



**SFY 2024-25 Request for Proposals (RFP)
For Adult Day Care Services
To Older Adults With Alzheimer's Disease and Related Disorders**

Please forward this RFP to any interested adult day care center in south central Connecticut. The RFP, application, and information are available at www.aoascc.org

- **PURPOSE** -

The Agency on Aging of South Central Connecticut (AoASCC) requests proposals from adult day care centers (ADC) interested in soliciting funds for the salary, fringe benefits or training costs of an Alzheimer's aide position. State Alzheimer's aide funds, as distributed through AoASCC, specifically target improving care and access to care for individuals with Alzheimer's disease and related disorders.

- **FUNDING** -

The Aging Services Division of the Connecticut Department of Social Services proposes to make approximately \$33,278.00 available in SFY 2024-25 to adult day care centers in south central Connecticut for the above stated purpose subject to legislative approval. *Please note that the estimated funding level is contingent upon the subsequent availability of state funds.* The funding award period is July 1, 2024 – June 30, 2025.

Please also note that the limited funds available to AoASCC may result in awards that represent only part of an ADC's salary or training cost for an Alzheimer's aide.

After reviewing each submitted application, AoASCC will determine which ADCs are eligible to receive a share of the funds. Factors under consideration include, but are not limited to: (1) the total number of service days provided to Alzheimer's clients in the previous year; (2) the average number of Alzheimer's clients served daily; (3) ratio of staff to Alzheimer's clients; and (4) the fiscal viability of the ADC.

Current AoASCC guidelines require funded ADCs to have a minimum average daily census of three Alzheimer's clients. In previous years, only those ADCs with an average daily census in excess of 20 Alzheimer's clients received funding. Modification of these criteria may occur depending on the actual amount of the state Alzheimer's award and the number of applications received.

Awards will be determined:

- 1) By dividing 40% of the funds equally among approved applicants; and
- 2) Prorating the remaining 60% of the funds among those applicants based on total hours of service provided by each adult day center during the most recent completed state fiscal year to individuals with Alzheimer's disease.

- **ELIGIBILITY CRITERIA** -

Each aide hired with Alzheimer's Aide funds must enable the ADC to provide care to a minimum of three clients with Alzheimer's disease.

1. Client Qualifications

Funded Alzheimer's Aide positions must serve individuals with irreversible and deteriorating dementia of the Alzheimer's type (e.g., Alzheimer's disease, Picks Disease, Cruetzfeld - Jacob Disease, Frontal Lobe and Senile Dementia of the Alzheimer's type). To that end, those counted as Alzheimer's clients must have had a medical evaluation that ruled out unrelated conditions such as depression, TBI, multi-infarct disease, alcoholism and drug interaction.

Further, Alzheimer's clients must have ongoing contact with a physician who will certify by letter that the client's diagnosis is an irreversible and deteriorating dementia of the Alzheimer's type. Documentation to that effect must be on file at the funded adult day care centers that receive Alzheimer's Aide funding.

2. Service Requirement

Participating ADCs must provide comprehensive services appropriate for clients with this type of disorder. Services should include, but are not limited to, exercise, transportation, nutrition, health checks, supervision by a licensed nurse, active/passive recreation and activities designed to maximize cognitive and functional ability. In addition, ADCs must provide caregiver support, family counseling and/or training for family members and other caregivers.

3. Staff Qualifications

Each ADC must have appropriately licensed professional staff that can supervise the aides and provide the professional services needed by individuals with Alzheimer's disease. ADCs must provide suitable training for aides hired under this grant in both 1) physical care of, and 2) methods of interaction with these clients. Types of training may include in-service instruction, on-the-job training and/or interaction with support groups.

4. Role of the Aide

Aides hired with these funds will work in conjunction with professional staff that provides the skilled care needed by clients. Tasks performed by an aide under appropriate supervision include: (1) assisting clients from the bus/van/car to the ADC, (2) removing outerwear, (3) taking attendance, (4)

providing light snacks, (5) feeding, (6) toileting, (7) assisting clients in ambulating, (8) supervising passive recreation, (9) safeguarding against wandering and (10) assisting professional staff in providing reality orientation or motivational therapy.

- REPORTING REQUIREMENTS -

1. Each grantee must submit quarterly financial reports of accrued expenses for reimbursement by AoASCC and quarterly service reports of program activity on the provided forms.
2. As stipulated in section 5 of the “State of Connecticut General Conditions and Assurances” a financial audit performed by the grantee’s auditors must be submitted to AoASCC including the management letter and auditor recommendations within 120 days of the end of the grantee’s fiscal year. When the grant period does not coincide with the grantee’s fiscal year, auditors must verify expenditures by grant period not fiscal year.
3. Funded ADCs must maintain individual client files that include: 1) diagnostic information, 2) client needs assessments, 3) care plans and 4) periodic progress notes. These files must be available for inspection by AoASCC.

Withholding of payments may occur if the ADC fails to submit the required reports in a timely fashion or to document that expenses charged to the project are appropriate. Grants may be terminated if the ADC fails to provide the promised services or to serve the targeted number of Alzheimer’s clients.

The grantee must submit final expenditure and program service reports in the format required by AoASCC within 60 days after termination of the grant.

General Conditions and Assurances

Each ADC receiving an award of SFY 2024 -25 State Alzheimer’s Aide funds must comply with the State General Conditions and Assurances.

- APPLICATION PROCESS -

1. AoASCC will accept applications from certified ADCs in south central Connecticut that agree to meet the terms and conditions for the program and are capable of providing service to individuals with Alzheimer’s type disease during SFY’24-25. The Allocations Committee will evaluate all applications, make funding recommendations and, after Advisory Council review, forward them to the Board of Directors for final action.

AoASCC reserves the right to reject any and all proposals, to waive any formalities in the proposals received, to request additional information from any applicant and/or to accept any proposal deemed to be in the best interest of AoASCC.

2. Successful applicants must be certified (and re-certified as appropriate) as a social or medical model by the Connecticut Association of Adult Day Centers.

3. The SFY 2024-25 Request for Proposals (RFP) and the Alzheimer’s Aide application are available for download at www.aoascc.org.
4. **One original copy of the grant application and supporting documentation** must be submitted on the forms supplied by AoASCC. Responses should not exceed the provided space. Please send electronically to shamilton@aoascc.org.
5. Please attach the most current client fee schedule and the latest weekly or monthly summary of activities to all copies of the application. Please attach the agency’s most recent annual audit to the original copy only. *New applicants must include a copy of their latest annual financial audit.*
6. Completed applications with are due by **4:00 pm on March 31, 2024 please submit via email**
7. Staff Contact: Susan Hamilton, Grants Manager at (203) 785-8533 or shamilton@aoascc.org.

SFY 2024-2025 SCHEDULE
OF
FUNDING OF ALZHEIMER AIDES FOR ADULT DAY CARE

April 15, 2024	Alzheimer’s Aide application due by 4:00 pm (one electronic copy)
MAY 2024	Allocations Committee develops funding recommendations
JUNE 2024	Advisory Council reviews funding recommendations
JUNE 2024	AASCC Board of Directors votes on funding recommendations
	AWARD NOTIFICATIONS ARE ISSUED
JULY 1, 2024	SFY’ 24-25 grant period begins