

# Waupaca County Committee on Aging Educational Handbook

Waupaca County Department of Health and Human Services  
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## **Introduction to the Waupaca County Committee on Aging**

**What is a Committee on Aging?** The Waupaca County Committee on Aging is the appointed or elected citizen oversight body that represents the interests of the public as a whole and older people specifically in the policies and decisions that govern the Aging Programs and Waupaca County Aging Plan. The Waupaca County Committee on Aging provides advisory, non-binding recommendations to the Aging & Disability Resource Unit Manager for the advancement and improvement of the following Federal Older Americans Act Programs:

- Title III B: Supportive Services to Older Adults
- Title III C: Elderly Nutrition Program
- Title III D: Health Promotion & Prevention
- Title III E: National Family Caregiver Support Program

**What are the responsibilities of the Committee on Aging?**

- **Non-Binding Advisement:** Provide non-binding recommendations and direction to Waupaca County Department of Health and Human Services Board regarding the unique needs, concerns, and strengths of the aging population in Waupaca County
- **Advocacy:** Championing and representing the interests of the aging population in Waupaca County
- **Ambassador to the Community:** Enhance the visibility of the aging programs listed above by outreach and information exchange with the general public and community stakeholders
- **Honor the Present & Adapt for the Future:** Provide advisement to the Aging Programs on effective strategies to honor the needs and interests of the present population of individuals who are aging and anticipate and adapt to the changing needs of future populations of aging individuals to ensure compassionate and sustainable services for years to come.

### **Overview of Older Americans Act and Aging Programs**

**Older Americans Act (OAA):** Originally enacted in 1965, supports a range of home and community-based services, such as Elderly Nutrition Program, in-home services, prevention and caregiver support. OAA funds the following programs:

1. **Title III-B: Supportive Services and Senior Centers** – this funding section covers services for older adults such as Adult Day Care, Assistive Devices, Chore and Homemaker services, Personal Care, Medication Management, Temporary Respite and Transportation. This is not an all-inclusive list.
  - a. Eligibility requirements for this funding section include the care recipient needs to be 60 years of age or older and have an assessed need for the service or support funded.
2. **Title III-C1: Congregate Nutrition** – this funding section covers the Congregate Dining program or “Senior Dining Sites” as well as the Voucher Meal Program “Bistro 60”.
  - a. Eligibility requirements for this funding section are:
    - i. Participant is 60 years of age or older
    - ii. Participant is the spouse of a person or domestic partner who 60 years of age or older **and** attends the dining center

- iii. Participant is an adult person with a disability, under age 60, who resides in housing facilities occupied with primarily older individuals at which congregate nutrition services are provided is eligible to receive meals at the facility in which they reside
  - iv. Participant is an adult disabled individual who resides at home with an eligible older individual participating in the program
3. **Title III-C2: Home Delivered Meal Nutrition (HDM)** – this funding section covers the services provided to those individuals receiving home delivered meals or “meals on wheels”.
- a. Eligibility requirements for this funding section are:
    - i. Participant is 60 years of age or older who is frail and essentially homebound by reason of illness, disability, or isolation, for which an assessment concludes that participation is in the individual’s best interest
    - ii. Participant is the spouse or domestic partner of a person eligible for an HDM as described above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual
    - iii. Participant is an adult disabled individual who resides at home with an eligible older individual participating in the program, if an assessment concludes that participation is in the best interest of the homebound older individual
4. **Title III-D: Disease Prevention and Health Promotion Services** – this funding section covers the provision of evidence-based disease and disability prevention programs that empower older adults to take control of their health by increasing self-efficacy and self-management behaviors. Programs include but are not limited to: Healthy Living with Diabetes, Stepping On, Powerful Tools for Caregivers and Living Well with Chronic Conditions.
5. **Title III-E: National Family Caregiver Support Program (NFCSP)** – this funding section is special because it is the only funding section that is focused specifically on caregivers.
- a. Eligibility Requirements for this funding section include:
    - i. Family caregivers of older adults aged 60 or older (Priority is given to family caregivers who are aged 60 and older, but caregivers may be any age if they are caring for someone age 60 and older)
    - ii. Grandparents and relatives (age 55+) who are primary caregivers of adult children 19 years and younger (may not be the child’s parents or legal guardian)
    - iii. Grandparents and relatives (age 55+) who are primary caregivers of adults with disabilities (ages 19-59; can’t be the child’s parent or legal guardian)
    - iv. Family caregivers of an individual with Alzheimer’s disease or other dementia (including those below age 60)

## **Other Aging Services Offered by Waupaca County Department of Health and Human Services:**

**Alzheimer's Family Caregiver Support Program (AFCSP)** – AFCSP funding comes from the Wisconsin Department of Health Services. This specialty grant program allows counties to provide direct support and services to caregivers who are caring for someone with Alzheimer's or other dementia.

**Elder Abuse Direct Service Funds** – Wisconsin Statute requires that a lead agency be designated (Waupaca County Aging Unit) in each county for purposes of establishing, coordinating, and publicizing the elder abuse reporting system. This county-based system provides the framework for receiving reports and responding to allegations of elder abuse, neglect and exploitation.

**85.21 Transportation Grant** – The Wisconsin Department of Transportation allows for each county to submit the 85.21 Grant Application for Elderly and Disabled Transportation Assistance. This grant Coordinates specialized transportation for seniors and individuals with disabilities for the county.

### **Organization of Waupaca County Aging and Disability Resource Unit**

The Waupaca County Aging Programs are fully integrated within the Waupaca Branch of the Aging & Disability Resource Center of Calumet, Outagamie and Waupaca Counties. There is one ADRC and Aging Programs Manager. The ADRC and Aging Programs Unit is simply referred to as the Aging & Disability Resource Unit (ADRU).

#### **ADRU Staff Composition:**

- ✓ Aging and Disability Resource Unit Manager
  - (4) Information & Assistance Specialist
  - (1) Elder Benefit Specialist
  - (1) Disability Benefit Specialist (Contract Position)
  - (1) Dementia Care Specialist (Contract Position)
  - (1) ADRC Clerk
  - (1) ADRC Assistant
  - (1) Transportation Coordinator
  - (3) Adult Protection Staff
- ✓ (1) Aging Programs Supervisor
  - (3) Nutrition Site Managers
  - (1) Nutrition Program Receptionist
  - (1) Volunteer Coordinator

### **ADRU Staff Duties by Position:**

#### **Aging Programs Staff**

**Aging Programs Supervisor** – This position is responsible for the oversight and management of the Waupaca County Aging Programs and Staff who administer those programs.

Nutrition Program Receptionist- Provides clerical support to the Aging Programs Supervisor and Elderly Nutrition Program.

Nutrition Site Managers – Waupaca County Nutrition Site Managers are responsible for the coordination and provision of home delivered meals and congregate dining meals.

## **ADRC Staff**

Elder Benefit Specialist (EBS) – EBS staff offer information, advice and assistance to older individuals related to individual eligibility for, and problems with, public benefits and services to health care financing, insurance, housing and other financial and consumer concerns.

Disability Benefit Specialists (DBS) – DBS's provides accurate and current information on private and governmental benefits and programs. This includes assisting individuals when they have questions or need help with accessing and applying for FoodShare Wisconsin, Medical Assistance, disability income, Medicare and more.

Dementia Care Specialist (DCS)- DCS's provide support to individuals with Dementia or Alzheimer's Disease and their family and caregiver. Provides education and resources about Dementia and Alzheimer's to the community and local businesses and community partners.

ADRC Clerk – The Waupaca County ADRC Clerk which is an employee of the ADRC answers the primary ADRC phone number and triages phone calls before forwarding to the I&A Staff. Provides back-up transportation coordination when necessary and other duties as assigned.

ADRC Assistant – The ADRC Assistant is part of the ADRC and is responsible for assisting the ADRC staff with the collection of verifications and completion of Medicaid applications for ADRC customers.

Information and Assistance Specialists (I&A) –Waupaca County I&A staff which are part of the ADRC are responsible for answering the primary ADRC phone number and answering questions and responding to resource/service requests for individuals 17.5 years of age and older.

## **Additional ADRC Programs**

Transportation Coordinator – The Transportation Coordinator for Waupaca County, as part of the 85.21 Specialized Transportation Grant from the Wisconsin Department of Transportation, assists those who qualify, with coordinating transportation to and from medical appointments and other errands. The Transportation Coordinator also coordinates volunteer drivers and assists them in connecting with riders.

Adult Protective Services (APS) – APS staff are responsible for responding to abuse and neglect concerns regarding Waupaca County residents 18 years of age and older. Our APS in Waupaca respond to both Adults at Risk (18-59 yr old) and Elder Adults at Risk (60+) abuse/neglect referrals. APS staff investigate the allegations made, meet with the person of whom the referral was made, the person's family, friends and other individuals that may be involved.

Volunteer Coordinator – This position is responsible for the recruitment, maintenance, and ongoing appreciation initiatives for Waupaca County Volunteers. Responsible for the administration of AFCSP, NFCSP and Title III-B programs.

## Mission, Vision and Values

### Waupaca County Department of Health and Human Services

#### Vision

*We help the people of Waupaca County to be safe and connected. We ensure people's safety by attending to their basic needs. We engage and build people's natural support networks in the helping process, because together we are stronger.*

#### Values

*The services and engagement we provide meet the standard of compassion we would want for our own families.*

*We understand many of the needs experienced by our community are the result of adversities people have experienced, and so we ask, "What happened to you?" not "What's wrong with you?"*

*We believe that people who hurt others are in pain and need help, not punishment.*

*We meet the needs of those we serve in a way that is meaningful to each person, by responding in a trauma-informed way.*

#### Waupaca County Vision

*Waupaca County is the premier Wisconsin County; a proactive destination sought out for its natural resources, people, community pride, business climate, education, responsible government, and family focus throughout all life stages. Excellence is what we inherited and shall secure, enhance and provide for future generations.*

#### Waupaca County Mission

*Waupaca County government exists to provide services that empower and protect residents and guests.*

## Expectations for Committee on Aging, Citizen Members

Although membership on the Waupaca County Committee on Aging is voluntary, there are expectations placed on the members. Expectations include:

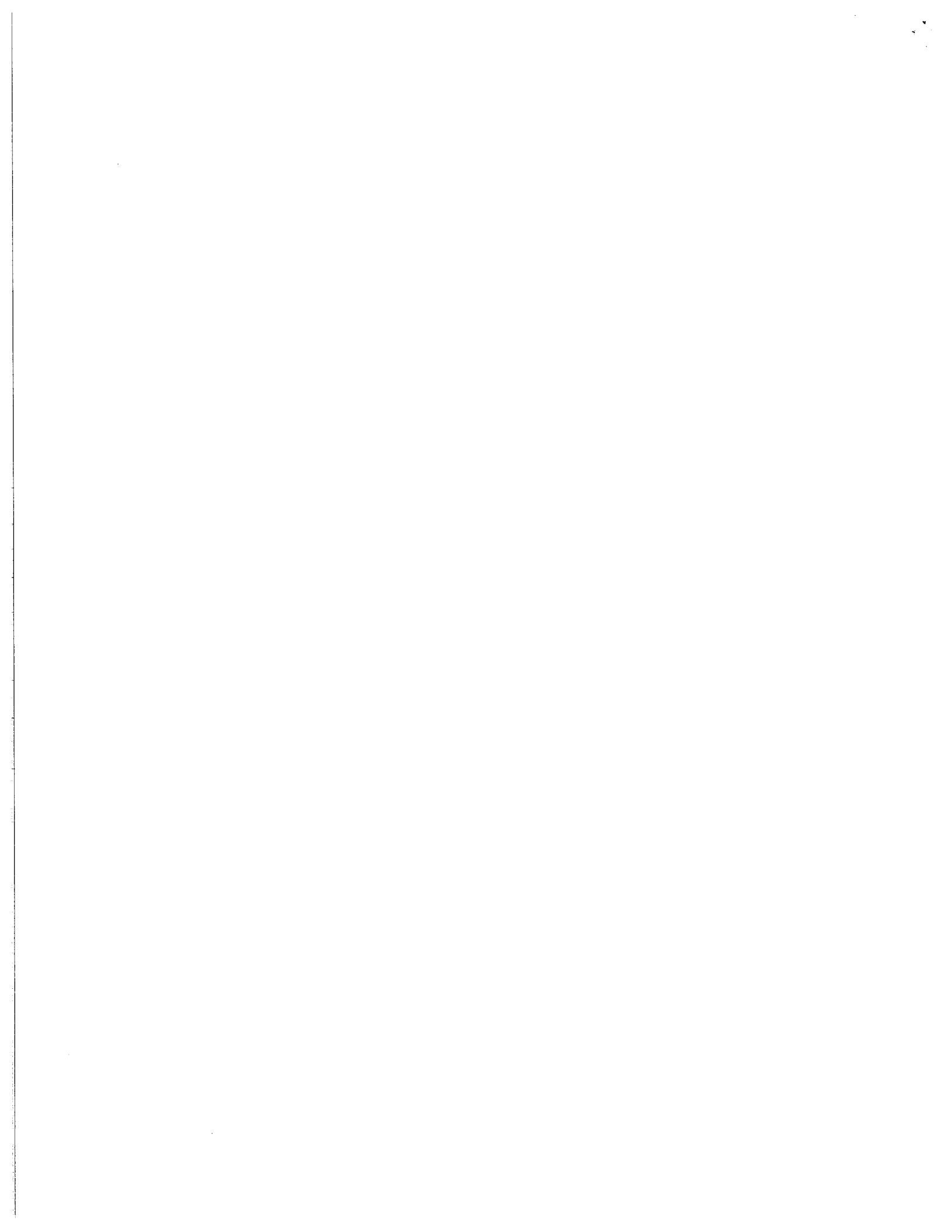
- ✓ Members fulfill their full terms, 2 years Citizen Members, 3 years County Board Supervisors
- ✓ Members attend all Committee on Aging meetings throughout their term
- ✓ Members will review meeting materials and participate in discussions of agenda items
- ✓ Request additional information or training about issues, programs, policies or procedures that may be unclear.
- ✓ Members unable to attend a scheduled Committee on Aging meeting must contact ADRC Clerk and inform of absence before meeting takes place.

- ✓ Two (2) unexcused absences, in a twelve (12) month period, Member may be asked to resign their position on the Committee on Aging. An unexcused absence means that the absentee did not notify the ADRC Clerk of the absence.
- ✓ Members provide respectful and well-informed advice to the ADRU Manager regarding Aging Program services and the Waupaca County Aging Plan
- ✓ Members promote Aging Programs and services in the community, spread the correct knowledge to the public about Aging Programs and services and advocate on the behalf of Waupaca County's aging and disabled population
- ✓ Members remain well-informed on Aging programs, activities, and volunteer opportunities in order to assist the Aging Programs staff in their advocacy, outreach and volunteer recruitment efforts

## **Committee on Aging Policies and & Procedures**

**Inclement Weather Policy:** Committee on Aging meeting cancellations will be made at the discretion of the Aging & Disability Resource Unit Manager due to inclement weather conditions and/or any other issue of concern for member safety.

**Committee on Aging Member Compensation:** Committee on Aging Members may submit reimbursement for their mileage to and from Committee on Aging meetings and ADRU Manager approved other Committee on Aging activities mileage. Reimbursement for all other Committee on Aging activities mileage must be pre-approved.





## Aging and Disability Resource Unit Program Data 2022

Program	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Adult Protective Services Referrals	36	30	32	25	31	42	36					
Nutrition Program Participants Served HDM	211	214	222	221	219	217	208					
Nutrition Program Participants Served Voucher	25	11	16	22	22	10 *closed May 27- June 20	18					
Nutrition Program Participants Served Senior Dining	43	26	21	31	27	37	38					
ADRC Monthly Calls	733	700	779	743	614	733	637					
Trans. One Way	583 15 new riders	612 13 new riders	772 20 new riders	649 10 new riders	653 9 new riders	690 16 new riders	577 8 new riders					
Elder Benefit Specialist New Referrals	17	25	18	16	10	14	22					
Disability Benefit Specialist New Referrals	23	20	23	20	22	21	12					
Supportive Services # clients enrolled	20	20	24	27	27	20	24					