



### **Area Agency on Aging of Pasco - Pinellas Transition Plan**

The AAAPP is developing this plan to ensure services can be provided to seniors and caregivers as more and more people are vaccinated and it is safe to provide in home and face to face services. Any resurgence of covid -19 variants and/or a consistent uptick in the number of covid positive cases in our PSA among staff, clients, providers and/or the community must be taken into consideration and plans to delay or augment this plan will be considered and duly implemented.

#### **Transition Dates:**

- As of June 14, AAAPP adopted a remote work/office hybrid plan with staff returning to the office with 3 days in the office and 2 days working from home. A motivational strategy to welcome staff to the office is being implemented and productivity monitored.
- Reasonable accommodation is being provided to those staff who request.
- Effective August 2, AAAPP adopted a mask policy requiring all staff, volunteers, interns, contractors and visitors to wear masks at all times in all common areas, working in shared offices and in person staff meetings.
- Effective August 13, the AAAPP Board of Directors will resume a quorum of board members for in person meetings. A virtual option will continue to exist as long as the quorum is met in person.
- Effective September 1, the office will open to the public with a walk-in area designated for anyone seeking assistance in person. Information / referral / intake / education / screening and by extension eligibility steps, in person, if requested by the client/applicant. Sufficient staffing will be available to address any walk-in requests.
- Effective September 1, staff will meet with clients and community members at their homes and in public.

It is important to note:

- AAAPP encourages all staff and their families to get fully vaccinated as soon they are eligible.
- Masks are available at the front desk for anyone who needs them.
- Staff who are out in the community performing official agency functions are encouraged to wear masks.

### **ADRC-Related Transition Plan**

Beginning September 1, ADRC staff shall begin to plan for transition back to normal operating protocols with a projected completion date of September 1 in preparation for clients on the August release (end of August).

ADRC staff should follow the EMS Procedures - standard timeframes for mailing letters and for eligibility steps to process released clients.

ADRC staff will send out the 3008 for the clients' primary care provider to complete and return to the ADRC. If clients contact the ADRC with hesitation about in-office doctor visits, clients should be reminded most doctors are doing virtual visits and this may be option. The 3008 on the AHCA website appears to be a fillable pdf to assist providers in completing the form.

### **Veteran Directed Home and Community Based Services:**

As of the writing of this report, the Department of Veteran Affairs has advised against home visits until further notice. Applications, timesheets, budget plans and re-evaluations of the plan of care will continue to be processed virtually or over the telephone as requested by the Hospitals.

### **In-Person Transition Plan for GR, OAA, and EHEAP**

All Lead Agencies and OAA providers are required to provide their transition plans to include transition dates and address all the issues addressed in the AAAPP plan for in person services as well as the criteria that will be used to delay or augment implementation of their plan. These transition plans will need to be approved by the Executive Director/CEO of the organization submitting the transition plan. The transition plan will be submitted in writing to the AAAPP and must be approved in writing by the Director, Program Accountability. Any updates to the plan will need to be submitted to the AAAPP in advance of any adjustments being made.

## GR and OAA Assessments and Care Plans

- Beginning July 1, 2021, providers need to begin a transition process to complete initial assessments and annual reassessments in client homes (701A and 701B), with full transition completed by September 1, 2021. Case Managers will also need to complete initial, semi-annual, and annual care plans in the client's home. If the client is uncomfortable with having staff in their homes, these tasks may continue to be completed virtually or over the phone, with supervisor approval. If the client/caregiver chooses to complete the assessment or care plan virtually or over the phone, the provider should provide them with the AAA Helpline telephone number, 1800-963-5337 so that information about the COVID-19 vaccination can be provided as well as vaccine appointments scheduled.
- Effective September 1, 2021, 701A and 701B initial assessments and annual reassessments must be completed in the client's home unless the client insists that this activity be performed virtually. 701C initial and annual reassessments must be completed in-person at congregate meal sites. Initial, semi-annual, and annual care plans must also be completed in the client's home, unless the client insists that this activity be performed virtually. The case manager supervisor or OAA Program Manager must approve, prior to conducting, all assessments, reassessments, and care plans that a client has requested be completed virtually. The AAA will be closely monitoring case management and lead agencies and OAA providers to ensure that the clients who have requested these tasks be completed virtually are only receiving non-face-to-face services (i.e. telephone reassurance, virtual counseling, home delivered meals, etc.) and not receiving any face-to-face in-home or in-facility services (i.e. homemaker, personal care, respite, adult day care, etc.). client's choice to receive a virtual assessment or reassessment must be added to the notes. The client's choice to receive a virtual care plan must be added to the case notes. All providers are to submit a Virtual Assessment Log to the AAAPP every 2 weeks starting July 15<sup>th</sup>, 2021. The information entered on the Virtual Assessment Log includes services authorized, services currently being received, date of a virtual visit, reason for a virtual visit, approving supervisor's name and acknowledgment regarding Covid 19 Vaccine Programs available.
- Effective September 1, 2021, the 701C initial assessment and annual reassessment will only be completed for clients receiving meals at a congregate meal site. Clients receiving home delivered meals will need to have an in-person 701A completed at their initial assessment or annual reassessment unless the client insists that this activity be performed virtually. Meals-only clients who have already received a 701C initial assessment or annual reassessment in 2021 due to the Stafford Act flexibilities, will need not be required to complete a 701A assessment until their annual reassessment in 2022 (or earlier if there is a significant change).

## EHEAP Applications

- Beginning July 1, 2021, EHEAP providers need to begin a transition process to complete EHEAP applications in person, with a full transition completed by September 1, 2021. Applications may be processed virtually or over the telephone if the client insists that this activity be performed virtually. If the client/caregiver chooses to complete the application virtually or over the phone, the provider should provide them with information about the COVID-19 vaccination and offer to schedule an appointment or refer them to the AAA for assistance if the client and/or caregiver would like one.

The AAAPP Board of Directors will review and approve the Transition Plan. It is noted that any resurgence of covid -19 variants and/or a consistent uptick in the number of covid positive cases in our PSA among staff, clients, providers and/or the community must be taken into consideration and plans to delay or augment this plan will be considered and duly implemented. The Executive Director will have the flexibility to monitor this, make adjustments as needed and keep the AAAPP Board of Directors duly apprised.

August 5, 2021

Ann Marie Winter

AAAPP Executive Director