the SCA Clients' co-pay amount. Contractor and CPAAA expressly understand and agree that in no event shall the compensation and reimbursement paid to the Contractor exceed the rates set forth on **Appendix D**. All payments to Contractor are conditioned upon written authorization by CPAAA.

4.2 **Billing Procedures.** Contractor agrees that billings and payments under this Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of the County/CPAAA. Notwithstanding the foregoing, Contractor's bills to the County for SCA Services provided must be submitted on the Monthly Report of Service provided ("KDADS 225") and received by the County/CPAAA no later than the tenth (10th) day of the month following the month in which SCA Services have been provided. Payments shall be made within a reasonable time after receipt of KDADS 225 provided all necessary information has been accurately provided in a timely manner.

- (A) **Support Documentation.** Billing shall be supported with documentation required by County/CPAAA including, but not necessarily limited to, that documentation described in **Paragraph 8.1** below.
- (B) **Reimbursement Restrictions.** Payments shall be made to Contractor only for items and SCA Services specifically authorized by this Contract. County/CPAAA reserves the right to disallow payment or reimbursement for any item or service billed by Contractor if County/CPAAA believes that such item or service was not provided to support the Contract purpose or was not authorized by the Contract.
- (C) **Pre-disbursement Requirements.** Contractor must provide to County/CPAAA the documentation required pursuant to this Contract prior to any disbursements being made by the County/CPAAA to Contractor.
- (D) **Mailing Address.** Payments shall be mailed to Contractor's address as set forth in **Paragraph 16.1** below.

4.3 **Billing Adjustments.** Adjustments to billings shall be processed as follows.

- (A) KDADS 225s received after the twentieth (20th) day of the month will be processed and paid with the following month's billing report.
- (B) Corrections to previous KDADS 225's must be received by the CPAAA within forty-five (45) days following the month in which the applicable SCA Services were provided. The corrections must be submitted as handwritten changes on the original incorrect form. All incorrect information should be crossed out. The summary report must also be corrected and all necessary documents must be submitted to County/CPAAA. In addition, Contractor must provide the following information to obtain payment for unreported Units of SCA Services: (i) the number of Units; (ii) the appropriate Unit rate; (iii) the program; (iv) The service provided; (v) Program Income billed; and (vi) Program Income collected.

- (C) Regardless of when discovered, underpayments or overpayments made by the County/CPAAA to Contractor shall be compensated for by making appropriate adjustments to the Contractor's next payment.
- (D) Billings and/or corrected billings made more than thirty (30) days after the close of a fiscal program year shall not be paid to the Contractor.
- (E) A + or – 50% variance of plan of care report will be submitted with billing statement and be due back to the County/CPAAA by the tenth (10th) of the month.

- 4.4 Taxes. The County/CPAAA shall not be responsible for any federal, state or local taxes that may be imposed or levied upon Contractor as a result of this Contract.
- 4.5 Certificate of Tax Clearance: Annually Contractor shall provide County/CPAAA with a certificate of tax clearance from the State of Kansas certifying Contractor has paid all state taxes. The statement of tax clearance must be provided before contract renewal/initiation and be dated no more than 30 days prior to beginning date of the contract term.
- 4.6 Services not Performed. Contractor shall not be entitled to receive payments for any SCA Services Contractor is failing or has failed to perform.

ARTICLE 5: COMPLAINTS AND AUDITS

- 5.1 Complaints and Corrective Action. Complaints and corrective action shall be carried out pursuant to CPAAA Non-Formal & Formal Complaints Policy, as outlined in Appendix H. An individual who feels that she or he has been treated in an unfair or discriminatory manner by employees, contractors, providers, or Council members of the CPAAA should contact the CPAAA offices within thirty (30) days of the occurrence. A complaint form will be completed and forwarded to the Director for review. The Director will issue a timely, written response to the individual, addressing his or her concern and detailing any corrective action to be taken. Decision by the CPAAA Executive Director is considered to be final action on the issue. Identities of individuals filing a complaint shall be kept confidential to the extent possible.
- 5.2 Audits by State or Federal Agencies. The Contractor shall assist the County/CPAAA and KDADS in any audit or review of the SCA Programs which might be performed by the KDADS or by any other Local, State or Federal agency by making persons or entities, documents, and copies of documents subject to the Contractor's control available for the auditors or their representatives.

ARTICLE 6: CONTRACTOR'S PERSONNEL

- 6.1 Qualified Personnel. Contractor has, or shall secure at its own expense, personnel who are fully qualified in accordance with all applicable state and federal laws to provide the SCA Services described in **Paragraphs 1.2 and 1.3.** Such personnel shall not be County/CPAAA employees or have any other contractual relationship with County/CPAAA. All of Contractor's personnel engaged, directly or

indirectly, in the provision of SCA Services shall meet the requirements of this Contract, all applicable federal laws, and all applicable laws of the State of Kansas.

- 6.2 Minimum Wages. Contractor shall comply with the minimum wage and maximum hour provisions of the Fair Labor Standards Act (29 U.S.C. § 201 *et seq.*).
- 6.3 Employee Conflict of Interest. Contractor shall establish written safeguards to prevent its employees from using their position with Contractor for a purpose that is, or gives rise to the perception that it is, motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business, or other ties). Written safeguards will be in the way of a Conflict of Interest Policy established and approved by the governing board of the Contractor being represented.
- 6.4 Employee Background Checks. Contractor acknowledges and understands that entities or persons providing government-funded services to the public are subject to public scrutiny. During the term of this Contract and at all times when Contractor is providing SCA Services hereunder, Contractor shall assume an affirmative and ongoing obligation to comply with KDADS Field Service Manual requirements relating to background checks and to ensure the restrictions in **Subparagraph 6.5(A)-(C)** are adhered to. This will require the use of criminal or other legal background checks upon all employees, agents, independent contractors and other personnel who provide services pursuant to this Contract, or administer the funds conveyed under this Contract. County/CPAAA will request the proof by written statements or affidavits of said documentation as pursuant to the KDADS Field Service Manual section 1.4.1 – 1.4.3. Contractors utilizing very large numbers of volunteers may be permitted, at the sole discretion of the County, to use optional methods for ensuring the protection of the persons served pursuant to this Contract.
- 6.5 Participant Safeguards. Persons convicted of the following types of crimes during the consecutive ten (10) year period immediately preceding the execution of this Contract or, at any time during the pendency of this Contract, are restricted as follows:
- (A) persons convicted of any felony, drug or drug-related offense, crime of falsehood or dishonesty, or crime against another person are prohibited from performing SCA Services, administering this Contract, or handling any funds conveyed hereunder;
 - (B) persons convicted of any crimes of moral turpitude, including without limitation, sex offenses and crimes against children are prohibited from performing SCA Services or otherwise interacting in any way with persons served pursuant to this Contract; and
 - (C) persons convicted of a serious driving offense, including without limitation, driving under the influence of alcohol or a controlled substance, are prohibited from operating a vehicle in which a person served pursuant to this Contract is a passenger. For purposes of this section, "serious traffic offense" shall not include any offense deemed a "traffic infraction" under K.S.A. §§ 8-2116 and 8-2118.

The terms "convicted" and "conviction" shall include: (i) convictions from any federal, state, local, military, or other court of competent jurisdiction; (ii) nolo contendere ("no contest") pleas; and (iii) being placed into a diversion or deferred judgment program in lieu of prosecution.

Any issues concerning the interpretation of this **Paragraph 6.5** or its application to an individual shall be referred to the Central Plains Area Agency on Aging (the "Director"). The Director's decision shall be final for purposes of compliance with this Contract.

6.6 Contractor's Training. Contractor shall demonstrate to County/CPAAA personnel how each person providing SCA Services will be trained, and their skills maintained and improved. The training provided shall include, at a minimum, training and instruction on legal and proper behavior and conduct towards SCA Clients, their family members and their property while in SCA Clients' homes. If not previously done, Contractor's proposed training curriculum shall be submitted to County/CPAAA in writing (including a short summary of the content to be covered in each training session) within thirty (30) days of Contract execution. County/CPAAA shall forward the training program to KDADS. Upon receiving KDADS approval of Contractor's staff training curriculum, Contractor shall implement the staff-training program, as approved by KDADS. County/CPAAA staff may attend such training and offer technical assistance when necessary. Contractor's classes shall be taught by qualified health care professionals using texts, articles, videos, discussions and related instructional techniques. Contractor shall notify County/CPAAA of planned schedules for these sessions, and shall comply with training plans/in-services submitted to County/CPAAA.

ARTICLE 7: FUNDING

- 7.1 Reprogramming of Funds. It is understood and agreed that in the event the amount of funds County/CPAAA actually receives from KDADS is less than anticipated, or in the event that no funds are available to the County/CPAAA for funding this Contract, County/CPAAA may decrease the total compensation and reimbursement to be paid hereunder or may terminate or suspend the Contract without liability.
- 7.2. Inability to Perform Contract. It is understood and agreed that in the event Contractor's rate of progress on this Contract is leading to underspending due to inability to provide SCA Services at planned levels, County may decrease the total compensation and reimbursement to be paid hereunder or terminate the Contract without any further liability.
- 7.3. Cash Basis and Budget Laws. The right of the County/CPAAA to enter into this Contract is subject to the provisions of the Cash Basis Law (K.S.A. §§10-1112 and 10-1113), the Budget Law (K.S.A. § 79-2935), and other laws of the State of Kansas. This Contract shall be construed and interpreted in such a manner as to ensure the County/CPAAA shall at all times remain in conformity with such laws. Further, the County/CPAAA reserves the right to unilaterally sever, modify, or terminate this Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of any laws of the State of Kansas.
- 7.4 Open Meetings. By accepting public funding from County/CPAAA, or funding administered by County/CPAAA, Contractor agrees that all administrative meetings at which the management or distribution of such funding is a topic will be open to County Officials and/or employees of the County/CPAAA.

ARTICLE 8: RECORDS, REPORTS, PROCEDURES & INSPECTIONS.

- 8.1 Documentation of Costs. All costs incurred by Contractor for which Contractor purports to be entitled to reimbursement shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers or other official documentation (hereinafter collectively referred to as "Expense Information") evidencing in proper detail the nature and propriety of the costs charged to the County/CPAAA.
- 8.2 Availability of Accounting Information. Contractor shall clearly identify and make readily accessible to the County/CPAAA:
- (A) all Expense Information; and
 - (B) any other checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this Contract.

The information listed in **Subparagraphs 8.2(A) and (B)** is collectively referred to as "Accounting Information").

- 8.3 Audit. If Contractor receives funds, contracts and/or grants from KDADS and/or the County/CPAAA totaling five hundred thousand dollars (\$500,000.00) or more, it shall provide for an annual independent audit in accordance with KDADS regulations and policies. If any portion of the funds received via grant, the audit shall be performed in accordance with K.A.R. 26-2-10. If all funds are received via contract, the audit shall be performed in accordance with the provisions of the contract. The audit shall cover Contractor's Accounting Information and other financial records which apply to this Contract only. A copy of the audit requested by CPAAA shall be provided to County/CPAAA within twenty (20) days after receipt thereof. The audit shall be conducted within thirty (30) days after Contractor's fiscal year end.
- 8.4 Assessments. County/CPAAA will be permitted to do an assessment on the Contractor to verify that requirements are being met pursuant to this contract on an annual basis.
- 8.5 Reports. During the term of this Contract, Contractor shall furnish to County/CPAAA, in such form as County/CPAAA may require, such statements, records, reports, data and information (hereinafter collectively referred to as "Reports") pertaining to matters covered by this Contract as County/CPAAA requests. Payments to Contractor may be withheld by County/CPAAA if Contractor fails to provide all required Reports in a timely, complete and accurate manner. Any payments withheld pursuant to this **Paragraph 8.5** shall be submitted to Contractor when all requested Reports are furnished to County/CPAAA in an acceptable form. All records and information used in preparation of Reports are subject to review by County/CPAAA to ensure the accuracy and validity of the information reported.
- (A) Without limiting the foregoing Contractor shall report the following information to County/CPAAA on a monthly basis no later than the tenth (10th) day of the month following the month in which SCA Services were provided:
 - (i) an unduplicated count (by service) of SCA Clients served;
 - (ii) units and type of service provided to each SCA Client;

- (iii) cost of service per SCA Client;
- (iv) sample case studies of SCA Program service delivery, if applicable; and
- (v) such other data necessary to evaluate the SCA Program's effectiveness and efficiency.

(B) In addition Contractor shall submit required Eligible SCA Participant data, program progress, financial and demographic information upon request during the term of this Contract. Such information shall be provided on forms designated by the County/CPAAA.

8.6 Retention of Records. Except as otherwise authorized by the County/CPAAA, Contractor shall retain all documentation referred to in **Paragraphs 8.1-8.5** for a period of six (6) years after receipt of the final expenditure report under this Contract. Contractor may be required to maintain the aforementioned documentation beyond the six (6) year period if circumstances (including, but not limited to, litigation or audit resolution proceedings) reasonably necessitate an increased retention period.

8.7 Access to Records. At any time during which records are retained by Contractor pursuant to **Paragraph 8.6**, Contractor shall make any and all of its Accounting Information and other records, books, papers, documents and data available to County/CPAAA (or an authorized representative of a State agency with statutory oversight authority) for the purposes of:

- (A) assisting in litigation or pending litigation; or
- (B) any audits or examinations reasonably deemed necessary by the County/CPAAA.

The County/CPAAA shall be entitled to make excerpts, copies and transcriptions of any of the foregoing information.

ARTICLE 9: CONFLICTS OF INTEREST

9.1 Interest of Contractor. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of SCA Services pursuant to this Contract.

9.2 Interest of Public Officials and Others. No officer or employee of the County/CPAAA or any member of its governing body or other public official shall have any interest, direct or indirect, in this Contract or the proceeds hereof.

9.3 Employment Conflicts. Contractor shall submit written notice to the County/CPAAA in the event:

(C) an employee of the County/CPAAA shall also be an employee of Contractor at time this Contract is executed;

(D) an employee of Contractor seeks additional/alternate employment with County/CPAAA during the

term of this Contract; and

- (E) an employee of the County/CPAAA seeks additional/alternate employment with Contractor during the term of this Contract.

The County/CPAAA shall have the sole discretion to determine what actions need to be taken to resolve the conflict. The County/CPAAA may immediately terminate this Contract without any further liability to Contractor if Contractor fails to adhere to the County/CPAAA's decision.

- 9.4 Advisory Council Members. If any Contractor staff or board members serve on any County/CPAAA advisory councils, they shall not be present during nor participate in any discussion (inside or outside of the advisory council's meeting) relating to the SCA Programs and may not vote in person or by proxy on any matter related to, affecting or affected by the SCA Programs.
- 9.5 Gratuities and Favors. Contractor shall not directly or indirectly offer any of the County/CPAAA's officers, employees, or agents anything having monetary value including, without limitation, gratuities and favors.

ARTICLE 10: ASSIGNMENT & SUBCONTRACTING.

- 10.1 Assignment. Neither this Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by Contractor without the prior written consent of the County/CPAAA. This Contract is binding upon and fully enforceable against the successors and assigns of Contractor, whether consented to or not.
- 1.2 Subcontracting. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of CPAAA. All approved subcontracts shall conform to the applicable requirements set forth in this Contract including any and all appendices and amendments, if any. Notwithstanding the County/CPAAA's consent to any subcontracting, Contractor shall remain fully responsible for all obligations of this Contract.

ARTICLE 11: PUBLICATION OF CONTRACT RESULTS.

- 11.1 Contract Related Publications. If this Contract results in a book or other material which may be copyrighted, the author is free to copyright the work. However, the County/CPAAA hereby reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, all such copyrighted material and all material which can be copyrighted.
- 11.2 Documentation of Originality or Source. All published material and written reports submitted under this Contract or in conjunction with any third party agreements under this Contract will be originally developed material unless specifically provided for otherwise. Material not originally developed that is included in reports shall have the source identified either in the body of the report or in a footnote (regardless of whether the material is verbatim or in an extensive paraphrase format). All published material and written reports shall give notice that funds were provided by a grant from the County/CPAAA.

ARTICLE 12: EQUAL OPPORTUNITY & AFFIRMATIVE ACTION.

12.1 Discrimination Prohibited. In carrying out this Contract, Contractor shall not discriminate against any person on the basis of race, ancestry, national origin, color, sex, disability, age, or religion and shall comport its performances with all pertinent provisions set out in all applicable Federal and State anti-discrimination acts and associated regulations, all as amended, including, but not limited to:

- (A) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.* and 45 C.F.R. Part 80);
- (B) Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e *et seq.* and 45 C.F.R. Parts 1602, 1604, 1605, and 1606);
- (C) the Age Discrimination in Employment Act (29 U.S.C. 621 *et seq.* and 29 C.F.R. Part 1625);
- (D) the Age Discrimination Act of 1975 (42 U.S.C. 6101 *et seq.* and 45 C.F.R. Parts 90 and 91);
- (E) the Americans with Disabilities Act ("ADA") (42 U.S.C. 12101 *et seq.*, 28 C.F.R. Parts 35 and 36, and 29 C.F.R. Parts 1602, 1627, and 1630);
- (F) the Rehabilitation Act of 1973 (29 U.S.C. 794 *et seq.* and 45 C.F.R. Parts 84 and 85);
- (G) the Kansas Acts Against Discrimination (K.S.A. 44-1001 *et seq.* and K.A.R. Articles 21-30, 21-31, 21-32, 21-33, 21-34, 21-50, and 21-70); and
- (H) the Kansas Discrimination in Employment Act (K.S.A. 44-1110 *et seq.* (including the Kansas Age Discrimination in Employment Act, K.S.A. 44-1111 *et seq.* and K.A.R. Article 21-80)).

12.2 Soliciting Employees. In all solicitations or advertisements for employees, Contractor shall include the phrase "equal opportunity employer" or a similar phrase approved by the Kansas Human Rights Commission.

12.3 Non-Compliance. In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible participant pursuant to K.S.A. 44-1001 *et seq.*

- (A) Contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under this contract because of race, religion, color, sex, disability, national origin, or ancestry/
- (B) In all solicitations or advertisements for employees, Contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
- (C) If Contractor fails to comply the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended, in whole or in part, by County.
- (D) If Contractor is found guilty of a violation of the Kansas act against discrimination under a

decision or order of the Kansas Human Rights Commission which has become final, Contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended, in whole or in part by County.

- (E) Contractor shall include the provisions of paragraphs A through D inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
- (F) The provisions of this section shall not apply to a contract entered into by a contractor who: 1) employs fewer than four employees during the term of this contract; or 2) whose contracts with the County cumulatively total \$5,000.00 or less during the fiscal year of the County pursuant to *K.S.A. 44-1031(c)*.

ARTICLE 13: SUSPENSION & TERMINATION

13.1 *Suspension of Services.* County may, in its sole discretion, indefinitely suspend Contractor's performance of SCA Services pursuant to this Agreement by providing a two (2) day notice to Contractor. Contractor shall resume performance of services within three (3) days after receipt of notice from County.

13.2 *Termination.*

- A. Termination for Cause. In the event of any breach of the terms or conditions of this Agreement by Contractor, or in the event of any proceedings by or against Contractor in bankruptcy or insolvency or for appointment of receiver or trustee or any general assignment for the benefit of creditors, County may, in addition to any other remedy provided it by law or in equity or other right reserved to it elsewhere in this Agreement, without any liability to Contractor on account thereof, by written notice, terminate immediately all or any part of this Agreement, procure the goods, equipment and/or services provided for herein elsewhere, on such terms and under such conditions as are reasonable in the sole discretion of County, and Contractor shall be liable to pay to County any excess cost or other damages caused by Contractor as a result thereof.
- B. Termination for Convenience. County shall have the right to terminate this Agreement for convenience in whole, or from time to time, in part, upon thirty (30) days' written notice. Upon receipt of such termination notice, Contractor shall not incur any new obligations and shall cancel as many outstanding obligations as reasonably possible. In such event, County's maximum liability shall be limited to payment for goods or equipment delivered and accepted and/or services rendered.
- C. Reduction in Funds. It is understood that funding may cease or be reduced at any time. In the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this Agreement upon thirty (30) days' written notice.

ARTICLE 14: HOLD HARMLESS

14.1 *Hold Harmless:* Contractor shall indemnify County, and its elected and appointed officials, officers, managers, members, employees and agents, against any and all loss or damage to the extent such loss

and/or damage arises out of Contractor's negligence and/or willful, wanton or reckless conduct in the provision of goods and equipment or performance of services under this Agreement. This indemnification shall not be affected by other portions of the Agreement relating to insurance requirements.

ARTICLE 15: INSURANCE

- 15.1 Insurance Required: Contractor agrees to maintain the following minimum limits of insurance coverage throughout the term of this Agreement:

Worker's Compensation Applicable State Statutory Employer's Liability	
Employer's Liability Insurance:	\$100,000.00
Contractor's Liability Insurance: Form of insurance shall be by a Comprehensive General Liability and Comprehensive Automobile Liability	
Bodily Injury: Each occurrence Aggregate	 \$500,000.00 \$500,000.00
Property Damage: Each occurrence Aggregate	 \$500,000.00 \$500,000.00
Personal Injury: Each person aggregate General aggregate	 \$500,000.00 \$500,000.00
Automobile Liability – Owned, Non-Owned, and Hired: Bodily injury each person Bodily injury each occurrence	 \$500,000.00 \$500,000.00

Liability insurance coverage indicated above must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A- and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

ARTICLE 16: NOTICES

- 16.1 Notice Information: Until changed by written notice given by one party to the other, the addresses and numbers of the parties shall be as follows:

If to County:

Central Plains Area Agency on Aging
Attn: Executive Director
2622 W. Central Ave., Suite 500
Wichita, KS 67203
Phone: 316-660-5221
Fax: 316-660-1936

If to Contractor:

There's No Place Like Home, Inc.
Attn: Carla Shepherd
7348 W. 21st St. N.
Wichita, KS 67205
Phone: 316-721-6001
Fax: 316-721-3886

AND

Sedgwick County Counselor's Office
Attn: Contract Notification
525 N. Main, Suite 359
Wichita, KS 67203-3790
Phone: 316-660-9340
Fax: 316-383-7007

ARTICLE 17: MISCELLANEOUS

- 17.1 Publicity. Contractor shall not publicize in any manner whatsoever the SCA Services to be performed under this Contract or Contractor's participation in the SCA Programs without prior written consent of County/CPAAA. KDADS's support of the SCA Services and Program shall be conspicuously acknowledged in all publicity releases.
- 17.2 Contractual Relationship. It is agreed that the legal relationship between Contractor and County is of a contractual nature. Both parties assert and believe that Contractor is acting as an independent contractor in providing the goods and services and performing the duties required by County hereunder. Contractor is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Contractor, or employees of Contractor, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Contractor, or employees of Contractor, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for the withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Contractor.
- 17.3 Waiver. Waiver of any breach of any provision in this Agreement shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by County shall not constitute a waiver.
- 17.4 Authority to Contract. Contractor assures it possesses legal authority to contract these services; that resolution, motion or similar action has been duly adopted or passed as an official act of Contractor's governing body, authorizing the signing of this Agreement, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of Contractor to act in connection with the application and to provide such additional information as may be required.
- 17.5 Entire Agreement. This Agreement and the documents incorporated herein contain all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Any agreement not contained herein shall not be binding on either party, nor shall it be of any force or effect.
- 17.6 Amendments. Neither this Agreement nor any rights or obligations created by it shall be amended by either party without the prior written consent of the other. Any attempted amendment without such consent shall be null and void.
- 17.7 Assignment. Neither this Agreement nor any rights or obligations created by it shall be assigned or otherwise transferred by either party without the prior written consent of the other. Any attempted assignment without such consent shall be null and void.
- 17.8 Severability Clause. In the event that any provision of this Agreement is held to be unenforceable, the remaining provisions shall continue in full force and effect.

- 17.9. Force Majeure. Contractor shall not be held liable if the failure to perform under this Agreement arises out of causes beyond the control of Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes.
- 17.10 Order of Preference. Any conflict to the provisions of this Agreement and the documents incorporated by reference shall be determined by the following priority order:
- a. Sedgwick County Mandatory Contractual Provisions Attachment—Appendix C
 - b. Written modifications and addenda to the executed Agreement
 - c. This Agreement document
- 17.11 Environmental Protection. Contractor shall abide by all federal, state and local laws, rules and regulations regarding the protection of the environment. Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws, rules or regulations may result in termination of this Agreement for cause.
- 17.12 Nondiscrimination and Workplace Safety. Contractor agrees to abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules or regulations may result in termination of this Agreement for cause.
- 17.13 Incorporation of Appendices. The Appendices attached hereto and incorporated by reference are a part of this Contract to the same extent as if fully set forth herein.
- 17.14 Authorities Incorporated by Reference. The parties shall be bound by those provisions and requirements which are applicable and relevant to the SCA Program and contained in the following authorities which are incorporated into, and made a part of, this Contract by this reference: (A) KDADS's SCA Program policies and procedures (whether adopted before or during the term of this Contract); (B) all State of Kansas regulations, policies and procedures pertaining to the SCA Programs (whether adopted before or during the term of this Contract); (C) Kansas Department of Administration Form DA-146a (Rev. 9-93) attached hereto as **Appendix B**; and (D) KDADS Field Services Manual. The Contractor is responsible for reviewing the contents of the foregoing authorities and shall be obligated to perform in accordance with their terms whether or not the Contractor has obtained or reviewed a copy of the authorities.
- 17.15 HIPAA Rules Business Associate Addendum: **Appendix G**, attached, is incorporated by reference and is a part of this Contract to the same extent as if fully set forth herein.

IN WITNESS WHEREOF, County and Contractor have executed this Contract as of the day and year first above written.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS


David M. Unruh, Chairman
Sedgwick County Board of County Commissioners
First District

Date: _____

ATTEST:

Kelly B. Arnold, County Clerk

Approved as to form:



Justin M. Waggoner,
Assistant County Counselor

THERE'S NO PLACE LIKE HOME, INC.


Carla Shepherd
Administrator/Owner/Authorized Representative

Date: 7/28/2017

APPENDIX A
Central Plains Area Agency on Aging – SCA Sliding Fee Scale
(See attached form)

New England Building
503 South Kansas Avenue
Topeka, KS 66603-3404



Phone: (785) 296-4986
Fax: (785) 296-0256
wwwmail@kdads.ks.gov
www.kdads.ks.gov

Tim Keck, Interim Secretary

Sam Brownback, Governor

INFORMATION MEMORANDUM
2017-04

To:

- ☒ Area Agencies on Aging
- ☐ Nutrition Project Directors
- ☐ Kansas Hospital Association
- ☐ Kansas Association of Homes and Services for the Aging
- ☐ Kansas Health Care Association
- ☐ Kansas Home Care Association
- ☐ Kansas Association of Centers for Independent Living
- ☐ Statewide Independent Living Centers, Inc.
- ☐ Kansas Department for Children and Families
- ☐ Kansas Department of Health & Environment
- ☐ Legal Service Providers
- ☐ Kansas Professional Nursing Home Administrators Association
- ☒ Other: Grant Monitors and Program Managers

From: Tim Keck, Interim Secretary on Aging and Disability Services

Subject: Senior Care Act – SFY 2017 Sliding Fee Scale

Date: June 28, 2017

Effective Date: July 1, 2017

Supersedes: This IM supersedes IM 2016-07. Please use these figures for calculation of Senior Care Act Copays effective July 1, 2017

Notes: The income scale is based on the Federal Poverty Guidelines. Use the Sliding Fee Scale to figure customer copay percentages for all Senior Care Act customers effective July 1, 2017

Contact for Further Information: Tyler Steffes-Herman
Phone #: 785-296-0385

c: KDADS Commissioners
KDADS Directors

Senior Care Act (SCA) SLIDING FEE SCALE

Effective 7/1/2017
FY 2018

LIQUID ASSETS									
1 Person Family 0 to 1,005	10,001-20,000	20,001-30,000	30,001-40,000	40,001-60,000	60,001-70,000	70,001-80,000	80,001-90,000	90,001-100,000	100,001-110,000
0 to 1,005	Donation	5	10	15	20	30	40	50	60
1,006 to 1,105	5	10	15	20	30	40	50	60	70
1,106 to 1,205	10	15	20	30	40	50	60	70	80
1,206 to 1,305	15	20	30	40	50	60	70	80	90
1,306 to 1,405	20	30	40	50	60	70	80	90	100
1,406 to 1,505	30	40	50	60	70	80	90	100	100
1,506 to 1,605	40	50	60	70	80	90	100	100	100
1,606 to 1,705	50	60	70	80	90	100	100	100	100
1,706 to 1,805	60	70	80	90	100	100	100	100	100
1,806 to 1,905	70	80	90	100	100	100	100	100	100
1,906 to 2,005	80	90	100	100	100	100	100	100	100
2,006 to 2,105	90	100	100	100	100	100	100	100	100
2,106 and Above	100	100	100	100	100	100	100	100	100
INCOME									
1 Person Family									
0 to 990	120,001 and Above	110,001-120,000	100,001-110,000	90,001-100,000	80,001-90,000	70,001-80,000	60,001-70,000	50,001-60,000	40,001-50,000
991 to 1,090	100	100	100	100	100	100	100	100	100
1,091 to 1,190	100	100	100	100	100	100	100	100	100
1,191 to 1,290	100	100	100	100	100	100	100	100	100
1,291 to 1,390	100	100	100	100	100	100	100	100	100
1,391 to 1,490	100	100	100	100	100	100	100	100	100
1,491 to 1,590	100	100	100	100	100	100	100	100	100
1,591 to 1,690	100	100	100	100	100	100	100	100	100
1,691 to 1,790	100	100	100	100	100	100	100	100	100
1,791 to 1,890	100	100	100	100	100	100	100	100	100
1,891 to 1,990	100	100	100	100	100	100	100	100	100
1,991 to 2,090	100	100	100	100	100	100	100	100	100
2,091 and Above	100	100	100	100	100	100	100	100	100
2 Person Family									
0 to 1,335	123,501 and Above	113,501-123,500	103,501-113,500	93,501-103,500	83,501-93,500	73,501-83,500	63,501-73,500	53,501-63,500	43,501-53,500
1,336 to 1,435	100	100	100	100	100	100	100	100	100
1,436 to 1,535	100	100	100	100	100	100	100	100	100
1,536 to 1,635	100	100	100	100	100	100	100	100	100
1,636 to 1,735	100	100	100	100	100	100	100	100	100
1,736 to 1,835	100	100	100	100	100	100	100	100	100
1,836 to 1,935	100	100	100	100	100	100	100	100	100
1,936 to 2,035	100	100	100	100	100	100	100	100	100
2,036 to 2,135	100	100	100	100	100	100	100	100	100
2,136 to 2,235	100	100	100	100	100	100	100	100	100
2,236 to 2,335	100	100	100	100	100	100	100	100	100
2,336 to 2,435	100	100	100	100	100	100	100	100	100
2,436 and Above	100	100	100	100	100	100	100	100	100
INCOME									
2 Person Family									
0 to 1,353	Donation	5	10	15	20	30	40	50	60
1,354 to 1,453	5	10	15	20	30	40	50	60	70
1,454 to 1,553	10	15	20	30	40	50	60	70	80
1,554 to 1,653	15	20	30	40	50	60	70	80	90
1,654 to 1,753	20	30	40	50	60	70	80	90	100
1,754 to 1,853	30	40	50	60	70	80	90	100	100
1,854 to 1,953	40	50	60	70	80	90	100	100	100
1,954 to 2,053	50	60	70	80	90	100	100	100	100
2,054 to 2,153	60	70	80	90	100	100	100	100	100
2,154 to 2,253	70	80	90	100	100	100	100	100	100
2,254 to 2,353	80	90	100	100	100	100	100	100	100
2,354 to 2,453	90	100	100	100	100	100	100	100	100
2,454 and Above	100	100	100	100	100	100	100	100	100

Effective 7/1/2017
FY 2018

Appendix A

Senior Care Act (SCA) SLIDING FEE SCALE

Effective 7/1/2017
FY 2018

LIQUID ASSETS										
5 Person Family 0 to 2,398 2,399 to 2,498 2,499 to 2,598 2,599 to 2,698 2,699 to 2,798 2,799 to 2,898 2,899 to 2,998 2,999 to 3,098 3,099 to 3,198 3,199 to 3,298 3,299 to 3,398 3,399 to 3,498 3,499 and Above	0-24,000 Donation 5 10 15 20 30 40 50 60 70 80 90 100	24,001-34,000 5 10 15 20 30 40 50 60 70 80 90 100	34,001-44,000 10 15 20 30 40 50 60 70 80 90 100	44,001-54,000 15 20 30 40 50 60 70 80 90 100	54,001-64,000 20 30 40 50 60 70 80 90 100	64,001-74,000 30 40 50 60 70 80 90 100	74,001-84,000 40 50 60 70 80 90 100	84,001-94,000 50 60 70 80 90 100	94,001-104,000 60 70 80 90 100	104,001-114,000 70 80 90 100
INCOME										
5 Person Family 0 to 2,370 2,371 to 2,470 2,471 to 2,570 2,571 to 2,670 2,671 to 2,770 2,771 to 2,870 2,871 to 2,970 2,971 to 3,070 3,071 to 3,170 3,171 to 3,270 3,271 to 3,370 3,371 to 3,470 3,471 and Above	0 to 2,370 2,371 to 2,470 2,471 to 2,570 2,571 to 2,670 2,671 to 2,770 2,771 to 2,870 2,871 to 2,970 2,971 to 3,070 3,071 to 3,170 3,171 to 3,270 3,271 to 3,370 3,371 to 3,470 3,471 and Above	100	100	100	100	100	100	100	100	100
6 Person Family 0 to 2,746 2,747 to 2,846 2,847 to 2,946 2,947 to 3,046 3,047 to 3,146 3,147 to 3,246 3,247 to 3,346 3,347 to 3,446 3,447 to 3,546 3,547 to 3,646 3,647 to 3,746 3,747 to 3,846 3,847 and Above	0-27,500 Donation 5 10 15 20 30 40 50 60 70 80 90 100	27,501-37,500 5 10 15 20 30 40 50 60 70 80 90 100	37,501-47,500 10 15 20 30 40 50 60 70 80 90 100	47,501-57,500 15 20 30 40 50 60 70 80 90 100	57,501-67,500 20 30 40 50 60 70 80 90 100	67,501-77,500 30 40 50 60 70 80 90 100	77,501-87,500 40 50 60 70 80 90 100	87,501-97,500 50 60 70 80 90 100	97,501-107,500 60 70 80 90 100	107,501-117,500 70 80 90 100
INCOME										

APPENDIX B
Contractual Provisions Attachment
(See attached form)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 1-01), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated.
 2. **Agreement With Kansas Law:** All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
 3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
 4. **Disclaimer Of Liability:** Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
 5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.
- Parties to this contract understand that the provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
 7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State or any agency thereof has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the State of Kansas shall not agree to pay attorney fees and late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
 8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
 9. **Responsibility For Taxes:** The State of Kansas shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
 10. **Insurance:** The State of Kansas shall not be required to purchase, any insurance against loss or damage to any personal property to which this contract relates, nor shall this contract require the State to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the vendor or lessor shall bear the risk of any loss or damage to any personal property in which vendor or lessor holds title.
 11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
 12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

APPENDIX C

SEDGWICK COUNTY MANDATORY CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in the Sedgwick County Mandatory Contractual Provisions Attachment, which is attached hereto, are hereby incorporated in this Agreement and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the Agreement to which it is attached and made a part thereof, said contract being the ____ day of _____, 20 ____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the Agreement in which this attachment is incorporated.
2. **Choice of Law:** This Agreement shall be interpreted under and governed by the laws of the State of Kansas. The parties agree that any dispute or cause of action that arises in connection with this Agreement will be brought before a court of competent jurisdiction in Sedgwick County, Kansas.
3. **Termination Due To Lack of Funding Appropriation:** If, in the judgment of the Chief Financial Officer, sufficient funds are not appropriated to continue the function performed in this Agreement and for the payment of the charges hereunder, County may terminate this Agreement at the end of its current fiscal year. County agrees to give written notice of termination to Contractor at least thirty (30) days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided for in the Agreement, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided to County under the Agreement. County will pay to Contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any related equipment. Upon termination of the Agreement by County, title to any such equipment shall revert to Contractor at the end of County's current fiscal year. The termination of the Agreement pursuant to this paragraph shall not cause any penalty to be charged to the County or the Contractor.
4. **Disclaimer of Liability:** County shall not hold harmless or indemnify any contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*).
5. **Acceptance of Agreement:** This Agreement shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
6. **Arbitration, Damages, Jury Trial and Warranties:** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has consented to a jury trial to resolve any disputes that may arise hereunder. Contractor waives its right to a jury trial to resolve any disputes that may arise hereunder. No provision of any Agreement and/or this Contractual Provisions Attachment will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
7. **Representative's Authority to Contract:** By signing this Agreement, the representative of the Contractor thereby represents that such person is duly authorized by the Contractor to execute this Agreement on behalf of the Contractor and that the Contractor agrees to be bound by the provisions thereof.
8. **Federal, State and Local Taxes:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Agreement. County is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the Agreement. Upon request, County shall provide to the Contractor a certificate of tax exemption.

County makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.
9. **Insurance:** County shall not be required to purchase any insurance against loss or damage to any personal property to which this Agreement relates, nor shall this Agreement require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Contractor shall bear the risk of any loss or damage to any personal property to which Contractor holds title.
10. **Conflict of Interest:** Contractor shall not knowingly employ, during the period of this Agreement or any extensions to it, any professional personnel who are also in the employ of the County and providing services involving this Agreement or services similar in nature to the scope of this Agreement to the County. Furthermore, Contractor shall not knowingly employ, during the period of this Agreement or any extensions to it, any County employee who has participated in the making of this Agreement until at least two years after his/her termination of employment with the County.
11. **Confidentiality:** Contractor may have access to private or confidential data maintained by County to the extent necessary to carry out its responsibilities under this Agreement. Contractor must comply with all the requirements of the Kansas Open Records Act (K.S.A. 42-215 *et seq.*) in providing services and/or goods under this Agreement. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this Agreement shall be disseminated by either party except as authorized by statute, either during the period of the Agreement or thereafter. Contractor must agree to return any or all data furnished by the County promptly at the request of County in whatever form it is maintained by Contractor. Upon the termination or expiration of this Agreement, Contractor shall not use any of such data or any material derived from the data for any purpose and, where so instructed by County, shall destroy or render such data or material unreadable.
12. **Cash Basis and Budget Laws:** The right of the County to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other laws of the State of Kansas. This Agreement shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of this Agreement the County reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.

13. **Anti-Discrimination Clause.** Contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs and activities; (b) to include in all solicitations or advertisements for employees the phrase "equal opportunity employer;" (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the Contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the Agreement may be cancelled, terminated or suspended, in whole or in part by County, without penalty thereto; and (f) if it is determined that the Contractor has violated applicable provisions of the ADA, such violation shall constitute a breach of the Agreement and the Agreement may be cancelled, terminated or suspended, in whole or in part by County, without penalty thereto.
- Parties to this Agreement understand that the provisions of this paragraph 13 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of this Agreement or whose contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.
14. **Suspension/Debarment.** Contractor acknowledges that as part of the Code of Federal Regulations (2 C.F.R. Part 180) a person or entity that is debarred or suspended in the System for Award Management (SAM) shall be excluded from federal financial and nonfinancial assistance and benefits under federal programs and activities. All non-federal entities, including Sedgwick County, must determine whether the Contractor has been excluded from the system and any federal funding received or to be received by the County in relation to this Agreement prohibits the County from contracting with any Contractor that has been so listed. In the event the Contractor is debarred or suspended under the SAM, the Contractor shall notify the County in writing of such determination within five (5) business days as set forth in the Notice provision of this Agreement. County shall have the right, in its sole discretion, to declare the Agreement terminated for breach upon receipt of the written notice. Contractor shall be responsible for determining whether any sub-contractor performing any work for Contractor pursuant to this Agreement has been debarred or suspended under the SAM and to notify County within the same five (5) business days, with the County reserving the same right to terminate for breach as set forth herein.
15. **HIPAA Compliance.** Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191 (codified at 45 C.F.R. Parts 160 and 164), as amended ("HIPAA"); privacy and security regulations promulgated by the United States Department of Health and Human Services ("DHHS"); title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, as amended ("HITECH Act"); the Genetic Information Nondiscrimination Act of 2008 ("GINA"); provisions regarding Confidentiality of Alcohol and Drug Abuse Patient Records (codified at 42 C.F.R. Part 2), as amended (collectively referred to as "HIPAA"), to the extent that the Contractor uses, discloses or has access to protected health information as defined by HIPAA. Under the final Omnibus Rule effective March 2013, Contractor may be required to enter into a Business Associate Agreement pursuant to HIPAA.
16. **Compliance with Law.** Contractor shall comply with all applicable local, state and federal laws and regulations in carrying out this Agreement, regardless of whether said local, state and federal laws are specifically referenced in the Agreement to which this attached is incorporated.
17. **Tax Set-Off.** If, at any time prior to or during the term of any executed agreement, Contractor is delinquent in the payment of real and/or personal property taxes to Sedgwick County, and the delinquency exists at the time payment is due under the agreement, County will offset said delinquent taxes by the amount of the payment due under the agreement and will continue to do so until the delinquency is satisfied, pursuant to K.S.A. 79-2012.

APPENDIX D
Contractor Rates & Billing Information

1. Contractor will be eligible for reimbursement from Senior Care Act funds for the provision of SCA Services in accordance with the rates specified below. Said reimbursement from the County shall be authorized by County/CPAAA in accordance with **Article 5** of the Contract.

<u>SCA SERVICE TYPE</u>		<u>CONTRACTOR RATE</u>
(i)	Attendant Care ("ATCR")	\$17.00/Unit
(ii)	Homemaker Services ("HMKR")	\$16.00/Unit
(iii)	Personal Emergency Response ("PERM")	\$32.00/month
(iv)	Personal Emergency Response Installation ("PERI")	\$50.00 (one-time fee)
(v)	Medication Issues (MEDIC)	\$24.95/month
(vi)	Medication Installation	\$25.00 (one-time fee) Maximum expenditure \$1445/mo

2. The reimbursement of Contractor shall be based upon the number of eligible Units of SCA Services provided by Contractor. A "Unit" as used herein shall mean one (1) hour of SCA Services provided directly to an SCA Client in his/her place of residence (or in Contractor's facility if Adult Day Care services are being provided). Notwithstanding the foregoing, Personal Emergency Response Services shall be reimbursed pursuant to the monthly rate stated above and Personal Emergency Response Installation shall be reimbursed based upon the above stated one time fee.
3. All billing, mileage, training, supervisory and related costs chargeable to the SCA program shall be included in the Contractor Rate specified above. No additional charges will be allowed by County/CPAAA for Contractor travel time, etc. In addition, no special charges for overtime, holidays, weekends, etc., are allowed.
4. County/CPAAA may, in its **sole** discretion, shift or utilize funding for the above listed SCA Services to accommodate SCA Client needs within the contractual and regulatory requirement of "Income Eligible," State and County policy and funding.
5. Under no circumstances shall Contractor be eligible for more than 100% of the total Unit cost for the SCA Services provided.
6. No minimum block of hours is guaranteed by the Contract, and Contractor is encouraged to deliver partial hours where possible to reduce the costs to the SCA Client.

7. All income earned by Contractor for the provision of SCA Services in addition to reimbursement by the County shall be reported to County/CPAAA. The amount and source of such income shall be clearly identified.
8. The County does not guarantee that funds will be available for the entire term of the Contract. In the event that the amount of funds allocated for this program is depleted prior to the expiration of this Contract, authorization for Units of service will cease immediately.
9. Reports to County/CPAAA shall include a breakout of Units billed, the market rate, and total cost. Collection of fees from the SCA Client shall be the sole responsibility of the Contractor.

APPENDIX E
Poverty Income Guidelines
(See Attached Form)

New England Building
503 South Kansas Avenue
Topeka, KS 66603-3404



Phone: (785) 296-4986
Fax: (785) 296-0256
wwwmail@kdads.ks.gov
www.kdads.ks.gov

Timothy Keck, Secretary

Sam Brownback, Governor

**INFORMATION MEMORANDUM
2017-02**

To:

- ☒ Area Agencies on Aging
- ☐ Nutrition Project Directors
- ☐ Kansas Hospital Association
- ☐ Kansas Association of Homes and Services for the Aging
- ☐ Kansas Health Care Association
- ☐ Kansas Home Care Association
- ☐ Kansas Association of Centers for Independent Living
- ☐ Statewide Independent Living Centers, Inc.
- ☐ Kansas Department for Children and Families
- ☐ Kansas Department of Health & Environment
- ☐ Legal Service Providers
- ☐ Kansas Professional Nursing Home Administrators Association
- ☒ Other: Grant Monitors and Program Managers

From: Tim Keck, Secretary

Subject: 2017 Federal Poverty Guidelines

Date: March 29, 2017

Effective Date: April 1, 2017

Supersedes: This IM supersedes IM 2016-04. Please use these figures for calculation of poverty starting April 1, 2017

Notes: Use these guidelines as criteria to classify the income of all participants receiving a service for the first time this fiscal year effective April 1, 2017. Existing participants are not to be reclassified under the guidelines until their next assessment. Additional information on the Federal Poverty Guidelines can be found at <http://www.federalregister.gov>.

Contact for Further Information: Tyler Steffes-Herman
Phone #: 785-296-0385

2017 POVERTY LEVEL INCOME GUIDELINES
FOR USE ON OR AFTER APRIL 1, 2017

ANNUAL FAMILY INCOME

FAMILY SIZE		PER MONTH		PER YEAR
1		1005		12,060
2		1353		16,240
3		1701		20,420
4		2050		24,600
5		2398		28,780
6		2746		32,960

OTHER INCOME LEVELS

FAMILY SIZE	75% POVERTY		125% POVERTY		150% POVERTY		200% POVERTY	
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR
1	754	9,045	1,256	15,075	1,508	18,090	2,010	24,120
2	1,015	12,180	1,692	20,300	2,030	24,360	2,707	32,480
3	1,276	15,315	2,127	25,525	2,553	30,630	3,403	40,840
4	1,538	18,450	2,563	30,750	3,075	36,900	4,100	49,200
5	1,799	21,585	2,998	35,975	3,598	43,170	4,797	57,560
6	2,060	24,720	3,433	41,200	4,120	49,440	5,493	65,920

Source: Federal Register Vol. 82 2017-02076
Thursday, January 26, 2017 Pages 8831-8832

APPENDIX F
KDADS – Aging Taxonomy
(See Attached Form)

KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES
Service Taxonomy
Activity Definitions, Codes, Funding Sources and Unit Definitions

This Service Taxonomy list contains definitions for activities that will be provided as services to customers, or conducted with the customer (such as an assessment), and also AAA or CDDO internal activities. The activity codes, funding source codes, and unit definitions will be utilized to complete assessments, registration of plans of care, and required reporting. The definitions will provide guidance for what might be included in a particular activity. The list will also be used in the completion of funding applications including the area plan.

Acronyms for Funding Sources Administered by KDADS:

ADRCFED1 = Aging and Disability Resource Center Options Counseling (Medicaid Eligible)
ADRCSGF = Aging and Disability Resource Center Options Counseling (Medicaid Ineligible)
CTO = Community Transition Opportunities
DDSA = Developmental Disability State Aid
DISAST = funding allocated by KDADS in a specific disaster situation
MFPFED2 = Money Follows the Person (Transition Services)
MFPFED3 = Money Follows the Person (Transition Coordination Services)
OAA III B = Older Americans Act Title III State and Community Supportive Services
OAA III C1 = Older Americans Act Title III State and Community Nutrition Program (Congregate)
OAA III C2 = Older Americans Act Title III State and Community Nutrition Program (Home Delivered)
OAA III D = Older Americans Act Title III State and Community Disease Prevention and Health Promotion (*Title III-D services must be evidence based)
OAA III E = Older Americans Act Title III National Family Caregiver Support Program
SCA = Senior Care Act

Consult the appropriate KDADS Field Services Manual section for the policies regarding specific programs.

Any of the activity codes can be used to indicate services provided by family or others in the "Additional Support/Services from Home Health, Family, Friend, Neighbor, Attorney, Landlord, Church, Club, Other" section of the UAI page 10 plan of care.

Notation of change revised from 11-1-2012 (IM 2012-08):

- Added "or CDDO" on page 1 of taxonomy to define use of Service Taxonomy
- Added "and required reporting" on page 1 of taxonomy to define use of Service Taxonomy
- Added DDSA funding source
- Removed ARRAC1, ARRAC2, ESD, ESDPND, HCBS/FE, MFPFND, MFPFED1, MFPFSGF, MFPTCM, TCM, and TCMSGF funding sources
- Removed the phrase, "With the exception of those funded solely by HCBS/FE" on page 1 of Taxonomy regarding activity codes used for additional support/services from informal supports
- Added TCMDD, CEMER, DAYS, EERT, FISO, FLEXDD, INFT, OHS, CRSP, CRSPG, ARSP, ARSPG, DSPSE, TRANC, TRANO, and TRSTP
- Removed funding sources from ANEKDADS, ANESRS, ASMT, CMGTS, CMGTJ, CMEL, and CMELH
- Removed activities of MADCX, ASTEX, ATCR1X, ATCR2X, ATCR3X, ATCRUD, COMPX, COMPUD, MEDRX, NUEVX, PERMIX, PERMX, MASCX, TCS, TS, MAWMX
- Added to definition of Incontinence Supplies
- Removed funding sources of HCBS/FE and MFPFED1 from OHS and added funding source of SCA
- Added funding source of DDSA to TRANS service

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Abuse, Neglect, Exploitation: Suspected mistreatment occurs in a <u>facility licensed by the KDADS</u> and the suspected perpetrator lives or works at the facility (time for reporting would be documented and allocated under Case Management)	ANEKDADS	DISAST OAA III B SCA	1 report
Abuse, Neglect, Exploitation: Suspected mistreatment occurs in the <u>community</u> OR if a facility licensed by the KDADS the suspected perpetrator lives outside the facility and is not employed by the facility (time for reporting would be documented and allocated under Case Management)	ANESRS	DISAST OAA III B SCA	1 report
Adult Day Care (or Adult Day Health): Basic nursing care as delegated by a registered professional nurse and supervision or assistance with activities of daily living for a portion of the day; less than a 24 hour period. This service is provided in a freestanding facility, or as a service provided in an Adult Care Home, to customers who need the service due to functional impairments. (See definition of Adult Care Home in KDADS Field Services Manual General Program Information section.)	ADCR	DISAST OAA III B SCA	1 hour
Advocacy/Representation: Action taken on behalf of an older customer to secure his/her rights or benefits. This includes receiving, investigating, and working to resolve disputes or complaints. It does not include services provided by an attorney or persons under the supervision of an attorney.	ADVO	DISAST OAA III B	1 hour
Alzheimer's Support Service: Services are for families of elderly and customers diagnosed with Alzheimer's disease or other neurological and organic brain disorders of the Alzheimer's type. These services assist families to cope with the problem of caring for a customer diagnosed with Alzheimer's. This includes such services as respite care, development of support groups, individual and group counseling, making referrals, and providing information.	ALZH	DISAST OAA III B	1 hour
Assessment – Abbreviated: Completion of the abbreviated assessment instrument for the purpose of determining initial and ongoing (reassessment) need and/or eligibility for services. This activity <u>does not</u> include travel time.	AASMT	DISAST OAA III B OAA III C2	15 minutes
Assessment – Comprehensive (or Full UAI): Completion of the full assessment instrument for the purpose of determining initial and ongoing (reassessment) need and/or eligibility for services. This assessment consists of pages 1-10 of the UAI. This is a component of CMGT but it is separate for billing and tracking purposes. This activity includes travel time for SCA.	ASMT	DISAST OAA III B SCA	15 minutes
Assessment – Nutrition: A systematic method for obtaining, verifying, and interpreting data needed to identify nutrition related problems, their causes, and significance.	ASMTN	DISAST OAA III C1 OAA III C2	15 minutes
Assistance: One-on-one contact in person or by phone, to provide current information on opportunities and services available; assess the problems and capacities of individuals; link individuals to opportunities and services; ensures that the individuals receive the services needed; and are aware of the opportunities available to the individuals by establishing adequate follow-up procedures. Case management: Assistance either in the form of access or care coordination in circumstances where the older person or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers. Activities of case management include, authorizing services, arranging services, coordinating the provision of services among providers, and follow-up as required.	ASSI	OAA III E	1 contact

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Attendant and/or Personal Care: Supervision and/or assistance with bathing, medication, dressing, personal appearance, feeding, transferring, and toileting under the direction of a licensed health professional.	ATCR	DISAST OAA III B OAA III E SCA	1 hour
Attendant and/or Personal Care – Self Direct: Provide supervision and/or physical assistance with Instrumental Activities of Daily Living (IADLs) and Activities of Daily Living (ADLs) for individuals who are unable to perform one or more activities independently. Supervision of IADLs and supervision and/or physical assistance with ADLs may be performed without nursing supervision (K.S.A. 65-6201). Health maintenance activities and medication set-up may be performed if authorized in writing by a physician or RN. Attendant care services may be provided in the individual's choice of housing, including temporary arrangements.	ATCRSD	SCA	1 hour
Attendant Care – Children: One or more personal care providers on an individualized (one-to-one) basis ensuring the health and welfare of the person (18 years of age and under) during times when the person is not typically sleeping. Supporting the person with the tasks typically done for or by himself/herself if he/she did not have a disability. Such services include assisting persons in performing a variety of tasks promoting independence, productivity, and integration. This service provides necessary assistance for beneficiaries both in their homes and communities.	CATCR	DISAST DDSA	15 minutes
Attendant Care – Children (Group): One or more personal care providers ensuring the health and welfare of more than one person (18 years of age and under) during times when the persons are not typically sleeping. Supporting the persons with the tasks typically done for or by themselves if they did not have a disability. Such services include assisting persons in performing a variety of tasks promoting independence, productivity, and integration. This service provides necessary assistance for persons in community settings such as a day care, after school program or camp.	CATCRG	DISAST DDSA	1 dollar
Attendant Care – I/DD Adult: One or more personal care providers on an individualized (one-to-one) basis ensuring the health and welfare of the person (18 years of age or older) during times when the person is not typically sleeping. Supporting the person with the tasks typically done for or by himself/herself if he/she did not have a disability. Such services include assisting persons in performing a variety of tasks promoting independence, productivity, and integration. This service provides necessary assistance for beneficiaries both in their homes and communities.	AATCR	DISAST DDSA	15 minutes
Attendant Care – I/DD Adult (Group): One or more personal care providers ensuring the health and welfare of more than one person (18 years of age or older) during times when the persons are not typically sleeping. Supporting the persons with the tasks typically done for or by themselves if they did not have a disability. Such services include assisting persons in performing a variety of tasks promoting independence, productivity, and integration. This service provides necessary assistance for persons in community settings such as a day care, after school program or camp.	AATCRG	DISAST DDSA	1 dollar
Bathroom Items: May include the purchase price and installation costs for toileting and personal hygiene items. The following list is only for example and is not meant to be exhaustive: grab bars, toilet riser, tub bench, commode, hand-held shower, cleaning supplies ex. soap, shampoo, and deodorant.	BATH	DISAST SCA OAA III E	1 dollar

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Caregiver Training (Group): In a group setting provide instruction about options and methods to assist caregivers in the areas of health, finance, and in making decisions and solving problems relating to their caregiving roles.	CAGTRG	OAA III E	1 event
Caregiver Training (Individual): Training provided to assist a caregiver in the areas of health, finance, and in making decisions and solving problems relating to their caregiving role.	CAGTR	OAA III E	1 event
Caretaker: For this purpose, caretaker is defined as 60 years of age or older non-spousal family member or other individual who is providing services free of charge to a home delivered meal customer. A definition for a home delivered meal customer can be found in the nutrition policies.	CRTKR	DISAST OAA III B	1 meal
Case Management – Senior: Assistance in access and care coordination of information and services to older customers and/or their caregivers to support the customer in the living environment of their choice. Activities of Senior case management include services outlined in FSM 3.1. For SCA and OAA the activity of ASMT and Development of POC are billed under ASMT. This service may include travel time for this service funded through SCA.	CMGTS	DISAST OAA III B SCA	15 minutes
Case Management – Junior: Assistance in access and care coordination of information and services to older customers and/or their caregivers to support the customer in the living environment of their choice. Activities of Junior case management include services outlined in FSM 3.1. This service may include travel time for this service funded through SCA.	CMGTJ	DISAST OAA III B SCA	15 minutes
Case Management – I/DD (Non-Medicaid): Services which will assist a person who is not eligible for services under the State Plan to identify, select, obtain, coordinate, and use both paid services and natural supports to enhance the person's independence, integration, and productivity consistent with the capabilities and preferences as outlined in their person-centered support plan.	TCMDD	DISAST DDSA	15 minutes
Chore: Providing assistance to customers having difficulty with one or more of the following instrumental activities of daily living: heavy housework, yard work or sidewalk maintenance.	CHOR	DISAST OAA III B OAA III E	1 hour
Chore: Providing assistance to customers having difficulty with one or more of: heavy housework (mass cleanup), yard work or sidewalk maintenance. This service is not intended to be ongoing.	CCHOR	DISAST SCA	1 dollar
Community Transition Opportunities: A face to face visit completed by a local contact agency to discuss transitioning from the nursing facility to a community setting.	CTO	CTO	15 minutes
Congregate Meals: Provision of a meal to an eligible customer or other eligible participant at a nutrition site, senior center or some other congregate setting. See the nutrition policies for additional program requirements.	CMEL	DISAST OAA III C1	1 meal
Congregate Meal – Illness Related Home Delivered: Provision of a home delivered meal to a congregate meal participant at their place of residence, due to a short-term illness or physical condition.	CMELH	DISAST OAA III	1 meal
Consumer Emergent Needs: Unpredictable consumer-specified needs that are not addressed in other service definitions. Examples include; startup funding, fuel/lodging expenses, and disaster response.	CEMER	DDSA	1 dollar

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Coordination: Activities which establish linkages among public, private agencies and other groups concerned with issues, needs or welfare of older customers in order to promoting a comprehensive and coordinated service system or otherwise responding to older customers. The development and implementation of joint programs and agreements with other agencies, which identify potential resources for the expansion or improvement of services is included. This definition of coordination is intended for AAA internal activities only.	Activity should not be on UAI/UPR plan of care.	DISAST OAA III B	1 hour
Coordination of Community Mental Health Services: Coordination of community mental health services through evidence based prevention programs.	CCMH	DISAST OAA III D*	1 hour
Counseling: Assist the older customer and/or family to resolve problems or to relieve temporary stress. May be done on a one-to-one basis or on a group basis and may be conducted by paid, donated and/or volunteer staff. Includes Gerontological Counseling. Does not include Nutrition Counseling or Legal Counseling.	CNSL	DISAST OAA III B OAA III D*	1 hour
Counseling Regarding Social Services and Follow-up Health Services: This activity is intended to provide follow-up assistance to participants of disease prevention and health promotion activities.	COUNS	DISAST OAA III D*	1 session
Day Supports: Funding for Non-HCBS I/DD funded Day Supports designed to assist persons with maintaining or increasing adaptive capabilities, productivity, independence, and/or inclusion.	DAYS	DISAST DDSA	1 day
Diagnosis: Technical review and analysis of evidence and facts concerning an individual's social, psychological and physical health problem. Usually performed by a medical or other licensed professional for the purpose of linking symptoms to a specific disease or condition. Does not include screening or assessment activities. Usually related to health, physical, oral, or mental issue areas.	DIAGN	DISAST OAA III B	1 hour
Discount: A reduction made on goods or services from a regular or list price.	DISC	OAA III B	1 card issued
Education & Training/Public Education: Providing formal or informal opportunities for individuals to acquire knowledge, experience or skills. Includes individual or group events designed to increase awareness in such areas as nutrition, crime, or accident prevention; promote personal enrichment, for example, through continuing education; to increase or gain skills in a specific craft, trade, job or occupation. This is <u>not</u> interpreted to mean "Outreach" or "Information and Assistance." Therefore, contacts with a group of customers or potential customers are considered "Public Education". This does not include wages or stipends to participants - see Material Assistance/Aid.	EDUC	OAA III B	1 hour
Educational Programs on the Availability, Benefits, and Appropriate use of Preventive Health Services covered under Title XVIII of the Social Security Act-42 U.S.C. 1395 et seq.	EDUCS	OAA III D*	1 session
Education to Employment Transition: Funding to support activities that assist individuals (up to age 22) transitioning from the school setting to find competitive employment in an integrated setting.	EERT	DISAST DDSA	1 dollar
Family/Individual Subsidy: Payments to defray the cost of an individuals' needs. May include but is not limited to purchase of durable medical equipment and supplies.	FISD	DISAST DDSA	1 dollar
Flex Service: Provide a service or item designed to assist a caregiver when other resources have been researched, are unavailable, and does not meet any other III-E service definition in the taxonomy.	FLEX	OAA III E	1 dollar
Flex Service I/DD: Costs for services provided to individuals that are not paid for by other sources. Examples include but are not limited to dental procedures, home modifications, wheelchairs, assistive technology, etc.	FLEXDD	DDSA	1 dollar

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Follow-Up/Evaluation: Determining the quality and/or effectiveness of a service provided to an individual customer. Usually performed as a component of case management, and/or to assess the results of information/referral. The activity is distinguished from Diagnosis and Assessment/Screening, and from project evaluation.	FLWP	DISAST OAA III B	1 contact
Food Supplements: A food or beverage that has been formulated to provide a concentrated form of nutrients or nutrients that are tailored to meet the needs of someone with special nutritional needs.	FOOD	DISAST SCA	1 dollar
Guardianship: Services designed to provide information and training for individuals who are or may become guardians or representative payees of older individuals. This may include information on the powers and duties of guardians and representative payees and on alternatives to guardianships.	GUAR	DISAST OAA III B	1 contact
Health Promotion Programs: Includes programs relating to chronic disabling conditions (including osteoporosis and cardiovascular disease) prevention and reduction of effects, alcohol, and substance abuse reduction, smoking cessation, weight loss and control, and stress management.	HPRO	OAA III D*	1 session
Health Risk Evaluation: A process of measuring indicators or factors to determine the presence, nature and extent of impairments and to obtain information needed for intervention continued planning to improve the condition.	HEAL	DISAST OAA III D*	1 evaluation
Home Delivered Meals: Provision of a meal to an eligible customer or other eligible participant, at the customer's place of residence.	HMEL	DISAST OAA III C2	1 meal
Home Health Services: This could include any of the following activities provided at the residence of the customer: nursing, physical therapy, speech therapy, occupational therapy, respiratory therapy, or home health aide. Persons or agencies providing these services must meet applicable licensing and/or certification requirements of the state of Kansas.	HHSER	DISAST OAA III B SCA	1 hour
Home Injury Control Educational Services: Provision of educational programs on injury prevention (including fall and fracture prevention) in the home environment.	HINS	OAA III D*	1 session
Home Injury Control Screening Services: Screening to determine if the home environment is high-risk.	HIINJS	DISAST OAA III D*	1 screening
Homemaker: Providing assistance to customers having difficulty performing one or more of the following instrumental activities of daily living: preparing meals, shopping for personal items, managing money, using the telephone, doing light housework, and laundry.	HMKR	DISAST OAA III B OAA III E SCA	1 hour
Homemaker – Self Direct: Providing assistance to customers having difficulty performing one or more of the following instrumental activities of daily living: preparing meals, shopping for personal items, managing money, using the telephone, doing light housework, and laundry.	HMKRSD	SCA	1 hour
Hospice: To provide care for terminally ill customers and their family members. This care is either supportive to meet the needs of the terminally ill and their families or delivered to alleviate symptoms.	HOSP	OAA III B SCA	1 hour
Incontinence Supplies: Supplies such as undergarment protection and bed pads for the purpose of addressing both urinary and bowel incontinence. Purchase is limited to 3 month supply and maximum of \$300 per customer, per state fiscal year.	INCN	DISAST SCA	1 dollar

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Individual Counseling: Providing one-on-one counseling for caregivers to assist in making decisions and resolving problems related to their caregiving roles. Individual counseling includes, but is not limited to grief counseling and mental health counseling.	INDC	OAA III E	1 event
Infant/Toddler Subsidy: Subsidy paid to defray costs related to infant/toddler screenings and/or early intervention services. Including but not limited to Tiny K website, etc.	INFT	DISAST DDSA	1 dollar
Information – Age Related Disorders: Information concerning diagnosis, prevention, treatment, and rehabilitation of age-related diseases and chronic disabling conditions including osteoporosis, cardiovascular diseases, and Alzheimer's disease and related disorders with neurological and organic brain dysfunction.	IARD	DISAST OAA III D*	1 contact
Information: Group services, including public education, provision of information at health fairs or similar events. Outreach: Interventions for the purpose of identifying potential caregivers and encouraging their use of existing services and benefits. This service may also include newsletters, publications and mass media campaigns.	INFO	OAA III E	1 event
Information and Assistance: A one-on-one service for older individuals, and/or the individual's caregiver(s) on behalf of the individual, that gathers information regarding the problems and capacities of the individual in order to: (a) Provide current information on opportunities and services available to the individual within their community including information relating to assistive technology; (b) When appropriate, links the individual to the opportunities and services that are available; (c) Establish adequate follow-up procedures to ensure that the individual receives, to the maximum extent practicable, the information, services, or opportunities available to the individual.	INAS	DISAST OAA III B	1 contact
Interpreting/Translating: To explain the meaning of oral and/or written communication to non-English speaking customers.	INTR	DISAST OAA III B	1 hour
Legal Assistance: Provision of legal advice, counseling, representation, community education, and outreach provided by an attorney or other person acting under the supervision of an attorney.	LGLA	DISAST OAA III B	1 hour
Letter Writing/Reading: To read, write, interpret and/or translate business and personal correspondence.	LETR	DISAST OAA III B	1 hour
Material Assistance/Aid: Aid in the form of products, goods or food such as commodities direct distribution, surplus food, groceries or cleaning supplies, clothing, smoke detectors, carbon monoxide detectors, heat detectors, eyeglasses, security devices, etc.	MAID	DISAST OAA III B SCA	1 dollar
Medication Issues: Any activity, service, or device associated with medication including the purchase of such items as medication dispensers, prescription and over-the-counter medication.	MEDIC	DISAST SCA	1 dollar
Medication Management Education: Activities related to medication management, screening, and educational programs to prevent incorrect medication and adverse drug reactions, including medication dispensers purchased for temporary use as part of a screening and education program.	MMEG	DISAST OAA III D*	1 session
Miscellaneous: This is a one-time purchase OR a one-time or short-term service (duration of less than three (3) months) which does not meet any other service definition. It is intended to address a gap in a customer's service as identified by the case manager and should not be used to meet on-going service or purchase needs. This definition could include eye glasses, air conditioner, etc.	MISC	DISAST SCA	1 dollar

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Mobility Aids: Those items that enable the customer to continue functioning with the greatest independence. Includes items such as transfer bench, walker, cane, lift chair, reachers, and wheelchair.	MOBL	DISAST SCA	1 dollar
Newsletter: To provide older customers with a newspaper or newsletter containing items predominantly of interest to and affecting the wellbeing of older customers.	NEWS	OAA III B	1 letter or paper to 1 older customer
Nutrition Counseling: Provision of advice and guidance to an individual customer, who is at nutritional risk, because of their health or nutritional history, dietary intake, medications use or chronic illnesses, about options and methods for improving their nutritional status. This activity is performed by a health professional in accordance with state law and policy.	NCOU	DISAST OAA III C1 OAA III C2 OAA III D*	1 hour
Nutrition Education: A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to customers, or customers and their caregivers, in a group or individual setting. A dietitian or individual of comparable expertise oversees this activity.	NEDU	DISAST OAA III C1 OAA III C2 OAA III D*	1 session
Options Counseling: An interactive process that provides assistance to individuals, their family members, caregivers and others and are supported in their deliberation to make informed long-term services and supports choices. Sessions provide unbiased information and decision-support about long term care services through phone calls, emails, electronic means, or face to face as suitable to meet the needs of the individual.	OPCNS	ADRCFED1 ADRCSGF	1 session
Oral Health Services: Oral Health Services shall mean accepted dental procedures, to include diagnostic, prophylactic, and restorative care, and allow for the purchase, adjustment, and repair of dentures. Anesthesia services provided in the dentist's office and billed by the dentist shall be included within the definition of Oral Health Services.	OHS	DISAST SCA	1 dollar
Outreach: Interventions initiated by an agency or organization for the purpose of identifying potential customers (or their care givers) and encouraging their use of existing services and benefits. The service units for outreach refer to individual, one-on-one contacts between a service provider and an elderly customer or caregiver. A group activity that involves a contact with several current or potential customers/care givers should not be counted as a unit of outreach. Services of this kind offered in a group might be defined as "education/public education".	OUTR	DISAST OAA III B	1 contact
Payment to Customer: Direct financial assistance in the form of money or a voucher. Includes wages (such as for the Senior Community Service Employment Program), stipends, and supplemental living allowance payments (such as for domiciliary care or foster care), and payments for customer direct purchase of service.	PMTC	DISAST OAA III B	1 dollar
Personal Emergency Response Installation: Installation of a personal emergency response electronic device.	PEMRI	DISAST SCA	1 installation
Personal Emergency Response Services/Monitoring: This service reimburses a monthly fee for the monitoring of a personal emergency response system. Personal Emergency Response units are electronic devices and have portable buttons worn by the customer. These units provide 24 hour a day on call support to the customer having a medical or emergency need that could become critical at any time.	PERM	DISAST SCA	Monthly charge

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Physical Fitness and Exercise Programs: Includes aerobic and other exercise, music, art, and dance-movement therapy, as well as programs for multi-generation participation that are provided by: (a) An institution of higher education; (b) A local educational agency as defined in section 1471 of the Elementary and Secondary Education Act of 1965, (20 U.S.C. 2891); or (c) A community-based organization.	PHEP	OAA III D*	1 session
Placement: Assisting a customer in obtaining a suitable place or situation such as employment, housing, institution, etc.	PLMT	DISAST OAA III B	1 placement
Program Development: Activities directly related to either the establishment of a new service(s); or the improvement, expansion or integration of an existing service(s). The two major characteristics of program development are activities which: (1) Are intended to achieve specific service(s) goal and/or (2) Activities that must occur during a specifically defined and limited period of time rather than cyclical or ongoing. Program development is intended for AAA internal activities only.	None as activity should not be on UAI/UPR plan of care.	OAA III B	1 staff hour
Provision of Educational Activities for the Prevention of Depression	PAPD	OAA III D*	1 session
Recreation: To participate in activities, such as sports, performing arts, games, and crafts, either as a spectator or as a performer, facilitated by a provider.	RECR	OAA III B	1 session
Repair/Maintenance/Renovation: Services designed to enable older individuals to maintain their homes, to adapt homes to meet the needs of older individuals, to prevent unlawful entry into residences, through structural modifications or alterations of such residences. This list could include wheelchair ramp, interior/exterior doorway widening, stairways, stair handrails, porch repair, and counter/cabinet heights.	RMNR	DISAST OAA III B OAA III E SCA	1 dollar
Residential Supports: Funding for Non-HCBS I/DD funded Residential Supports that provide assistance, acquisition, retention and/or improvement in skills related to activities of daily living.	RESS	DDSA	1 day
Respite: Enables caregivers including grandparent or relative caregivers to be temporarily relieved from their caregiving responsibilities. Respite care is considered to be temporary, substitute supports or living arrangements to provide a brief period of relief or rest for caregivers. It can be in the form of in-home respite, adult day care, and institutional respite for an overnight stay on an intermittent, occasional, or emergency basis. Grandparent/relative caregiver respite may include day care, after school or camp activities. Respite cannot be provided for more than seven (7) consecutive days.	RRRR	OAA III E	1 hour
Respite Care: Provides temporary relief for primary caregivers of customers. This service may be provided for varied periods of time in a location agreed to by the customer, caregiver, and, when involved, the case manager. This service may include: (a) Supervision to assist an individual in accomplishing activities of daily living and supervision/physical assistance for the instrumental activities of daily living of meal preparation, assisting customer with the use of the telephone, laundry, and housekeeping. (b) Response to emergency situations by calling 911 or appropriate emergency community assistance.	RESP	DISAST OAA III B SCA	1 hour

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Respite Care – Children: Purchase of 1:1 respite care and is designed to provide temporary relief for the primary caregiver(s) for the person (18 years of age and under). This service may be provided for varied periods of time in a location agreed to by the customer, caregiver, and when involved, the case manager. This service may include: a) Supervision to assist the person in accomplishing activities of daily living and supervision/physical assistance for the instrumental activities of daily living, meal preparation, assisting with the use of the telephone, laundry, and housekeeping. b) Response to emergency situations by calling 911 or appropriate emergency community assistance.	CRSP	DISAST DDSA	1 hour
Respite Care – Children (Group): Purchase of group respite care designed to provide temporary relief for the primary caregiver(s) for the person (18 years of age and under). Respite may be provided for day care, after school and or camp activities. Respite cannot be provided for more than seven (7) consecutive days.	CRSPG	DISAST DDSA	1 dollar
Respite Care – I/DD Adult: Purchase of 1:1 respite care and is designed to provide temporary relief for the primary caregiver(s) for the person (18 years of age or older). This service may be provided for varied periods of time in a location agreed to by the customer, caregiver, and when involved, the case manager. This service may include: a) Supervision to assist the person in accomplishing activities of daily living and supervision/physical assistance for the instrumental activities of daily living, meal preparation, assisting with the use of the telephone, laundry, and housekeeping. b) Response to emergency situations by calling 911 or appropriate emergency community assistance.	ARSP	DISAST DDSA	1 hour
Respite Care – I/DD Adult (Group): Purchase of group respite care designed to provide temporary relief for the primary caregiver(s) for the person (18 years of age or older). Respite may be provided for day care, after school and or camp activities. Respite cannot be provided for more than seven (7) consecutive days.	ARSPG	DISAST DDSA	1 dollar
Screening: A routine health screening activity to detect or prevent illnesses such as high blood pressure, hearing, vision, glaucoma, diabetes, cholesterol, cancer, and also includes medication management, depression and nutrition screening. These activities are NOT part of any assessment or registration conducted to determine either a customer's need or eligibility for a service.	SCRN	DISAST OAA III B OAA III D*	1 screening
Senior Center Facilities: Those multipurpose senior center facilities that are altered, renovated, or acquired fiscal year to date. This includes alteration and renovation of existing senior centers as well as facilities that were not previously used as multi-purpose senior centers. This activity would not be listed on a UAI or UPR plan of care.	SCFC	OAA III B	1 senior center altered, renovated, or acquired
Shopping: Providing assistance in the purchase of clothing, medical supplies, food items, household items and/or recreational materials for a customer.	SHOP	DISAST OAA III B	1 round trip
Sleep Cycle Support: This service provides non-nursing physical assistance and/or supervision during the customer's normal sleeping hours in the customer's place of residence, excluding nursing facilities and boarding care facilities. This service could include physical assistance or supervision with toileting, transferring and mobility; and prompting and reminding of medication.	MASC	SCA	6-12 hours
Supervision: Overseeing actions and/or behavior of a customer to safeguard his or her rights and interests for the purposes of protection against harm to self or others.	SPRV	DISAST OAA III B	1 hour

Activity Definition	Activity (Service) Code	KDADS Administered Funding Sources	Unit Definition
Supported Employment: Competitive work in an integrated setting with on-going support services for people who have an Intellectual and/or Developmental Disability. The following supported employment activities are designed to assist persons in acquiring and maintaining supported employment: individualized assessment, individualized job development and placement, on-the-job training, ongoing monitoring, ongoing support services necessary to ensure job retention, and training in related skills essential to secure and retain employment.	DSPSE	DISAST DDSA	1 dollar
Support Groups: Activities that organize and maintain support groups that provide assistance to caregivers and their families in making decisions and solving problems relating to their caregiving roles. Providing guidance or instructions on organizing support groups.	SUPG	OAA III E	1 event
Telephoning: Telephoning the customer in order to provide comfort or help.	TPHN	DISAST OAA III B	1 call
Transportation – Assisted (OAA): Provision of assistance, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.	ASTR	DISAST OAA III B	1 one way trip
Transportation – OAA: Provision of a means of going from one location to another. Does not include any other activity.	TRNS	DISAST OAA III B DDSA	1 one way trip
Transportation: Provision of a means of going from one location to another. This activity may include assisted transportation or non-assisted transportation.	TRAN	DISAST SCA OAA III E	1 dollar
Transportation – Capital: Cost of one time purchase of a vehicle(s) that are used to provide transportation to consumers or for use by staff to support consumer services. May include matching funds for KDOT grants for purchase of vehicles.	TRANC	DISAST DDSA	1 purchase
Transportation – On Going Expense: On-going expenses related to providing transportation services to consumers (may include leasing costs, fuel and/or other operating expenses).	TRANO	DISAST DDSA	1 dollar
Transportation Stipends: Stipends paid to providers to defray transportation costs for consumers. May include subsidies to providers, and public transportation fares.	TRSTP	DISAST DDSA	1 dollar
Treatment: Care provided by a licensed health professional subsequent to assessment and diagnosis of a physical, oral, mental problem or condition. Includes rehabilitative care such as physical, speech/hearing, and occupational therapies.	TREMT	DISAST OAA III B	1 visit
Utilities: The payment of a utility bill in order to keep the customer in their home or payment of installation and/or hook-up charges for utilities. Examples: electric, phone, water, gas, propane, etc. This does not include any charges with LifeLine or similar device.	UTIL	DISAST	1 dollar
Visiting: A visit to the customer in order to comfort or help.	VIST	DISAST OAA III B	1 visit

LISTING OF ADDITIONAL SUPPORT/SERVICES NOT ADMINISTERED BY KDADS

SUPPORT/SERVICE	CODE
<i>Acute Care Cost:</i> A monthly cost, determined by SRS, added to all HCBS/FE plans of care to cover immediate and short term costs such as hospital stays, physician appointments and pharmacy.	ACCC
<i>Acting on Behalf, DPOA for HC, Legal Guardian:</i> This code is used when the delegation has been activated. Designation may be formal or informal to assist the customer in making decisions or to make the decisions for the customer.	AOBS
<i>Case Management – Intern:</i> Assistance either in the form of access or care coordination in circumstances where the older person and/or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers. Activities of Intern case management include advocacy, arranging services, coordinate the provision of services among providers, follow-up, resource development, and case record maintenance.	CMGTI
<i>Community Developmental Disability Organization Services:</i> Services provided by an agency responsible for services and supports provided to children and adults with developmental disabilities.	CDDO
<i>Community Mental Health Center Services:</i> Community-based, mental healthcare centers provide a variable range of services, including inpatient, outpatient, emergency, partial hospitalization, consultation, education, case management, drop-in centers and vocational rehabilitation programs.	CMHC
<i>Family Caretaker:</i> A variety of service(s) and/or support provided by non-paid family members. Generally, the family members themselves arrange a very flexible and changeable schedule.	FCTKR
<i>Financial Management:</i> Service and/or support provided by a non-paid family member to plan, direct, or coordinate accounting, investing, banking, insurance, securities, bill payments, or other financial activities.	FMGT
<i>Skilled Nursing:</i> Short term medical care in a person's home as needed. Examples include medication assistance, wound care, IV therapy, etc.	NRSN
<i>Veteran's Benefits:</i> Services available to individuals or dependents of individuals who served during wartime in the United States Military. Examples can include cash assistance, prescription drug coverage, and other medical coverage.	VBEN

APPENDIX G
HIPAA RULES

BUSINESS ASSOCIATE ADDENDUM

DEFINITIONS

1.1 The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

(a) **Business Associate**. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103.

(b) **Covered Entity**. “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Sedgwick County.

(c) **HIPAA Rules**. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

Business Associate agrees to:

2.1 not Use or Disclose Protected Health Information other than as permitted or required by the Agreement or as Required By Law;

2.2 Use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic Protected Health Information, to prevent Use or Disclosure of Protected Health Information other than as provided for by this Agreement;

2.3 report to covered entity any Use or Disclosure of Protected Health Information not provided for by the Agreement of which it becomes aware, including Breaches of Unsecured Protected Health Information as required at 45 CFR 164.410, and any Security Incident of which it becomes aware, as further provided for in Par. 12.1, *et seq.*;

2.4 mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement;

2.5 in accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any Subcontractors that create, receive, maintain, or transmit Protected Health Information on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information;

2.6 make available Protected Health Information in a Designated Record Set to the Covered Entity as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.524;

2.7 make any amendment(s) to Protected Health Information in a Designated Record Set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526 or take other measures as necessary to satisfy Covered Entity's obligations under 45 CFR 164.526;

2.8 make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules; and

2.9 maintain and make available the information required to provide an accounting of Disclosures to the Covered Entity as necessary to satisfy covered entity's obligations under 45 CFR 164.528.

PERMITTED USES AND DISCLOSURES BY ASSOCIATE

3.1 Except as otherwise limited in this Agreement, Business Associate may only Use or Disclose Protected Health Information on behalf of, or to provide services to, Covered Entity for the purposes of the contractual relationship, if such Use or Disclosure of Protected Health Information would not violate the Privacy Rule if done by Covered Entity or the Minimum Necessary policies and procedures of the Covered Entity.

SPECIFIC USE AND DISCLOSURE PROVISIONS

4.1 Except as otherwise limited in this Agreement, Business Associate may Use Protected Health Information for the proper management and administration of the Business Associate or to carry out the contractual or legal responsibilities of the Business Associate.

4.2 Business Associate may Use or Disclose Protected Health Information as Required By Law.

4.3 Business Associate agrees to make Uses and Disclosures and requests for Protected Health Information consistent with Covered Entity's Minimum Necessary policies and procedures.

4.4 Business Associate may Disclose Protected Health Information for the proper management and administration of Business Associate or to carry out the legal responsibilities of the Business Associate, provided the Disclosures are Required By Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and Used or further Disclosed only as Required By Law or for the purposes for which it was Disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been Breached.

4.5 Business Associate may provide Data Aggregation services relating to the Health Care Operations of the covered entity.

4.6 Business Associate may Use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with § 164.502(j)(1).

OBLIGATIONS OF COVERED ENTITY

5.1 Covered Entity shall notify Business Associate of any limitation(s) in its Notice of Privacy Practices of Covered Entity in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's Use or Disclosure of Protected Health Information.

5.2 Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to Use or Disclose Protected Health Information, to the extent that such changes may affect Business

Associate's Use or Disclosure of Protected Health Information.

5.3 Covered Entity shall notify Business Associate of any restriction to the Use or Disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's Use or Disclosure of Protected Health Information.

PERMISSIBLE REQUESTS BY COVERED ENTITY

6.1 Covered Entity shall not request Business Associate to Use or Disclose Protected Health Information in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Covered Entity. If necessary in order to meet the Business Associate's obligations under the Agreement, the Business Associate may Use or Disclose Protected Health Information for Data Aggregation, management and administrative activities, or contractual or legal responsibilities of Business Associate.

TERM

7.1 *Term.* The Agreement shall be effective as of date of execution of the Agreement by the parties, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, has been returned to Covered Entity or, at Covered Entity's option, is destroyed, or, if it is infeasible to destroy Protected Health Information, the protections are extended to such information, in accordance with the termination provisions in this Agreement.

MISCELLANEOUS

8.1 A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.

8.2 The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the HIPAA Rules.

8.3 Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the HIPAA Rules.

8.4 In addition to any implied indemnity or express indemnity provision in the Agreement, Business Associate agrees to indemnify, defend and hold harmless the Covered Entity, including any employees, agents, or Subcontractors against any actual and direct losses suffered by the Indemnified Party(ies) and all liability to third parties arising out of or in connection with any breach of this Agreement or from any negligent or wrongful acts or omissions, including failure to perform its obligations under the HIPAA Rules, by the Business Associate or its employees, directors, officers, Subcontractors, agents, or other members of its workforce. Accordingly, upon demand, the Business Associate shall reimburse the Indemnified Party(ies) for any and all actual expenses (including reasonable attorney's fees) which may be imposed upon any Indemnified Party(ies) by reason of any suit, claim, action, proceeding or demand by any third party resulting from the Business Associate's failure to perform, Breach or other action under this Agreement.

SECURITY RULE REQUIREMENTS

9.1 Business Associate agrees, to the extent any Protected Health Information created, received, maintained or transmitted by or in electronic media, also referred to as electronic protected health care information, as defined by 45 CFR § 160.103, that it will only create, maintain or transmit such information with appropriate

safeguards in place.

Business Associate shall therefore: implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic protected health care information; ensure that any agent, including Subcontractors, to whom it provides such information shall agree to also implement reasonable and appropriate safeguards to protect the information; and report to the Covered Entity any Security Incident, as that term is defined by 45 CFR § 164.304, of which it becomes aware.

TERMINATION

10.1 Business Associate authorizes termination of this Agreement by Covered Entity, if Covered Entity determines Business Associate has violated a material term of the Agreement and Business Associate has not cured the breach or ended the violation within the time specified by Covered Entity.

EFFECT OF TERMINATION

11.1 Upon termination of this Agreement for any reason, Business Associate shall return to Covered Entity or, if agreed to by Covered Entity, destroy all Protected Health Information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, that the Business Associate still maintains in any form. Business Associate shall retain no copies of the Protected Health Information.

Provided however, Business Associate may retain Protected Health Information if necessary for management and administration purposes or to carry out its legal responsibilities after termination of the Agreement.

Upon termination of this Agreement for any reason, Business Associate, with respect to Protected Health Information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, shall:

- retain only that Protected Health Information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;

- return to Covered Entity or, if agreed to by Covered Entity, destroy the remaining Protected Health Information that the Business Associate still maintains in any form;

- continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic Protected Health Information to prevent Use or Disclosure of the Protected Health Information, other than as provided for in this Section, for as long as Business Associate retains the Protected Health Information;

- not Use or Disclose the Protected Health Information retained by Business Associate other than for the purposes for which such Protected Health Information was retained and subject to the same conditions set out at in this Agreement which applied prior to termination;

- return to Covered Entity or, if agreed to by Covered Entity, destroy the Protected Health Information retained by Business Associate when it is no longer needed by Business Associate for its proper

management and administration or to carry out its legal responsibilities; and

provided, however, that nothing in this section 11.1 shall apply in the case of PHI remaining in its possession which Business Associate determines it is not feasible to return or destroy. Business Associate shall extend the protection of this Agreement to such PHI and limit further uses and disclosure of such PHI.

The obligations of Business Associate under this Agreement shall survive the termination of this Agreement.

NOTIFICATION OF BREACH

12.1 To the extent Business Associate accesses, maintains, retains, modifies, records, stores, destroys, or otherwise holds, Uses, or Discloses Unsecured Protected Health Information, it shall, following the discovery of a Breach of such information, notify the Covered Entity of such Breach. Such notice shall include the identification of each Individual whose Unsecured Protected Health Information has been, or is reasonably believed by the Business Associate to have been, Used, accessed, acquired, or Disclosed during such Breach. The Business Associate shall provide the Covered Entity with any other available information that the Covered Entity is required to include in notification to the Individual under 45 C.F.R. § 164.404(c) at the time of the required notification to the Covered Entity, or as promptly thereafter as the information is available.

12.2 For purposes of this section, a Breach shall be treated as discovered by the Business Associate as of the first day on which such Breach is known to such Business Associate (including any person, other than the Individual committing the breach, that is an employee, officer, or other agent of such associate) or should reasonably have been known to such Business Associate (or person) to have occurred by the exercise of reasonable diligence.

12.3 Subject to section 12.4, all notifications required under this section shall be made without unreasonable delay and in no case later than 60 calendar days after the discovery of a Breach by the Business Associate involved in the case of a notification required under section 12.2. The Business Associate involved in the case of a notification required under section 12.2, shall have the burden of demonstrating that all notifications were made as required under this part, including evidence demonstrating the necessity of any delay.

12.4 If a law enforcement official determines that a notification or notice required under this section would impede a criminal investigation or cause damage to national security, such notification or notice shall be delayed in the same manner as provided under section 164.528(a)(2) of title 45, Code of Federal Regulations, in the case of a Disclosure covered under such section.

If a law enforcement official states to the Business Associate that any notification or notice would impede a criminal investigation or cause damage to national security, the Business Associate shall:

- (a) If the statement is in writing and specifies the time for which a delay is required, delay such notification or notice for the time period specified by the official; or
- (b) If the statement is made orally, document the statement, including the identity of the official making the statement, and delay the notification or notice temporarily and no longer than 30 days from the date of the oral statement, unless a written statement as described in (a) is submitted during that time.

PROHIBITION ON SALE OF ELECTRONIC HEALTH RECORDS OR PROTECTED HEALTH INFORMATION.

13.1 Except as provided in section 13.2, the Business Associate shall not directly or indirectly receive remuneration in exchange for any Protected Health Information of an Individual unless the Covered Entity has obtained from the Individual, in accordance with section 164.508 of title 45, Code of Federal Regulations, a valid authorization that includes, in accordance with such section, a specification of whether the Protected Health Information can be further exchanged for remuneration by the entity receiving Protected Health Information of that Individual.

13.2. Section 13.1 shall not apply in the following cases:

- (a) The purpose of the exchange is for public health activities (as described in section 164.512(b) of title 45, Code of Federal Regulations).
- (b) The purpose of the exchange is for research (as described in sections 164.501 and 164.512(i) of title 45, Code of Federal Regulations) and the price charged reflects the costs of preparation and transmittal of the data for such purpose.
- (c) The purpose of the exchange is for the treatment of the Individual, subject to any regulation that the Secretary may promulgate to prevent Protected Health Information from inappropriate access, Use, or Disclosure.
- (d) The purpose of the exchange is the health care operation specifically described in subparagraph (iv) of paragraph (6) of the definition of healthcare operations in section 164.501 of title 45, Code of Federal Regulations.
- (e) The purpose of the exchange is for remuneration that is provided by the Covered Entity to the Business Associate for activities involving the exchange of Protected Health Information that the Business Associate undertakes on behalf of and at the specific request of the Covered Entity pursuant to the Agreement.
- (f) The purpose of the exchange is to provide an Individual with a copy of the Individual's Protected Health Information pursuant to section 164.524 of title 45, Code of Federal Regulations.
- (g) The purpose of the exchange is otherwise determined by the Secretary in regulations to be similarly necessary and appropriate as the exceptions provided in subparagraphs (a) through (f).

(Business Associate Addendum, version revised on 2-9-16)

APPENDIX H

Complaint Policy & Form

SAMPLE FORMS: Formal Complaint Form

Definition of a formal complaint: A formal complaint would be any complaint about services, providers, or employees that would fall outside the normal scope of business.

EXAMPLES:

Non-Formal Complaint

Provider complains that they do not like how long it takes the county to process payments.

Client does not like case manager due to personal reasons.

Client complains and wants to change providers because another provider has better service.

Formal Complaint

Someone reports seeing departmental personnel drinking during work hours.

Client reports physical abuse by staff.

Client reports a theft by a provider service.

Procedure for a formal complaint:

1. Notify the Program Manager who is in charge of the area the complaint falls in. In the event the complaint is against a Program Manager, the Executive Director should be the only person notified.
2. Complete a Formal Complaint Form detailing the complaint and/or incident.
3. The Executive Director will investigate the complaint and assign team members the responsibility to obtain all information needed to resolve the complaint.
4. If it is determined by the Executive Director that the complaint will involve legal ramifications, it will be turned over to the legal department along with a copy of all records involved.
5. The Executive Director will issue a timely, written response to the individual addressing his/her concern and detailing any actions taken.
6. Upon resolution of a complaint all records will be turned over to the Executive Directors Administrative Specialist to be placed in a locked file.

Formal Complaint Form

Date Received:		Received By:	
Name: (Last, First, Middle)			
Address:			
City		State:	
Zip Code:		Home Phone:	
Business Phone:		Cell	

Does the complainant want to be contacted?

Check One

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

Details:	

Investigation:	
Comments:	

Team Members:	Name:		Position:	
	Name:		Position:	
	Name:		Position:	
	Name:		Position:	
	Name:		Position:	

Resolved:	
Comments:	

Reviewed/Resolved By: (Please list all employees involved.)	Name:		Position:	
	Name:		Position:	
	Name:		Position:	
	Name:		Position:	