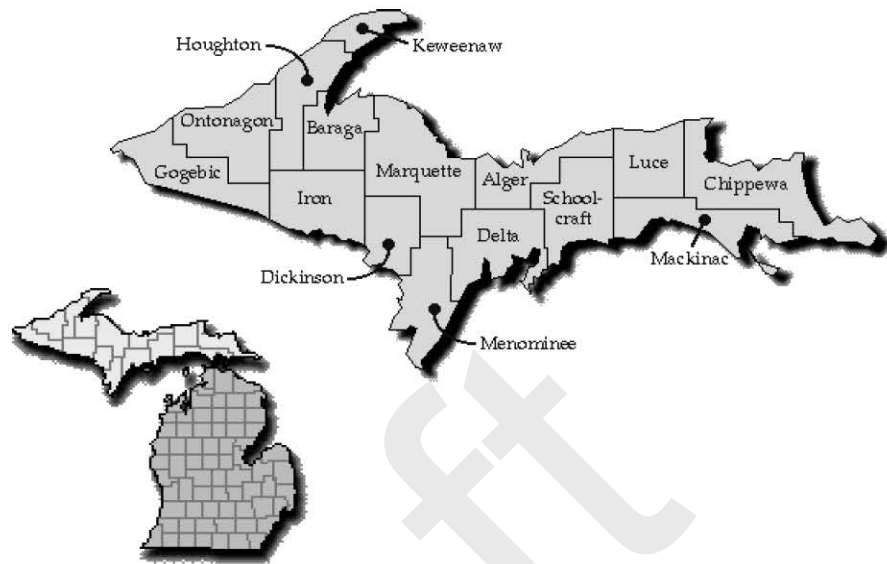


2023—2025 Multi Year Plan
FY 2024 ANNUAL IMPLEMENTATION PLAN
U.P. AREA AGENCY ON AGING UPCAP SERVICES, INC. 11



Planning and Service Area

Alger, Baraga, Chippewa, Delta,
Dickinson, Gogebic, Houghton, Iron,
Keweenaw, Luce, Mackinac, Marquette,
Menominee, Ontonagon, Schoolcraft

**U.P. Area Agency on Aging
UPCAP Services, Inc.**

2501 14th Avenue South
P.O. Box 606

Escanaba, MI 49829

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800-338-7227 (toll-free)

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STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Table of Contents

Executive Summary

County/Local Unit of Government Review

Public Hearings

Regional Service Definitions

Access Services

Direct Service Request

Regional Direct Service Request

Approved MYP Program Development Objectives

2024 Program Development Objectives

Supplemental Documents

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Executive Summary

Include a summary that describes the AAA and the implementation plan including a brief description of the PSA (to include older adults in greatest economic need, minority, and/or non-English speaking), the AAA's mission, and primary focus for FY 2024.

Instructions

Please include in the Executive Summary a brief description of the following: The PSA and any significant changes to the current area plan.

A.) Any significant new priorities, plans or objectives set by the AAA for the use of (OAA) and state funding during FY 2024. If there are no new activities or changes, note that in your response.

B.) Any permanent changes to the AAA's operations based on the COVID-19 pandemic. In addition, please describe how the AAA is utilizing its American Rescue Plan Act (ARPA) funding.

C.) Current information about contingency planning for potential reduced federal funding (if plans include the pursuit of alternative funding, identify specific funding sources).

D.) A description of progress made through advocacy efforts to date and focus of advocacy efforts in FY 2024.

E.) A brief description of AAA's successes over the past year and any anticipated challenges for FY 2024.

Executive Summary:

In 1974, UPCAP Services, a non-profit multi-purpose human services organization, was designated as the Upper Peninsula Area Agency on Aging (UPAAA). A 7 member Board of Directors serves as the AAA Policy Board and a 17-member Advisory Council assists the UPAAA in accomplishing its mission of serving the U.P.'s elderly. The UPAAA's Policy Board is composed of senior citizens, elected officials, leading local citizens representing U.P. counties, and other members of the private sector. In addition, the Board appoints an Advisory Council, composed primarily of senior citizens age 60 and older, who are eligible participants in programs under the Area Agency's Area Plan. Advisory Council members also include individuals representing the low-income elderly, those with disabilities, minority groups, health care and advocacy organizations, and the general public. These individuals meet at least six times a year to advocate for senior programs and needs, conduct public hearings, aid in the development of the Area Plan, and review and comment on policies, programs, and legislation affecting the elderly. The UPAAA is a regional focal point for aging services and programs for persons with disabilities. The mission of the Area Agency on Aging is to serve as a leader relative to all aging issues on behalf of older persons in the 15 counties of the Upper Peninsula of Michigan. With the help of its partners, the UPAAA carries out a wide range of functions related to advocacy, planning, coordinating, inter-agency linkages, resource and program development, information sharing, brokering, monitoring and evaluation; and is designed to lead to the development of comprehensive and coordinated systems serving each community within the region. These systems are intended to assist older persons in leading independent, meaningful and dignified lives in their own homes and communities for as long as possible.

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

A.) Any significant new priorities, plans or objectives set by the AAA for the use of (OAA) and state funding during FY 2024. If there are no new activities or changes, note that in your response

The UPAAA has received additional funding from the Michigan Health Endowment Fund to enhance our current Caregiver Resource Center (CRC). This funding will help increase awareness of Caregiver Resources to all residents of our Region. The mission of the Upper Peninsula Caregiver Resource Center is to help maintain and improve quality of life for family caregivers and those they care for by providing information, education, support and resources. This is an expansion of a previous objective listed in the FY2023 MYP Application.

The UPAAA will be exploring a Community Option for Non-Emergency Medical Transportation (NEMT) for the upcoming year and will be looking for community partners to join. The UPAAA will also be pursuing additional fund sources and grants to help get the program up and running. This is a continuation of a previous objective listed in the FY2023 MYP Application

The UPAAA has facilitated the use of Drop Ship (Mom's Meals/Homestyle Direct) in our Region to ensure those in rural areas, without Home Delivered Meal options can have access to nutritious and easily accessible meals. This is a continuation of a previous objective listed in the FY2023 MYP Application.

The UPAAA will continue to partner with local Tribal entities for Aging services across our region and will actively pursue contracts, Memorandums of Understanding and any unique opportunities to expand aging services to our UP Tribal members and their caregivers. Currently, the UPAAA has contracts for In-Home services with three of the five recognized tribal governments in the Upper Peninsula, and we have active working partnerships with the remaining two tribal entities.

B.) Any permanent changes to the AAA's operations based on the COVID-19 pandemic. In addition, please describe how the AAA is utilizing its American Rescue Plan Act (ARPA) funding.

Nutrition:

*Initiate a direct service purchase arrangement with ARPA funds to reach homebound individuals that are unable to be served by current providers and traditional methods.

*Supporting and encouraging nutrition providers to provide curbside 'grab and go' service at congregate meal sites and additional hot, frozen and shelf-stable meals to anyone age 60 and over who needed them

*Worked with ACLS the Bureau on creating a service standard for "Grab and Go" meals across the State to continue after the end of the Public Health Emergency;

*Advocated for, promoted, and assisted in providing 'premium' pay to all in-home workers who continue to work throughout the pandemic to serve our most vulnerable population;

*Expanding the use of Drop Ship (Mom's Meals/Homestyle Direct) in our Region to ensure those in rural areas, without Home Delivered Meal options can have access to nutritious and easily accessible meals.

Health and Wellness Programs

*Continue to provide programs to promote health and wellness via social media, webcasts, and interactive internet meetings;

*Virtual health & wellness classes such as Walk with Ease, and partnered with other regions to offer virtual Personal Action Towards Health classes; Caregiver Support services continue to be offered virtually as well, in addition to in person.

*Partnered with the MIHEF to continue to provide outreach, education and resources for vaccination efforts that will continue past the end of the Public Health Emergency.

Caregiver Resources

*UPCAP maintains a separate webpage with updated resources, a caregiver blog and an on-line support group in order to provide more information and support to caregivers throughout the region.

*We will continue to provide the Dementia Caregiving Series in an on-line classes format for family

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

members who are caring for a person with a dementia-related illness, such as Alzheimer's Disease. The program has been proven to reduce caregiver stress by providing caregivers with useful tools and information;

**The UPAAA along with our partner agencies and local law enforcement agencies is researching and reaching out to expand/begin LifeTracker programs in the Upper Peninsula. As we serve a population that is remote and experiences extreme weather conditions regularly, this service would provide an additional level of safety and security for caregivers across the Upper Peninsula. We are looking at using ARPA funds to provide/expand this service across the UP.*

**MMAAP services continue to be provided via telephone and virtual meetings for both counselor and beneficiary information;*

C.) Current information about contingency planning for potential reduced federal funding (if plans include the pursuit of alternative funding, identify specific funding sources).

The UPAAA has considered this very carefully, and has determined that the following may happen if a 10% reduction in funding occurs:

·Payments to community partners/providers would be reduced overall.

The number of people currently assisted would be reduced, due to an increased need to further prioritize services for those most in need. Additionally, some people who do not meet the highest priority screening may lose current services.

Some services that are considered to be 'non-essential' may no longer be offered, such as homemaking.

D.) A description of progress made through advocacy efforts to date and focus of advocacy efforts in FY 2024

The following advocacy strategies were formulated from a variety of sources. Input was solicited through surveys and discussions at public input sessions and public hearings. In addition, the UPAAA received input from County Commissioners through its role as administrator for the U.P. Association of County Commissioners. Additional issues were presented through other required collaborations and advisory boards. The AAA will continue to promote, support, and advocate for programs and services that are person-centered, evidenced-based, and community-based. The AAA will advocate for increased capacity and expanded access to the MI Choice Program and other community-based long term care options to meet the needs of a rapidly increasing aging population. The AAA will advocate for increased funding from the Older Americans and Older Michiganian's Acts in line with increased cost of providing services and meeting the needs of older adults utilizing these funds. The AAA will continue to play a role in Michigan's Dual Eligible Medicaid/Medicare Integrated Care Initiative, building on its relationships with key stakeholders with the goal of promoting and securing seamless service delivery for Integrated Care in the region. The AAA will continue to advocate for the provision of adequate funding for non-emergency medical and non-medical transportation and to promote the service as an essential component to low-income and rural consumers. The AAA will continue to work in collaboration with groups representing and advocating for the prevention and treatment of chronic conditions and disabilities, including: UP Diabetes Outreach Network (UPDON), MI Arthritis Foundation, U.P. Alzheimer's Association, MSU Extension, local Health Plans, Superior Alliance for Independent Living (SAIL), and others to develop and conduct evidenced-based disease prevention programs throughout the region. The AAA will advocate for the provision of additional funding and support for preventive services, including home injury control, elder abuse prevention, caregiver education and training, chore services, and nutrition and wellness (EBDP) programs. The AAA will promote, support and advocate for adequate wages and training for direct care workers, in order to overcome in-home worker shortages and meet the increasing needs of older adults who want to age in place. The AAA will advocate for continuation and expansion of the MI

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Medicare/Medicaid Assistance Program (MMAP). Through MMAP, trained volunteers provide information and counseling to Medicare beneficiaries concerning Medicare and Medicaid eligibility, enrollment and coverage, medical bills, prescription drug coverage, and supplemental and long term care insurance at no charge. The AAA will continue to play an active role and advocate for increased affordable housing options including the development of senior housing projects in rural areas and for the increased provision of supportive services in housing facilities. Additional advocacy issues will be selected throughout the multi-year planning cycle based on input received from older adults, service providers, county commissioners, area agency staff, and through input provided by the AAA Advisory Council, Quality Collaborative, ADRC Collaborative, and the UPCAP Board of Directors. Members of these groups will continue their advocacy efforts as in the past, taking positions on various topics and issues of concern to older adults in the region.

The UPAAA has also begun DEI training with our partner network to increase awareness, advocacy and education amongst BIPOC and LGBTQ+ populations. Currently, the UPAAA and our provider network partners and serves a large Native American and Indigenous population. Additionally, the UPAAA has contracts for Aging Services with three of the five recognized tribes in the Upper Peninsula. We have and will continue to partner with all our Tribal entities in whatever aspects we can be of assistance. Two of our five tribal partners have MMAP In Kind MMAP counselors, to assist tribal members who are Medicare beneficiaries; we have partnered with all five tribes to promote and encourage participation in the Food as Medicine Program and will continue to be vocal supporters of Tribal governments.

As a part of data collection on our Aging services recipients, we collect and track non-english speaking individuals across the region. Currently, we have no individuals who do not speak English fluently, but we will continue to track and educate our partners on translation and other options should the need arise.

E.) A brief description of AAA's successes over the past year and any anticipated challenges for FY 2024

Food as Medicine – This large collaborative effort consists of 25 partner organizations and agencies throughout the region committed to the on-going coordination and support of this initiative. The program, generously funded by the Superior Health Foundation of Marquette County, is based on a prescription for health model designed to address and improve food security of individuals that are at risk for or diagnosed with a chronic health condition, face economic barriers to food access and are 18 years of age or older.

Caregiver Resource Center - The mission of the Upper Peninsula Caregiver Resource Center is to help maintain and improve quality of life for family caregivers and those they care for by providing information, education, support and resources.

Vaccine Expansion Grant Opportunity – UPCAP/UPAAA has secured an additional grant to help improve vaccination rates across the UP for COVID, Flu and other diseases. This grant will focus on reaching rural and homebound seniors across the region and works in conjunction with our health departments and physician's offices.

DCW Train the Trainer- As part of our ongoing efforts to increase direct care workers (DCW) across the region, UPCAP/UPAAA is partnering with the IMPART Alliance to get a Train the Trainer (T3) program for providers and DCW, to educate and empower workers across the Upper Peninsula. We know that confident and well trained DCWs will remain longer in their roles and have more job satisfaction when they are given adequate and consistent training opportunities.

Food Bank Council of Michigan - UPCAP has participated in meetings with the Food Bank Council of Michigan to determine the feasibility of partnering with the council to increase food access throughout the UP.

The program would serve food insecure residents throughout the region, with a focus on providing locally sourced produce and dairy products for residents with economic challenges

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

County/Local Unit of Government Review

COUNTY/LOCAL UNIT OF GOVERNMENT REVIEW

The Area Agency on Aging (AAA) must send a request to the chairperson of each County Board of Commissioners. Notification can be sent via U.S. Mail or by electronic means, with delivery and signature confirmation, no later than June 30, 2023. For a Planning and Service Area (PSA) comprised of a single county or portion of the county, approval of the AIP is to be requested from each local unit of government. If the AAA does not receive a response from the county and/or local unit of government by July 20, 2023, the AIP is deemed passively approved. The AAA must notify their Bureau of Aging, Community Living, and Supports (ACLS Bureau) Field Representative by July 21, 2023, whether their counties and/or local units of government formally approved, passively approved, or disapproved the AIP.

The AAA may use electronic communication, including email and website-based documents, as an option for acquiring local government review and approval of the AIP. To employ this option, the AAA must do the following:

- A.) Send a letter through the U.S. Mail, with delivery and signature confirmation, or an email requiring a response confirming receipt to the chief elected official of each appropriate local government advising them of the availability of the final draft AIP on the AAA's website. Instructions for how to view and print the document must be included.
- B.) Offer to provide a printed copy of the AIP via U.S. Mail, or an electronic copy via email, if requested.
- C.) Be available to discuss the AIP with local government officials, if requested.
- D.) Request email notification from the local unit of government of their approval of the AIP or their related concerns.

Instructions

Describe the AAA's efforts, including use of electronic communication, to distribute the AIP to the appropriate county and/or local units of government to gain support.

TRIBAL NOTIFICATION

The Michigan Department of Health and Human Services (MDHHS) has an established relationship of working directly with the Federally Recognized Sovereign Indian Tribes of Michigan (Tribes). As part of this work, MDHHS recognizes the importance of Tribal notification including consultation of the complete AIP for each AAA within their PSA to encourage and foster collaboration between Title III and Title VI programming as outlined in the Older Americans Act (OAA).

AAAs, please send an official notification of your complete AIP for any Tribe(s) within your PSA for their review and consultation. If there are no Tribes within the PSA, please indicate that in your response and if a Tribe crosses more than one PSA, each AAA is still expected to send their AIP. Notification can be sent via U.S. Mail or by electronic means, with delivery and signature confirmation,

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

no later than June 30, 2023. The AAA will notify their ACLS Field Representative by July 21, 2023, of any comments or feedback received from their Tribe(s). If no comments or feedback received, please indicate that in your response.

The AAA may use electronic communication, including email and website-based documents, as an option for Tribe notification and consultation of the AIP. To employ this option, the AAA must do the following:

- A.) Send a letter through the U.S. Mail, with delivery and signature confirmation, or an email requiring a response confirming receipt to the Chairperson of the Tribal Council advising them of the availability of the final draft AIP on the AAA's website. Instructions for how to view and print the document must be included.
- B.) Offer to provide a printed copy of the AIP via U.S. Mail, or an electronic copy via email, if requested.
- C.) Be available to discuss the AIP with Tribal elders and/or Tribal officials, if requested.
- D.) Request email notification from the Tribe of their comments and feedback of the AIP or their related concerns.

Instructions

Describe the AAA's efforts, including use of electronic communication, to distribute the AIP to the appropriate Tribe(s) within your PSA for notification and consultation. Describe any current and future collaborative efforts with Tribe(s) within your PSA. If no collaborative efforts planned, note that in your response.

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Public Hearings

At least one public hearing on the FY 2024 AIP must be held in the PSA. Hearing(s) must be made accessible to all. Persons need not be present at the hearing(s) to provide testimony. E-mail and written testimony must be accepted for at least a 30-day period beginning when the summary of the AIP is made available.

The AAA must post a notice of the public hearing(s) in a manner that can reasonably be expected to inform the public about the hearing(s). Acceptable posting methods include, but are not limited to: paid notice in at least one newspaper or newsletter with broad circulation throughout the PSA; as well as news sources geared toward communities of color, tribal, Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+), immigrant communities and/or other underrepresented groups; presentation on the AAA's website, along with communication via email and social media referring to the notice; press releases and public service announcements; and a notice to AAA partners, service provider agencies, older adult organizations, and local units of government. See *Operating Standards for AAAs, Section B-2 #3*. The public hearing notice should be available at least 30 days in advance of the scheduled hearing. This notice must indicate the availability of a summary of the AIP at least 14 days prior to the hearing, along with information on how to obtain the summary. All components of the AIP should be available for the public hearing(s).

Instructions

Complete the chart below regarding your public hearing(s). Include the date, time, number of attendees and the location and accessibility of each public hearing. Please scan any written testimony (including emails received) as a PDF and upload on this tab.

In addition, the AAA should also upload into AMPS a copy of your official notice and/or press release(s) for a public hearing. Please describe the strategy/approach employed to encourage public attendance and testimony on the AIP. Describe all methods used to gain public input and any impacts on the AIP. Describe how the AAA factored the accessibility issues of the service population and others in choosing the format of the meeting.

Date	Location	Time	Barrier Free?	No. of Attendees



Escanaba, MI 49829
(906) 786-4701 - Fax: (906) 786-5853
www.upcap.org

"Providing guidance and support to U.P. residents since 1961"

March 10, 2023

To: U.P. Service Providers, U.P. Daily Newspapers,
Other Interested Parties

From: Jonathan Mead, Executive Director

Subject: NOTICE OF PUBLIC HEARING: FY 2024 Annual Implementation Plan for Services to Older Adults

Please be informed that public hearings for the FY 2024 Annual Implementation for Services to Older Adults of the Upper Peninsula will be held as follows:

PUBLIC HEARING

**Monday, April 17, 2023
1:30 P.M. EST**

at

UPCAP Services, Inc.
Downstairs Conference Room
2501 14th Ave. South
Escanaba, MI 49829

Or Remotely – either by webinar:

Join Zoom Meeting:

<https://us06web.zoom.us/j/81497584203?pwd=bVp0VG9hT3k3OGVINKYyVHVXRHI0QT09>

Meeting ID: 814 9758 4203
Passcode: 670340

or phone:

Dial by your location:
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 646 931 3860 US
Meeting ID: 814 9758 4203
Passcode: 670340

A draft of the FY 2024 Annual Implementation Plan will be available at the U.P. Area Agency on Aging/UPCAP office within 14 days of the first hearing date. You may call (906) 786-4701, (800) 338-7227 toll-free or simply dial 2-1-1 to request a copy. A draft copy will also be available for viewing at www.upcap.org.

Individuals who are unable to attend the public or virtual hearing may submit written comments to:

Executive Director
UPCAP Services, Inc./ U.P. Area Agency on Aging
P.O. Box 606
Escanaba, MI 49829

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Regional Service Definitions

If the AAA is proposing to fund a new (not previously approved in this multi-year planning cycle) service category that is not included in the Operating Standards for Service Programs, then information about the proposed service category must be included in this section.

Instructions

Enter the new regional service name, identify the service category, and fund source, include unit of service, minimum standards and why activities cannot be funded under an existing service definition.

Service Name/Definition

Rationale (Explain why activities cannot be funded under an existing service definition.)

Service Category	Fund Source			Unit of Service
Access In-Home Community	Title III PartB Title VII State In-home Other _____	Title III PartD State Alternative Care State Respite	Title III PartE State Access	

Minimum Standards

No new Regional Service Definitions requested from Original 2023-2025 Multi-year Plan

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Access Services

Access services may be provided to older adults directly through the AAA without a direct service provision request. These services include Care Transition Coordination & Support; Care Management; Case Coordination and Support; Options Counseling; Disaster Advocacy and Outreach Programs; Information and Assistance; Outreach, with specific attention to outreach with underserved populations, and Merit Award Trust Fund/State Caregiver Support-funded transportation. If the AAA is planning to provide any of the above noted access services directly during FY 2024, complete this section.

Instructions

Select from the list of access services those services the AAA plans to provide directly during FY 2024, and provide the information requested. Specify, in the appropriate text box for each service category, the planned goals and activities that will be undertaken to provide the service.

The Area Plan Grant Budget that is uploaded and saved in AMPS must include each access service to be provided directly in the Direct Service Budget details tab. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and state funds) identified in the Area Plan Grant Budget's Support Services Detail tab. The method of provision must be specified in the Service Summary tab.

Care Management

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2024
Total of Federal Dollars	\$70,000	Total of State Dollars	\$535,212
Geographic area to be served			
All 15 counties in the UP			

Specify the planned goals and activities that will be undertaken to provide the service.

Goal: Over the course of the multi-year planning period, the UPAAA will assist individuals needing nursing facility level of care to remain at home through the provision of Care Management, utilizing a person-centered planning/self-directed care process. This includes the Veterans Self-Directed Home and Community-Based Program in partnership with the Veteran's Administration Medical Center (VAMC) in Iron Mountain, MI.

Activities: 1. The UPAAA will utilize Older Michiganian Act (OMA) resources to provide comprehensive, person-centered Care Management services to individuals who screen eligible for Long Term Care Supports & Services via a standardized screening process. In 2024, the UPAAA will conduct approximately 500 screenings of individuals requesting Long Term Care Supports & Services (LTSS), and conduct initial assessments for an estimated 300 individuals screening eligible for LTSS. The UPAAA will initiate an additional 50 person-centered support and service plans for persons who meet the Nursing Facility Level of Care criteria for LTSS, with an overall goal of assisting at least 80 persons with LTSS in FY 2024. 2. The UPAAA will continue to work with the local VAMC to provide person-centered, self-directed long-term supports and services to eligible Veterans throughout the Upper Peninsula and northeastern Wisconsin.

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

The UPAAA will conduct assessments and develop appropriate supports and services plans for all veterans referred to it by the local VAMC who are willing to utilize a self-directed approach to the provision of LTSS. The agency is currently serving 56 veterans and anticipates receiving 50 new referrals annually. 3. The AAA will continue its contractual relationship with SAIL to purchase transition services for individuals wanting to leave nursing facility placement in favor of community-based options through the Waiver Program or other community-based systems for individuals who may be ineligible for or do not want waiver services.

Number of client pre-screenings:	Current Year:	800	Planned Next Year:	850
Number of initial client assessments:	Current Year:	75	Planned Next Year:	80
Number of initial client care plans:	Current Year:	30	Planned Next Year:	35
Total number of clients (carry over plus new):	Current Year:	165	Planned Next Year:	170
Staff to client ratio (Active and maintenance per Full time care	Current Year:	1:26	Planned Next Year:	1:27

Information and Assistance

Starting Date 10/01/2023 Ending Date 09/30/2024

Total of Federal Dollars \$70,000.00 Total of State Dollars

Geographic area to be served

All 15 counties in the UP

Specify the planned goals and activities that will be undertaken to provide the service.

Goal: Over the course of the multi-year planning period, the UPAAA will increase awareness and improve access to available resources for older adults, individuals with disabilities, caregivers, and family members, including individuals living in isolated and rural areas.

Activities: 1. UPCAP will work closely with Michigan 2-1-1 and the other six call centers in Michigan to enhance and improve the region's comprehensive data.
2. I & A staff will continue to coordinate with Emergency Management Coordinators for all 15 counties.
3. I & A staff will continue to utilize screening tools to identify specific target populations such as family caregivers, those who identify as LGBTQ+, tribal elders, etc. so that they can better understand their potentially unique needs and make appropriate referrals.
4. Continue conducting a public relations campaign across the region to inform the public of the 2-1-1 Information and Assistance Call Center, increasing its call volume by 10% over the next fiscal year as a result of additional television and radio advertising, and other public relation events. The Call Center will also increase access to information and assistance through a partnership with the MI Department of Health & Human Services via their MI Bridges portal, and by the ability to access the 2-1-1 database through a texting option.

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Direct Service Request

This section applies only if the AAA is submitting a new request to provide an in-home, community, or nutrition service directly that was not previously approved in this multi-year planning cycle.

It is expected that in-home, community, and nutrition services will be provided under contracts with community-based service providers, but when appropriate, AAAs can request to provide these services directly. Direct service provision requests must be approved by the Commission on Services to the Aging (CSA). Direct service provision is defined as “providing a service directly to a senior, such as preparing meals, doing chore services, or working with seniors in an adult day setting.” Remember direct service provision by the AAA may be appropriate when, in the judgment of the ACLS Bureau:

- A.) Provision is necessary to ensure an adequate supply.
- B.) The service is directly related to the AAA's administrative functions.
- C.) A service can be provided by the AAA more economically than any available contractor, and with comparable quality.

Instructions

Select the service from the list and enter the information requested pertaining to basis, justification, and public hearing discussion for any new Direct Service Request for FY 2024. Specify in the appropriate text box for each service category the planned goals and activities that will be undertaken to provide the service.

Direct service budget details for FY 2024 are to be included under the Direct Service Budget tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and state funds) identified on the Support Services Detail page.

Please skip this section if the AAA is not submitting a new request to provide an in-home, community, or nutrition service directly during FY 2024.

Disease Prevention/Health Promotion

Total of Federal Dollars \$46,937.00

Total of State Dollars

Geographic Area Served All 15 counties in the UP

Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.

GOAL: Increase the availability of evidence-based educational programs such as A Matter of Balance, and Walk with Ease. UPCAP has also partnered with the National Kidney Foundation of Michigan for their Falls Prevention Workgroups and outreach and has provided a Letter of Collaboration for an upcoming CDC 23-30 grant entitled “A Strategic Approach for Advancing Health Equity for Priority Populations with or at Risk for Diabetes”, again with the National Kidney Foundation of Michigan.

Activities:

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

1. Seek out and work with new vital partners such as Michigan State University Extension offices, local YMCAs, and Health Care Providers along with Tribal Health clinics and the National Kidney Foundation of Michigan and others to promote and increase the availability of falls prevention programs such as A Matter of Balance and Walk with Ease throughout the region.
2. Continue to Partner with the National Kidney Foundation in their quest to develop and promote a falls protection resource center and virtual educational modules to allow people to access classes via the internet in their own homes.
3. Outreach to new partners such as local and regional healthcare providers and federally qualified health centers to help sponsor and provide evidence-based health and wellness programs at their locations.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(B) Such services are directly related to the Area Agency's administrative functions.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(C) Such services can be provided more economically and with comparable quality by the Area Agency

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

An RFP for this service was created, sent to current contracted agencies and service providers, and published in local papers and on the UPCAP website during the RFP process. No agency applied to be considered as a provider for this service. Historically, there have been no provider agencies willing or able to offer these programs throughout all 15 counties within the region for the limited amount of funds received to administer the program. In order to provide a variety of evidence-based disease prevention programs throughout the region, given the limited resources available, a region-wide organization such as the AAA provides the best opportunity to serve the greatest number of individuals. AAA staff are experienced in providing this type of training, and the UPAAA has utilized its own resources to obtain Master Trainers certification for several staff in many of the classes affiliated with this service definition. During the upcoming three year process, we will again post this as a part of the RFP process. The UP's Area Agency on Aging will continue to partner with our local stakeholders to increase outreach and services as a part of our ongoing commitment to these programs.

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

Draft

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Regional Direct Service Request

This section applies only if the AAA is submitting a new request to provide a regional service directly that was not previously approved in the multi-year planning cycle.

It is expected that regionally defined services, as identified in the category above, will be provided under contract with community-based service providers, but when appropriate, a regional service provision request may be approved by the CSA to be provided directly. The basis for requesting direct provision of a regional direct service by the AAA would be if, in the judgment of ACLS Bureau:

- A.) Provision is necessary to assure an adequate supply.
- B.) The service is directly related to the AAA's administrative functions.
- C.) A service can be provided by the AAA more economically than any available contractor, and with comparable quality.

Instructions

AAAs that have a new request to provide a regional service directly must complete this tab for each service category. Enter the regional service name in the box and click "Add." The regional service name will appear in the dialog box on the left after the screen refreshes. Select the link for the newly added regional direct service and enter the information requested pertaining to basis, justification, and public hearing discussion for any new regional direct service request for FY 2024. Also specify in the appropriate text box for each service category the planned goals and activities that will be undertaken to provide the service.

Regional Direct Service Budget details for FY 2024 are to be included under the appropriate tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and state funds) identified in the Area Plan Grant Budget, Support Services Detail page.

Total of Federal Dollars

Total of State Dollars

Geographic Area Served

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

No new Regional Direct Services requested from Original 2023-2025 Multi-year Plan

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

- (A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.
- (B) Such services are directly related to the Area Agency's administrative functions.
- (C) Such services can be provided more economically and with comparable quality by the Area Agency.

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Approved MYP Program Development Objectives

Program development goals and objectives previously set by the AAA and approved by the CSA in this multi-year planning cycle are included as read-only. For each of these established program development objectives, a text box is included for the AAA to provide information on progress toward the objectives to date. This text box is editable.

Instructions

Please provide information on progress to date for each established objective under the section tab entitled "Progress."

For the Diversity, Equity, and Inclusion (DEI), the ACLS Bureau Operating Standards for AAAs have long required that preference be given to serving older persons in greatest social or economic need with particular attention to low-income minority elderly.

Please refer to Operating Standards for AAAs sections C-2 and C-4 along with the Document Library for the ACLS Bureau training completed on Embedding Diversity, Equity & Inclusion (DEI) within Aging Services across Michigan for the MYP 2023-2025 Cycle.

Within the progress tab, ensure to address, at a minimum, the below DEI Program Development Objectives that correlate to the MYP DEI Goal:

Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ Individuals.

Objective 1- Increase services provided to Black, Indigenous (tribal) and People of Color (BIPOC) and LGBTQ+ seniors served in your region. ***Please include how the AAA is measuring this progress including how you will ensure that programming and outreach is culturally sensitive and welcoming to all.***

Objective 2- Increase the number of AAA staff, providers, caregivers, and volunteers trained in implicit bias, cultural competencies, and root causes of racism. ***Please include a brief description of how the AAA tracks to ensure the number of individuals trained has increased.***

Objective 3- Increase availability of linguistic translation services and communications based on the cultural needs in the region in which you serve. ***Please include the top 3 requested linguistic translation services for your PSA. How does the AAA ensure that linguistic translation services are meeting the needs of the older adults within their PSA?***

See Document Library for training PPT and recording of ACLS DEI training completed for the 2023-2025 MYP Cycle.

Area Agency on Aging Goal

- A. Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ Individuals.**

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Objectives

1. All UPAAA staff and subcontractors are regularly trained in diversity, equity, and inclusion to improve access to services for all.

Timeline: 10/01/2022 to 09/30/2023

Progress

Initial training was provided to all providers at meeting on general DEI topics and resources. Over the next 12 months, education and outreach on DEI topics focusing on BIPOC/LGBTQIA+ populations will be continued to be shared and provided. During the assessment process for our local provider network, staff will review DEI trainings and provide feedback where necessary to increase opportunities.

Trainings and outreach will continue throughout the year with UPAAA staff and provider network to ensure all persons served are treated with culturally appropriate information and quality of services where appropriate. Outreach and education events were held in conjunction with our local Tribal partners as well, focusing on the Medicare/Medicaid Assistance Program and our food security programs. Currently, we have over 140 tribal members receiving direct service across the region. That is roughly 2% of the clients we currently serve. According to the most recent census data, Michigan's American Indian/Indigenous population is right around 2% of the statewide population. Overall, our minority clients are at approximately 3% of our current client enrollments. We will continue education on DEI topics to increase our partner's ability to provide inclusive and culturally diverse services across the Region.

Provider educational sessions are recorded, and sign in sheets are kept to document training and education. Additionally, as part of the Quality Assurance Process, all providers will be encouraged to provide yearly DEI training for all staff. The UPAAA will continue to offer yearly trainings for our partners and our staff.

2. Ensure that all programming and outreach is culturally sensitive and welcoming to all.

Timeline: 10/01/2022 to 09/30/2023

Progress

All call specialists and care managers have completed LGBTQ+ Cultural Competency training. AAA staff received Introductory DEI training, and before the end of the fiscal year, all Board Members will receive training as well. UPCAP will continue providing technical assistance, support and monitoring in this area to ensure that all provider staff - especially direct care workers - are sufficiently trained in diversity, equity, and inclusion. UPCAP has reached out to State LGBTQ+ Advocacy agencies as well to inquire and schedule upcoming trainings, to build on our initial presentation and educational materials.

Objective 1- Increase services provided to Black, Indigenous (tribal) and People of Color (BIPOC) and LGBTQ+ seniors served in your region. The UPAAA/UPCAP currently has in home service contracts with three of the five tribal entities in our region and has memorandums of understanding and various partnerships to support and provide services to Elder tribal members across the Upper Peninsula.

Objective 2- Increase availability of linguistic translation services and communications based on the cultural needs in the region in which you serve. Currently there are no listed translation languages in our area, although translation services are available for anyone who contacts 211 to request assistance. A report from our NAPIS database of collected answers on language shows no other languages needed. Training will continue with our providers to ensure accurate collection of data and the correct way to ask the question so

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

we get a clear and concise answer.

B. Help older adults maintain their health and independence at home and in their community

Objectives

1. Provide consumers with options and assistance in obtaining self-directed community-based care when facing the need for long term supports and services.

Timeline: 10/01/2022 to 09/30/2023

Progress

1. The UPAAA's 2-1-1 database reflects all in-home/community services and residential options, including LGBTQ+ resources and demographics, including those agencies and businesses determined to be LGBTQ+ friendly. Information & Assistance (I & A) call specialists will continue to conduct intake on all requests for information on long term care, with referrals made to care managers/supports coordinators for unbiased, one-on-one assistance with long term care planning.
2. Care managers/supports coordinators have provided information and assistance to all care management and MI Choice Waiver clients on person-centered planning and self-directed care. Those who choose to direct their own care will be aided and supported in doing so. Care managers will promote Residential Services options for waiver-eligible consumers residing in assisted living facilities so that they can remain in their residence of choice.
3. I & A call specialists and care managers continue to participate in comprehensive training in advanced options, person centeredness, LGBTQIA+ and sensitivity training, and benefits counseling practices and philosophies so that the UPAAA can remain the long-term care connection for individuals of any age and/or disabilities within the region.
4. Regional Service Definition for Nursing Services is available to provide care management participants who require more periodic or intermittent nursing for the purpose of preventive interventions to reduce the occurrence of adverse outcomes such as hospitalizations and nursing facility admissions when no other traditional funding source is available.
5. The UPAAA works under contract with the local Veteran's Administration Medical Clinic (VAMC) to provide self-directed home and community-based long term care services to veterans needing long-term care services, with a specific emphasis on self-determination and person-centeredness in developing those services.
6. The UPAAA continues its contractual relationship with SAIL to purchase transition services for individuals wanting to leave nursing facility placement in favor of home and community-based options.

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

2024 Program Development Objectives

FY 2024 AIP PROGRAM DEVELOPMENT OBJECTIVES

Please provide information for any new program development goals and objectives that are proposed by the AAA during FY 2024.

Instructions

The AAA must enter each new program development goal in the appropriate text box. It is acceptable, though not required, if some of the AAA's program development goals correspond to ACLS Bureau's State Plan Goals. There is an entry box to identify which, if any, State Plan Goals correlate with the entered goal.

A narrative for each program development goal should be entered in the appropriate text box. Enter objectives related to each program development goal in the appropriate text box. Complete the information in the text boxes for the timeline, planned activities and expected outcomes for each objective (see Document Library for additional instructions on completing the Program Development section).

Area Agency on Aging Goal

A. *No new Program Development Objectives added to Original 2023-2025 Multi-year Plan*

State Goal Match:

Narrative

Objectives

1. Timeline: to

Activities

Expected Outcome

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

Supplemental Documents

Document A: Policy Board Membership (Required).

Document B: Advisory Council Membership (Required).

SUPPLEMENTAL DOCUMENTS FOR SPECIAL APPROVAL

Select the supplemental document(s) from the list below only if applicable to the AAA's FY 2024 AIP.

Provide all requested information for each selected document. Note that older versions of these documents will not be accepted and should not be uploaded as separate documents.

Document C: Proposal Selection Criteria - should only be completed if there are new or changed criteria for selecting providers (only if applicable).

Document D: Cash-In-Lieu-Of-Commodity Agreement (only if applicable).

Document E: Waiver of Minimum Percentage of a Priority Service Category (only if applicable).

Document F: Request to Transfer Funds (only if applicable).

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

SUPPLEMENTAL DOCUMENT A
Board of Directors Membership

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	0	2	0	0	0	8
Aged 60 and Over	0	0	2	0	0	0	8

Board Member Name	Geographic Area	Affiliation	Membership Status
Jerry Doucette	Alger County	At Large	Appointed
William Menge	Baraga County	Baraga County Board of Commissioners	Elected Official
Carl Nykanen	Ontonagon County	Ontonagon County Board of Commissioners	Elected Official
Craig Reiter	Schoolcraft County	Schoolcraft County Board of Commissioners	Elected Official
James Hill	Mackinac County	At Large	Appointed
Gerald Corkin	Marquette County	Marquette County Board of Commissioners	Elected Official
Jonathan Mead	Region-wide	UPCAP/UPAAA	Appointed
Daniel Young	Delta County	At Large	Appointed

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

U.P. Area Agency on Aging

FY 2024

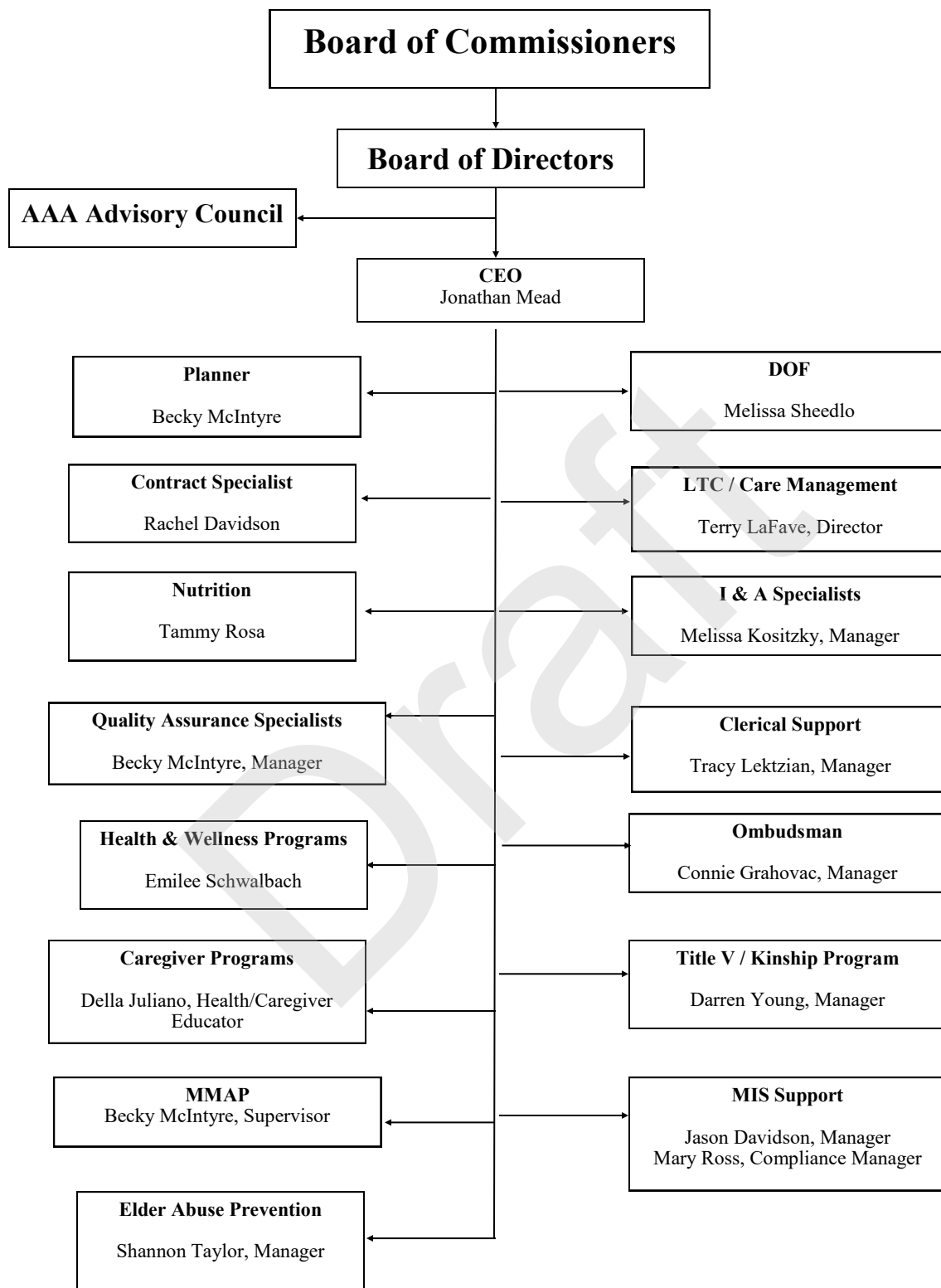
SUPPLEMENTAL DOCUMENT B

Advisory Board Membership

	Asian/ Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	0	0	0	2	12	17
Aged 60 and Over	0	0	0	0	1	3	6

Board Member Name	Geographic Area	Affiliation
Jim Bruce	Region- Wide	AARP
Connie Fuller	Delta County	Consumer
Lesley Hoffmeyer	Delta County	Hospital
Jack VanTassel	Luce County	Consumer
Pamela McKenna	Alger County	Skilled Nursing Facility
Julie Shaw	Region Wide	Superior Alliance for Independent Living-SAIL
Jonathan Mead	Region Wide	Area Agency on Aging
Jamie LaFave	Delta County	Skilled Nursing Facility
Jaclyn Tammelin	Region Wide	UPHP - Upper Peninsula Health Plan
Patricia Duyck	Region Wide	Dept. of Licensing and Regulatory Affairs
Sarah Buckley	Region Wide	Veterans' Administration
Kris Lindquist	Alger County	Alger County Commission on Aging
Aaron Andres	Marquette County	Consumer
Terry LaFave	Region Wide	UPCAP Director of Long Term Care
Ellen Bernier	Region Wide	Home and Community Based Waiver QA
Becky McIntyre	Region Wide	MMAP Regional Coordinator/UPCAP QA Supervisor

U.P. Area Agency on Aging *Organizational Chart*



EVIDENCE-BASED PROGRAMS PLANNED FOR FY 2024

Funded Under Disease Prevention Health Promotion Service Definition

Provide the information requested below for Evidence-Based Programs (EBDP) to be funded under Title III-D.

Title III-D funds can only be used on health promotion programs that meet the highest-level criteria as determined by the Administration for Community Living (ACL) Administration on Aging (AoA). Please see the “List of Approved EBDP Programs for Title III-D Funds” in the Document Library. Only programs from this list will be approved for FY 2024. If funding has been allocated as a single amount for all Title III-D programs for a provider, enter on first line under “Funding Amount for This Service”.

Program Name	Provider Name	Funding Amount for Service
<i>Example</i> Arthritis Exercise Program	<i>Example: List each provider offering programs on a single line as shown below.</i> 1) Forest City Senior League Program 2) Grove Township Senior Services 3) Friendly Avenue Services	<i>Example:</i> <i>Funding total for all providers</i> \$14,000

ACCESS AND SERVICE COORDINATION CONTINUUM

It is essential that each PSA have an effective access and service coordination continuum. This helps participants to get the right service mix and maximizes the use of limited public funding to serve as many persons as possible in a quality way.

Instructions

The Access and Service Coordination Continuum is found in the Documents Library as a fillable pdf file. (A completed sample is also accessible there). Please enter specific information in each of the boxes below that describes the range of access and service coordination programs in the area agency PSA.

	Level 1	Level 2	Level 3	Level 4	Level 5
	<i>Least Intensive</i>				<i>Most Intensive</i>
Program	Information & Assistance				Care Management
Participants					
What Is Provided?					
Where is the service provided?					

EMERGENCY MANAGEMENT AND PREPAREDNESS

Minimum Elements for Area Agencies on Aging FY 2024 Annual Implementation Plan

After each general and nutrition minimum element for emergency preparedness, provide a brief description regarding how the AAA Emergency Preparedness Plan for FY 2024 will address the element.

Area Agency on Aging
A. General Emergency Preparedness Minimum Elements (required by the Older American's Act).
1. Does your agency have an Emergency Preparedness Plan? If so when was the latest update and was it sent ACLS? If not, please sent to albrecht@michigan.gov
2. Does your agency work with local emergency management? If yes please provide a brief description of how you are working with them. If no Why.
3. ACLS does have expectations during a State or locally declared emergency/disaster to have staff person (the area agency director or their designee) available for communication with ACLS staff to provide real time information about service continuity (status of aging network service provider's ability to provide services). Please provide ACLS with any updated contact information on staff listed as emergency contact. Including drills.
4. Being able to provide information about the number and location of vulnerable older persons receiving services from the area agency.
5. What barriers have you had with emergency/disaster drills or with man-made or natural disaster such as flooding, pandemic, flu, and extreme weather? What can ACLS do to assist the AAAs with emergency/disasters? Can include funding, communication issues and PPE for example.

FY 2024 AREA PLAN GRANT BUDGET

Rev. 2/7/23

Agency: UPCAP Services, Inc. UPAAA

Budget Period: 10/01/23 to 09/29/24

PSA: XI

Date: 03/20/23

Rev. No.: 0 Page 1of 3

SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	616,742		616,742
2. Fed. Title III-C1 (Congregate)		815,524	815,524
3. State Congregate Nutrition		13,533	13,533
4. Federal Title III-C2 (HDM)		550,938	550,938
5. State Home Delivered Meals		671,431	671,431
8. Fed. Title III-D (Prev. Health)	46,937		46,937
9. Federal Title III-E (NFCSP)	291,524		291,524
10. Federal Title VII-A	12,576		12,576
10. Federal Title VII-EAP	9,180		9,180
11. State Access	40,395		40,395
12. State In-Home	987,615		987,615
13. State Alternative Care	157,932		157,932
14. State Care Management	431,825		431,825
15. St. ANS	62,992		62,992
16. St. Nursing Home Ombs (NHO)	42,546		42,546
17. Local Match			
a. Cash	69,000	50,000	119,000
b. In-Kind	250,560	195,000	445,560
18. State Respite Care (Escheat)	97,481		97,481
19. MATF	168,952		168,952
19. St. CG Support	20,846		20,846
20. TCM/Medicaid & MSO	17,311		17,311
21. NSIP		480,371	480,371
22. Program Income	49,900	1,040,000	1,089,900
TOTAL:	3,374,314	3,816,797	7,191,111

ADMINISTRATION

Revenues		Local Cash	Local In-Kind	Total
Federal Administration	257,963	-	41,000	298,963
State Administration	44,981			44,981
MATF Administration	16,700	-	-	16,700
St. CG Support Administration	2,060	-	250	2,310
Other Admin				-
Total AIP Admin:	321,704	-	41,250	362,954

Expenditures

	FTEs	
1. Salaries/Wages	2.63	162,473
2. Fringe Benefits		50,081
3. Office Operations		150,400
Total:		362,954

Cash Match Detail

Source	Amount	In-Kind Match Detail	Amount
1. Federal Admin	-	1. Federal Admin	41,000
2. Federal Admin	-	2. Federal Admin	-
3. Federal Admin	-	3. Federal Admin	-
MATF Administration Match	-	MATF Administration Match	-
St CG Support Match	-	St CG Support Match	250
	-		-
	-		-
Total:	-	Total:	41,250

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Melani A. Galt

Signature

Director of Finance

Title

03/20/2023

Date

Agency: **UPCAP Services, Inc. UPAAA**

PSA: **XI**

FY 2024 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Budget Period:

10/01/23

to

09/29/24

Rev. 2/7/23

Date:

03/20/23

Rev. No.:

page 2 of 3

*Operating Standards For AAA's

Op	Std	SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII A Title VII/EAP OMB	State Access	State In-Home	St. Alt. Care	State Care Mgmt	State NHO	St. ANS	St. Respite (Escheat)	MATF	St. CG Supp	TCM-based MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
A		Access Services																		
A-1		Care Management	35,000		35,000		40,395			431,825		62,992					2,300	2,500	65,000	675,012
A-2		Case Coord/supp																		-
A-3		Disaster Advocacy & Outreach Program																		-
A-4		Information & Assis	35,000		35,000														8,000	78,000
A-5		Outreach																		-
A-6		Transportation	12,000														1,500		1,500	15,000
A-7		Options Counseling																		-
A-8		Care Transition																		-
B		In-Home																		
B-1		Chore	3,000														100		350	3,450
B-2		Home Care Assis																		-
B-3		Home Injury Cntrl	18,000																2,000	20,000
B-4		Homemaking	125,000					597,615	83,000								20,000	40,000	50,000	915,615
B-6		Home Health Aide																		-
B-7		Medication Mgt	4,000																450	4,450
B-8		Personal Care	120,000					250,000	56,000								12,000	15,000	33,000	486,000
B-9		Assistive Device&Tech	5,000																600	5,600
B-10		Respite Care	35,333		110,000			140,000	18,932				97,481	76,052	9,391		12,000	10,000	40,000	549,189
B-11		Friendly Reassure	10,000																1,200	11,200
C-10		Legal Assistance	40,100																4,500	44,600
C		Community Services																		
C-1		Adult Day Services	40,000		46,524									92,900	11,455		2,000	1,000	10,000	203,879
C-2		Dementia ADC																		-
C-6		Disease Prevent/Health Promtion		46,937															5,300	52,237
C-7		Health Screening																		-
C-8		Assist to Hearing Impaired & Deaf Cmty																		-
C-9		Home Repair																		-
C-11		LTC Ombudsman	7,009			12,576					42,546					17,311			7,500	86,942
C-12		Sr Ctr Operations																		-
C-13		Sr Ctr Staffing																		-
C-14		Vision Services																		-
C-15		Prevnt of Elder Abuse,Neglect,Exploitation				9,180														9,180
C-16		Counseling Services																		-
C-17		Creat.Conf.CG@ CCC/ inactive use C20																		-
C-18		Caregiver Supplmt Services																		-
C-19		Kinship Support Services			15,000														1,800	16,800
C-20		Caregiver E,S,T			50,000													500	5,100	55,600
*C-8		Program Develop	123,300																13,800	137,100
		Region Specific																		
		a. Critical/Urgent Unmet Needs	2,000																230	2,230
		b. Nursing Services	2,000																230	2,230
		c.																		-
		d.																		-
		7. CLP/ADRC Services	-		-															-
Sp Co		8. MATF Adm												16,700						16,700
Sp Co		9. St CG Sup Adm													2,060				250	2,310
		SUPPRT SERV TOTAL	616,742	46,937	291,524	9,180	40,395	987,615	157,932	431,825	42,546	62,992	97,481	185,652	22,906	17,311	49,900	69,000	250,810	3,393,324

FY 2024 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL										
<div> <div>Agency: <u>UPCAP Services, Inc. UPAAA</u> Budget Period: <u>10/01/23</u> to <u>9/29/24</u></div> <div>PSA: <u>XI</u> Date: <u>03/20/23</u> Rev. Number <u>0</u></div> </div> <div>Rev. 2/7/23</div> <div>page 3 of 3</div>										
FY 2024 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL										
Op Std	SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP Title III-E	Program Income	Cash Match	In-Kind Match	TOTAL
	Nutrition Services									
C-3	Congregate Meals	775,524		13,533		162,000	350,000	15,000	90,000	1,406,057
B-5	Home Delivered Meals		530,938		671,431	318,371	690,000	35,000	105,000	2,350,740
C-4	Nutrition Counseling									-
C-5	Nutrition Education									-
	AAA RD/Nutritionist*	40,000	20,000							60,000
	Nutrition Services Total	815,524	550,938	13,533	671,431	480,371	1,040,000	50,000	195,000	3,816,797

*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by AASA.

FY 2024 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL										
Op Std	SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
	LTC Ombudsman Ser									
C-11	LTC Ombudsman	7,009	12,576	-	42,546	17,311	-	-	7,500	86,942
C-15	Elder Abuse Prevention	-		9,180			-	-	-	9,180
	Region Specific	-	-	-	-	-	-	-	-	-
	LTC Ombudsman Ser Total	7,009	12,576	9,180	42,546	17,311	-	-	7,500	96,122

FY 2024 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL										
Op Std	SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
B-1	Chore									-
B-4	Homemaking									-
B-2	Home Care Assistance									-
B-6	Home Health Aide									-
B-10	Meal Preparation/HDM									-
B-8	Personal Care									-
	Respite Service Total	-	-	-	-	-	-	-	-	-

FY 2024 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL										
Op Std	SERVICE CATEGORY	Title III-B	Title III-E				Program Income	Cash Match	In-Kind Match	TOTAL
	Kinship Ser. Amounts Only									
C-18	Caregiver Sup. Services	-					-		-	-
C-19	Kinship Support Services	-	15,000				-	-	1,800	16,800
C-20	Caregiver E,S,T	-	-				-	-	-	-
		-	-				-	-	-	-
	Kinship Services Total	-	15,000				-	-	1,800	16,800

Planned Services Summary Page for FY 2024			PSA:		XI
Service	Budgeted	Percent of the Total	Method of Provision		
	Funds		Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 675,012	9.36%			x
Case Coordination & Support	\$ -	0.00%			
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 78,000	1.08%			x
Outreach	\$ -	0.00%			
Transportation	\$ 15,000	0.21%	x	x	
Option Counseling	\$ -	0.00%			
Care Transition	\$ -	0.00%			
IN-HOME SERVICES					
Chore	\$ 3,450	0.05%	x	x	
Home Care Assistance	\$ -	0.00%			
Home Injury Control	\$ 20,000	0.28%	x	x	
Homemaking	\$ 915,615	12.70%	x	x	
Home Delivered Meals	\$ 2,350,740	32.60%	x	x	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ 4,450	0.06%	x	x	
Personal Care	\$ 486,000	6.74%	x	x	
Personal Emergency Response System	\$ 5,600	0.08%	x	x	
Respite Care	\$ 549,189	7.62%	x	x	
Friendly Reassurance	\$ 11,200	0.16%		x	
COMMUNITY SERVICES					
Adult Day Services	\$ 203,879	2.83%	x	x	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 1,406,057	19.50%		x	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 52,237	0.72%			x
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%			
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 44,600	0.62%		x	
Long Term Care Ombudsman/Advocacy	\$ 86,942	1.21%			x
Senior Center Operations	\$ -	0.00%			
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ -	0.00%			
Programs for Prevention of Elder Abuse,	\$ 9,180	0.13%			x
Counseling Services	\$ -	0.00%			
Creating Conf Caregivers® (CCC) inactive		0.00%			
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 16,800	0.23%			x
Caregiver Education, Support, & Training	\$ 55,600	0.77%		x	x
AAA RD/Nutritionist	\$ 60,000	0.83%			x
PROGRAM DEVELOPMENT	\$ 137,100	1.90%			x
REGION-SPECIFIC					
a. Critical/Urgent Unmet Needs	\$ 2,230	0.03%	x	x	
b. Nursing Services	\$ 2,230	0.03%	x	x	
c.	\$ -	0.00%			
d.	\$ -	0.00%			
CLP/ADRC SERVICES	\$ -	0.00%			
SUBTOTAL SERVICES					
MATF & ST CG ADMINISTRATION	\$ 19,010	0.26%			x
TOTAL PERCENT		100.00%	1.74%	82.11%	16.15%
TOTAL FUNDING		\$ 7,210,121	\$125,000	\$5,920,840	\$1,164,281

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or (-) \$1 are not considered material.

FY 2024 BUDGET REVIEW SPREADSHEET

Rev. 2/7/23

Agency:	UPCAP Services.	11		Fiscal Year:	FY 2024
Date of SGA:	3/3/2023	SGA No.	Est Allocation	Date Reviewed by AASA:	
Date of Budget:	03/20/23	Revision No.	0	Initials of Field Rep Approving:	
SGA CATEGORY	SGA AWARD	C/O AMOUNT	TOTAL	AAA COMMENTS	
Title III Administration	\$ 257,963		\$ 257,963		
State Administration	\$ 44,981		\$ 44,981		
Title III-B Services	\$ 616,742		\$ 616,742		
Title III-C-1 Services	\$ 815,524		\$ 815,524		
Title III-C-2 Services	\$ 550,938		\$ 550,938		
Federal Title III-D (Prev. Health)	\$ 46,937		\$ 46,937		
Title III-E Services (NFCSP)	\$ 291,524		\$ 291,524		
Title VII/A Services (LTC Ombuds)	\$ 12,576		\$ 12,576		
Title VII/EAP Services	\$ 9,180		\$ 9,180		
St. Access	\$ 40,395		\$ 40,395		
St. In Home	\$ 987,615		\$ 987,615		
St. Congregate Meals	\$ 13,533		\$ 13,533		
St. Home Delivered Meals	\$ 671,431		\$ 671,431		
St. Alternative Care	\$ 157,932		\$ 157,932		
St. Aging Network Srv. (St. ANS)	\$ 62,992		\$ 62,992		
St. Respite Care (Escheats)	\$ 97,481		\$ 97,481		
Merit Award Trust Fund (MATF)	\$ 185,652		\$ 185,652		
St. Caregiver Support (St. CG Sup.)	\$ 22,906		\$ 22,906		
St. Nursing Home Ombuds (NHO)	\$ 42,546		\$ 42,546		
MSO Fund-LTC Ombudsman	\$ 17,311		\$ 17,311		
St. Care Mgt.	\$ 431,825		\$ 431,825		
NSIP	\$ 480,371		\$ 480,371		
			\$ -		
SGA TOTALS:	\$ 5,858,355	\$ -	\$ 5,858,355		
				Administrative Match Requirements	
ADMINISTRATION	BUDGET	SGA	DIFFERENCE		
Federal Administration	\$ 257,963	\$ 257,963	\$ -	Minimum federal administration match amount	\$85,987
State Administration	\$ 44,981	\$ 44,981	\$ -	Administration match expended (State Adm. + Local Match)	\$86,231
				Is the federal administration matched at a minimum 25%?	Yes
				Does federal administration budget equal SGA?	Yes
Sub-Total:	\$ 302,944	\$ 302,944	\$ -	Does state administration budget equal SGA?	Yes
MATF	\$ 16,700				
ST CG Supp	\$ 2,060				
Local Administrative Match					
Local Cash Match	\$ -				
Local In-Kind Match	\$ 41,250				
Sub-Total:	\$ 41,250				
Other Admin	\$ -				
		AIP TOT ADMIN	DIFFERENCE		
Total Administration:	\$ 362,954	\$ 362,954	\$ -	Title III-E Kinship Services Program Requirements	
SERVICES:	BUDGET	SGA	% BUDGETED		
Federal Title III-B Services	\$ 616,742	\$ 616,742	100.0000%	Are kinship services budgeted at > 5% of the AAA's Title III-E funding?	Yes
Fed. Title III C-1 (Congregate)	\$ 815,524	\$ 815,524	100.0000%		
State Congregate Nutrition	\$ 13,533	\$ 13,533	100.0000%		
Federal C-2 (HDM)	\$ 550,938	\$ 550,938	100.0000%	Title III-B Long Term Care Ombudsman Maintenance of Effort Requirements	
State Home Delivered Meals	\$ 671,431	\$ 671,431	100.0000%	Amount required from Transmittal Letter #2020-431. (see cell L 42)	\$7,009
Federal Title III-D (Prev. Health)	\$ 46,937	\$ 46,937	100.0000%	Budgeted amount Title III-B for LTC Ombudsman.	\$7,009
Federal Title III-E (NFCSP)	\$ 291,524	\$ 291,524	100.0000%	Is required maintenance of effort met?	Yes
St. Access	\$ 40,395	\$ 40,395	100.0000%		
St. In Home	\$ 987,615	\$ 987,615	100.0000%		
St. Alternative Care	\$ 157,932	\$ 157,932	100.0000%	Service Match Requirements	
St. Care Mgt.	\$ 431,825	\$ 431,825	100.0000%	Minimum service match amount required	\$529,788
State Nursing Home Ombs (NHO)	\$ 42,546	\$ 42,546	100.0000%	Service matched budgeted: (Local Cash + In-Kind)	\$564,560
St ANS	\$ 62,992	\$ 62,992	100.0000%	Is the service allotment matched at a minimum 10%?	Yes
Sub-Total:	\$ 4,729,934	\$ 4,729,934	100.0000%		
Local Service Match				Miscellaneous Budget Requirements / Constraints	
Local Cash Match	\$ 119,000			Amounts budgeted for OAA / AASA Priority Services:	
Local In-Kind Match	\$ 445,560			Access:	\$82,000
				In-Home:	\$320,333
				Legal:	\$40,100
Sub-Total:	\$ 564,560			Total Budgeted for Priority Services:	\$442,433
Title VII/A Services (LTC Ombuds)	\$ 12,576	\$ 12,576	100.0000%	Are Access Services budgeted at minimum 10% of Original ACL Title III-B	Yes
Title VII/EAP Services	\$ 9,180	\$ 9,180	100.0000%	Are In Home Services budgeted at minimum 10% of Original ACL Title III-B	Yes
NSIP	\$ 480,371	\$ 480,371	100.0000%	Are Legal Services budgeted at minimum 6.5% of Original ACL Title III-B	Yes
St. Respite Care (Escheats)	\$ 97,481	\$ 97,481	100.0000%	(Actual % of Legal)	6.50%
MATF	\$ 168,952	\$ 168,952	100.0000%		
St. CG Support	\$ 20,846	\$ 20,846	100.0000%	Title III-B award w/o carryover or Transfers in current SGA	\$616,742
MSO Fund-LTC Ombudsman	\$ 17,311	\$ 17,311	100.0000%	Amount budgeted for Program Development:	\$123,300
TCM-Medicaid / CM	\$ -			% of Title III-B Program Development (must be 20% or less):	19.0%
Program Income	\$ 1,089,900			Is Program Development budgeted at 20% or less?	Yes
				Title III-D allotment with carryover:	\$46,937
Total Services:	\$ 7,191,111			Amount budgeted for EBDP Activities, per TL#2012-244:	\$46,937
Grand Total: Ser.+ Admin.	\$ 7,554,065			Is 100% of Title III-D budgeted on APPROVED EBDP?	Yes

PRIORITY SERVICE SECTION

Access Services	III-B Budget Amount
a. Care Management	\$35,000
b. Case Coord/supp	\$0
c. Disaster Advocacy	\$0
d. Information & Assis	\$35,000
e. Outreach	\$0
f. Transportation	\$12,000
Access Total:	\$82,000

(AAA Regional Access Service)

In Home Services	III-B Budget Amount
a. Chore	\$3,000
b. Home Care Assis	\$0
c. Home Injury Cntrl	\$18,000
d. Homemaking	\$125,000
e. Home Health Aide	\$0
f. Medication Mgt	\$4,000
g. Personal Care	\$120,000
h. Assistive Device&Tech	\$5,000
i. Respite Care	\$35,333
j. Friendly Reassure	\$10,000
In Home Services Total:	\$320,333

(AAA Regional In-Home Service)
(AAA Regional In-Home Service)

Kinship Services	III-E Budget Amount
1. Caregiver Supplmt - Kinship Amount Only	
2. Kinship Support	\$15,000
3. Caregiver E,S,T - Kinship Amount Only	\$0
	\$0
Kinship Services Total:	\$15,000

(Other Title III-E Kinship Service)
(Other Title III-E Kinship Service)

Title III-B Transfers reflected in SGA	Title III-B Award
Title III-B award w/o carryover in SGA	\$616,742
a. Amt. Transferred into Title III-B	
b. Amt. Transferred out of Title III-B	
AoA Title III-B Award Total:	\$616,742

(Use ONLY If SGA Reflects Transfers)

(Always Enter Positive Number)
(Always Enter Positive Number)

NOTE: AoA Title III Part B award for the current FY means total award from AoA without carryover or transfers.

**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #1**

AAA: UPCAP Services, Inc. UPAAA

FISCAL YEAR: FY 2024

SERVICE: Care Management

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	43,936		336,963	2,300	2,500	65,000		450,699
Fringe Benefits	16,467		125,197					141,664
Travel	1,703		12,857					14,560
Training	120		880					1,000
Supplies	840		6,660					7,500
Occupancy	2,675		20,925					23,600
Communications	923		7,031					7,954
Equipment	312		2,388					2,700
Other:	3,024		22,311					25,335
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	70,000	0	535,212	2,300	2,500	65,000	0	675,012

SERVICE AREA: UPAAA

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #1

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
Volunteer Time			65,000			Audit Fees Contracted Services (CIM) Insurance Advertising
Local Resources		2,500				
	Totals	2,500	65,000	0	0	

Difference

0

0

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #2**

AAA: UPCAP Services, Inc. UPAAA

FISCAL YEAR: FY 2024

SERVICE: Information & Assistance

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries								0
Fringe Benefits								0
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs	70,000					8,000		78,000
Purchased Services (CM only)								0
								0
Totals	70,000	0	0	0	0	8,000	0	78,000

SERVICE AREA: UPAAA

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

Explanation for Other Expenses:

SCHEDULE OF MATCH & OTHER RESOURCES #2

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
Donated Services - Call Center			8,000			
	Totals	0	8,000	0	0	

Difference

0

0

0

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #3**

AAA: UPCAP Services, Inc. UPAAA

FISCAL YEAR: FY 2024

SERVICE: Disease Prevention & Health Promotion

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	23,240					5,300		28,540
Fringe Benefits	10,447							10,447
Travel	2,600							2,600
Training	3,400							3,400
Supplies	1,000							1,000
Occupancy	3,400							3,400
Communications	2,650							2,650
Equipment	200							200
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	46,937	0	0	0	0	5,300	0	52,237

SERVICE AREA: UPAAA

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #3

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
Volunteer Time			5,300			
	Totals	0	5,300	0	0	

Difference

0

0

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #4**

AAA: UPCAP Services, Inc. UPAAA

FISCAL YEAR: FY 2024

SERVICE: Long Term Care Ombudsman

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	5,383	9,659	45,972			7,500		68,514
Fringe Benefits	573	1,029	4,897					6,499
Travel	265	475	2,263					3,003
Training	108	194	923					1,225
Supplies	44	79	377					500
Occupancy	530	950	4,521					6,001
Communications	71	127	603					801
Equipment								0
Other:	35	63	301					399
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	7,009	12,576	59,857	0	0	7,500	0	86,942

SERVICE AREA: UPAAA

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #4

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		Insurance
		Cash	In-Kind	Cash	In-Kind	
Volunteer Time		7,500				
	Totals	0	7,500	0	0	

Difference

0

0

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #5**

AAA: UPCAP Services, Inc. UPAAA

FISCAL YEAR: FY 2024

SERVICE: Prevention of Elder Abuse

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	6,139							6,139
Fringe Benefits	621							621
Travel	1,000							1,000
Training	140							140
Supplies	370							370
Occupancy	700							700
Communications	210							210
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	9,180	0	0	0	0	0	0	9,180

SERVICE AREA: UPAAA

(List by County/City if service area is not entire PSA)

Does the Direst Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #5

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
	Totals	0	0	0	0	

Difference

0

0

0

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #6**

AAA: UPCAP Services, Inc. UPAAA

FISCAL YEAR: FY 2024

SERVICE: Kinship Support Services

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries								0
Fringe Benefits								0
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs	15,000					1,800		16,800
Purchased Services (CM only)								0
								0
Totals	15,000	0	0	0	0	1,800	0	16,800

SERVICE AREA: UPAAA

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #6

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
Donated Supplies			1,800			
	Totals	0	1,800	0	0	

Difference

0

0

0

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #7**

AAA: UPCAP Services, Inc. UPAAA

FISCAL YEAR: FY 2024

SERVICE: Caregiver Education, Support & Training

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	15,120							15,120
Fringe Benefits	5,255							5,255
Travel	1,400							1,400
Training	2,000							2,000
Supplies	1,200							1,200
Occupancy	1,400							1,400
Communications	525							525
Equipment								0
Other:	100							100
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	27,000	0	0	0	0	0	0	27,000

SERVICE AREA: UPAAA

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		Dues & Subscriptions
		Cash	In-Kind	Cash	In-Kind	
	Totals	0	0	0	0	

Difference

0

0

0

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #8**

AAA: UPCAP Services, Inc. UPAAA

FISCAL YEAR: FY 2024

SERVICE: Nutritionist

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	41,580							41,580
Fringe Benefits	10,390							10,390
Travel	580							580
Training	200							200
Supplies	500							500
Occupancy	6,150							6,150
Communications	600							600
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	60,000	0	0	0	0	0	0	60,000

SERVICE AREA: UPAAA

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
	Totals	0	0	0	0	

Difference

0

0

0

OK

OK

OK

**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #9**

AAA: UPCAP Services, Inc. UPAAA

FISCAL YEAR: FY 2024

SERVICE: Program Development

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	79,867					13,800		93,667
Fringe Benefits	27,333							27,333
Travel	1,400							1,400
Training	200							200
Supplies	1,000							1,000
Occupancy	8,000							8,000
Communications	4,000							4,000
Equipment	1,200							1,200
Other:	300							300
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	123,300	0	0	0	0	13,800	0	137,100

SERVICE AREA: UPAAA

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		Dues & Subscriptions
		Cash	In-Kind	Cash	In-Kind	
Volunteer Time		13,800				
	Totals	0	13,800	0	0	

Difference

0

0

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OK

OK

OK

Fundable Services Matrix - Updated attachment to TL #2019-384

ACCESS SERVICES

Op Std	Access Services	Federal Funds				State Funds						
		Title III-B	Title III-D **	Title III-E	Title VIIA ----- Title VII EAP	St. Access	St. Care Management	St. Respite Care (Escheats)	St. In- Home	St. Merit Award Trust Fund (MATF)	St. Caregiver Support (St. CG Sup.)	St. Aging Network Services (St. ANS)
A-1	Care Management	X		X		X	X					X
A-2	Case Coordination & Support	X		X		X	X					X
A-3	Disaster Advocacy & Outreach Program	X										
A-4	Information & Assistance	X		X		X						X
A-5	Outreach	X		X		X						X
A-6	Transporation (For MATF & St. CG Sup. only) - adult day service and respite related transport of service recipients including related medical and shopping assistance is allowed.	X		X						X	X	
A-7	Options Counseling	X		X		X	X					X
A-8	Care Transition	X				X			X			

IN-HOME SERVICES

Op Std	In-Home Services	Federal Funds				State Funds						
		Title III-B	Title III-D **	Title III-E	Title VIIA ----- Title VII EAP	St. Access	St. Alternative Care	St. Respite Care (Escheats)	St. In- Home	St. Merit Award Trust Fund (MATF)	St. Caregiver Support (St. CG Sup.)	St. Aging Network Services (St. ANS)
B-1	Chore	X										
B-2	Home Care Assistance	X					X		X			X
B-3	Home Injury Control	X		X								
B-4	Homemaking	X					X		X			X
B-6	Home Health Aide	X					X		X			X
B-7	Medication Management	X					X		X			X
B-8	Personal Care	X					X		X			X
B-9	Assistive Devices & Technologies (PERS)	X		X			X		X			X
B-10	Respite Care (may also include chore, homemaking, home care assistance, home health aide, meal prep./HDM & personal care serv. as a form of respite care)	X		X			X	X	X	X	X	X
B-11	Friendly Reassurance	X										

COMMUNITY SERVICES

Op Std	Community Services	Federal Funds				State Funds						
		Title III-B	Title III-D **	Title III-E	Title VIIA -----	St. Nursing	St. Alternative	St. Respite Care	MI State Ombuds	St. Merit Award	St. Caregiver	St. Aging Network
C-1	Adult Day Service	X		X			X	X		X	X	X
C-2	Dementia Adult Day Care	X		X			X	X		X	X	X
C-6	Disease Prevention/Health Promotion	X	X	X								
C-7	Health Screening	X										
C-8	Assistance to Hearing Impaired & Deaf	X										
C-9	Home Repair	X										
C-10	Legal Assistance	X		X								
C-11	Long Term Care Ombudsman	X			Title VII A ✓	X			X			
C-12	Senior Center Operations	X										
C-13	Senior Center Staffing	X										
C-14	Vision Services	X										
C-15	Prevention of Elder Abuse, Neglect & Exploitation	X			Title VII A & SAP							
C-16	Counseling Services	X		X								
C-17	Creating Confident Caregivers® (CCC). Inactive SEE C-20											
C-18	Caregiver Supplemental Services	X		X								
C-19	Kinship Support Services	X		X								
C-20	Caregiver Education, Support & Training	X		X								

NUTRITION SERVICES

Op Std	Nutrition Service	Title III-C1 & State	Title III-C2 & State Home	Title III-E	*NSIP	Requirements from AASA Transmittal letters that establish Fundable Service Categories Replaces: TL 367, 2005-102 & 2007-142 See TL343 & TL2006-111 for guidance re St. MATF See TL 2012-244 for guidance re Title D See TL 2012-256 for guidance re St. ANS Rev7/26/17
C-3	Congregate Meals	X			X	
B-5	Home Delivered Meals		X	X	X	
C-4	Nutrition Counseling	X	X	X		
C-5	Nutrition Education	X	X	X		

Title III Administration
 State Administration
 Title IIIB Supportive Services
 Title IIIC-1 Services Congregate Meals
 Title IIIC-2 Services Home Delivered Meals
 Title IIID Services (Preventive Health)
 Title IIIE Services (NFCSP) National Family Caregiver Support
 Title VII/A Services (LTC Ombudsman)
 Title VII/EAP Services Elder Abuse Prevention
 State Access Services
 State In-Home Services
 State Congregate Meals
 State Home Delivered Meals
 State Alternative Care
 State Aging Network Services (St. ANS)
 State Caregiver Support
 State Respite Care
 State Merit Award Trust Fund (MATF)
 State Nursing Home Ombs
 Michigan State Ombudsman (MSO)
 State Care Management
 Nutrition Services Incentive Program (NSIP)

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Title III Administration
 State Administration
 Title IIIB Supportive Services
 Title IIIC-1 Congregate Meals
 Title IIIC-2 Home Delivered Meals
 Title IIID Preventive Health
 Title IIIE Natl. Family Caregiver
 Title VII/A LTC Ombudsman
 Title VII/EAP Eld Abuse Prevention
 State Access Services
 State In-Home Services
 State Congregate Meals
 State Home Delivered Meals
 State Alternative Care
 State Aging Network Services (St. ANS)
 State Caregiver Support
 State Respite Care
 State Merit Award
 State Nursing Home Ombs
 Michigan State Ombudsman (MSO)
 State Care Management
 Nutrition Services Incentive Program (NSIP)

MATCHING REQUIREMENTS

Page 2

Revision date 1/26/2016

Revision to Transmittal Letter #2016-320

FEDERAL ADMINISTRATION TOTAL - MATCH REQUIRED: 25%

STATE 15%^[2] (AASA)

LOCAL 10% (AAAs)

FEDERAL & STATE SERVICES TOTAL - MATCH REQUIRED: 15%

STATE 5% (AASA)

LOCAL 10% (AAAs)

Table 1 below describes these requirements by source of funds.

Table 1 AAA Local Matching Requirement by Fund Source

Funding Source	Fund Source Name	AAA Local Match Requirement	Reference
Federal	Title III Administration	15% (a)	OAA of 1965 (d)
Federal	Title IIIB Supportive Services	10%	OAA of 1965
Federal	Title IIIC-1 Congregate Meals	10%	OAA of 1965
Federal	Title IIIC-2 Home Delivered Meals	10%	OAA of 1965
Federal	Title IIID Preventive Health	10%	OAA of 1965
Federal	Title IIIE Natl. Family Caregiver	10%	OAA of 1965
Federal	Title VII/EAP Eld Abuse Prevention	No Match Required	ACL CFDA
Federal	Title VII/A LTC Ombudsman	No Match Required	AoA Fiscal Guide (b)
Federal	Nutrition Services Incentive Program	No Match Required	AoA Fiscal Guide
State	State Administration	No Match Required	AASA
State	State Access Services	10%	AASA
State	State In-Home Services	10%	AASA
State	State Congregate Meals	10%	AASA
State	State Home Delivered Meals	10%	AASA
State	State Nursing Home Ombudsman	10%	AASA
State	State Alternative Care	10%	AASA
State	MI State Ombudsman Funds (MSO)	10%	AASA
State	State Merit Award Trust Fund	No Match Required	AASA TL #1006 (7/28/09)
State	State Caregiver Support	10%	AASA
State	State Respite Care	No Match Required	Public Act 171 of 1990
State	State Care Management	10%	AASA
State	State Aging Network Services	10%	AASA

(a) 15% is an approximate amount and may vary slightly after applying the state match amount.

(b) AoA is the acronym for the federal Administration on Aging

(c) Michigan Office of Long Term Care Supports and Services (OLTCSS)

(d) OAA is the acronym for the Older Americans Act

Per AoA requirements, if the required non-federal share is not provided by the completion date of the funded project period, to meet the match percentage, AoA will reduce the Federal dollars awarded when closing out the award, which may result in a requirement to return Federal funds. AASA verifies compliance with local matching requirements based upon a review of AAA FSRs.

[2] The exact percentage amount may vary slightly in order to meet the federal requirement.