

AGENDA

BCESP Advisory Council Meeting

December 14, 2023, at 3:00 pm – 5:00 pm

LifeSpan, Inc. – 1900 Fairgrove Avenue, Hamilton, OH 45014 – Bever Room

<https://councilonaging.webex.com/councilonaging/j.php?MTID=m081a44af91d8880ddafd4b9bd133c9c5>

Meeting number: 2347 621 3810

Password: hpJ89V5DkGJ (47589853 from video systems)

Join by phone

1-844-621-3956 United States Toll Free

+1-415-655-0001 US Toll

Access code: 234 762 13810

| | |
|---|--|
| CALL TO ORDER | Jennifer Roth |
| APPROVAL OF MINUTES ❖ September 14, 2023, Minutes (Action Needed) | Jennifer Roth |
| QUARTERLY REPORTS ❖ Program Dashboard & Financial Report <ul style="list-style-type: none">○ Five-Year Levy Projections○ Healthy Aging Grant Update○ Healthy Aging Program Guidelines (Action Needed)○ Managed Enrollment Policy (Action Needed) ❖ Program Update Report <ul style="list-style-type: none">○ Draft 2024 RFP Plan & Bidding Criteria○ Draft 2024 Schedule of Provider Monitoring Reviews | Ken Wilson, Ronnie Spears & Stephanie Seyfried Lisa Portune |
| COMMITTEE REPORTS ❖ Governance Committee <ul style="list-style-type: none">○ Acknowledgment to Members Leaving | Kevin Kurpieski |
| OLD BUSINESS ❖ BCESP Services Committee Changes ❖ AddnAide Video | Jennifer Heston-Mullins Stephanie Seyfried |
| NEW BUSINESS ❖ Service Specification Changes (Action Needed) <ul style="list-style-type: none">○ Overnight Respite○ Consumer Directed Care ❖ Innovation- copayments and contributions project ❖ Levy Planning and Education ❖ Annual Schedule of Meeting Dates | Stephanie Seyfried Ken Wilson Nan Cahall Ken Wilson |

| | |
|---------------------------|---------------|
| HEARING THE PUBLIC | Jennifer Roth |
| ADJOURNMENT | Jennifer Roth |

NEXT MEETING

March 14, 2024

MINUTES
BCESP ADVISORY COUNCIL MEETING
THURSDAY, SEPTEMBER 14, 2023 @ 3:00 P.M.

ATTENDANCE

| | | |
|---|--|--|
| Members Present: Michael Berding, <i>virtual</i> Victoria Cheng, <i>virtual</i> Shawn Cowan, <i>in person</i> Sabrina Jewell, <i>in person</i> Kevin Kurpieski, <i>in person</i> Laura Lacy, <i>in person</i> John McCarthy, <i>in person</i> Nancy Williams, <i>in person</i> | COA Staff: Lisa Portune Ronnie Spears Ken Wilson | Guests: Karen Dages, LifeSpan Katie Furniss, LifeSpan Joyce Kachelries, LifeSpan Mya Banks Sherry Lind |
| Excused: Jennifer Heston-Mullins Jennifer Roth Sherrill Swann | Facilitator: Sabrina Jewell, Vice President | Scribe: Heather Junker |
| Absent: | | |

CALL TO ORDER

The June 8, 2023, Butler County Elderly Services Program (ESP) Advisory Council was called to order at 3:02 p.m. by Sabrina Jewell. Introductions were made.

APPROVAL OF MINUTES

Sabrina Jewell called for a motion to approve the June 8, 2023, Butler County ESP Advisory Council meeting minutes.

Motion: Kevin Kurpieski made a motion to approve the June 8, 2023, minutes as presented.

Second: John McCarthy seconded the motion.

Action: The June 8, 2023, minutes were unanimously approved as presented.

QUARTERLY REPORTS

Program Dashboard & Financial Report

Ken reviewed the Program Dashboard (please see handout in packet for full details). Sabrina asked if we capture the needs otherwise met categories for disenrollment reasons. Ken advised they are on page 8, and they include: dissatisfied with service/program, refused cost, share/verification, eviction, health/safety, and unable to meet client need. Kevin asked if we used a figure for the average transportation cost per ESP client. Ken advised we track this on an individual basis, and it is not based on averages.

Ronnie reviewed the Financial Report (please see handout for full details). Sabrina asked why there was such a big difference between the annual budget and the projected amount in ADS. Ken explained that the spending with Adult Day centers has been held down for multiple years because of the closures that

happened during the pandemic along with the slow reopening of centers. We had been under budgeting Adult Day. Sabrina asked how many Adult Day Centers we have in Butler County currently. Ken advised he would get back to her on that because we also have some centers crossing county lines to provide those services. Vicki asked what the Behavioral Health was for under purchase services. Ken explained it is the Uplift Program that we jointly fund with the Mental Health Board. It's an evidence-based program designed for older adults who are suffering from depression.

Ken reviewed the Program Update Report (please see handout for full details). He provided an update on Central Connections and reviewed the Levy Safeguards (please see handout for full details). Sabrina asked how many people they were serving for congregate meals. Lisa advised that daily attendance was around 30 at the site.

Ken reviewed the HDM and ADS RFP Update (please see handout for full details). Sabrina asked if the meals were hot or frozen. Ken advised that a very small amount of hot meals are going out. Most of them are chilled or frozen.

COMMITTEE REPORTS

Governance Committee

Kevin gave the Government Committee Report. Sherry Lind is attending as a member of the public today while we wait for the Commissioners to appoint her to the Advisory Council at an upcoming meeting. We have multiple terms expiring at the end of this year. Shawn, Jennifer H., and Sherrill can continue with another term if they choose to do so. Sabrina is in her last year of her second term and will be terming off at the end of the year. Shawn advised that she would like to continue on. Kevin will be reaching out to Sherrill and Jennifer H. to see if they would like to continue on.

Ken made note that there was not a Services Committee meeting today. The Advisory Council has the option to dissolve the Services Committee or meet when needed if they wish, as he know it's difficult for many to attend due to time restraints. Kevin suggested they speak with the members of that Committee at the next meeting to determine the future.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Draft Budget

Ronnie presented the five year levy projections, budget highlights, and draft budgets with and without the Healthy Aging Grant funding (please see handouts for full details). Ken added that the budget without the Healthy Aging Grants will mean that we need to slow enrollment starting in January. The budget with Healthy Aging Grants means we could probably push that off until 2025. The group discussed the options and decided to move forward with the draft budget containing the Healthy Aging Grant. Ronnie went into more detail on this option specifically. This option shows the impact the Health Aging Grant has on the projections and budget. It would reduce the provider services cost and admin fee.

Shawn asked where the funding would go if it didn't come to the BCESP program. Ken advised that the county could elect to put out their own RFP and have a separate contract. These grants will be awarded to each county in Ohio. Some counties don't have levy programs like we do, and they will be able to then implement programs that we already have in place. John asked how ODA determines how much each county gets. Ken explained that each county gets \$100,000 and then anything additional is based on population. Sabrina asked when we would know about the grant. Ken advised that the State is saying they will release the details this fall.

Sabrina Jewell asked for a motion to advance the FY 2024 Draft Budget with the Healthy Aging Grant to the Commissioners.

Motion: Kevin Kurpieski made a motion to advance the FY 2024 Draft Budget with the Healthy Aging Grant to the Commissioners.

Second: Shawn Cowan seconded the motion.

Action: It was unanimously approved to advance the FY 2024 Draft Budget with the Healthy Aging Grant to the Commissioners.

Service Specification Changes

Ken reviewed the Intake and Assessment Service Specification Changes (please see handout for full details). The RFP is out now. Nothing of substance changed. There were just some updates to the verbiage.

Ken reviewed the Home Medical Equipment Service Specification Changes (please see handout for full details). There were even fewer changes with these. This RFP is scheduled for later this fall. Sabrina asked that when it is determined by the CM that a client needs an HME item, do they check with the senior center or do they order new. Katie Furniss advised that they order new. Sabrina explained they have a needs closet with many used items that can be used for clients.

Sabrina Jewell asked for a motion to approve the Intake & Assessment and Home Medical Equipment Service Specification Changes.

Motion: Kevin Kurpieski made a motion to approve the Intake & Assessment and Home Medical Equipment Service Specification Changes.

Second: John McCarthy seconded the motion.

Action: The Intake & Assessment and Home Medical Equipment Service Specification Changes were unanimously approved.

HEARING THE PUBLIC

No one from the public requested to speak.

ADJOURNMENT

With there being no further business to discuss Sabrina Jewell made a motion to adjourn the meeting at 4:09 p.m.

NEXT MEETING

December 14, 2023



**Butler County ESP
Program and Financial Report
Quarter 3, 2023 (July - Sep. 2023)**



Butler County ESP
Quarter 3, 2023 (July - September 2023)
EXECUTIVE SUMMARY

Highlighted Findings

1. Census Trends

- A. Compared to last year (Quarter 3, 2022), census decreased by -15 clients (from 3,106 to 3,091) or -0.48%.
- B. Compared to last quarter (Quarter 2, 2023), census decreased by -14 clients (from 3,105 to 3,091) or -0.45%.

2. Fast Track Home

- A. Average length of stay has increased by 3 days compared to Quarter 2, 2023 (from 45 to 48).
- B. New Enrollments decreased from Q2,2023 to Q3,2023 (from 42 to 39).
- C. Total clients who transferred to ESP from FTH increased by 2 clients from Quarter 2, 2023 (from 19 to 21).

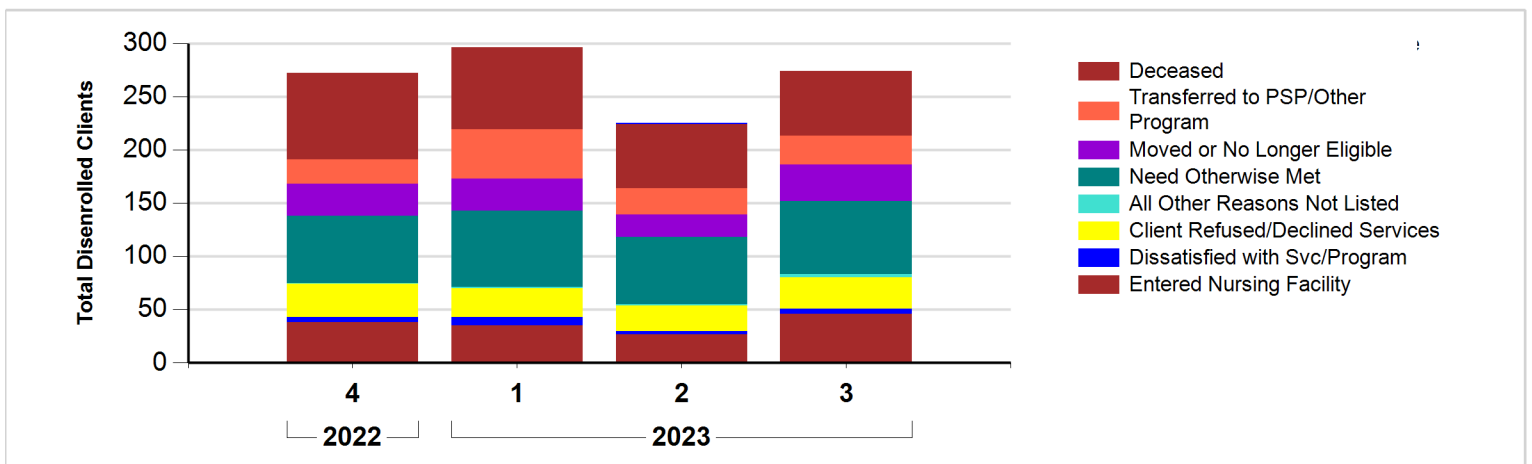
3. Financials

- A. Total Levy Revenue: The amount needed to be drawn down from the levy is \$13.0 million through the third quarter, as compared to the budgeted amount of \$13.0 million. The variance as compared to budget is under by \$4,152 or 0%.
- B. Total Expenses: The expenses incurred through the third quarter is \$14.5 million as compared to \$14.2 million in the budget. The variance as compared to budget is over by \$278,265 or 2%.
- C. Purchase Services: The purchased services expenses were higher by \$451,238 or 4.5% as compared to budget.

| Quarter-End Census by Program | | | | |
|-------------------------------|-------|-------|-------|-------|
| Year | 2022 | | 2023 | |
| Quarter | 4 | 1 | 2 | 3 |
| ESP | 3,070 | 3,051 | 3,105 | 3,091 |
| FTH | 10 | 13 | 27 | 16 |
| Medicaid Programs | 1,426 | 1,478 | 1,448 | 1,455 |
| Passport | 280 | 304 | 319 | 331 |
| Assisted Living | 118 | 118 | 115 | 104 |
| Molina | 397 | 437 | 401 | 402 |
| Aetna | 631 | 619 | 613 | 618 |

| Quarter-End Census, New Enrollments, and Disenrollments ¹ | | | | |
|--|-------|-------|-------|-------|
| Year | 2022 | | 2023 | |
| Quarter | 4 | 1 | 2 | 3 |
| Quarter-End Census | 3,070 | 3,051 | 3,105 | 3,091 |
| New Enrollments | 235 | 282 | 266 | 264 |
| Disenrollments | 272 | 296 | 224 | 274 |

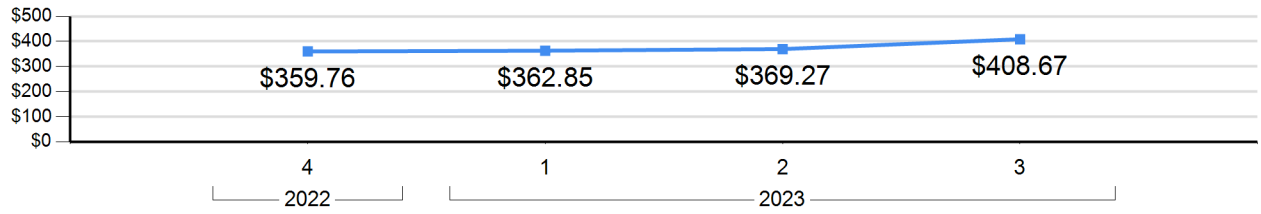
| Disenrollment Outcomes | | | | |
|----------------------------------|------------|------------|------------|------------|
| Year | 2022 | | 2023 | |
| Quarter | 4 | 1 | 2 | 3 |
| Deceased | 81 | 77 | 60 | 61 |
| Transferred to PSP/Other Program | 23 | 46 | 25 | 27 |
| Moved or No Longer Eligible | 30 | 30 | 21 | 34 |
| All Other Reasons Not Listed | 63 | 72 | 63 | 69 |
| Need Otherwise Met | 1 | 1 | 1 | 3 |
| Client Refused/Declined Services | 31 | 27 | 24 | 29 |
| Dissatisfied with Svc/Program | 5 | 8 | 3 | 5 |
| Entered Nursing Facility | 38 | 35 | 27 | 46 |
| Total | 272 | 296 | 224 | 274 |





Butler County ESP
Quarter 3, 2023 (July - September 2023)
TRADITIONAL ESP SERVICE TRENDS

Average Monthly Cost per Client¹



Distinct Clients Served by Service Group¹²

| Year | 2022 | | 2023 | |
|------------------------------------|--------------|--------------|--------------|--------------|
| Quarter | 4 | 1 | 2 | 3 |
| Consumer Directed Care | 187 | 203 | 229 | 260 |
| Electronic Monitoring | 1,992 | 1,926 | 1,916 | 1,819 |
| Home Care Assistance | 657 | 650 | 675 | 739 |
| Home Delivered Meals | 1,560 | 1,639 | 1,662 | 1,727 |
| Home Medical Equipment | 150 | 164 | 165 | 161 |
| Home Modification | 71 | 87 | 82 | 94 |
| Laundry Service | 0 | 1 | 2 | 2 |
| Other Services | 310 | 310 | 313 | 314 |
| Transportation | 283 | 280 | 281 | 304 |
| All Services (Unduplicated) | 3,342 | 3,348 | 3,327 | 3,358 |

Units Billed by Service Group¹² *Please see the notes page for unit of measure descriptions by service.*

| Year | 2022 | | 2023 | |
|------------------------|--------|---------|---------|---------|
| Quarter | 4 | 1 | 2 | 3 |
| Consumer Directed Care | 11,098 | 16,679 | 15,486 | 19,970 |
| Electronic Monitoring | 6,732 | 5,663 | 7,634 | 6,332 |
| Home Care Assistance | 19,673 | 19,907 | 20,297 | 22,733 |
| Home Delivered Meals | 99,634 | 101,283 | 102,529 | 102,312 |
| Home Medical Equipment | 226 | 262 | 257 | 250 |
| Home Modification | 76 | 92 | 86 | 100 |
| Laundry Service | 0 | 4 | 17 | 8 |
| Other Services | 1,857 | 2,132 | 2,269 | 2,195 |
| Transportation | 2,681 | 2,462 | 2,781 | 3,223 |

Dollars Paid by Service Group (Purchased Services)¹²

| Year | 2022 | | 2023 | |
|------------------------|--------------------|--------------------|--------------------|--------------------|
| Quarter | 4 | 1 | 2 | 3 |
| Consumer Directed Care | \$191,169 | \$279,580 | \$289,912 | \$377,694 |
| Electronic Monitoring | \$116,114 | \$95,648 | \$125,122 | \$104,631 |
| Home Care Assistance | \$526,922 | \$518,823 | \$530,284 | \$597,068 |
| Home Delivered Meals | \$1,168,143 | \$1,108,802 | \$1,116,038 | \$1,153,748 |
| Home Medical Equipment | \$27,504 | \$31,241 | \$34,013 | \$36,014 |
| Home Modification | \$94,552 | \$112,842 | \$115,589 | \$180,853 |
| Laundry Service | \$0 | \$200 | \$2,759 | \$2,440 |
| Other Services | \$193,446 | \$138,101 | \$161,613 | \$210,971 |
| Transportation | \$107,703 | \$101,285 | \$113,252 | \$140,605 |
| All Services | \$2,425,554 | \$2,387,595 | \$2,488,583 | \$2,804,022 |

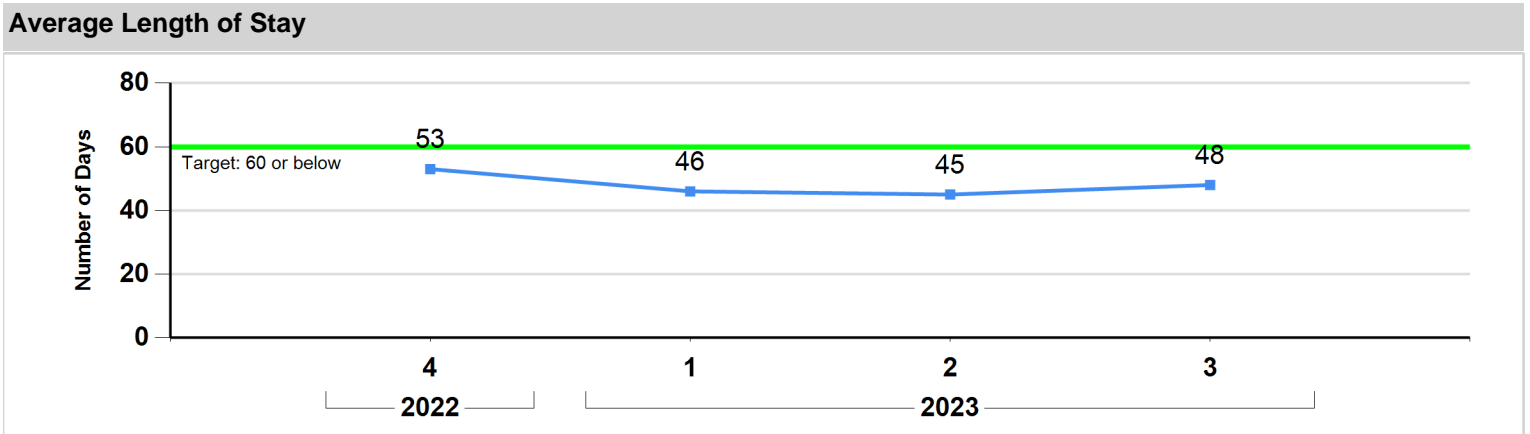
¹ Prior to Q1 2023, all "Home Medical Equipment" cost were rolled into "Other Services".
² Prior to Q3 2023, all "Home Modification" cost were rolled into "Other Services"



Butler County ESP FTH
Quarter 3, 2023 (July - September 2023)
FAST TRACK HOME CENSUS TRENDS

| Total Clients Served, New Enrollments, Disenrollments | | | | |
|---|-----------|-----------|-----------|-----------|
| | 2022 | 2023 | | |
| | Quarter 4 | Quarter 1 | Quarter 2 | Quarter 3 |
| New Enrollments | 18 | 23 | 42 | 39 |
| Disenrollments | 14 | 18 | 27 | 49 |
| Clients Transferred to ESP | 6 | 6 | 19 | 21 |
| | 42.86% | 33.33% | 70.37% | 42.86% |

| Enrollment by Setting | | | | |
|---|-----------|-----------|-----------|-----------|
| | 2022 | 2023 | | |
| Enrollment Setting | Quarter 4 | Quarter 1 | Quarter 2 | Quarter 3 |
| Spousal Meals | 0 | 0 | 4 | 4 |
| Miami Valley Hospital | 0 | 0 | 0 | 1 |
| Mercy Hospital Network | 1 | 0 | 6 | 7 |
| Premier Health Atrium | 1 | 1 | 2 | 0 |
| The Christ Hospital | 0 | 3 | 1 | 2 |
| TriHealth Hospital Network | 1 | 2 | 2 | 5 |
| University of Cincinnati Hospital Network | 6 | 3 | 7 | 7 |
| Other Hospital | 2 | 4 | 5 | 1 |
| Skilled Nursing Facilities | 4 | 2 | 11 | 10 |
| Rehabilitation Facilities | 0 | 3 | 2 | 1 |
| Not Captured | 3 | 5 | 2 | 1 |
| Total | 18 | 23 | 42 | 39 |





Butler County ESP FTH
Quarter 3, 2023 (July - September 2023)
FAST TRACK HOME SERVICE TRENDS

Distinct Clients Served by Service Group

| Year | 2022 | | 2023 | |
|------------------------------------|-----------|-----------|-----------|-----------|
| Quarter | 4 | 1 | 2 | 3 |
| Electronic Monitoring | 0 | 0 | 0 | 0 |
| Home Care Assistance | 0 | 0 | 0 | 0 |
| Home Delivered Meals | 15 | 15 | 34 | 45 |
| Independent Living | 0 | 0 | 0 | 0 |
| All Services (Unduplicated) | 15 | 15 | 34 | 45 |

Units Billed by Service Group *Reference: Please see page 9 for unit of measure descriptions by service.*

| Year | 2022 | | 2023 | |
|-----------------------|------|-----|-------|-------|
| Quarter | 4 | 1 | 2 | 3 |
| Electronic Monitoring | 0 | 0 | 0 | 00 |
| Home Care Assistance | 0 | 0 | 0 | 0 |
| Home Delivered Meals | 422 | 476 | 1,284 | 1,276 |
| Independent Living | 0 | 0 | 0 | 0 |

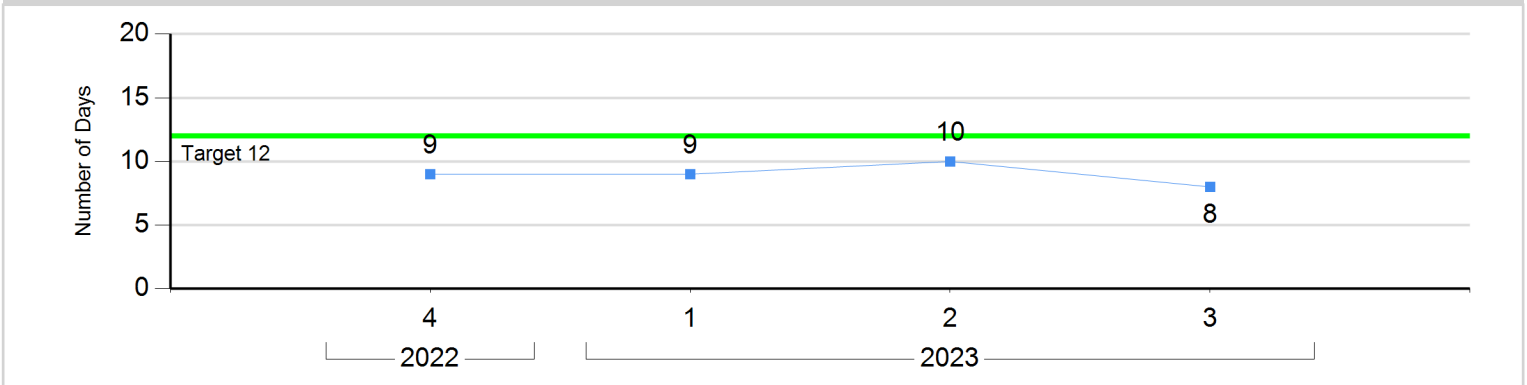
Dollars Paid by Service Group (Purchased Services)

| Year | 2022 | | 2023 | |
|-----------------------|----------------|----------------|-----------------|-----------------|
| Quarter | 4 | 1 | 2 | 3 |
| Electronic Monitoring | \$0 | \$0 | \$0 | \$0 |
| Home Care Assistance | \$0 | \$0 | \$0 | \$0 |
| Home Delivered Meals | \$4,122 | \$4,741 | \$12,746 | \$12,627 |
| Independent Living | \$0 | \$0 | \$0 | \$0 |
| All Services | \$4,122 | \$4,741 | \$12,746 | \$12,627 |



Butler County ESP
Quarter 3, 2023 (July - September 2023)
Traditional ESP PERFORMANCE TRENDS

Average Number of Days from Intake Call to the Enrollment Assessment¹



Home Care Provider Network Referrals and Capacity

| Year | Quarter | #Clients in Need of HCA & CDC or Add an Aide | #Clients Not Matched with a Provider | % of Clients Not Matched with a Provider | % of Clts Receiving Traditional HCA | % of Clts Receiving CDC |
|------|---------|--|--------------------------------------|--|-------------------------------------|-------------------------|
| 2022 | 4 | 1,327 | 548 | 41% | 46% | 12% |
| 2023 | 1 | 1,311 | 458 | 35% | 50% | 15% |
| 2023 | 2 | 1,376 | 472 | 34% | 49% | 17% |
| 2023 | 3 | 1,465 | 515 | 35% | 48% | 17% |

Home Delivered Meals - Client Satisfaction Survey Results

| Year | 2022 | | 2023 | |
|--------------------------------|--------|--------|--------|--------|
| Quarter | 4 | 1 | 2 | 3 |
| Overall Satisfaction | 97.27% | 97.59% | 95.21% | 96.52% |
| Good Choice of Meals Available | 93.98% | 94.60% | 90.60% | 92.42% |

Medical Transportation - Client Satisfaction Survey Results

| Year | 2022 | | 2023 | |
|--------------------------------------|--------|--------|--------|--------|
| Quarter | 4 | 1 | 2 | 3 |
| Overall Satisfaction | 97.11% | 96.63% | 98.38% | 97.73% |
| Service Returns Client Home Promptly | 92.66% | 94.30% | 95.60% | 96.45% |

Home Care Assistance - Client Satisfaction Survey Results

| Year | 2022 | | 2023 | |
|----------------------|--------|--------|--------|--------|
| Quarter | 4 | 1 | 2 | 3 |
| Overall Satisfaction | 91.77% | 95.18% | 93.55% | 92.32% |
| Aide is Dependable | 91.25% | 94.19% | 93.08% | 90.31% |



Butler County ESP
Quarter 3, 2023 (July - September 2023)
MEDICARE BENEFIT COST SAVINGS

ESP Cost Savings Analysis

Referrals

| Year | 2022 | 2023 | 2023 | 2023 |
|----------------------------|------|------|------|------|
| Quarter | Q4 | Q1 | Q2 | Q3 |
| Number of Members Assisted | 123 | 122 | 201 | 135 |
| Over the Counter (OTC) | | 69 | 143 | 63 |

Services Awarded

| Year | 2022 | 2023 | 2023 | 2023 |
|----------------------------|------|------|------|------|
| Quarter | Q4 | Q1 | Q2 | Q3 |
| Emergency Response Service | 39 | 25 | 91 | 45 |
| Medical Transportation | 43 | 56 | 89 | 58 |
| Total | 82 | 81 | 180 | 103 |

Annual Cost Savings

| Year | 2022 | 2023 |
|--------------------|-----------|-----------|
| Total Cost Savings | \$324,168 | \$535,550 |

* Information for 2022 OTC is currently unavailable, going forward data will be available for 2023 reporting.



Butler County ESP

Quarter 3, 2023 (July - September 2023)

FINANCIALS: Based on Actual Revenue & Expenses as of September 30, 2023¹

| | Projected | Annual Budget | Budget Variance | % Budget Variance |
|--|---------------------|---------------------|--------------------|-------------------|
| Revenue | | | | |
| Tax Levy Appropriations | \$12,994,101 | \$12,998,253 | (\$4,152) | 0.0% |
| Federal Funding | | | | |
| Title III C2 - Home Delivered Meals | \$599,488 | \$539,815 | \$59,673 | 11.1% |
| Title III E - Caregiver Support | \$97,345 | \$14,910 | \$82,435 | 552.9% |
| Nutrition Services Incentive Program (NSIP) | \$270,151 | \$230,336 | \$39,815 | 17.3% |
| State Funding(Senior Comm. Serv, HDM, Alzheimer's) | \$10,438 | \$14,527 | (\$4,089) | -28.1% |
| Other Federal (ARPA) | \$229,340 | \$225,074 | \$4,266 | 1.9% |
| Other Revenue Sources (Interest) | \$65,765 | \$842 | \$64,923 | 7710.6% |
| Client Contributions | | | | |
| Client Donations | \$8,093 | \$18,617 | (\$10,524) | -56.5% |
| Co-Pays Received | \$252,215 | \$206,297 | \$45,918 | 22.3% |
| Total Revenue | \$14,526,936 | \$14,248,671 | \$278,265 | 2.0% |
| Expenses | | | | |
| Operating Expenses | | | | |
| COA Administrative | \$945,051 | \$932,156 | (\$12,895) | -1.4% |
| Intake & Assessment | \$309,456 | \$345,945 | \$36,489 | 10.5% |
| Fast Track Home - Pilot | \$81,138 | \$0 | (\$81,138) | |
| Case Management | \$2,611,480 | \$2,841,997 | \$230,517 | 8.1% |
| Total Operational Expenses | \$3,947,125 | \$4,120,098 | \$172,973 | 4.2% |
| Purchased Services | | | | |
| Home Care Assistance | \$2,267,493 | 2,592,354 | 324,861 | 12.5% |
| Consumer Directed Care | \$1,327,954 | 880,630 | (447,324) | -50.8% |
| Laundry Service | \$9,471 | 25,000 | 15,529 | 62.1% |
| Independent Living | \$258,756 | 273,666 | 14,910 | 5.4% |
| Home Medical Equipment | \$135,409 | 116,367 | (19,042) | -16.4% |
| Electronic Monitoring | \$436,903 | 511,768 | 74,865 | 14.6% |
| Minor Home Modifications | \$547,216 | 291,915 | (255,301) | -87.5% |
| Major Housecleaning | \$83,606 | 27,757 | (55,849) | -201.2% |
| Pest Control | \$23,581 | 45,287 | 21,706 | 47.9% |
| Home Delivered Meals | \$4,570,643 | 4,692,576 | 121,933 | 2.6% |
| Adult Day Service | \$187,176 | 30,191 | (156,985) | -520.0% |
| Adult Day Transportation | \$47,970 | 7,602 | (40,368) | -531.1% |
| Medical Transportation | \$472,841 | 461,034 | (11,807) | -2.6% |
| Non Medical Transportation | \$110,792 | 47,425 | (63,367) | -133.6% |
| Behavior Health | \$100,000 | 125,000 | 25,000 | 20.0% |
| Gross Purchased Services | \$10,579,811 | \$10,128,573 | (\$451,238) | -4.5% |
| Gross Program Expenses | \$14,526,936 | \$14,248,671 | (\$278,265) | -2.0% |
| Client Census | 3,108* | 3,125 | 17 | 0.5% |
| Cost of Services per Client | \$283.14 | \$250.44 | (\$32.70) | -13.1% |

* Actual year end census.

1. Census Trends

- A. Quarter-End Census by Program is a client count based on a one-day snapshot of clients with a status of 'Enrolled' or 'Suspended' on the last day of the quarter. It is used as an approximation of how many clients are being served on any given day.
1. The Service Trends section shows the client count based on billing data. This shows the number of clients whom services were delivered and invoiced. Given these differences, the quarter-end census and the client count for all services will not match.
- B. New Enrollments are calculated by taking the total number of clients who have an enrollment date during the quarter and an approved care plan.
- C. Disenrollment Outcomes
1. All Other Reasons Not Listed includes: Dissatisfied with Service/Program, Refused Cost, Share/Verification, Eviction, Health/Safety, and Unable to Meet Client Need.
 2. Client Non-Compliant includes: Declined Call/Visit, Delinquent Balance, Refused, Transfer to Passport/Other Program and Unable to Contact.
 3. Adding the difference between *New Enrollments* and *Disenrollments* in a given quarter to the previous *Quarter-end Census* may result in a discrepancy due to the timing of census reporting and back dating client enrollments and disenrollments.

2. Service Trends

- A. Average Monthly Cost per Client is based on the average monthly cost of Intake and Assessment, Administration, Care Management and Provider Services divided by the quarter-end census.
- B. Clients Served by Service Group is based on billing data. These numbers represent the unduplicated client counts within each service group and overall. The All Services client count will not equal the sum of the service group subtotals because many clients receive more than one service.
- C. Home Care includes homemaking, personal care, companion, and respite services.
- D. Other Services includes Environmental Services and Independent Living Assistance (Hamilton only), Adult Day Care and Adult Day Transportation.
- E. Dollars Paid by Service Group represents the total from the financial system. Clients Served and Units Billed represent when service was provided, dollars paid represents when services were paid.
1. Laundry Services: We are currently reviewing the client data that we have received from the vendor for the new laundry service we are implementing in the county.

3. FTH Census Trends

- A. Clients Enrolled in ESP is calculated by taking the clients who disenrolled from Fast Track Home within the quarter then determining the clients who have an active registration with the traditional ESP.
- B. Community Enrollment may include emergency referrals to ESP FastTrack service such as: Community Paramedicine, APS referral or other agency referral for FTH specific services.

4. FTH Service Trends

- A. Other Services includes Pest Control.

5. Unit of Measure Descriptions by Service

- A. Adult Day - Number of Days
- B. Consumer Directed Care - Number of Hours
- C. Electronic Monitoring - Number of Months
- D. Home Care - Number of Hours
- E. Home Delivered Meals - Number of Meals
- F. Medical Transportation - Number of Trips

6. **N/A**: This is displayed on a case-by-case basis, but is most frequently related to a rate or unit change. The metric should display data in subsequent quarters after the change has taken effect.

7. Benefit Cost Savings:

OTC Medicare cards help cover the cost of over-the-counter drugs for seniors enrolled in certain Medicare Advantage plans. Not every Medicare Advantage plan offers this benefit, and limitations vary between the plans that do.

BCESP Levy Projection

CURRENT COA PROJECTION: Nov 2023

| | Year 1 2021 Actual | Year 2 2022 Actual* | Year 3 2023 Projected | Year 4 2024 Projected | Year 5 2025 Projected | 5-Year Total |
|---|---|------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| Revenue | <i>(remaining fund balance carries over year to year)</i> | | | | | |
| Beginning Fund Balance/Carryover | 9,835,999 | 10,074,237 | 9,628,575 | 6,760,904 | 3,740,879 | 9,835,999 |
| Levy Revenue (Cash Basis) | 10,636,075 | 10,671,244 | 10,671,244 | 10,671,244 | 10,671,244 | 53,321,051 |
| <i>COA Levy Draw</i> | <i>9,523,393</i> | <i>10,509,859</i> | <i>12,945,322</i> | <i>13,097,676</i> | <i>12,997,059</i> | <i>59,826,999</i> |
| Title III and State Funding (Accrual Basis) | 846,861 | 992,865 | 977,422 | 456,713 | 548,257 | 3,822,118 |
| Additional Covid Funding | 483,192 | 241,856 | 196,980 | 12,305 | - | 934,333 |
| Client Donations (Accrual Basis) | 13,654 | 10,715 | 8,093 | 7,729 | 6,939 | 47,129 |
| Client Co-Payments (Accrual Basis) | 241,023 | 201,057 | 252,215 | 237,770 | 214,484 | 1,146,549 |
| Interest and Other Income | 233 | 2,879 | 65,765 | 83,966 | 80,043 | 232,887 |
| Total Revenue to support ESP | 11,108,356 | 11,959,231 | 14,445,798 | 13,896,159 | 13,846,782 | 66,010,015 |
| Total Revenue (including balance carryover) | \$ 22,057,038 | \$ 22,194,853 | \$ 21,800,295 | \$ 18,230,631 | \$ 15,261,845 | \$ 69,340,067 |
| COA Operational Expenses | | | | | | |
| Provider Services (Accrual Basis) | 7,642,007 | 8,364,755 | 10,479,811 | 10,652,890 | 9,965,926 | 47,105,389 |
| Healthy Aging Grant | - | - | - | (753,690) | - | - |
| Behavioral Health | 56,356 | 39,300 | 100,000 | 100,000 | 100,000 | 395,656 |
| Information & Assistance (Accrual Basis) | 286,081 | 284,377 | 309,456 | 358,324 | 369,323 | 1,607,561 |
| Care Management (Accrual Basis) | 2,397,266 | 2,488,419 | 2,611,480 | 2,629,540 | 2,505,668 | 12,632,374 |
| Program Management (Accrual Basis) | 726,646 | 782,380 | 945,051 | 909,095 | 905,864 | 4,269,035 |
| Total COA Operational Expenditures | 11,108,356 | 11,959,231 | 14,445,798 | 13,896,159 | 13,846,782 | 66,010,015 |
| Settlement Fees | 99,836 | 105,260 | 105,000 | 105,000 | 105,000 | 520,096 |
| Adult Protective Services | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,500,000 |
| Prosecutor | 178,089 | 188,593 | 188,593 | 188,593 | 188,593 | 932,461 |
| Other County Expenses | 296,520 | 13,194 | - | - | - | 309,714 |
| Total Levy Expenditures | \$ 11,686,281 | \$ 12,553,084 | \$ 15,039,391 | \$ 14,489,752 | \$ 14,440,375 | \$ 68,962,572 |
| | | | | \$ - | | |
| Actual & Estimated Median Fund Balance | \$ 10,074,237 | \$ 9,628,575 | \$ 6,760,904 | \$ 3,740,879 | \$ 821,471 | \$ 821,471 |
| | | | | \$ - | | |
| Year Ending Client Census | 3,174 | 3,070 | 3,108 | 2,776 | 2,534 | |
| Estimated Total Clients served during the year | \$ 4,307 | \$ 4,178 | \$ 4,170 | \$ 4,108 | \$ 3,676 | |

Assumptions:

Census: Census is estimated based on market penetration - current level is 35.4%

Revenues:

Levy Tax Collections: 2023 - 2025 annual collection is based on 2022 collections reported from the auditor's office.

Title III revenue includes additional COVID funding: ARPA funds blended in 2023/2024 - these funds do not include the amounts of ARPA B that are used to cover the staff cost for the pilot FTH program in this county (expenses are not included either, but the full amount is blended in the RFF)

Costs:

Provider services costs are estimated on a Cost per Client basis; cost increases are in line with RFP rate increases

Yearly amounts for APS/Prosecutor and Settlement fees are based on 2022 actual values; COA has also used reconciling items to tie back to county amounts

Intake and Referral and Case Management functions are provided by Life Span - their costs have increased in 2023 to make up for low/no increases in previous years

In 2024, COA is expecting to receive the Healthy Aging grant. The amount allocated to Butler County is \$942,113. COA would use 80% of this grant (\$753,690) to reduce the Provider services cost to the county, and in effect have a lower Admin cost base, which will also reduce the Program Management cost to the county.



4601 Malsbary Road
Blue Ash, OH 45242
(513) 721-1025
(800) 252-0155
www.help4seniors.org

Butler County Senior Utility and Home Repair Assistance Program and Emergency Housing Assistance Guidelines

Funded with Healthy Aging Grant funds

Effective 1/1/2024

IMPORTANT INFORMATION FOR THOSE APPLYING FOR ASSISTANCE.

The following is important information to keep in mind when considering applying for home repairs or modifications through the Butler County Senior Utility, Home Repair Assistance Program, and Emergency Housing Assistance Guidelines

1. Eligibility:
 - a. Butler County resident
 - b. Age 60+
 - c. Household income below 300% of the federal poverty level

2. Applicants should prioritize the most critical repairs/modifications that will keep them safe and independent in their own homes.

3. The program does NOT cover:
 - a. Roof repair and/or replacement
 - b. Home modifications that are strictly cosmetic in nature
 - c. Driveway repair/walkway repairs
 - d. Concrete work/repair
 - e. Yard work (such as cutting down trees, grass cutting and leaf removal)
 - f. Exterior or interior painting
 - g. Major plumbing repair – water main repair, septic tanks
 - h. Appliances

4. Requests will not be approved when the home modification/repair is for an item that is in working order and does not need repaired. All requests will first be evaluated by a

contracted service provider. As an example, HVAC units will not be replaced based only on the age of the unit.

5. Applicant must be the homeowner and reside in the home where the work will occur.
6. Each home modification/repair request will be approved or denied based on: 1) available funding, 2) the type of work to be completed, and 3) the quoted cost to complete the work. If extensive work is required and above what the program can approve, COA will not proceed with the home modification/repair.
7. Common home modifications completed include:
 - Grab Bars
 - HVAC Repair/Replacement
 - Hot Water Heater Replacement
 - Ramp Installation
 - Stairlifts

Utility Assistance

Utility assistance will be up to \$500 towards electricity provider. Payment will be made by COA directly to the utility company to be applied to the eligible account.

Emergency Housing Assistance

Eligibility Criteria is currently in process of being established



Butler County ESP Managed Enrollment Policy

Butler County Intake through LifeSpan and COA's Aging Disability Resource Center Staff (ADRC) will use the following policy outlined below when the Managed Enrollment Policy is implemented for Butler County Elderly Services Program.

Outlined Managed Enrollment Eligibility Criteria

The following individuals age 60+ are eligible for ESP:

- Cancer patients actively receiving treatment (chemotherapy, radiation or other)
- Dialysis patients
- Individuals enrolled in hospice
- Individuals active with Adult Protective Services
- Emergency need for home delivered meals
- Individuals who received in-home care through Medicaid but are no longer eligible for financial reasons (PASSPORT, MyCare Ohio, over assets)
- Individuals discharging from a hospital or nursing home within the last 7 days (FastTrack Home)

Butler County Program Update Report December 2023

Laundry Delivery Service

We now have three active providers for the laundry service:

- The Laundry Spot
- Happy Nest
- Queen City Laundry

Home Medical Equipment (HME)

We published Request for Proposals (RFP) 006-23 for Home Medical Equipment on October 16, 2023. COA hosted a bidder's meeting on October 26, 2023. The RFP proposals were due on November 17, 2023, and are now in the evaluation stage of the RFP.

Successful HME bidders will be awarded a 3-year contract with a start date of January 1, 2024, and an option to renew in years 4 and 5.

Minor Home Modification

Effective November 6, 2023, we have a new HVAC provider; Arrow Heating, Cooling, and Home Maintenance.

Emergency Response Services

Plans have been made for Guardian Talk & Learn sessions to allow ESP case managers to have face-to-face time to see, hear, and learn from the experts at Guardian Medical Monitoring regarding emergency response services available to clients in the program. Guardian was on-site at COA's offices on November 15th and 16th with a morning and afternoon session available each day.

Environmental Services

We are experiencing a provider capacity issue in the area of major housecleaning, specifically bed bug preparation. Due to the shortage, COA will be bringing on additional environmental service providers that can provide major housecleaning, pest control and waste removal.

All Gone Pest Control is currently under a Quality Action Plan due to noncompliance with

maintaining database, BCI check requirements, and submission of client service delivery records. The documents, as well as the providers, plan to ensure future compliance, were due to COA by November 15, 2023 for review.

Senior Farmers Market Nutrition Program for 2023

By the end of the 2023 season, we had a total of 7 Farmers Markets participating, and a total of 535 applicants for the program in Butler County. Farmers Market coupons expired on October 31, 2023.

Therapeutic Meal and Ohio Prescription Requirement Advocacy

COA (Council on Aging) and Meals on Wheels (MOW) of SW OH & N KY had worked together with our government relations staff and the Commonsense Initiative to advocate for change to the therapeutic meal prescription requirement to provide the older adult with more autonomy. Our efforts have been successful, and the rule change will go into effect on December 1, 2023. This rule change to the Older Americans Act Nutrition Program, Diet Orders, is allowing the provider to provide a therapeutic meal to a consumer without a diet-order if it is the consumer's preference to choose the therapeutic diet. The consumer will still need to obtain a prescription if it is determined they need a therapeutic diet by their prescribing physician.

2023 Structural Compliance Review Schedule

| BUTLER COUNTY ESP STRUCTURAL COMPLIANCE REVIEW SCHEDULE - 2023 (Please find below the list of Butler County Providers of ESP Services and the tentative dates for annual review for 2023.) | | |
|---|-------------|-----------------------|
| Butler County ESP Providers | Review Type | Review Tentative Date |
| A Best Home Care | Annual | Nov. 2023 |
| A Miracle Home Care | Annual | Sept. 2023 |
| Active Day of Cincinnati | Annual | Dec. 2023 |
| All Gone Termite & Pest Control | Biennial | May 2023 |
| Always There Homecare | Annual | Aug. 2023 |
| Bayley Adult Day Program | Annual | Sept. 2023 |
| American Ramp Systems/AmRamp | Biennial | Nov. 2023 |
| Bernens Medical | Biennial | Dec. 2023 |

| | | |
|---|----------|--|
| Central Connections | Annual | Jan. 2023 *Due to issues leading to contract termination a review is currently in process. |
| Comfort and Care Home Health Agency | Annual | Sept. 2023 |
| Custom Home Elevator & Lift Co. | Biennial | Aug. 2023 |
| Home Care by Blackstone | Annual | April. 2023 |
| Home First | Biennial | Dec. 2023 |
| Interim HomeStyles Greater Cincinnati | Annual | Oct. 2023 |
| LCD Agency Services | Annual | Aug. 2023 |
| MedAdapt Ltd. | Biennial | June. 2023 |
| Milts Termite & Pest Control | Biennial | Aug. 2023 |
| Northwest Adult Services | Annual | Nov. 2023 |
| Nova Home Care | Annual | Dec. 2023 |
| Otterbein Lebanon Adult Day Service | Annual | Aug. 2023 |
| Oxford Community Adult Day Services | Annual | April. 2023 |
| Oxford Seniors | Annual | April. 2023 |
| Partners in Prime | Annual | July. 2023 |
| People Working Cooperatively | Biennial | May. 2023 |
| Prime Home Care | Annual | Feb. 2023 |
| Senior Helpers of Greater Cincinnati | Annual | Nov. 2023 |
| UTS | Biennial | March. 2023 |
| Warren County Community Services (WCCS) | Annual | March. 2023 |
| Wesley/ MOW of Southwest OH & Northern KY | Annual | April. 2023 |

2023 Request for Proposals (RFP) Schedule

COA has intent to issue the following RFPs during 2023:

- Title III – This RFP also contained Home Delivered Meals and Adult Day Services and was Published on April 17, 2023 and closed May 17, 2023. Submissions were reviewed, and awards were sent out August 18, 2023.
- Home Medical Equipment – This RFP was published on October 16, 2023, with proposals due in by November 17, 2023.

- Butler County ESP Intake and Assessment Subcontractor – This RFP was published September 8, 2023, proposals were due in by October 6, 2023, and the proposal submissions were reviewed and an award was sent out November 21, 2023.

We will continue to monitor client service needs as the year progresses to determine if any additional RFPs need to be published this upcoming year.

2024 Draft Request for Proposal (RFP) Schedule

COA has revised the proposed 2024 Request for Proposals (RFPs) schedule. Our intent is to issue the following RFPs during 2024:

- Electronic Monitoring Systems

The RFP evaluations will have 3 categories:

- **Financial Analysis and Stability:** Proposals will be scored on their agency's demonstration of financial stability.
- **The Organization and Capabilities Overview:** Focus will include emergency preparedness, quality improvement, and service delivery to meet the changing needs of older adults. Proposals demonstrating a county presence will receive additional scoring.
- **Pricing:** Does the Proposal demonstrate competitive pricing with respect to other proposals received?

Overnight Respite

ESP Service Specifications and Conditions of Participation

BCESP, CCESP, HCESP, WCESP

Effective January 1, 2024

DRAFT

Overnight Respite

SERVICE SPECIFICATIONS

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OVERNIGHT RESPITE SERVICE SPECIFICATIONS

1.0 OBJECTIVE

A respite service designed to provide family caregiver relief via the Elderly Services Program. The service is funded with a combination of federal, state and levy funds. The service provides short-term care for clients at a licensed care facility (nursing or rehab facility). The Client and or Caregiver selects the facility. Respite stay can be used on an annual basis as needed and up to 7 days. Respite is intended to give the caregiver relief.

2.0 REQUIREMENTS

Short Term Respite Stay: Respite stay in a nursing home or licensed rehab facility that signs an agreement with Council on Aging (COA).

Short Term Respite Stay Contract: Agreement must be signed by the caregiver/client and admitting facility prior to respite admission. Respite Contract Agreement must be submitted to COA.

Background Check: The provider must be a state certified nursing or rehabilitation facility. COA conducts regular background checks to ensure the provider is not on an exclusionary list for Medicare or Medicaid fraud.

Respite Stay Approval: The Care Coordinator or Care Coordination Specialist must approve the unit of service and unit cost prior to the short-term respite stay.

Respite Limit: May not exceed seven days in a calendar year. The daily rate cannot exceed a cost cap as established by COA.

3.0 UNIT OF SERVICE

- 3.1 A unit of service is one day.
- 3.2 The unit cost is the total cost per day.

4.0 QUALITY STANDARDS

- 4.0 Care coordinator will conduct a follow up satisfaction call after the respite stay has been completed.
- 4.1 Care coordinator will complete incident reporting as required.

ELDERLY SERVICES PROGRAM (ESPSM)

CONSUMER DIRECTED CARE (CDC)

SERVICE SPECIFICATION and CONDITIONS OF PARTICIPATION

Effective 1/1/2024

(BCESP) (CCESP) (HCEP) (WCEP)

**ELDERLY SERVICES PROGRAM
CONSUMER DIRECTED CARE CONDITIONS OF
PARTICIPATION and SERVICE PECIFICATION**

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SERVICE SPECIFICATION

1.0 OBJECTIVE

Consumer Directed Care (CDC) is another option for delivering home care services. Instead of using traditional home care agencies, clients become “employers” and hire their own “employees” to provide the care and services they need. This allows a client to choose their home care aide to assist and support them with their IADLs which may include personal care, homemaking, companion, and respite tasks.

2.0 DEFINITIONS

2.1 Employer: The client or Authorized Representative is also known as the employer.

2.2 Employee: The person hired by the employer to deliver home care services.

2.3 Authorized Representative: A representative named by the employer to assist in monitoring/signing timesheets, and other documents. The need for an authorized representative will be discussed in advance by the employer and Care Manager.

2.4 AddnAide: An electronic application developed by Council on Aging (COA) for management of CDC service. AddnAide attracts a new workforce to CDC for clients/employers without an already identified employee, supports matching an employer with a potential employee, captures visit times and approvals, and enables real time communication. Marketing and onboarding services are provided to attract the workforce to join AddnAide.

2.5 Financial Management Services (FMS): a vendor under contract with COA that processes payroll, withholds taxes, reviews background checks and other tasks on behalf of the employers.

3.0 SERVICE HOURS/UNIT RATE

The unit rate and cost cap will be discussed in advance by the Care Manger and the employer. The cost cap is individualized and based on the service hour needs derived from a comprehensive assessment done by the care manager, and program limitations. The employer will negotiate the unit rate to be paid to the employee that is no higher than the ceiling rate established by COA.

4.0 REQUIREMENTS

- 4.1 The employer and employee should cooperatively treat each other with dignity and respect.
- 4.2 The employee must deliver services as authorized in the employer's care plan.
- 4.3 The employee must be able to effectively communicate with the employer.
- 4.4 If the employee intends to transport the employer, the employee must show the employer a valid driver's license and valid insurance identification card prior to the first transport. The employee is prohibited from driving the employer in the employer's vehicle.
- 4.5 Tasks designated by the employer will be reviewed with the employee. These tasks may include but are not limited to the following:
 - a) companion
 - b) homemaking
 - c) independent living assistance
 - d) personal care
 - e) respite for caregiver
 - f) meal preparation and or grocery shopping
 - g) transportation
- 4.6 AddnAide is a tool that is available for employers or their authorized representative whom have a computer device and is able to navigate the application. Application support will be provided to employers and employees to teach how to utilize and navigate the application.

CONDITIONS OF PARTICIPATION

1.0 EMPLOYEE REQUIREMENTS

- 1.1 The employee must deliver services in compliance with the Service Specification and in accordance with the plan designed and authorized by the Care Manager and employer.
 - 1.2 The employee must comply with all contract requirements, Conditions of Participation, and Service Specifications.
 - 1.3 The legal guardian, power of attorney, spouse, or authorized representative of the employer cannot serve as the employee.
 - 1.4 The employee must be at least 18 years of age.
 - 1.5 Council on Aging (COA) will identify individuals who need a criminal database and BCII (and FBI check where applicable) and notify COA's contracted financial management services vendor.
- FMS will run the seven criminal database checks first to determine eligibility. FMS shall review the following free databases before conducting the criminal records checks required.
 - SAM: The United States general services administration's system for award management, which is available at <https://www.sam.gov/>
 - OIG: The Office of the Inspector General of the United States Department of Health and Human Services' list of excluded individuals, which is available at <https://exclusions.oig.hhs.gov/>
 - Abuser registry: The Department of Developmental Disabilities' registry of employees who are cited for abuse, neglect, or misappropriation, which is available at https://its.prodapps.dodd.ohio.gov/ABR_Default.aspx
 - Medicaid: The Department of Medicaid's online provider exclusion and suspension list, which is available at <https://medicaid.ohio.gov/resources-for-providers/enrollment-and-support/provider-enrollment/provider-exclusion-and-suspension-list>
 - Sex offender search: The Ohio Attorney General's sex offender and child-victim offender database, which is available at <http://www.icrimewatch.net/index.php?AgencyID=55149&disc=>
 - Offender search: The Department of Rehabilitation and Correction's database of inmates, which is available at <https://appgateway.drc.ohio.gov/OffenderSearch>
 - Nurse aide registry: The Department of Health's state nurse aide registry, which is available at <https://odh.ohio.gov/know-our-programs/nurse-aide-registry/nurseaideregistry>. If the applicant or employee does not present proof that he or she has been a resident of Ohio for the five-year period immediately preceding the date of the database review, Palco shall conduct a database review of the nurse aide registry in the state or states in which the applicant or employee lived.

- FMS will conduct a Bureau of Identification and Investigation (BCII) criminal records check on each potential candidate. This check will occur prior to matching with a client (employer).
- A Federal Bureau of Investigation (FBI) criminal check will be conducted for those individuals who have not lived in the state of Ohio for the last 5 years.
- FMS will conduct a BCII criminal check using the code for a direct care employee. The applicable codes are the following: 173.27, 173.38, 173.381, 3701.881, 5123.081, or 5123.169.
- The potential employee will go to a specified location, identified by FMS, to complete the BCII criminal check.
- FMS will pay for the criminal checks conducted for the potential employee.
- The results of the criminal background check will be sent to FMS for review.
- FMS will determine employee eligibility by using the criminal records policy and procedure.
- FMS will notify COA of the results.
- FMS will invoice COA for each criminal records check conducted on all potential employees. The invoice shall include the name of the potential employee, date of birth, and date the check was conducted.
- Every five years, FMS will run 5 year rechecks on employees.
- Exclusions to the BCII rule include permanent exclusion if a person is found guilty or pled guilty to a crime against a disabled, elderly person or child.

1.6 The employee must have a valid social security number and at least one of the following current, valid, government issued, photographic identification cards:

- a) driver's license
- b) State of Ohio identification card
- c) US permanent residence card

1.7 If transporting the employer, the employee must submit to the employer proof of vehicle insurance that meets the state minimum requirements and have a valid driver's license. The employee is prohibited from driving the employer in the employer's vehicle.

1.8 The employee must enter into a written agreement with the employer for the agreed upon tasks.

1.9 The employee shall not use or disclose any information concerning an employer for any purpose not directly connected with the provision of services, except with the written consent of the employer or authorized representative.

1.10 The employee shall not use the employer's personal property without the client's consent.

1.11 The employee will not forge an employer's signature and /or falsify information.

- 1.12 The employee will not engage in behavior that causes or may cause physical, verbal, mental or emotional distress or abuse to the employer.
- 1.13 The employee will not engage in behavior that constitutes a conflict of interest, takes advantage of or manipulates services resulting in an unintended advantage for personal gain of the employer.
- 1.14 The employee will accept, on an ongoing basis from the employer, changes in the frequency and duration of service tasks to be performed for the employer.
- 1.15 If terminating services, the employee will submit written notification to the employer and the Care Manager at least thirty (30) days prior to the last date of service.
- 1.16 Failure to meet any of the requirements of this rule may lead to the termination of the agreement.

2.0 EMPLOYER or AUTHORIZED REPRESENTATIVE REQUIREMENTS

- 2.1 The employer must complete the Consumer Directed Care Agreement, Code of Ethics and all applicable documents as part of the on boarding process.
- 2.2 The employer is responsible for managing time within the limits of the care plan/budget, hiring the employee, and managing their work performance. The employer must demonstrate their ability to manage time and budget to the care plan limits.
- 2.3 Supervision of the employee is the responsibility of the employer, or the employer's authorized representative.
- 2.4 The employer, or authorized representative, must be able to effectively communicate with the employee.
- 2.5 Failure to meet any of the employer or authorized representative requirements may lead to removal of the consumer directed care option.



**BUTLER COUNTY
ELDERLY SERVICES PROGRAM (BCESP)
ADVISORY COUNCIL**

2024 MEETING SCHEDULE

2nd Thursday in March, June, September, and December
Unless otherwise noted with asterisk (*)

| | |
|-----------------------|---------------------------|
| March 14, 2024 | September 12, 2024 |
| June 13, 2024 | December 12, 2024 |

Time & Location of Meetings:

LifeSpan, Inc. – 1900 Fairgrove Avenue, Hamilton, OH 45014

ESP Advisory Council: 3:00 – 5:00 p.m. @ Bever Conference Room

Please contact Sandy Rodich via phone (513-345-5880) or email srodich@help4seniors.org if you are not able to attend a meeting.