



# Office of Children and Family Services

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## Local Commissioners Memorandum

<b>Transmittal:</b>	22-OCFS-LCM-25
<b>To:</b>	Local Departments of Social Services Commissioners Directors of Services Adult Protective Supervisors
<b>Issuing Division/Office:</b>	Division of Child Welfare and Community Services Division of Administration
<b>Date:</b>	September 8, 2022
<b>Subject:</b>	<b>Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant FFY 22</b>
<b>Contact Person(s):</b>	See section IV.
<b>Attachments:</b>	Attachment A: <i>District Allocation Amounts</i> Attachment B: <i>Attestation of Use of Administration for Community Living – American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services</i> Attachment C: <i>Large Purchase Request for Expenditure Exceeding \$5,000</i> Attachment D: <i>Tribes in New York State and County of Residence</i> Attachment E: <i>Annual Program Report Template and Instructions</i> Attachment F: <i>For U.S. Administration for Community Living Grants</i>

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services administered by the Administration for Community Living (ACL). The federal ACL has made available one-time funding in the amount of \$9,195,346 to New York State for use from August 1, 2022, through September 30, 2024. This LCM provides information on each LDSS's allocation (Attachment A) from the remaining funds, how the funds can be used, and annual reporting and claiming requirements.

### II. Background

These funds are being made available to states to provide resources to enhance, improve and expand adult protective services' (APS) ability to investigate allegations of abuse, neglect and exploitation. The New York State Office of Children and Family Services (OCFS) recently surveyed the districts to ascertain the current needs and services of vulnerable adults in their LDSSs as well as their staff's needs. The survey identified the following needs and services: the need for additional/temporary staff; additional personal protection equipment; the use of tele-

health services; and tangible services for clients, such as rental assistance, transportation, and food and meal delivery.

### III. Program Implications

LDSSs can only use the funds for the allowable expenditures noted below. LDSSs will be required to sign an attestation (Attachment B) indicating how they will use the funds in accordance with the allowable identified expenditures of the federal grant. LDSSs must also attest that they will not use their allocation to supplant any New York State (NYS) APS funds and that the funds will only be used to supplement existing state and LDSS APS resources. OCFS may reallocate any unspent funds from an LDSS to other LDSSs that have claims that exceed their allocations. Funds can be used from August 1, 2022, through September 30, 2024.

Completed attestations (Attachment B) are due to Shelly Fiebich ([Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov)) by **September 20, 2022**.

The funds may be used for the following purposes:

- Establishing or enhancing the availability for elder shelters and other emergency, short-term housing and accompanying “wraparound” services for APS clients
- Establishing, expanding or enhancing statewide and local-level elder justice networks to remove bureaucratic obstacles and improve coordination across the many state and local agencies interacting with APS clients who have experienced abuse, neglect or exploitation
- Working with tribal APS efforts, such as conducting demonstrations on state-tribal APS partnerships to better serve tribal elders who experience abuse, neglect, and exploitation; partnering with tribes within the state to include tribal elder abuse data in the state's National Adult Maltreatment Reporting System (NAMRS); and undertaking demonstrations to better understand elder abuse experienced by tribal individuals living in non-tribal communities and served by state APS programs
- Improving or enhancing existing APS processes for receiving reports, conducting intakes and investigations, planning/providing for services, making case determinations, documenting and closing cases, and continuous quality improvement
- Improving and supporting remote work, such as the purchase of communications and technology hardware, software or infrastructure to provide adult protective services such as:
  - laptops,
  - smartphones,
  - electronic tablets,
  - Wi-Fi hotspots and
  - software to facilitate secure video conferencing and virtual meetings.
- Improving data collection and reporting at the caseworker, local and state levels in a manner that is consistent with NAMRS
- Costs associated with establishing new or improving existing processes for responding to alleged scams and frauds
- Costs associated with community outreach
- Costs associated with providing goods and services to APS clients
- Acquiring personal protection equipment and supplies
- Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs
- Training costs
- Costs associated with assisting APS clients to secure the least restrictive option for emergency or alternative housing, and with obtaining, providing or coordinating with

care transitions as appropriate; these funds can be used to temporally assist an APS client in securing housing services with a Family-Type Home for Adults.

Any prospective equipment purchases of \$5,000 or more **per unit** must receive **prior** approval from OCFS per 45 CFR 75.320(a)(2). Equipment refers to tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes or \$5,000. Each district is required to forward to OCFS any proposed equipment purchase costing \$5,000 per unit or more using Attachment C.

When submitting equipment purchase requests using Attachment C, the following information is required:

- Identification of and cost of purchase
- Purpose and intended use of the proposed purchase
- Market research completed (i.e., obtaining bids, assessment of lease vs. purchase)
- Efforts to adhere to recommended requirements of the “Buy American Act” which requires federal agencies to procure domestic products and materials when consistent with public interest and reasonable costs (<https://www.gao.gov/products/105519>).

Equipment purchase requests (Attachment C) should be submitted directly to OCFS. OCFS will review and approve or disapprove the purchase request and will contact the LDSS immediately upon approval. Once prior approval is received, districts should then follow their own procurement policies.

#### IV. Annual Reporting Requirements

LDSSs awarded funding need to submit an annual programmatic report that details how the funds were used in accordance with the federal requirements and what challenges and successes they encountered in using the funds. A template and instructions are provided in Attachment E.

Additionally, LDSSs with tribes residing within the LDSS must work collaboratively with the tribes to provide support to those individuals aged 60 or older who have an APS need. A list of the tribes and the LDSS they reside in is in Attachment D.

Completed programmatic reports must be emailed to Shelly Fiebich at [Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov) as instructed in Attachment E.

#### V. Claiming Requirements

There is \$7,577,396 in federal funds for expenditures related to the implementation of the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning August 1, 2022, and ending September 20, 2024, and final accepted in the Automated Claiming System (ACS) by October 31, 2024.

Expenditures for the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services project should be claimed through the RF17 claim package for special project claiming. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923, *Cost Allocation Schedule of Payments Administrative*

*Expenses Other Than Salaries* and the LDSS-2347, *Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program*. After final acceptance of the RF2A claim package, the individual project costs are then reported under the project label Adult Protective ARPA 2 on the LDSS-4975A, RF17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs*.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the RF17 Worksheet while overhead costs are automatically brought over from the RF-2A, Schedule D, and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the LDSS-923B, Summary-Administrative (page 1), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*. Program costs should be reported as object of expense code 37 - Special Project Program Expense on the LDSS-923B, Summary-Program (page 2), *Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs*.

Total project costs should be reported on the LDSS-4975, *Monthly Statement of Special Project Claims Federal and State Aid (RF-17)* as 100% federal share. For each LDSS, the expenditures reported for the Adult Protective ARPA 2 will be reimbursed up to the amount of the district's allocation.

Further instructions for completing time studies, the LDSS-923 and the Schedule D, and the RF17 claim package are found in Chapters 4, 7 and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRM is available online at <http://otda.state.ny.net/bfdm/finance/>.

## **VI. Contacts**

Questions pertaining to the attestations and reports may be directed to:

Shelly Fiebich, Director, Bureau of Adult Services  
518-402-1639

[Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov)

Questions pertaining to the allocations may be directed to:

Shonna Clinton, Local Operations Manager, Bureau of Budget Management  
(518) 474-1361

[Shonna.Clinton@ocfs.ny.gov](mailto:Shonna.Clinton@ocfs.ny.gov)

Any ACS claiming questions should be directed to the OTDA Bureau of Financial Services by email or telephone:

Lauren Horn (Regions I-V) at (518) 474-7549

[otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov)

Michael Simon (Region VI) at (212) 961-8250

[Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

***/s/ Lisa Ghartey Ogundimu, Esq.***

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**Issued by:**

Name: Lisa Ghartey Ogundimu, Esq.

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

***/s/ Brian Bagstad***

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**Issued by:**

Name: Brian Bagstad

Title: Director, Bureau of Budget Management

Division/Office: Division of Administration

**Attachment A:  
District Allocation Amounts**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Albany	\$125,945	Ontario	\$31,007
Allegany	\$26,322	Orange	\$102,121
Broome	\$75,888	Orleans	\$25,000
Cattaraugus	\$28,463	Oswego	\$42,250
Cayuga	\$29,133	Otsego	\$25,000
Chautauqua	\$64,913	Putnam	\$35,780
Chemung	\$40,509	Rensselaer	\$75,353
Chenango	\$25,000	Rockland	\$96,588
Clinton	\$25,000	Saratoga	\$79,904
Columbia	\$38,859	Schenectady	\$53,804
Cortland	\$25,000	Schoharie	\$25,000
Delaware	\$57,106	Schuyler	\$25,000
Dutchess	\$98,819	Seneca	\$25,000
Erie	\$412,142	St. Lawrence	\$51,975
Essex	\$25,000	St. Regis	\$25,000
Franklin	\$25,000	Steuben	\$73,836
Fulton	\$30,516	Suffolk	\$187,333
Genesee	\$25,000	Sullivan	\$40,777
Greene	\$25,000	Tioga	\$25,000
Hamilton	\$25,000	Tompkins	\$36,226
Herkimer	\$35,736	Ulster	\$27,660
Jefferson	\$33,906	Warren	\$25,000
Lewis	\$25,000	Washington	\$25,000
Livingston	\$25,786	Wayne	\$25,000
Madison	\$25,000	Westchester	\$129,915
Monroe	\$195,230	Wyoming	\$25,000
Montgomery	\$25,000	Yates	\$25,000
Nassau	\$127,908		
Niagara	\$104,351	NYC	\$4,152,425
Oneida	\$47,870		
Onondaga	\$186,040	<b>Statewide Total</b>	<b>\$7,577,396</b>

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES

**Attachment B:**

**Attestation of Use of Administration for Community Living (ACL)  
American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services (FFY22)  
ARPA 2**

This is to certify that \_\_\_\_\_ department of social service (LDSS) will use the allocation of the American Rescue Plan Act funds authorized in the amount of \$\_\_\_\_\_ to enhance, improve and expand the ability of the LDSS's Adult Protective Services to investigate allegations of abuse, neglect and exploitation, as indicated below. Additionally, we will work collaboratively with any tribe residing within our district to implement this funding, as warranted.

Such funds will not be used to supplant any other state or local funds and the funds will only be used to supplement existing New York State and LDSS APS resources. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation.

**Plan for use of funds – check all that apply:**

- ☐ 1. Establishing or enhancing the availability of elder shelters or other emergency, short-term housing and accompanying “wrap-around” services for APS clients
- ☐ 2. Establishing or expanding/enhancing the state-wide and local-level elder justice networks
- ☐ 3. Working with tribal adult protective services efforts
- ☐ 4. Improving or enhancing existing APS processes
- ☐ 5. Improving and supporting remote work, such as purchasing communications and technology hardware, software or infrastructure (equipment \$5,000 or more needs OCFS and ACL approval)
- ☐ 6. Improving data collection and reporting at the case worker, local and state levels in a manner consistent with the National Adult Maltreatment Reporting System (NAMRS)
- ☐ 7. Establishing new or improving existing processes for responding to alleged scams and frauds
- ☐ 8. Conducting community outreach
- ☐ 9. Providing goods and services to APS clients
- ☐ 10. Acquiring personal protection equipment and supplies
- ☐ 11. Paying for extended hours/overtime for staff, hiring temporary staff, and associated personnel costs
- ☐ 12. Training costs
- ☐ 13. Assisting APS clients with securing the least restrictive option for emergency or alternative housing and with obtaining, providing or coordinating with care transitions as appropriate

**NOTE:** On the following page, LDSSs **must identify which project goals the above selected strategies** will support and **the dollar amount** of the grant allocation that will be **devoted to that project(s)**.

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES

**Attachment B:**

**Attestation of Use of Administration for Community Living  
American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services**

List the number of each strategy selected from previous page next to the ARPA Project Goal(s) the LDSS intends to impact with these funds (At least one Goal and one row must be selected and completed)	ARPA Project Goal	ARPA Grant #2 Funding Amount designated for each Project Goal selected	Selection aligns with current county plan Y/N
	Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected, or exploited by others.		
	Enhance/improve use of legal interventions including improved awareness and training for legal systems partners and stakeholders.		
	Improve/enhance effective utilization of multidisciplinary teams and community resources to improve investigations, assessments and service delivery to reduce risk and protect vulnerable adults.		
	Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.		
	Youth aging out of foster care or other child welfare services who could benefit from Adult Protective Services as they reach adulthood will be identified, have their needs assessed and be protected.		
	Promote the safety and dignity of vulnerable adults by improving awareness of APS authority and of incidences of abuse, injury, exploitation, violence, and neglect.		

Name of person completing the form:

Date:

Name of Commissioner:

Commissioner's signature:

Date:

Email completed attestations to [Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov) by **September 20, 2022.**

**Attachment B:  
Strategies and Goal Guide**

**The chart below is included as a reference tool to assist in strategy and goal selection for the required attestation.**

<b>ACL Project Goal</b>	<b>Matching ACL Strategies</b>
<b>Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected or exploited by others.</b> Lack of staffing resources Enhance data system/technology Identifying LDSS training specific to APS and clients Improve/enhance inter-agency collaborations Improve/enhance communications with systems/providers/agencies	<i>Training, Equipment, Temp staff, Response to fraud/scams, Community outreach, PPE, Travel, Improved data collections, System enhancements, Enhancing existing processes, Working with Tribal APS partners, Enhancing elder justice networks, Establishing/enhancing elder shelters or other emergency housing and wraparound services</i>
<b>Enhance/improve use of legal interventions including improved advocacy, awareness, and training for legal systems partners and stakeholders.</b> Better engagement/ training/ understanding with legal/court system	<i>Response to fraud/scams, Training, Enhancing existing processes, Temp staff</i>
<b>Improve/enhance effective utilization of multidisciplinary teams and community partners and resources to improve investigations, assessments, and service delivery to reduce risk and protect vulnerable adults.</b> Improve/enhance inter-agency collaborations Improve/enhance communications with systems/providers/agencies Partner with agencies to increase awareness Improved partnerships with financial institutions Increasing Rep Payee cases/limited supports Identify strategies to better support underserved populations	<i>Response to fraud/scams, PPE, Travel, Goods and services, Working with Tribal APS partners, Establishing/enhancing elder shelters or other emergency housing and wraparound services</i>
<b>Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.</b> Lack of resources perpetuate/increase client risks	<i>Emergency housing and care transitions, Goods and services, Community outreach, Working with Tribal APS partners, Establishing/enhancing elder shelters or other emergency housing and wraparound services</i>
<b>Promote the safety and dignity of vulnerable adults by improving awareness of APS authority and of incidences of abuse, injury, exploitation, violence, and neglect.</b> Misunderstanding of APS roles/authority Identify strategies to better support underserved populations Partner with agencies to increase awareness of practicality of APS role Improved partnerships with financial institutions/appropriate referral	<i>Community outreach, Training, Response to fraud/scams</i>

**Attachment C:  
Large Purchase Request for Expenditure Exceeding \$5,000 Form**

Email equipment requests costing \$5,000 or more per unit to Shelly Fiebich at [Shelly.Aubertine-Fiebich@ocfs.ny.gov](mailto:Shelly.Aubertine-Fiebich@ocfs.ny.gov)

<b>Date:</b>	
<b>Grantee Organization:</b>	NYS Office of Children and Family Services
<b>Grantee Contact Name:</b>	
<b>Grantee Email:</b>	
<b>Grant Number:</b>	
<p><b>Attach three cost estimates for the piece of equipment you are requesting and indicate here which bid you are choosing.</b></p> <p><b>Cost estimates can be bids from vendors/dealerships or print outs of cost from sellers.</b></p>	
<p><b>Describe the purpose/intended use of the equipment and how the equipment will benefit the program.</b></p>	
<p><b>What percentage of the total cost of the equipment/supply will these grant funds cover? If other funding is available, please identify the source and amount.</b></p> <p>For instance, if the total cost of the item is \$10,000, and the grant program is responsible for \$5,000, and state/territory funds will be used for the remaining \$5,000 write 50% in this space. If grant funds will be used to for the full cost of the purchase, write 100% in this space.</p>	

<p><b>What is the estimated percentage of time the equipment will be used by the APS program?</b></p> <p>If this purchase is being shared with other programs, indicate the percentage of time that the program will use this item. For instance, if you're purchasing a vehicle partially with APS grant funds and partially with state/territory funds, and your program will only have access to the vehicle 50% of the time, write 50% in this space. If the APS program will have access to the purchase 100% of the time, write 100% in this space.</p>	
<p><b>Include an analysis of lease and purchase alternatives to determine which would be the most economical and practical procurement of the recipient and the federal government.</b></p>	
<p><b>Buy American Requirement: Attach information indicating the equipment is produced in the United States.</b></p>	

**Attachment D:  
Tribes in New York State and County of Residence**

Cayuga Nation of Indians – Seneca and Cayuga Counties

Oneida Indian Nation – Madison County

Onondaga Nation – Onondaga County

St. Regis Mohawk Tribe – Franklin County

Seneca Nation of Indians – Erie, Cattaraugus and Chautauqua Counties

Tonawanda Band of Seneca – Genesee County

Tuscarora Nation – Niagara County

Unkechaug and Shinnecock Indian Nations – Suffolk County

**ATTACHMENT E:  
Annual Program Report Template and Instructions**

<b>New York State ACL ARPA 2 Grant Report</b> <b>REPORTING PERIOD: August 1, 2022-July 31, 2023 (One) <u>DUE DATE August 10, 2023</u></b> <b>August 1, 2023-July 31, 2024 (Two) <u>DUE DATE August 10, 2024</u></b> <b>Final Report <u>DUE DATE October 30, 2024</u></b>				
Name of Local District: Name and Title of Reporter:				
<b>Strategy Selected:</b>				
<b>Overall Goal:</b> List the Project Goal that was selected on page 2 of the LDSS attestation.				
<b>Objectives/Activities Updated MM/DD/YY</b> List the <b>specific strategy</b> selected on page 1 of the LDSS attestation that supports the goal noted above and the actual activity completed.	<b>APS Process Model Topic</b> Select the corresponding Input/Resource and stage of the case process.	<b>Description of Accomplishments(Q1)</b> List what was accomplished by implementing the strategy/activity. List any significant partners and their role in the activity.	<b>Outputs (Q4)</b> List services purchased, goods or staff acquired and <b>total expenditure</b> . List the number of APS clients who received the service or activity. List the number of those who were age 60 or older.	<b>Description of Impact (Q3)</b> Describe the impact the activity had on the goal. Are there measurable outcomes that can be included to support the impact? Have risks been decreased and safety increased?
<b>Challenges, Barriers, Alterations (Q2):</b> Describe what if any challenges or barriers were encountered during the reporting period, what actions were taken to address them and if there were any changes to the goals, objectives or activities because of the challenges.				

**Instructions:** The LDSS must complete and submit an Annual Program Performance Report to OCFS using the attached Reporting Form.

**Due Dates:** OCFS must submit two (2) statewide reports to ACL by August 31, 2022, and August 31, 2023. To meet these deadlines, the **LDSS must submit the annual report to OCFS no later than August 10 of each year. The LDSS must submit the final report to OCFS no later than October 30, 2023.**

The following charts provide examples of report completion, linking activities with stages in the APS process and definitions of services.

<b>New York State ACL Grant Report</b> <b>EXAMPLE</b> <b>REPORTING PERIOD: August 1, 2022-July 31, 2023</b>				
<b>Example 1: Overall Goal: Enhance provision of protective and residential services in the least restrictive manner that will effectively protect and support self-determination of vulnerable and dependent adults.</b>				
Objectives/Activities Updated MM/DD/YY	APS Process Model Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Establish/enhance elder shelters or other emergency housing and wrap-around services with the development of a new contract(s) for emergency shelter	Community and interagency partnerships	Local government approved several contractual agreements with local motels. Identification of three new emergency housing locations, spread out throughout the county, closer to shopping areas.	<b>Current expenditures</b> for emergency housing for this reporting period <b>are \$30,600.</b> Twelve clients have received this service, 8 of whom are age 60 or older	Twelve clients were removed from unsafe and unsanitary conditions to locations near their current neighborhoods where they could continue to use the same shopping areas and maintain existing social and professional relationships while long-term housing issues were addressed. Such placements allow for independence and dignity to remain intact.
<b>Challenges, Barriers, Alterations (Q2):</b> Describe what if any challenges or barriers were encountered during the reporting period, what actions were taken to address them and if there were any changes to the goals, objectives or activities because of the challenges.				
<b>Example 2: Overall Goal: Improve/enhance identification and investigation of vulnerable adults who self-neglect or are abused, neglected, or exploited by others.</b>				
Objectives/Activities Updated MM/DD/YY	APS Process Model Topic	Description of Accomplishments(Q1)	Outputs (Q4)	Description of Impact (Q3)
Improve/support remote work through	Create New/Enhance Existing Operational	Ten laptops with MiFi and 10 cell phones	Current equipment and contract	Initial and follow up visits for all 40

the purchase of laptops and cell phones for case workers	Supports	were purchased for eight case workers and two supervisors	expenditures total \$20,000. The equipment has been used for 10 months on 40 APS investigations/cases. Thirty of those cases involved clients age 60 or older.	cases were conducted and documented timely. Service availability is confirmed more expeditiously as this can be verified while in the field. Case notes are completed while in the field and are detailed, concise and timely.
<b>Challenges, Barriers, Alterations (Q2):</b> Describe what if any challenges or barriers were encountered during the reporting period, what actions were taken to address them and if there were any changes to the goals, objectives or activities because of the challenges.				

### Mapping to the APS Process Model and Annual Report

*The simplified map includes the sample activities ACL outlined in the Federal Register Notice.*

Inputs/Resources	Intake	Investigation	Post-Investigation	Quality Assurance
<b>APS Staff</b> <ul style="list-style-type: none"> <li>• Training/education</li> <li>• Personnel costs, including hazard pay</li> <li>• Travel for in-person investigations</li> <li>• Costs for PPE and supplies for in-person visits</li> </ul> <b>Community/ Interagency Partnerships</b> <ul style="list-style-type: none"> <li>• Public awareness and community outreach</li> <li>• Costs for and associated with establishing new or improving existing processes for responding to COVID-19 scams and frauds</li> </ul> <b>Consult Support</b> <b>Create New/ Enhance Existing Operational Supports</b> <p>Purchase of equipment and associated technologies that will allow for secure remote work and enhance APS workers' ability to interview and investigate while they cannot physically visit during to COVID-19 crisis.</p> <b>Legal and Ethical processes</b>	<b>Screening and Assessment Tools</b> <b>Case Planning Tools</b> <b>Create New/ Enhance Reporting Systems</b> <ul style="list-style-type: none"> <li>• Purchase of new or improvements to existing data systems and/or technology infrastructure related to REPORTING</li> </ul>	<b>Assessment</b> <b>Interviews</b> <b>Collecting Physical Evidence</b> <b>Consult Support</b> <b>Determinations and Services Recommendations</b>	<b>Obtaining Client Agreement and Implementing Service Plan</b> <b>Referring Clients to Community Partners or Services:</b> <ul style="list-style-type: none"> <li>• Purchasing goods and services</li> <li>• Purchase/provision of PPE for clients and/or expenses for COVID-related clean-up/sanitation services</li> <li>• Paying for the least restrictive option for emergency or alternative housing</li> </ul> <b>Monitor Status of Victim and Services</b>	<b>Documentation of Investigation/ Services</b> <ul style="list-style-type: none"> <li>• Purchase of new or improvements to existing data systems and/or technology infrastructure related to case management</li> </ul> <b>Expand Data Capacity</b> <b>Customer Satisfaction</b> <b>Quality Assurance Review</b>

The following table contains existing service categories and definitions for a range of home- and community-based services. This list is provided to help track and report goods and services purchased/obtained for APS clients being served by COVID-19-related funding. Grantees are encouraged to use this table to facilitate analysis and reporting.

SERVICE NAME	SERVICE DEFINITION	UNIT NAME	UNIT DEFINITION
<b>Assistive Technology /Durable Equipment</b>	Durable medical equipment (chair lifts, wheelchairs, walkers, emergency response systems) or anything given to or lent on a short-term basis, including technology or equipment, such as tablet computers, cellphones, or other devices, for a client to use in their home to maintain safety, allow for socialization and/or promote participation in activities from the older adult's home  Note: Please report any expenditures related to cell phone or internet <i>access plans</i> under <b>Consumable Supplies</b>	1) Expenditure 2) Units	Cost and quantity of items of assistance.
<b>Care/Case Management Services</b>	Development and implementation of a service plan to mobilize the formal and informal resources and services identified in the assessment to meet the client's needs. Includes the development and oversight of a plan to ensure the client's safety and well-being; developing a safety plan with a person's support network; referring and arranging support services; etc.	1) Expenditure 2) Hours	The cost and amount of time(measured in hours) to provide assistance.
<b>Caregiver Support Services</b>	Assistance to family and other informal caregivers to improve or sustain capacity for caring for the older adult or adult with disabilities. Includes counseling, support groups, training, respite, etc.	1) Expenditures 2) Units	The cost and number of units or sessions.
<b>Community Day Services</b>	Services or activities provided to adults who require care and supervision in a protective setting for part of a 24-hour day. Includes out-of-home supervision, health care, recreation and/or independent living skills training offered in centers most commonly known as adult day, adult day health, senior centers and disability day programs.	1) Expenditure 2) Hours	The cost and amount of time(measured in hours) to provide assistance.

**ATTACHMENT F: FOR U.S. ADMINISTRATION FOR COMMUNITY LIVING GRANTS**

Title 45 U.S. Code of Federal Regulations Part 75 (45 CFR 75), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, section 354(a) states “all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, includes the changes in subsequent subaward identification.”

(i)	Subrecipient Name	Attachment A
(ii)	Subrecipient’s unique entity identifier	Local Social Service Districts
(iii)	Federal Award Identification Number (FAIN)	2101NYAPC6
(iv)	Federal award date to the recipient by the HHS awarding agency	July 27, 2022
(v)	Subaward period of performance start and end dates	August 1, 2022 – September 30, 2024
(vi)	Amount of federal funds obligated to the subrecipient by this action by the pass-through entity to the subrecipient	Attachment A
(vii)	Total amount of the federal funds obligated to the subrecipient by the pass-through entity including the current obligation	Attachment A
(viii)	Total amount of the award committed to the subrecipient by the pass-through entity	Attachment A
(ix)	Federal award project description	American Rescue Plan for Adult Protective Services under SSA Title XX Section 2042(b)
(x)	Name of the HHS awarding agency, pass-through entity and contact information for awarding official of the pass-through entity	Administration for Community Living: Shonna Clinton – (518) 474-2812 Shonna.Clinton@ocfs.ny.gov
(xi)	CFDA number and name	93.747 – American Rescue Plan for Adult Protective Services under SSA Title XX Section 2042(b)
(xii)	Identification of whether the award is research and development (R&D)	N
(xiii)	Indirect cost rate for the federal award (including if the de minimum rate is charged per section 75.414)	Please see uniform guidance 45 CFR 75