

Policy and Procedures for SFY-2015

This ALERT applies to the following sub-grantees of the Senior Community Service Employment Program (SCSEP): Area Agency on Aging, Region One Inc., Pima County One-Stop Career Center, Northern Arizona Council of Governments, and Pinal/Gila Council for Senior Citizens.

This ALERT is being provided to non-participating regions as information only.

Policy and Procedure ALERTS are intended to notify Area Agencies on Aging (AAAs) and other contract partners of newly developed or revised Division of Aging and Adult Services (DAAS) Policies and Procedures.

Revisions in bold text below have been made to Chapter 4000 Section 4100 (Senior Community Service Employment Program – Participant Services) and are included in this ALERT. **Please ensure appropriate SCSEP personnel are aware of these revisions.**

Summary of Revisions

Previous language from section 4114.2.B and 4114.3.B.1-4, related to modular training requirements for participants designated Program Representatives, has been removed to better align the goals of the program. That language has been replaced with new language that reduces the allowable training time for a Program Representative from 48 months to 24 months. Additionally, language has been added that provides guidance related to minimum wage increases.

Section 4114 - Operational Procedures for Wage and Fringe Benefits

Section 4114.1.B.2 - **Effective July 1, 2014, participants designated Program Representatives are eligible to receive initial training wage of \$10 per hour. Program Representatives shall remain in their position for a period not to exceed 24 months.**

Section 4114.1.B.3 - **Increases in the training wage for Program Representatives shall occur on an annual basis in accordance with annual minimum wage increases determined by the Wage and Hour Division of the United States Department of Labor.**

Section 4114.1.B.4 - **It will be the responsibility of each sub-grantee to ensure their respective program budgets allow for the training wage increase. Sub-grantees will also ensure that the increase will not affect their ability to provide equitable service delivery to all SCSEP participants, and over expenditures of program funds do not occur.**

Additionally, language was added to section 4120 that clarifies the requirements for recording case notes.

Section 4120 - Operational Procedures for SCSEP Participant File Maintenance

Section 4120.3.B - Case notes must be understandable and legible. At a minimum, **case notes must be updated every 30 calendar days or as needed. Each case note entry must contain the following elements:**

**Policy and Procedures
for SFY-2015**

- 1. The date of entry of the case note**
- 2. The name or initials of the staff person making the case note entry**
- 3. Reference to corresponding/supporting documentation that may be found elsewhere a part of the participant file**

Implementation

The revisions of the DAAS Policy and Procedure Manual, Chapter 4000 will be posted on the DAAS website (<https://www.azdes.gov/daas/policy/4000/>) and will go into effect on July 1, 2014.

Should you have questions regarding the policies, please contact Darrell Reagan at (602) 542-6335 or via email at dreagan@azdes.gov.



Division of Aging and Adult Services
ALERT Draft

SFY-15-10