



# Care Management Transition to In-Home Aide III

Guilford County Department of Health and Human  
Services – Division of Social Services

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November 2016

# Overview

Both the Care Management program managed by Public Health and the In-Home Aide Unit managed by DSS is charged with the delivery of vital services for aged and disabled adults who currently live in the community and wish to remain in an independent living setting rather than face premature placement into an alternative living setting, such as an assisted living facility. DSS and PH have both traditionally provided these in-home services.



Program	In Home Aide 3	Care Management
	8-10 hours IHA/per week	10 hours IHA/week
INQUIRY/WAIT LIST DATA	17	45
Caseload Numbers	13	38
SERVICE CRITERIA	Home Management And Personal Care - Dependent in 3 or more ADL's and IADL's 4 or more impairments	Need for assistance with three or more activities of daily living - Must have a complex medical need.
PRIORITY/ CRITERIA	<ul style="list-style-type: none"> <li>• Substantiated APS cases</li> <li>• At risk for abuse and neglect</li> <li>• At risk for placement based on ADL need</li> <li>• Three or greater ADL's</li> <li>• Less extensive ADL's one to two</li> </ul>	<ul style="list-style-type: none"> <li>• Substantiated APS cases</li> <li>• At risk for abuse and neglect</li> <li>• At risk for placement</li> <li>• Three or greater ADL's</li> </ul>
INQUIRY/WAIT LIST	Wait list 1st come 1 <sup>st</sup> serve	Wait list 1st come 1 <sup>st</sup> serve RN reviews inquiries for waitlist appropriate-ness
PRIORITY	APS – Cases with APS involvement take priority and are moved to the top of the wait list.	APS
INQUIRY/ WAITLIST MANAGEMENT	Every Six Months	Quarterly
SERVICE ASSESSMENT	Determined by attrition and budget after Administrative assistance reviews availability	Determined by attrition and budget after monthly staff meeting and consultation with budget officer
CASE ASSESSMENT	RN and SW completes portions of the assessment	RN and SW
ASSESSMENT TIME FRAMES	7 business days	12 business days
SERVICE IMPLEMENTA-TION	5027- Approval form to client, Purchase of service to provider (provider has seven days to start).	Approval letter to the client and Service Authorization to IHA providers
MONITORING	Quarterly and as needed by SW and RN	Quarterly and as needed by SW and RN
CONTRACTS	Request for proposals through Guilford County Purchasing (RFP) every three years, annual renewal of contracts. - Five providers (2 overlapping with Health Department)	Contract is issued per request of providers and service needs. Annual renewal of contracts. - Eight providers (two overlapping providers with DSS)
FUNDING	HCCBG and SSBG for under 60	HCCBG
BILLING	Invoices received weekly from all providers and accuracy of units confirmed by Administrative assistant/Budget Officer based on purchase of service agreement and forwarded to DSS accounting office and to Finance for payment.	Invoices received from providers and accuracy of units confirmed by RN or SW, if accurate sent to Accounting Technician who forwards to Finance Department for payment, Copies are also sent to Budget Officer.

# Careful Considerations of both Programs

- The Guilford County Commission on Aging (COA) began to look at possible overlaps in funded services. Meetings were held with DHHS - Public Health and DSS.
  - Cost Efficiency
  - Monitoring Standards
  - Maximization of Funding
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- September 22, 2016 the COA decided to move HCCBG funding to DSS In Home Aide Level III effective July 2017.



# What does this mean?

- With the transition, DSS will absorb approximately 40 clients that are currently being served under the program and the wait listed clients.
- With current caseloads, AASD staff will be responsible for providing in-home care services to more than 150 disabled adults.



# Needs to Effectively Manage the Program

- (1) Full-Time Nurse
- (1) Full-Time Social Worker II
- Administrative Support
- All funding from HCCBG



# Funding

- Home and Community Care Block Grant (HCCBG)
  - Total funding from HCCBG to fund the Department of Health & Human Services (DHHS) In-Home Aide and Care Management programs is \$993,210 (not including transportation).
    - \$315,915 - Public Health
    - \$677,295 - DSS
- Funds transferred from Public Health to DSS to fund salary of Social Worker II.
  - These funds will be available through the termination of Public Health's contract with Senior Resources and the realignment of services.



# Staffing

- DSS received (1) FT Nurse position from Public Health.
- DSS will be able to absorb administrative needs for the program within the agency.
- Request for (1) FT Social Worker II





# Job Scope of the Social Worker II

- Social Worker II
  - Serves as the primary case manager for the 38-40 clients transferring with the program.
  - Responsible for completing thorough assessments annually and at least quarterly reviews of the client services and needs in conjunction with the nursing services



# NC DAAS Requirements for the Provision of Services

- Funding regulations of Social Services Block Grant (SSBG)
- Home and Community Care Block Grant (HCCGB)
- Consumer Contribution requirements
- Individual programmatic requirements



# Transition Timeline

Nov 2016

- Notify Vendors
- Ongoing Communication with Existing Staff

Dec 2016

- Notify Clients
- Staff Positions
- Transfer of Medical Records
- Assessment Process
- Transfer ARMS data

Jan 2017

- Official Transition Date
- Transfer of Money
- Transfer Wait List



# Request for Approval

- (1) FT Social Worker II position
- Authorize staff to make the required amendments to Public Health and Social Services division budgets.



# Questions??

