



Commission On Aging

www.co.monroe.mi.us/commonaging

A Division of the Monroe County
Community Planning & Engagement Department

965 South Raisinville Rd.
Monroe, MI 48161
734-240-3290

Fax: 734-240-3286
mccoa@monroemi.org

Jason Berry
Director

Donald Spencer
Chair

Martin Kaufman
Vice-Chair

Mary Ann
Wertenberger
Secretary

Mary Gantz

Larry Gramlich

Cynthia McIlvain

Wayne Meehan

Paul Simonton

Dave Emmerich

Monroe County Commission on Aging Regular Board Meeting June 12, 2024

Monroe County Commission on Aging Board Room
1:00 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Silent Prayer
5. Approval of Agenda
6. Public Comment
7. Special Presentations- MemoryLane Care Services
8. Consent Agenda
 - A. Approval of the Minutes of the May 8, 2024 Regular Meeting
 - B. Strategic Planning Committee Notes of June 6, 2024
 - C. Finance Reports
 - D. Correspondence- None
 - E. Formal Agency Reports- None
9. Director's Report
10. Old Business
 1. Frenchtown Adult Day Service
 - a. Certification Documentation
 - b. Timeline of Events
 - c. 1st Memorandum Letter
 - d. Official Letter to Executive Director
 - e. 2nd Memorandum Letter
 - f. April 2024 Common Measures
 - g. Service Definition and Minimum Requirement Manual- Adult Day Service
11. New Business: None
12. Public Comment
13. Commission Members' Comments
14. Adjournment

The next Regular Board meeting is scheduled for Wednesday, July 10, 2024 at 1pm at the Monroe County Commission on Aging Board Room.

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following: Human Resources 125 East Second Street, Monroe, MI 48161, Voice (734) 240-7295, and TDD (734) 240-7301



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Monroe County Commission on Aging

Regular Board Meeting Minutes

May 8, 2024

Commission on Aging Conference Room

Don Spencer called the meeting to order at 1:03 p.m.

Members present Don Spencer, Martin Kaufman,
Cynthia McIlvain, Dave Emmerich,
Mary Ann Wertenberger, Wayne Meehean

Members excused: Mary Gantzog, Larry Gramlich, Paul Simonton

Approval of the Agenda:

Motion to approve the May 8, 2024 Regular Board Meeting Agenda as presented.

Motion by: Wayne Meehean

Supported by: Mary Ann Wertenberger

Motion carried.

Public Comment: None

Special Presentations:

Monroe YMCA Presented by: Kristin Irwin, Executive Director

Thankful for the support from the Board. The Enhanced Fitness Program is an evidenced-based fitness program designed for senior adults, regardless of fitness level. The program supports independent living by encouraging participants to become more active and energized. There are four Enhanced Fitness sites, which are free to all seniors in Monroe County due to the millage. The LIVESTRONG Cancer Survivorship Program is an evidenced-based program which supports adult cancer survivors to reclaim their health and well-being following a cancer diagnosis. There are a total of six participants per session. The program offers a free membership for one year.

Consent Agenda:

- A. Approval of the Minutes of the April 10, 2024 Regular Meeting.
- B. Strategic Planning Committee notes of April 16, 17, and 18, 2024.
- C. Finance Reports
- D. Correspondence – None.
- E. Formal Agency Reports – None



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Motion to approve by: Cynthia McIlvain
Motion Carried.

Supported by: Wayne Meehan

Directors' Report:

Jason Berry reported the following:

➤ **Common Measures Report**

The April Common Measures Reports provide the Commission with the provider's Cumulative Units Reported vs. Maximum, Cumulative Unduplicated Clients Served vs. Anticipated, Actual Expenditures vs. Total Budget, Total Budget Cost per Unduplicated Client, and Actual Revenue vs. Budgeted Revenue.

➤ **COA Website Views**

The monthly analytics snapshot shows how many hits the COA website received and the categories most visited. Transportation was the most viewed at 190. During April 2024 there were 616 total views.

➤ **Waitlist/Service Not Provided Summary**

Mr. Berry reported that from March 25, 2024, through April 25, 2024, there are 42 reported seniors on the Project Ramp waitlist.

Old Business:

A. Frenchtown Senior Citizens Adult Day Services Program Probation Update

- a. Paul Iacoangeli reported that it is his intention to keep the current program director, stating "she is deemed a qualified professional".

B. Frenchtown Senior Citizens Adult Day Services Supporting documentation

New Business:

A. Motion to Approve Memory Lane Care Services additional funding for 2024 -Additional 430 units at \$76 per unit for a total of \$32,680.00

Motion by: Wayne Meehan

Supported by: Cynthia McIlvain

Roll Call Vote Taken:

Don Spencer - Yes
Wayne Meehan - Yes
Mary Ann Wertenberger - Yes

Martin Kaufman - Yes
Dave Emmerich - Yes
Cynthia McIlvain - Yes

Motion Carried.

B. Motion to Approve the 2023 Annual Report Review

Motion by: Wayne Meehan
Motion Approved.

Supported by: Cynthia McIlvain



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C. Discussion on Frenchtown Senior Citizens Adult Day Services Program Probation status:

a. Timeline of events:

1. 11/08/23: Ad Hoc Committee appointed at COA regular board meeting by chair.
2. 2/1/24: Monroe County Commission on Aging Ad Hoc Committee report completed
3. 2/1/24: Strategic Planning Committee reviews memorandum letter from Ad Hoc Committee and recommends Frenchtown Senior Citizens Adult Day Services program be placed on a 90 day probation
4. 2/14/24: Probation for Frenchtown Senior Citizens Adult Day Services approved at COA Board at monthly meeting for February 14, 2024 to May 13, 2024
5. 2/14/24: Probation notification letter sent to Frenchtown Senior Citizens Adult Day Services by COA director
6. 2/28/24: Appeal of Probation by Frenchtown Senior Citizens Adult Day Services submitted to COA director
7. 3/13/24: Appeal by Frenchtown Senior Citizens Adult Day Services denied at COA Board Meeting
8. 3/13/24: Revision of probation date approved at COA Board Meeting for March 13, 2024 to June 11, 2024
9. 4/10/24: Progress of Frenchtown Senior Citizens Adult Day Services Update



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b. Memorandum

To: Monroe County Commission on Aging

cc. Jason Berry, Director, Monroe County Commission on Aging

From: Ad Hoc Committee,

Paul Simonton, Donald A. Spencer, Mary Ann Wertenberger

Date: 2/1/2024

Subject: Commission on Aging Ad Hoc Committee Report, 2/1/2024,

Findings and Recommended Actions

On November 8th, 2023 Chairperson Cheryl Rivard of the Monroe County Commission on Aging appointed an Ad Hoc Committee to prepare an action plan to assist in the development of goals for the Frenchtown Senior Center Inc. Adult Day Service Program. This need was established over the past several years because of declining client enrollment which has fallen far below the past number of clients served and caused a significant reduction in the units of service delivered which the Commission on Aging funding is based upon.

The Ad Hoc Committee has conducted its work and the attached Monroe County Commission on Aging Ad Hoc Committee Report dated 2/1/2024 outlines the background, activities, findings (5) and recommended actions to bring the Adult Day Service program into compliance with the terms of its contract with the Monroe County Commission on Aging.

The Ad Hoc Committee recommends placing the Frenchtown Senior Citizens Inc. Adult Day Service Program on a probation period, per Policy #: MCCOA 11-04, for 90 days with the following conditions:

1. The Frenchtown Seniors Center Inc. will develop a strategic plan that includes a communications plan to ensure that the Adult Day Service Program's mission, vision, and goals are defined, measured, annually reviewed and communicated to the community.
2. The administration should employ a Program Director with a minimum of a bachelor's degree in a health or human services related field or be a qualified health professional as evidenced by a proper health care license, professional certification, or degree. The administration should set up a schedule for continuous professional training opportunities for all staff administering and providing direct services to clients enrolled in the Adult Day Service Program.
3. The Frenchtown Seniors Center Inc. must resubmit a budget application for the Adult Day Service Program for the current year that has accurate client projections and budgetary information



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4. The administration of the Frenchtown Senior Center Inc. will secure a qualified health care professional with experience in serving clients with dementia who will consult and advise the current administration on operational matters during the 2024 and 2025 budget years.

Thank you,

Donald A. Spencer, Ed.D, Monroe County Commission on Aging Chairman

D. Motion to Extend the Frenchtown Adult Day Services 90 Day Probation Period Through the Next Board Meeting and Convene the Ad Hoc Committee to Bring Recommendations to the Board.

Motion by: Martin Kaufman
Motion Carried.

Supported by: Wayne Meehean

Public Comment:

Sandie Pierce, Director Monroe Senior Center:

Presented brochures regarding exercise classes at the Center. A National Health and Fitness Day flyer was also shared. This event will be held on Wednesday, May 29, 2024 from 8:30am to 1:00pm. Lunch is at 11:30am. An Annual Report was also presented. Kudos to the Monroe YMCA for the Enhanced Fitness Program.

Celia Apodaca, Director Bedford Senior Center:

The Bedford Center is hosting a Senior Resource Fair on Monday May 20, 2024 from 1:30 -3:30pm. There will also be a Strawberry Festival held on Saturday, June 8, 2024. Happy Nurses Week to Mary Ann Wertenberger and thank you for all you've done.

Commission Members Comments:

Cynthia McIlvain: Proud to be a member of this Board.

Dave Emmerich: Appreciative to Kate Weber, Executive Director, Monroe County Senior Legal Services

Adjournment:

Motion by: Wayne Meehean
Motion Carried.

Supported by: Cynthia McIlvain

The meeting was adjourned at 2:29 p.m.



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The next Regular Board meeting takes place on Wednesday, June 12, 2024, at 1:00 p.m. at the Monroe County Commission on Aging, 965 South Raisinville Road, Monroe, MI 48161.

Ramona Hall, Recording Secretary



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Commission on Aging Strategic Planning Committee Notes

June 6, 2024

2p.m. Commission on Aging Office

Present: Cynthia McIlvain, Paul Simonton, Martin Kaufman, Mary Ann Wertenberger and Jason Berry.

Cynthia McIlvain began the meeting at 2:00 p.m.

1. Frenchtown Adult Day Service Probation:
 - a. Probation Period: March 13, 2024 to June 12, 2024
2. Frenchtown Adult Day Service Documents Reviewed:
 - a. Certification
 - b. Timeline of Events
 - c. 1st Memorandum Letter
 - d. Official Letter to Executive Director
 - e. 2nd Memorandum Letter
 - f. April 2024 Common Measures
3. Strategic Planning Committee Recommendations:
 - a. The Strategic Planning Committee reviewed the documentation and unanimously recommended to terminate the 2024 fiscal year contract and rescind the approval of the 2025 contract to The Frenchtown Center for Active Adults Inc., Adult Day Care Service due to its failure to comply with the contractual and probationary requirements of the Monroe County Commission on Aging and the County of Monroe, Mi.

The meeting adjourned at 3:20 p.m.

The next meeting is scheduled for July 4, 2024 at 2:00 p.m. at the Commission on Aging.

Jason Berry, Recording Secretary

RUN DATE: 06/03/24 10:43
REVEN

County of Monroe
Revenue Report

PAGE: 00078
FISCAL DATE: 05/31/24 24/MAY

** 280 SENIOR CITIZENS FUND

Account #	Description	Amended Budget	MTD Receipts	YTD Receipts	Balance	% Coll
89800	FUND BALANCE CARRYFORWARD					
280-89800-695001	FUND BALANCE CARRYFORWARD-REV	-544,539.00	0.00	0.00	-544,539.00	0.00
	TOTAL FUND BALANCE CARRYFORWARD	-544,539.00	0.00	0.00	-544,539.00	0.00
97000	SPECIAL EXP/REV-OTHER AGENCIES					
280-97000-402000	CURRENT PROPERTY TAXES	-3,600,988.00	-126,254.62	-3,707,899.24	106,911.24	102.97
280-97000-415000	PRIOR YEAR TAX ADJUSTMENTS	22,750.00	387.77	565.68	22,184.32	2.49
280-97000-420000	DELINQUENT PERSONAL PROP TAXES	-3,500.00	-970.12	-2,755.74	-744.26	78.74
280-97000-434020	OTH TAXES-PYMT IN LIEU OF TAX	-7,500.00	0.00	-5,901.21	-1,588.79	78.68
280-97000-437000	INDUSTRIAL FACILITY TAX	-11,500.00	0.00	-12,750.81	1,250.81	110.88
280-97000-445000	TAXES-PENALTIES & INT ON TAXES	-100,000.00	-47.18	-47.45	-202.55	18.98
280-97000-573000	LC STABIL SHARE TAX 2014 PA80	-100,000.00	-109,263.18	-182,411.64	82,411.64	182.41
280-97000-576000	STATE GRANT-REIMB INV LOSS	0.00	0.00	0.00	0.00	0.00
280-97000-665000	INTEREST INCOME	-2,000.00	0.00	-32,926.44	30,926.44	646.32
280-97000-676070	SPECIAL REVENUE-REIMBURSEMENT	-1,000.00	0.00	0.00	-1,000.00	0.00
280-97000-677000	OTHER REVENUE-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
280-97000-687030	REBATES-PRESCRIPTION	0.00	0.00	0.00	0.00	0.00
	TOTAL SPECIAL EXP/REV-OTHER AGENCIES	-3,703,988.00	-236,147.33	-3,944,126.85	240,138.85	106.48
99999	FUND LEVEL					
280-99999-688000	DEFAULT DISCOUNT	0.00	0.00	0.00	0.00	0.00
	TOTAL FUND LEVEL	0.00	0.00	0.00	0.00	0.00
	TOTAL 280 SENIOR CITIZENS FUND	-4,248,527.00	-236,147.33	-3,944,126.85	-304,400.15	92.84

RUN DATE: 06/03/24 10:41

APPR

County of Monroe
Appropriation Report

PAGE: 00061
FISCAL DATE: 05/31/24 24/MAY

** 101 GENERAL FUND

Account #	Description	Amended Budget	Committed	Encumbered	MTD Expenditures	YTD Expenditures	Balance	\$ Exp
67200	TOTAL MEDICAL EXAMINER	437,309.00	0.00	0.00	31,329.86	121,974.69	315,334.31	27.89
67200	COMMISSION ON AGING							
101-67200-705000	SALARIES AND WAGES	93,374.00	0.00	0.00	7,175.20	37,234.48	56,139.52	39.88
101-67200-706500	SICK PAY BANK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-707100	PART TIME EMPLOYEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-707200	BD/COM/AUTH PER DIEM	6,000.00	0.00	0.00	225.00	2,225.00	3,775.00	37.08
101-67200-715000	SOCIAL SECURITY	17,603.00	0.00	0.00	531.18	2,858.59	4,744.41	37.60
101-67200-716000	EMPLOYERS-RETIREMENT	17,752.00	0.00	0.00	1,370.48	7,424.93	10,327.07	41.83
101-67200-716001	DC RETIREMENT	2,487.00	0.00	0.00	189.94	930.70	1,556.30	37.42
101-67200-716010	EMPLOYERS-RET HEALTH C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-716012	EMPLOYER-HCS	1,888.00	0.00	0.00	143.52	744.74	1,123.26	39.87
101-67200-717000	UNEMPLOYMENT INSURANCE	100.00	0.00	0.00	7.38	39.48	60.52	39.48
101-67200-718000	WORKERS COMPENSATION I	80.00	0.00	0.00	5.92	31.98	48.02	39.98
101-67200-719000	HEALTH INSURANCE	14,825.00	0.00	0.00	1,320.73	5,949.79	8,875.21	40.13
101-67200-720000	LIFE INSURANCE	143.00	0.00	0.00	11.13	54.90	88.10	39.39
101-67200-721000	OPTICAL INSURANCE	143.00	0.00	0.00	12.70	56.92	86.08	39.80
101-67200-722000	DENTAL INSURANCE	633.00	0.00	0.00	67.29	300.15	332.85	47.42
101-67200-723000	DISABILITY INSURANCE	937.00	0.00	0.00	71.98	281.40	655.60	30.03
101-67200-725000	ACCURED WAGES AND FRIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-728000	OFFICE SUPPLIES	1,905.00	0.00	0.00	0.00	339.15	1,565.85	17.80
101-67200-729000	PRINTING AND IMAGING	1,600.00	0.00	0.00	0.00	0.00	600.00	0.00
101-67200-730000	POSTAGE AND MAILING FE	1,500.00	0.00	0.00	0.00	1.25	1,498.75	0.08
101-67200-731000	COMPUTER EQUIP & SUPPL	1,600.00	0.00	0.00	0.00	0.00	1,600.00	0.00
101-67200-803000	PRE-EMPLOYMENT PHYSICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-810000	BOARD PER DIEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-810020	BOARD MEMBERS TRAVEL	3,250.00	0.00	0.00	137.49	1,226.39	2,023.61	37.74
101-67200-814015	SOFTWARE LICENSE FEE	25,651.00	0.00	0.00	0.00	18,050.84	7,600.16	70.37
101-67200-814016	PAYROLL SERVICES	2,945.00	0.00	0.00	97.50	428.85	516.15	45.38
101-67200-826000	LEGAL AND PROFESSIONAL	2,400.00	0.00	0.00	0.00	612.31	1,787.69	25.51
101-67200-830000	ASSOCIATION & MEMBERSH	225.00	0.00	0.00	0.00	135.00	90.00	60.00
101-67200-831000	TELEPHONE	675.00	0.00	0.00	21.67	386.53	288.47	57.26
101-67200-861000	TRAVEL	850.00	0.00	0.00	0.00	0.00	850.00	0.00
101-67200-864000	CONFERENCE AND CONVENT	300.00	0.00	0.00	0.00	0.00	300.00	0.00
101-67200-864080	CONF/CONVENTION BOARD	100.00	0.00	0.00	0.00	0.00	100.00	0.00
101-67200-911000	GENERAL LIABILITY INSU	1,587.00	0.00	0.00	121.90	632.57	954.43	39.86
101-67200-921000	ELECTRICITY	1,652.00	0.00	0.00	140.05	714.18	937.82	43.23
101-67200-922000	WATER AND SEWAGE	193.00	0.00	0.00	8.80	44.00	149.00	22.80
101-67200-923000	HEATING FUEL	550.00	0.00	0.00	50.54	215.40	334.60	39.16
101-67200-933000	MAINT-OFFICE EQUIP AND	100.00	0.00	0.00	0.00	0.00	100.00	0.00
101-67200-942000	COPIER EXPENSE/LEASE	2,000.00	0.00	0.00	52.91	996.38	1,003.62	49.82
101-67200-963000	CENTRAL SERVICES/INDIR	15,950.00	0.00	0.00	0.00	0.00	15,950.00	0.00
101-67200-975000	C.O.-BUILDING IMPROVEM	10,885.00	0.00	0.00	0.00	0.00	10,885.00	0.00
101-67200-980575	C.O.-COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL COMMISSION ON AGING	218,863.00	0.00	0.00	11,763.31	81,915.91	136,947.09	37.43

RUN DATE: 06/03/24 10:41

APPR

** 280 SENIOR CITIZENS FUND

County of Monroe
Appropriation Report

PAGE: 00211
FISCAL DATE: 05/31/24 24/MAY

Account #	Description	Amended Budget	Committed	Encumbered	MTD Expenditures	YTD Expenditures	Balance	% Exp
89000 CONTINGENCIES								
280-89000-969001	CONTINGENCY-RESTRICTED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-89000-969002	CONTINGENCY	133,237.00	0.00	0.00	0.00	0.00	133,237.00	0.00
	TOTAL CONTINGENCIES	133,237.00	0.00	0.00	0.00	0.00	133,237.00	0.00
89800 FUND BALANCE CARRYFORWARD								
280-89800-969501	FUND BALANCE CARRYFORW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL FUND BALANCE CARRYFORW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
97000 SPECIAL EXP/REV-OTHER AGENCIES								
280-97000-801280	CONTRACT SERV-OLDER NE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-830060	BOARD PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-963000	CENTRAL SERVICES/INDIR	24,076.00	0.00	0.00	0.00	0.00	24,076.00	0.00
280-97000-965015	ASH SENIOR CITIZENS CE	24,331.00	0.00	0.00	0.00	0.00	15,125.02	37.84
280-97000-965020	RETIRED SENIOR VOLUNTE	81,000.00	0.00	0.00	2,811.35	9,205.98	54,634.70	32.55
280-97000-965025	AREA AGENCY ON AGING I	13,614.00	0.00	0.00	7,792.13	26,365.30	9,076.00	33.33
280-97000-965031	BEDFORD TRANSPORTATION	54,650.00	0.00	0.00	1,134.50	4,538.00	34,669.96	36.56
280-97000-965035	BEDFORD SENIOR CITIZEN	277,498.00	0.00	0.00	4,678.04	15,980.04	167,367.52	39.69
280-97000-965041	BEDFORD VET CENTER PAN	4,396.00	0.00	0.00	31,515.82	110,130.48	3,647.94	17.02
280-97000-965042	BEDFORD VET CENTER VAN	13,250.00	0.00	0.00	134.40	748.06	12,932.00	2.40
280-97000-965045	BERLIN SENIOR CITIZEN	49,796.00	0.00	0.00	53.00	318.00	40,220.00	19.23
280-97000-965055	CATHOLIC SOCIAL SERVIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965065	DUNDEE SENIOR CITIZEN	245,705.00	0.00	0.00	0.00	0.00	144,929.98	41.01
280-97000-965071	EMERGENCY NEEDS	8,500.00	0.00	0.00	0.00	0.00	4,944.41	41.83
280-97000-965075	FRENCHTOWN SR CITIZEN	334,799.00	0.00	0.00	519.59	3,555.55	157,314.16	53.01
280-97000-965085	LAKE ERIE TRANSIT	239,200.00	0.00	0.00	50,339.89	177,484.84	164,716.80	31.14
280-97000-965087	MILAN PUBLIC TRANSIT	0.00	0.00	0.00	20,608.00	74,483.20	0.00	0.00
280-97000-965091	THE OPPORTUNITY CENTER	81,000.00	0.00	0.00	15,052.50	57,739.50	23,260.50	71.28
280-97000-965098	SENIOR LEGAL SERVICES	261,560.00	0.00	0.00	27,876.26	93,628.42	167,931.58	35.80
280-97000-965099	CHOICES COUNSELING SOL	10,050.00	0.00	0.00	0.00	0.00	10,050.00	0.00
280-97000-965098	PURE PSYCHIATRY OF MIC	100.00	0.00	0.00	1,500.00	2,100.00	-2,000.00	100.00
280-97000-965105	M.C.O.P. HOME CARE SER	148,000.00	0.00	0.00	11,326.70	46,578.63	101,421.37	31.47
280-97000-965106	RAMP PROGRAM	122,500.00	0.00	0.00	22,604.18	25,768.91	96,731.09	21.04
280-97000-965115	M.C.O.P. HOME CHORE	103,200.00	0.00	0.00	6,432.00	16,308.00	86,892.00	15.80
280-97000-965121	M.C.O.P. SPEC TRANSPOR	148,000.00	0.00	0.00	10,982.00	46,550.00	101,450.00	31.45
280-97000-965122	M.C.O.P. HOME INJURY C	6,500.00	0.00	0.00	478.11	3,157.70	3,342.30	48.58
280-97000-965123	M.C.O.P. FOOD DISTRIBU	150,000.00	0.00	0.00	660.30	65,225.10	84,774.90	43.48
280-97000-965125	M.C.O.P. RESOURCE ADVO	171,000.00	0.00	0.00	16,294.50	48,424.50	122,575.50	28.32
280-97000-965135	LIFE NUTRITION PROGRAM	530,062.00	0.00	0.00	51,404.70	200,988.90	329,073.10	37.92
280-97000-965136	CARING ALTERNATIVES-ME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965137	HOME INSTEAD SENIOR CA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965141	ALZHEIMER PROGRAM	41,800.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965165	MONROE SENIOR CITIZEN	450,000.00	0.00	0.00	5,890.00	15,010.00	26,790.00	35.91
280-97000-965175	ARTHUR LESLOW COMMUNIT	0.00	0.00	0.00	38,730.63	149,363.71	300,636.29	33.19
280-97000-965185	FOSTER GRANDPARENT TRP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965186	AREA AGENCY ON AGING-M	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965191	DEAF & HEARING IMPAIRE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965201	MILAN SENIOR MEALS ON	25,300.00	0.00	0.00	1,309.00	5,857.50	19,442.50	23.15
280-97000-965205	EMERGENCY FUEL	15,000.00	0.00	0.00	1,232.13	5,627.29	9,372.71	37.52

280-97000-965215 MILAN SENIOR CENTER	40,000.00	0.00	0.00	4,987.50	17,377.50	22,622.50	43.44
280-97000-965216 MILAN SENIOR TRANSIT	15,200.00	0.00	0.00	2,368.00	8,784.00	6,416.00	57.79
280-97000-965220 MILAN SENIOR RESOURCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965225 ADULT DAY CARE SERVICE	159,785.00	0.00	0.00	9,311.71	34,877.85	124,907.15	21.83
280-97000-965340 YMCA CANCER SURVIVOR	5,760.00	0.00	0.00	720.00	2,880.00	2,880.00	50.00
280-97000-965380 YMCA	37,795.00	0.00	0.00	3,504.39	13,931.23	23,863.77	36.86
280-97000-965390 MCOP VOLUNTEER CAREGIV	3,000.00	0.00	0.00	76.00	548.00	2,452.00	18.27
280-97000-965400 AREA AG ON AGING-PURCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL EXP/REV-OTHER	3,896,427.00	0.00	0.00	384,532.83	1,397,887.25	2,498,539.75	35.88
97500 SPECIAL APPROP TO OTHER FUNDS							
280-97500-999101 TRANSFER OUT - GENERAL	218,863.00	0.00	0.00	0.00	56,123.14	162,739.86	25.64
TOTAL SPECIAL APPROP TO OTHE	218,863.00	0.00	0.00	0.00	56,123.14	162,739.86	25.64
TOTAL 280 SENIOR CITIZENS FUND	4,248,527.00	0.00	0.00	384,532.83	1,454,010.39	2,794,516.61	34.22

COA Director's Report Items (6/12/24)

1. Common Measures Reports – Included in Packet
2. COA Website Views – Included in Packet
3. Waitlist/Service not Provided Summary – Included in Packet

Table A.
Cumulative Units Reported vs. Unit Maximum
(Goal is to be between 28% - 38%)

As of: April

Provider/Program	Cumulative Units	Unit Maximum	Percentage
Ash Senior Citizens	966.00	2,553.00	38%
Bedford Senior Community Center	17,849.20	45,000.00	40%
Bedford Twp. Veterans Center Pantry	2,266.60	1,320.00	172%
Bedford Twp. Veterans Center Van	6.00	250.00	2%
Berlin Township Senior Citizens Group	950.00	4,940.00	19%
Choices Counseling Solutions	14.00	238.00	6%
Dundee Area Senior Citizens Center	16,098.00	39,250.00	41%
Frenchtown Adult Day Services	1,538.50	4,500.00	34%
Frenchtown Senior Citizens Center	21,151.50	42,000.00	50%
Health Van	924.00	2,500.00	37%
Lake Erie Transportation Commission	4,048.00	13,000.00	31%
Living Independence for Everyone	54,915.00	145,000.00	38%
MCOP-Food Assistance Program	163,062.75	375,000.00	43%
MCOP-Home Care	2,517.75	8,000.00	31%
MCOP-Home Chore	679.50	4,300.00	16%
MCOP-Home Injury Control	3,157.70	6,500.00	49%
MCOP-Opportunity Center at ALCC	6,415.50	9,000.00	71%
MCOP-Resource Advocacy	2,690.25	9,500.00	28%
MCOP-Specialized Transportation	2,450.00	7,789.00	31%
MCOP-Unmet Emergency Needs	3,555.59	8,500.00	42%
MCOP-Utility Assistance Program	5,627.29	15,000.00	38%
MCOP-Volunteer Caregiver Program	68.50	375.00	18%
Memory Lane Care Services	197.50	550.00	36%
Milan Seniors for Healthy Living	3,475.50	8,000.00	43%
Milan Seniors Meals on Wheels	1,065.00	4,600.00	#REF!
Milan Seniors Transportation	549.00	950.00	58%
Monroe County Senior Legal Services	930.70	2,600.00	36%
Monroe Family YMCA Cancer Survivorship	48.00	96.00	50%
Monroe Family YMCA Enhanced Fitness	338.38	918.00	37%
Monroe Senior Citizens Center	33,185.00	100,000.00	33%
RSVP	19,529.50	60,000.00	33%
United Way Project Ramp of MC	25,768.91	122,500.00	21%

Table B.**Unduplicated Clients Served vs. Anticipated Clients Served**

(Goal is to be at least 28%)

As of: April

Provider/Program	Cumulative Unduplicated Clients	Anticipated Clients Served	Percentage
Ash Senior Citizens	80	120	67%
Bedford Senior Community Center	817	1,200	68%
Bedford Twp. Veterans Center Pantry	35	37	95%
Bedford Twp. Veterans Center Van	3	21	14%
Berlin Township Senior Citizens Group	97	130	75%
Choices Counseling Solutions	4	8	50%
Dundee Area Senior Citizens Center	411	425	97%
Frenchtown Adult Day Services	13	20	65%
Frenchtown Senior Citizens Center	1,291	1,150	112%
Health Van	80	175	46%
Lake Erie Transportation Commission	301	750	40%
Living Independence for Everyone	797	1,200	66%
MCOP-Food Assistance Program	1,244	1,400	89%
MCOP-Home Care	99	155	64%
MCOP-Home Chore	289	430	67%
MCOP-Home Injury Control	30	90	33%
MCOP-Opportunity Center at ALCC	63	300	21%
MCOP-Resource Advocacy	767	1,800	43%
MCOP-Specialized Transportation	153	210	73%
MCOP-Unmet Emergency Needs	7	19	37%
MCOP-Utility Assistance Program	12	41	29%
MCOP-Volunteer Caregiver Program	2	8	25%
Memory Lane Care Services	7	20	35%
Milan Seniors for Healthy Living	142	250	57%
Milan Seniors Meals on Wheels	45	40	113%
Milan Seniors Transportation	21	30	70%
Monroe County Senior Legal Services	491	1,000	49%
Monroe Family YMCA Cancer Survivorship	5	12	42%
Monroe Family YMCA Enhanced Fitness	188	200	94%
Monroe Senior Citizens Center	1,213	1,650	74%
RSVP	250	330	76%
United Way Project Ramp of MC	6	20	30%

Table C.**Actual Expenditures vs. Total Budget**

(Goal is to be between 28% - 38%)

As of: April

Provider/Program	Actual Expenditures	Total Budget	Percentage
Ash Senior Citizens	\$12,269.66	\$39,925.00	31%
Bedford Senior Community Center	\$150,146.72	\$431,223.00	35%
Bedford Twp. Veterans Center Pantry	\$3,029.55	\$4,395.00	69%
Bedford Twp. Veterans Center Van	\$1,537.80	\$13,215.00	12%
Berlin Township Senior Citizens Group	\$12,103.50	\$71,046.00	17%
Choices Counseling Solutions	\$6,281.38	\$10,050.00	63%
Dundee Area Senior Citizens Center	\$169,593.12	\$384,555.00	44%
Frenchtown Adult Day Services	\$66,808.00	\$102,008.30	65%
Frenchtown Senior Citizens Center	\$119,654.00	\$352,429.50	34%
Health Van	\$71,464.00	\$298,489.00	24%
Lake Erie Transportation Commission	\$259,261.00	\$859,787.00	30%
Living Independence for Everyone	\$492,665.47	\$1,416,941.00	35%
MCOP-Food Assistance Program	\$118,880.22	\$261,194.00	46%
MCOP-Home Care	\$132,309.51	\$376,239.00	35%
MCOP-Home Chore	\$67,719.96	\$221,078.00	31%
MCOP-Home Injury Control	\$9,276.86	\$22,990.00	40%
MCOP-Opportunity Center at ALCC	\$32,891.41	\$83,275.00	39%
MCOP-Resource Advocacy	\$89,603.73	\$249,886.00	36%
MCOP-Specialized Transportation	\$123,472.16	\$484,441.00	25%
MCOP-Unmet Emergency Needs	\$4,317.23	\$10,785.00	40%
MCOP-Utility Assistance Program	\$6,388.93	\$31,035.00	21%
MCOP-Volunteer Caregiver Program	\$7,565.68	\$21,808.00	35%
Memory Lane Care Services	\$8,656.71	\$76,515.00	11%
Milan Seniors for Healthy Living	\$25,392.16	\$86,458.00	29%
Milan Seniors Meals on Wheels	\$28,984.99	\$87,816.00	33%
Milan Seniors Transportation	\$39,309.57	\$110,913.00	35%
Monroe County Senior Legal Services	\$107,392.08	\$359,060.00	30%
Monroe Family YMCA Cancer Survivorship	\$2,460.00	\$13,260.00	19%
Monroe Family YMCA Enhanced Fitness	\$14,943.00	\$41,469.00	36%
Monroe Senior Citizens Center	\$232,937.86	\$710,492.00	33%
RSVP	\$57,320.57	\$177,442.00	32%
United Way Project Ramp of MC	\$25,778.91	\$122,500.00	21%

Table D.

Total Cost Per Unduplicated Client (Year to Date)

(Goal is to be less than 110% at year end)

As of: April

Provider/Program	Actual Expenses	Y-T-D Unduplicated Clients Served	Cost Per Unduplicated Client	Total Budget	Anticipated Clients Served	Unduplicated Cost Goal	Percent
Ash Senior Citizens	\$12,269.66	80	\$153.37	\$39,925.00	120	\$332.71	46%
Bedford Senior Community Center	\$150,146.72	817	\$183.78	\$431,223.00	450	\$958.27	19%
Bedford Twp. Veterans Center Pantry	\$3,029.55	35	\$86.56	\$4,395.00	1,200	\$3.66	2363%
Bedford Twp. Veterans Center Van	\$1,537.80	3	\$512.60	\$13,215.00	130	\$101.65	504%
Berlin Township Senior Citizens Group	\$12,103.50	97	\$124.78	\$71,046.00	35	\$2,029.89	6%
Choices Counseling Solutions	\$6,281.38	4	\$1,570.35	\$10,050.00	8	\$1,256.25	125%
Dundee Area Senior Citizens Center	\$169,593.12	411	\$412.64	\$384,555.00	1,000	\$384.56	107%
Frenchtown Adult Day Services	\$66,808.00	13	\$5,139.08	\$102,008.30	20	\$5,100.42	101%
Frenchtown Senior Citizens Center	\$119,654.00	1,291	\$92.68	\$352,429.50	1,150	\$306.46	30%
Health Van	\$71,464.00	80	\$893.30	\$298,489.00	200	\$1,492.45	60%
Lake Erie Transportation Commission	\$259,261.00	301	\$861.33	\$859,787.00	1,200	\$716.49	120%
Living Independence for Everyone	\$492,665.47	797	\$618.15	\$1,416,941.00	1,350	\$1,049.59	59%
MCOP-Food Assistance Program	\$118,880.22	1,244	\$95.56	\$261,194.00	145	\$1,801.34	5%
MCOP-Home Care	\$132,309.51	99	\$1,336.46	\$376,239.00	430	\$874.97	153%
MCOP-Home Chore	\$67,719.96	289	\$234.33	\$221,078.00	90	\$2,456.42	10%
MCOP-Home Injury Control	\$9,276.86	30	\$309.23	\$22,990.00	100	\$229.90	135%
MCOP-Opportunity Center at ALCC	\$32,891.41	63	\$522.09	\$83,275.00	1,800	\$46.26	1128%
MCOP-Resource Advocacy	\$89,603.73	767	\$116.82	\$249,886.00	210	\$1,189.93	10%
MCOP-Specialized Transportation	\$123,472.16	153	\$807.01	\$484,441.00	19	\$25,496.89	3%
MCOP-Unmet Emergency Needs	\$4,317.23	7	\$616.75	\$10,785.00	41	\$263.05	234%
MCOP-Utility Assistance Program	\$6,388.93	12	\$532.41	\$31,035.00	10	\$3,103.50	17%
MCOP-Volunteer Caregiver Program	\$7,565.68	2	\$3,782.84	\$21,808.00	20	\$1,090.40	347%
Memory Lane Care Services	\$8,656.71	7	\$1,236.67	\$76,515.00	250	\$306.06	404%
Milan Seniors for Healthy Living	\$25,392.16	142	\$178.82	\$86,458.00	25	\$3,458.32	5%
Milan Seniors Meals on Wheels	\$28,984.99	45	\$644.11	\$87,816.00	15	\$5,854.40	11%
Milan Seniors Transportation	\$39,309.57	21	\$1,871.88	\$110,913.00	30	\$3,697.10	51%
Monroe County Senior Legal Services	\$107,392.08	491	\$218.72	\$359,060.00	800	\$448.83	49%
Monroe Family YMCA Cancer Survivorship	\$2,460.00	5	\$492.00	\$13,260.00	12	\$1,105.00	45%
Monroe Family YMCA Enhanced Fitness	\$14,943.00	188	\$79.48	\$41,469.00	200	\$207.35	38%
Monroe Senior Citizens Center	\$232,937.86	1,213	\$192.03	\$710,492.00	1,500	\$473.66	41%
RSVP	\$57,320.57	250	\$229.28	\$177,442.00	330	\$537.70	43%
United Way Project Ramp of MC	\$25,778.91	6	\$4,296.49	\$122,500.00	20	\$6,125.00	70%

Table E.

Actual Revenue vs. Total Budget

(Goal is to be between 28% - 38%)

As of: April

Provider/Program	Actual Revenue	Total Budget	Percentage
Ash Senior Citizens	\$18,520.18	\$39,925.00	46%
Bedford Senior Community Center	\$142,853.00	\$431,223.00	33%
Bedford Twp. Veterans Center Pantry	\$2,135.94	\$4,395.00	49%
Bedford Twp. Veterans Center Van	\$706.00	\$13,215.00	5%
Berlin Township Senior Citizens Group	\$13,252.31	\$71,046.00	19%
Choices Counseling Solutions	\$2,100.00	\$10,050.00	21%
Dundee Area Senior Citizens Center	\$219,309.15	\$384,555.00	57%
Frenchtown Adult Day Services	\$91,575.00	\$102,008.30	90%
Frenchtown Senior Citizens Center	\$222,447.00	\$352,429.50	63%
Health Van	\$70,083.00	\$298,489.00	23%
Lake Erie Transportation Commission	\$171,878.32	\$859,787.00	20%
Living Independence for Everyone	\$401,081.63	\$1,416,941.00	28%
MCOP-Food Assistance Program	\$126,123.46	\$261,194.00	48%
MCOP-Home Care	\$108,419.01	\$376,239.00	29%
MCOP-Home Chore	\$42,208.11	\$221,078.00	19%
MCOP-Home Injury Control	\$8,488.94	\$22,990.00	37%
MCOP-Opportunity Center at ALCC	\$58,656.00	\$83,275.00	70%
MCOP-Resource Advocacy	\$65,869.92	\$249,886.00	26%
MCOP-Specialized Transportation	\$124,500.62	\$484,441.00	26%
MCOP-Unmet Emergency Needs	\$3,845.64	\$10,785.00	36%
MCOP-Utility Assistance Program	\$4,070.72	\$31,035.00	13%
MCOP-Volunteer Caregiver Program	\$6,214.00	\$21,808.00	28%
Memory Lane Care Services	\$31,610.57	\$76,515.00	41%
Milan Seniors for Healthy Living	\$44,271.23	\$86,458.00	51%
Milan Seniors Meals on Wheels	\$21,264.39	\$87,816.00	24%
Milan Seniors Transportation	\$34,397.06	\$110,913.00	31%
Monroe County Senior Legal Services	\$96,497.76	\$359,060.00	27%
Monroe Family YMCA Cancer Survivorship	\$5,380.00	\$13,260.00	41%
Monroe Family YMCA Enhanced Fitness	\$14,322.91	\$41,469.00	35%
Monroe Senior Citizens Center	\$246,308.39	\$710,492.00	35%
RSVP	\$74,274.28	\$177,442.00	42%
United Way Project Ramp of MC	\$25,768.91	\$122,500.00	21%

 # MI-MonroeCounty-Central
 # COA Page Views-Free form 1
 # 20240501-20240531
 # -----

Segment	Untitled se Totals	
Page location	Views	Views
	477	477 Grand total
https://www.co.monroe.mi.us/180/Commission-on-Aging	138	138
https://www.co.monroe.mi.us/204/Transportation-Services	130	130
https://www.co.monroe.mi.us/192/Services	43	43
https://www.co.monroe.mi.us/201/Senior-Groups	36	36
https://www.co.monroe.mi.us/205/Volunteer-Services	25	25
https://www.co.monroe.mi.us/195/In-Home-Services	20	20
https://www.co.monroe.mi.us/187/Former-Members	18	18
https://www.co.monroe.mi.us/199/Resource-Advocacy	14	14
https://www.co.monroe.mi.us/200/Senior-Counseling-Services	14	14
https://www.co.monroe.mi.us/182/By-Laws-Policies	9	9
https://www.co.monroe.mi.us/193/Adult-Day-Services	8	8
https://www.co.monroe.mi.us/197/Multi-Purpose-Senior-Centers	8	8
https://www.co.monroe.mi.us/203/Senior-Legal-Services	7	7
https://www.co.monroe.mi.us/194/Health-Nutrition-Services	5	5
https://www.co.monroe.mi.us/191/Service-Definitions	2	2



Commission On Aging

www.co.monroe.mi.us/commonaging

A Division of the Monroe County
Community Planning & Engagement Department

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Donald Spencer
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Martin Kaufman
Vice-Chair

Mary Ann
Wertenberger
Secretary

Mary Gantz

Larry Gramlich

Cynthia McIlvain

Wayne Meehan

Paul Simonton

To: Commission on Aging Board Members

From: Jason Berry

Date: April 10, 2024

RE: Waitlist/Requested Service Not Provided- April 2024

The following is a summary of all reported seniors placed or remaining on a waitlist and seniors requesting service that was not provided from March 25th of 2024 through April 25th of 2024: 41

United Way Project Ramp

- At the time of last report, there were 40 seniors awaiting a ramp.



NCCDP

National Council of Certified Dementia Practitioners

Certified Dementia Practitioner CDP

Please see the below information on the entire process of becoming a CDP (Certified Dementia Practitioner) as well as the curriculum:

The first step in the process is to take our **ADDC, or Alzheimer's Disease and Dementia Care Seminar**. There are several dates and times to choose from. This calendar can be found on our website:

<https://portal.nccdp.org/calendarix/calendar.php>

Find the Alzheimer's Disease and Dementia Care Seminar that works best for you- almost all of them are presented live on the ZOOM platform as of now. You simply click on the class that you are interested in and the information (times, dates, trainer info, and registration info) will all come up in a pop up on your screen.

After you take the seminar, you will go to our website, create a login, and start an application. You will need to upload any documentation needed as well as the Certificate of Attendance from the ADDC seminar (that will be from your trainer who runs it).

To qualify, you need at least one full year of paid experience. We do not approve applications from private caregivers, janitorial staff, kitchen staff, or those caring for family members or friends when not employed by an agency.

Upon our receipt of your application, we will review it within 24-72 hours. If you are approved you will receive an email with your certification- if your application is incomplete or denied you will also receive an email.

This certification is good for 2 years, at which time you can choose to renew. We ask for 10 CEU's in that timeframe- we will not ask for proof at the time of renewal, but we will if you are chosen for audit. These CEU's can be from any healthcare topic and includes staff in-services.

The process of getting your CDP can be done entirely online, but we do recommend using a desktop or laptop computer rather than a mobile device or tablet.

Overview of the ADDC Curriculum

The ADDC curriculum consists of 11 modules,

Here s a brief overview of the content:

- **Chapter 1:** Introduction to Dementia: Diagnosis, Prognosis, Treatment, Statistics, Screening Tests
- **Chapter 2:** Communication and Feelings
- **Chapter 3:** Depression and Repetitive Expressions
- **Chapter 4:** Delusions, Hallucinations, Hoarding, & Wandering (Walking Behavior)
- **Chapter 5:** Aggressive Behaviors, Catastrophic Reactions, Intimacy, and Sexuality
- **Chapter 6:** Personal Care: Pain, Nutrition, Bathing, Dressing, Toileting, Nutrition, Falls and Sleep Disturbances
- **Chapter 7:** Activities
- **Chapter 8:** Environment
- **Chapter 9:** Staff, Family Support, Abuse and Neglect Prevention
- **Chapter 10:** Diversity and Cultural Competence
- **Chapter 11:** Spiritual Care and End-of-Life Issues

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Certified Dementia Practitioner® CDP® Certification

Join the thousands who have completed the Alzheimer's Disease and Dementia training and the CDP® certification process. This certification is open to all healthcare professionals, front-line staff, and clergy who work in healthcare settings. NCCDP recommends that at minimum there should be one staff member per shift who is a Certified Dementia Practitioner®

Importance of the CDP Certification

What the Certification Represents

The CDP certification represents a commitment to excellence in dementia care. It signifies that a professional has undergone extensive education in the field and is dedicated to ongoing professional development through NCCDP's educational opportunities and re-certification every two years.

Benefits of CDP Certification

- **Enhanced Skills:** The training equips caregivers with advanced skills to provide better care.
- **Improved Patient Outcomes:** Certified practitioners can improve the quality of life for dementia patients by adopting person-centered care approaches.
- **Career Advancement:** The certification adds value to the caregiver's professional credentials (<https://www.nccdp.org/caregiver-certification-requirements-and-how-to-qualify/>).

Shift from Caregiver-Centered to Person-Centered Care

Historically, dementia care focused more on the needs of the caregiver rather than the patient. Today, the approach has shifted to engage elders in their current reality to prevent agitation and confusion. This person-centered approach involves caregivers

joining residents in their perceived reality. This reduces challenging behaviors and enhances the caregiving experience.

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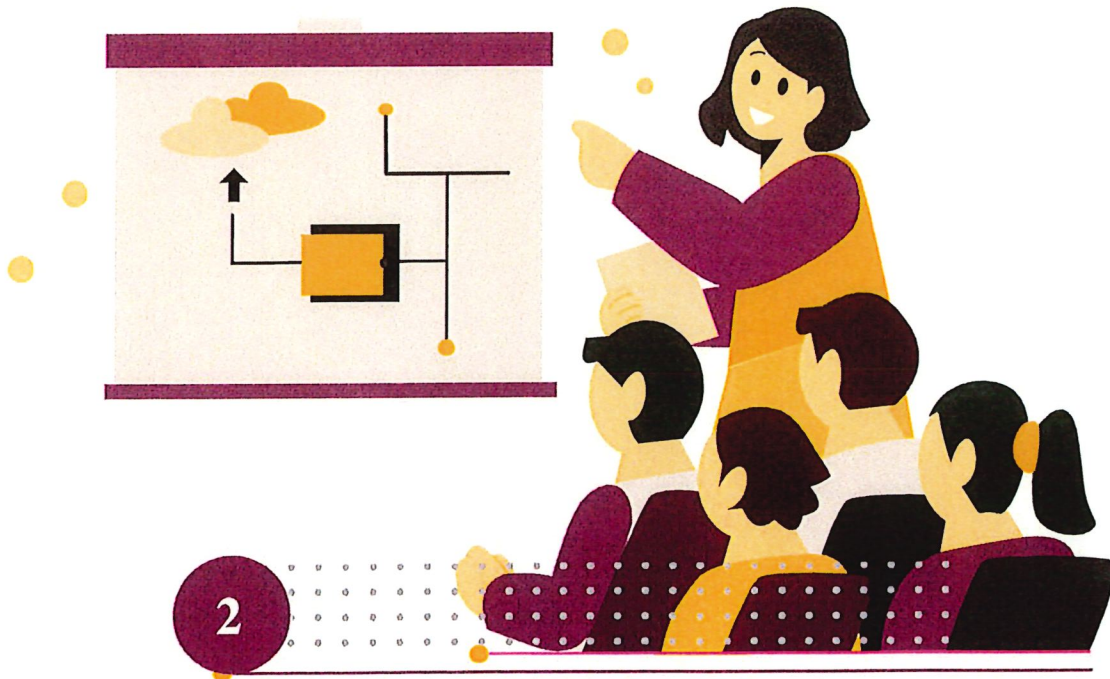
WHERE DO I START?

How to Obtain a **CDP** Certification

1**STEP 1****Complete the ADDC Seminar**

Complete the live one-day ADDC Alzheimer's Disease and Dementia Care Seminar. The ADDC seminar is the required course for those pursuing CDP certification. Follow the link below to view upcoming ADDC seminars.

Attend Seminar >>
(<https://portal.nccdp.org/calendarix/calendar.php>)

**2****STEP 2****Submit the CDP Application**

Follow the link below to complete your online application for certification.

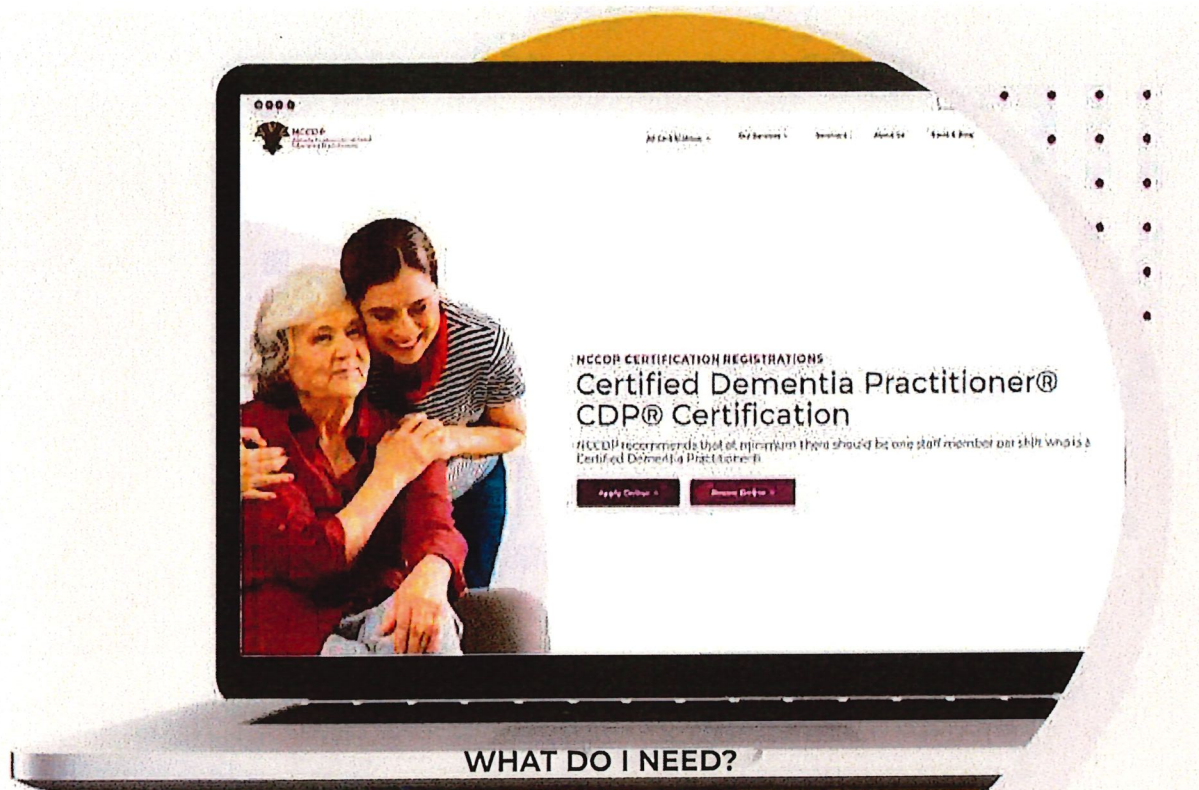
Online Application for Certification >>
https://portal.nccdp.org/certificate/cdp_step1



Professions Eligible for CDP Certification

The CDP certification is only open to people living in the United States and who meet the qualifications for certification as a CDP. It is open to healthcare professionals, frontline staff, clergy, and other medical professionals who work in and around the geriatric healthcare industry within the United States. Applicants must have at least one year of paid experience in the field and meet state regulations for their position.

List of Eligible Professions >>



Documents for Application

The CDP online application form requires you to upload multiple documents in PDF, WORD, or JPG file format. Please have available the following documents before accessing the online CDP application form.



REQUIRED FOR ALL APPLICANTS

Certificate of Completion from the Alzheimer's Disease and Dementia Care Seminar.



SUPPORTING DOCUMENTATION (ONE OF THE BELOW REQUIRED)

- A copy of an active license or certification in the healthcare field
- A copy of a college diploma or transcripts
- A letter from an administrator if you are not required to have a license, certification, or degree to hold your position.

RENEWAL PROCESS

Renew Certification

Login to your account and if eligible to renew, a renewal button will be visible on your account page. The renewal button will show up 60 days prior to the expiration date.

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COMPANIES THAT INVESTED IN THEIR STAFF

“Believe in the Power of **Staff Education.**”

Congratulations to the following companies for recognizing and valuing the importance of Alzheimer’s Disease and Dementia Care Staff education (<https://www.nccdp.org/celebrating-and-supporting-staff-education/>). They have taken the additional step and invested in their staff credentials.

Memory Care Specialists: Training and Certification

Dementia Training Courses and Certifications

To become a memory care specialist, various dementia training courses (<https://www.nccdp.org/train/>) and certifications are available. The ADDC Seminar (<https://www.nccdp.org/seminars/addc-seminar/>) is a fundamental course for CDP certification, providing essential knowledge and skills for dementia care.

Online Dementia Training Certification

For convenience, dementia training certification can also be pursued online. The NCCDP offers online applications and courses, making it accessible for professionals to obtain their CDP certification.

Additional Training Programs

CARES Dementia Training

CARES dementia training programs offer specialized modules designed to enhance the knowledge and skills of caregivers. These programs focus on practical, person-centered care strategies.

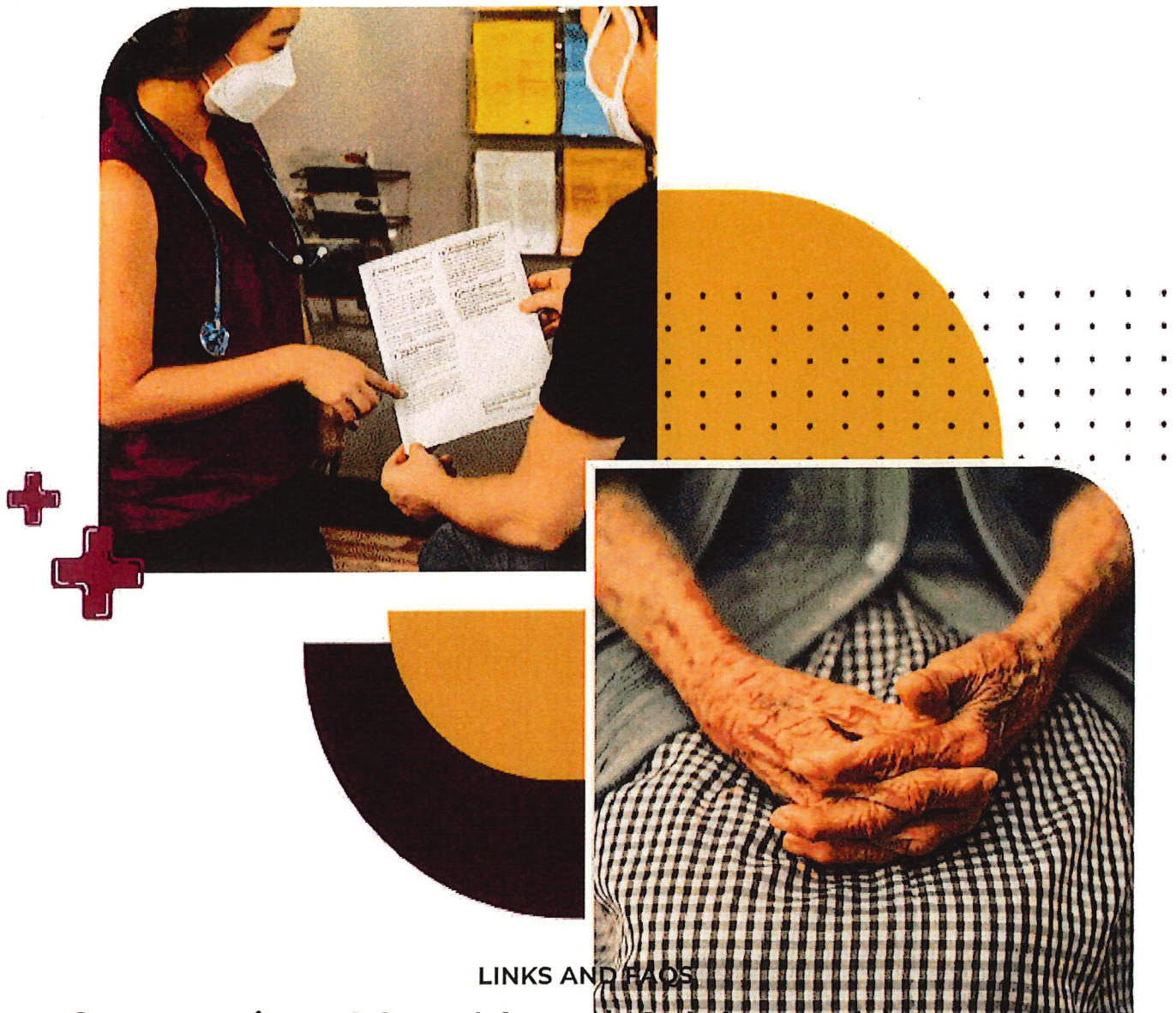
ShiftKey Dementia Training Certificate

ShiftKey offers dementia training certificates designed to help caregivers meet the needs of their patients with dementia effectively. These certificates include specialized training modules on dementia care best practices, communication techniques, behavioral management, and safety protocols.

By verifying the credentials of over 140,000 licensed independent professionals, ShiftKey ensures that caregivers are well-equipped to provide high-quality, compassionate care.

Featured Companies

(<https://portal.nccdp.org/home/companies-employ-cdp>)



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Information You Need & More About Being a CDP®

Click through the drop-down list to find answers and information about the process of becoming a CDP.

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Organizations can invest in their staff education and certification.

MINIMUM NUMBER IN A GROUP

Groups of ten.

FEE:

The application fee is \$50.00 per person USD.

+ CDP For Groups Information



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National Council of Certified Dementia Practitioners

Suite 102, 55 Main Street

Sparta, New Jersey 07871



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National Council of Certified Dementia Practitioners©2003 to 2023

Frenchtown Senior Citizens Adult Day Services

Timeline of Events

1. 11/08/23: Ad Hoc Committee appointed at COA regular board meeting by chair.
2. 2/1/24: Monroe County Commission on Aging Ad Hoc Committee report completed.
3. 2/1/24: Strategic Planning Committee reviews memorandum letter from Ad Hoc Committee and recommends Frenchtown Senior Citizens Adult Day Services program be placed on a 90 day probation.
4. 2/14/24: Amended Frenchtown Senior Citizens Adult Day Services 2024 Budget Approved by COA Board.
5. 2/14/24: Probation for Frenchtown Senior Citizens Adult Day Services approved at COA Board at monthly meeting for February 14, 2024 to May 13, 2024.
6. 2/15/24: Probation notification letter sent to Frenchtown Senior Citizens Adult Day Services by COA director.
7. 2/28/24: Appeal of Probation by Frenchtown Senior Citizens Adult Day Services submitted to COA director.
8. 3/13/24: Appeal by Frenchtown Senior Citizens Adult Day Services denied at COA Board Meeting.
9. 3/13/24: Revision of probation date approved at COA Board Meeting for March 13, 2024 to June 11, 2024.
10. 4/10/24: Progress of Frenchtown Senior Citizens Adult Day Services Update.
11. 4/16/24: Frenchtown Senior Citizens Adult Day Services presented the 2025 budget at the COA budget hearing. The COA board requested an amended budget and approved a motion to schedule the presentation to 4/18/24.
12. 4/18/24: Frenchtown Senior Citizens Adult Day Services presented an amended 2025 budget. The COA board approved the 2025 budget.
13. 5/8/24: Progress of Frenchtown Senior Citizens Adult Day Services Update.
14. 5/8/24: Revision of probation date approved at COA Board Meeting for March 13, 2024 to June 12, 2024.

Memorandum

To: Monroe County Commission on Aging

cc. Jason Berry, Director, Monroe County Commission on Aging

From: Ad Hoc Committee,

Paul Simonton, Donald A. Spencer, Mary Ann Wertenberger

Date: 2/1/2024

Subject: Commission on Aging Ad Hoc Committee Report, 2/1/2024,
Findings and Recommended Actions

On November 8th, 2023 Chairperson Cheryl Rivard of the Monroe County Commission on Aging appointed an Ad Hoc Committee to prepare an action plan to assist in the development of goals for the Frenchtown Senior Center Inc. Adult Day Service Program. This need was established over the past several years because of declining client enrollment which has fallen far below the past number of clients served and caused a significant reduction in the units of service delivered which the Commission on Aging funding is based upon.

The Ad Hoc Committee has conducted its work and the attached Monroe County Commission on Aging Ad Hoc Committee Report dated 2/1/2024 outlines the background, activities, findings (5) and recommended actions to bring the Adult Day Service program into compliance with the terms of its contract with the Monroe County Commission on Aging.

The Ad Hoc Committee recommends placing the Frenchtown Senior Citizens Inc. Adult Day Service Program on a probation period, per Policy #: MCCOA 11-04, for 90 days with the following conditions:

1. The Frenchtown Seniors Center Inc. will develop a strategic plan that includes a communications plan to ensure that the Adult Day Service Program's mission, vision, and goals are defined, measured, annually reviewed and communicated to the community.
2. The administration should employ a Program Director with a minimum of a bachelor's degree in a health or human services related field or be a qualified health professional as evidenced by a proper health care license, professional certification, or degree. The administration should set up a schedule for continuous professional training opportunities for all staff administering and providing direct services to clients enrolled in the Adult Day Service Program.
3. The Frenchtown Seniors Center Inc. must resubmit a budget application for the Adult Day Service Program for the current year that has accurate client projections and budgetary information
4. The administration of the Frenchtown Senior Center Inc. will secure a qualified health care professional with experience in serving clients with dementia who will consult and advise the current administration on operational matters during the 2024 and 2025 budget years.

Thank you,

Donald A. Spencer, Ed.D, Monroe County Commission on Aging Chairman



Commission On Aging

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Director

Donald Spencer
Chair

Martin Kaufman
Vice-Chair

Mary Ann
Wertenberger
Secretary

Mary Gantzios

Larry Gramlich

Cynthia McIlvain

Wayne Meehean

Paul Simonton

Cheryl Rivard

February 15, 2024

Paul Iacoangeli
Frenchtown Senior Citizens Center
2786 Vivian Rd
Monroe, MI 48162

Mr. Iacoangeli,

This letter is to inform you that on Wednesday, February 14, 2024, the Monroe County Commission on Aging voted to place the Frenchtown Senior Center Inc. Adult Day Services Program on probation for 90 days for noncompliance with the terms of its contract. The probationary period will be in effect from February 14, 2024 to May 13, 2024.

The Monroe County Commission on Aging placed the Frenchtown Senior Citizens Inc. Adult Day Service Program on a probation period, per Policy #: MCCOA 11-04, for 90 days with the following conditions:

1. The Frenchtown Seniors Center Inc. will develop a strategic plan that includes a communications plan to ensure that the Adult Day Service Program's mission, vision, and goals are defined, measured, annually reviewed and communicated to the community.
2. The administration should employ a Program Director with a minimum of a bachelor's degree in a health or human services related field or be a qualified health professional as evidenced by a proper health care license, professional certification, or degree. The administration should set up a schedule for continuous professional training opportunities for all staff administering and providing direct services to clients enrolled in the Adult Day Service Program.
3. The Frenchtown Seniors Center Inc. must resubmit a budget application for the Adult Day Service Program for the current year that has accurate client projections and budgetary information
4. The administration of the Frenchtown Senior Center Inc. will secure a qualified health care professional with experience in serving clients with dementia who will consult and advise the current administration on operational matters during the 2024 and 2025 budget years.

Per Policy #: MCCOA 11-04, Frenchtown Senior Citizens Inc. Adult Day Service Program has the right to appeal the decision of the Monroe County Commission on Aging at the next board meeting. Appeals must be in writing, explaining the reason(s) for the appeal and received by Commission on Aging staff at least two weeks prior to the board meeting.

Thank you,

Jason Berry

Monroe County Community Planning & Engagement Director

Memorandum:

To: Monroe County Commission on Aging

From: COA Ad Hoc Committee: Chairman Donald A. Spencer, Paul Simonton, Mary Ann Wertenberger

Subject: Recommendation concerning the Probationary Status of the Frenchtown Adult Day Service Program.

Submitted to the Commission on Aging (COA) by the COA Ad Hoc Committee for consideration on 6/12/2024:

Background: The AD Hoc Committee was formed on 11/08/23 by then COA Chairwoman Cheryl Rivard. The Committee's purpose was to prepare an action plan to assist in the development of goals for the Frenchtown Senior Center Inc. Adult Day Services Program. The Frenchtown Senior Center Inc. has operated the program since 2014. This need was established over several years because of the sagging client enrollment which has fallen far below past numbers and the current projections the COA funding is based on. This has resulted in the Frenchtown Senior Centers Inc. Executive Director requesting budgetary adjustments which have significantly elevated per unit costs to the COA. As an example, the 2024 budget approved at \$13.14 per unit was increased to \$29.05 per unit at the Executive Directors recommendation in July of 2023. In addition, the total budgets by the COA has risen from \$20,000.00 in 2018 to \$159,785.00 for the 24 fiscal year. This left the COA Board questioning why this program is failing to meet its budgetary and operational projections as well as its community responsibilities to such a great extent. The attached timeline provides a framework for the Ad Hoc Committee's fact-finding efforts, the COA's actions, and the response of the Frenchtown Senior Center administration and Board of Directors.

The COA Ad Hoc Committee recommendations and progress towards compliance: The COA Ad Hoc Committee submitted 5 recommended actions to the full COA Board for consideration. These were adopted unanimously by the COA Board on 2/14/2024. These recommendations, along with notice of the right of appeal, were sent to the Executive Director of the Frenchtown Senior Center Inc. Paul Iacoangeli on 2/14/2024.

These 5 recommendations and the current status of the Frenchtown Senior Center Inc. administration's progress towards compliance follows:

1. The Frenchtown Senior Adult Day Services Program is placed on a 90 Day probation on Feb 14th, 2024.

Current Status: *The original 90-day probationary period was extended twice by the COA Boards actions.*

On 3/13/2024, the probation was extended by 30 days, following Mr. Iacoangeli's appeal of the board's Findings and Recommendations. The appeal was denied, and the probationary period was extended to afford the Frenchtown Senior Center more time to focus on compliance versus appeal matters.

On 5/8/2024, the COA Board extended the probation by one day, to the next board meeting, so that the probationary period would not expire without the COA board's proper consideration. The probationary status is extended through June 12th.

2. The Frenchtown Seniors Center Inc. will develop a strategic plan that includes a communications plan to ensure that the Adult Day Service Program's mission, vision, and goals are defined, measured, annually reviewed, and communicated to the community.

Current Status: *Incomplete. Mr. Iacoangeli presented a document to the COA that demonstrates some progress but fails to meet the minimum requirements of the recommendation prescribed above. It should be noted that the administration was given until July 1st to comply. The Executive Director reportedly conducted the strategic planning process, but more specific information is needed as stated in the recommendation.*

3. The administration should employ a program director with a minimum of a bachelor's degree in a health or human services related field or be a qualified health professional as evidenced by a proper health care license, professional certification, or degree. The administration should set up a schedule for continuous professional training opportunities for all staff administering and providing direct services to clients enrolled in the Frenchtown Adult Day Services Program.

Current Status: *Incomplete. This recommendation has not been addressed and will reportedly remain so. Mr. Iacoangeli publicly stated at the Commission on Aging meeting on 5/8/24 that this recommendation will not be implemented by the current employee or by his administration.*

Following this meeting, at the COA board's request, Mr. Berry contacted the Frenchtown Senior Center Inc. Board on 5/14/2024 to request a meeting with its representatives. On 5/28/2024 the Frenchtown Senior Center Inc. Board President contacted Mr Berry and indicated that they have declined to meet with us.

Documentation has been received by the COA that three employees recently completed online instruction through the Alzheimer's Association.

4. The Frenchtown Seniors Center Inc. must resubmit a budget application for the Adult Day Services Program for the current year that has accurate client projections and budgetary information.

Current Status: *Achieved. Mr. Iacoangeli presented his amended 2024 budget for approval on April 18th and It was approved by the COA.*

5. The administration of the Frenchtown Senior Center Inc. will secure a qualified health care professional with experience in serving clients with dementia who will consult and advise the current administration on operational matters during the 2024 and 2025 budget years.

Current Status: *Incomplete. Mr Iacoangeli submitted the names and online bio for Lance A Slatton, and Exhale, the Family Caregiver Initiative without explanation to the Commission on Aging. Upon further review the information provided was taken verbatim from the websites of both parties. It is unclear how these resources will be utilized during 2024-2025 as specified in the probationary recommendation. More specific information is needed concerning the working relationships between these entities and the Frenchtown Adult Day Services.*

Summary of Findings: The Commission on Aging Ad Hoc Committee met three times (5/14, 5/23, and 5/30) after being assigned to make recommendations to the full board concerning the Frenchtown Adult Day Service Program's probationary status. The options we now face have been shaped by both the action and inaction of the Frenchtown Senior Center Inc. Administration's response to the recommendations necessary to comply with its contractual obligations and remove the probationary status. The budget amendment has been submitted and approved on 4/18/2024. The progress towards complying with all other recommendations is incomplete.

The most serious contractual violation is the program directors lack of mandatory professional credentials. The County of Monroe's Service and Minimum Requirements Manual requires each Adult Day Services Program to employ a full time Director with a minimum of a bachelor's degree in a health or human services field or be a qualified health professional. The current director of the Frenchtown Day Services Program has no such documented credentials.

Executive Director Iacoangeli publicly declared at the Commission on Aging meeting on 5/8/2024 that there will be no effort to comply with this recommendation by the employee or the administration of Frenchtown Senior Citizens Inc. When asked to provide the most recent job posting, an undated posting was presented that listed the mandatory qualifications as "preferred." The Commission on Aging was never contacted concerning that change in the mandatory professional standards. Most importantly, the programs inability to attract clients is directly related to this change in the opinion of the members of the Ad Hoc Committee.

Proper programming for seniors with Alzheimer's and dementia requires a properly credentialed director as specified in Monroe County's Adult Day Service Program minimum requirements adopted on 5-14-2014. These citizens who possess health and cognitive impairments require an environment that is safe and where high quality programmatic and other operational standards, many which are also specified in the Monroe County Service Guidelines, are met. The COA Ad Hoc Committee believes the lack of enrolled clients is directly related to the failure to form the community linkages necessary to run a successful program for clients with Alzheimer's and dementia related disabilities. This responsibility relies on the knowledge and leadership skills of a credentialed professional director as outlined in the Monroe County minimum requirements.

Currently, the Commission on Aging is faced with a decision to extend the probationary period, suspend the funding, or terminate the contract it has with the Frenchtown Senior Center Inc.'s Adult Day Service Program. Should the COA Board not act the probation will expire. Due to the stated opposition of the Executive Director Iacoangeli against complying with the Monroe County Minimum Requirements to provide a qualified program director and the Frenchtown Senior Center Inc's Board's refusal to meet with the COA's Ad Hoc Committee representatives to review this matter, the Commission on Aging Ad Hoc Committee recommends the termination of the 2024 and the proposed 2025 contracts between the County of Monroe, Mi and the Frenchtown Senior Center Inc.'s , Frenchtown Adult Day Service in compliance with its *Disciplinary Procedures Policy #MCCOA 11-04*, Adopted on 5-9-2007 and Revised on 8-14-2018, as follows:

IV. Contract Termination Definition: The complete cessation of contracted services and contract funding.

A. The Monroe County Commission Aging may terminate support for the Contract prior to the end of an approved budget year with or without cause.

B. The Monroe County Commission on Aging, acting as an advocate for the senior citizens of the county, is charged with the prudent spending of public funds to promote the health, dignity and independence of seniors. Any funded agency receiving Commission on Aging senior millage dollars can expect contract termination for the following. The listed examples are by no means intended to be wholly inclusive: 1. Funds are unavailable. 2. The Agency violates conditions under which the Contract was approved. 3. Agency fails or inadequately complies with reporting requirements. 4. Program performance is deficient. 5. Assessment findings are inadequate. 6. Agency fails to submit to Financial Audit of Accounting.

The Frenchtown Senior Citizens Center Inc has violated the conditions under which the contract was approved, inadequately complied with the reporting requirements, and has operated the Frenchtown Adult Day Care Service Program in a deficient manner.

Recommendation: It is the recommendation of the Commission on Aging Ad Hoc Committee to terminate the 2024 fiscal year contract and rescind the approval of the 2025 contract to The Frenchtown Center for Active Adults Inc., Adult Day Care Service due to its failure to comply with the contractual and probationary requirements of the Monroe County Commission on Aging and the County of Monroe, Mi. This action will take effect on July 10, 2024, allowing, in accordance with the Commission on Aging Policy and Procedures, The Frenchtown Senior Center Administration to appeal the termination. The appeal must be in writing and clearly state the reason (s) for the appeal. The appeal must be received by June 26, 2024, at 5pm by Jason Berry, Director of Community Planning and Engagement, 965 S. Raisinville Rd. Monroe, Mi 48161.

Table A.
Cumulative Units Reported vs. Unit Maximum
 (Goal is to be between 28% - 38%)

As of: April 2024

Provider/Program	Cumulative Units	Unit Maximum	Percentage
Frenchtown ADS	1,538.50	4,500.00	34%

Table B.
Unduplicated Clients Served vs. Anticipated Clients Served
 (Goal is to be at least 28%)

As of: April 2024

Provider/Program	Cumulative Unduplicated Clients	Anticipated Clients Served	Percentage
Frenchtown ADS	13	20	65%

Table C.
Actual Expenditures vs. Total Budget
 (Goal is to be between 28% - 38%)

As of: April 2024

Provider/Program	Actual Expenditures	Total Budget	Percentage
Frenchtown ADS	\$66,808.00	\$102,008.30	65%

Table D.
Total Cost Per Unduplicated Client (Year to Date)
 (Goal is to be less than 110% at year end)

As of: April 2024

Provider/Program	Actual Expenses	Y-T-D Unduplicated Clients Served	Cost Per Unduplicated Client	Total Budget	Anticipated Clients	Unduplicated Cost Goal	Percent
Frenchtown ADS	\$66,808.00	13	\$5,139.08	\$102,008.30	20	\$5,100.42	101%

Table E.
Actual Revenue vs. Total Budget
 (Goal is to be between 28% - 38%)

As of: April 2024

Frenchtown ADS	\$91,575.00	\$102,008.30	90%
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Commission On Aging

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Wayne Meehean

Cynthia McIlvain

Paul Simonton

Donald Spencer

Mary Ann
Wertenberger

Service Name: Adult Day Service

Date Adopted: 5/14/2014

Date Revised: N/A

Service Definition: Daytime care for a functionally or cognitively impaired older individual conducted in a structured manner providing social, rehabilitative and/or maintenance of care services in a supported group setting outside of the client's home.

Unit of Service: One hour of care provided to a client 60 or older. Units over/under an hour are to be reported in 15-minute increments.

OR

One day (minimum of 5 hours) of care provided to a Monroe County resident that is 60 years of age or older. Service under 5 hours is to be reported as .5 units.

Minimum Requirements:

1. Funded agency must offer Comprehensive Care (Dementia) Adult Day Service (ADS) programs and have the capacity to provide the following services:
 - Personal care
 - Dementia specific client centered programming
 - Staff to client ratio of at least 1:4 (Michigan) or 1:6 (Ohio)
2. Each program shall establish written eligibility criteria, which will include at a minimum:
 - Participants must require continual supervision in order to live in their own homes or the home of a primary caregiver.
 - Participants must require a substitute caregiver while their primary caregiver is in need of relief, or otherwise unavailable.
 - Participants may have difficulty or be unable to perform activities of daily living (ADLs) without assistance.
 - Participants shall be capable of leaving their residence, with assistance, in order to receive service.
 - Participants would benefit from intervention in the form of enrichment and opportunities for social activities in order to prevent and/or postpone deterioration that would likely lead to institutionalization.
3. If preliminary screening indicates an individual may be eligible for Adult Day Service, a comprehensive individual assessment of need shall be performed before admission to the program. All assessments shall be conducted in person with caregiver or prospective client.



Commission On Aging

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4. A service plan shall be developed for each individual admitted to an Adult Day Service program. The service plan must be developed in cooperation with and be approved by the client, the client's guardian, or any other designated representative. The service plan shall contain at a minimum:
 - A statement of the participant's problems, needs, strengths, and resources.
 - A statement of the goals and objectives for meeting identified needs.
 - A description of methods and/or approaches to be used in addressing needs.
 - Identification of basic and optional program services to be provided.
 - Treatment orders of qualified health professionals, when applicable.
5. Each program shall have a written policy/procedure to govern the development; implementation and management of service care plans. Each participant is to be reassessed every three months to determine the results of implementation of the service plan. If observation indicates a change in client status, a reassessment may be necessary before three months have passed.
6. Written service plans for each ADS participant must be in place within ten (10) working days after the participant's admission.
7. Three (3) month reassessments must be documented with date and signature of reviewer on the care plan.
8. Each program shall maintain comprehensive and complete client files, which include at a minimum:
 - Details of participant's referral to adult day service program.
 - Intake-records.
 - Daily charting of activity
 - Assessment of individual needs or copy of assessment (and reassessments) from referring program.
 - Service plan (with notation of any revisions).
 - Listing of participant contacts and attendance.
 - Progress notes in response to observations (at least monthly).
9. Progress notes shall be written regularly in order to reflect changes in the participants' status and progress made toward the goals established by the care plan.
10. Treatment notes and records of significant events must be written daily in compliance with professional standards.
11. Progress notes should be signed and dated by the caregiver daily.
12. Notation of all medications taken on premises.
13. Notation of basic and optional services provided to the client.



Commission On Aging

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14. Notation of any and all release of information about the client, signed release of information form, and all client files shall be kept confidential in controlled access files. Each program shall use a standard release of information form, which is time-limited and specific as to the information being released.
15. A description of accidents or illnesses occurring while the individual is at the ADS facility, or participating in an off-site, sponsored activity. The record should state the date, time and condition under which the incident occurred, and the action taken.
16. Each adult day service program shall provide directly or make arrangements for the provision of the following services. If arrangements are made for provision of any service at a place other than program operated facilities, a written agreement specifying supervision requirements and responsibilities shall be in place.
 - Transportation
 - Personal care
 - Nutrition: one hot meal per eight-hour day, which provides one-third of recommended daily allowances and follows the meal pattern of the general requirements for nutrition programs. Participants in attendance from eight to twelve hours shall receive an additional meal to meet combined two thirds of the recommended daily allowances. Modified diet menus should be provided, where feasible and appropriate, which take into consideration client choice, health, religious, and ethnic diet preferences. Meals shall be acquired from a congregate meal provider where possible and feasible.
 - Recreation: consisting of planned activities suited to the needs of the client and designed to encourage physical exercise, to maintain or restore abilities and skill, to prevent deterioration, and to stimulate social interaction.
17. Each adult day service program may provide directly or make arrangements for the provision of the following optional services. If arrangements are made for provision of any service at a place other than program-operated facilities, a written agreement specifying supervision requirements and responsibilities shall be in place.
 - Rehabilitative: physical, occupational, speech and hearing therapies provided under order from a physician by licensed practitioners
 - Medical support: laboratory, x-ray, pharmaceutical services provided under order from a physician by licensed professionals
 - Services within the scope of the Nursing Practice Act (P.A. 368 of 1978)
 - Dental: under the direction of a dentist



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- Podiatric: provided or arranged for under the direction of a physician.
- Ophthalmologic: provided or arranged for under the direction of an Ophthalmologist
- Health counseling

18. Each program shall establish written policies and procedures to govern the assistance to be given participants in taking medications while participating in the program.

19. Each provider shall establish a written policy/procedure for discharging individuals from the program, which includes, at a minimum, one or more of the following:

- The participant's desire to discontinue attendance.
- Improvement in the participant's status so that they no longer meet eligibility requirements.
- An increase in the availability of caregiver support from family and/or friends.
- Client becomes unsuitable for the program
- Permanent institutionalization of client.
- When the program becomes unable to continue to serve the client and referral to another provider is not possible.

20. Staffing

- Each ADS program shall employ a full-time program director with a minimum of a bachelor's degree in a health or human services field or be a qualified health professional. The program shall continually provide support staff at a ratio of no less than one staff person for each four (4) participants (one staff person for six (6) participants for programs located in Ohio). Health support services may be provided only under the supervision of a registered nurse.
- Program staff shall be provided with an orientation training, which includes, in addition to the topics specified in the general requirements for all service programs, assessment/observation skills, and basic first aid.
- Programs transporting clients riding in wheelchairs must ensure the wheelchair is belted into the van/bus and the client is belted into the chair. Both types of restraints are required.

21. Each ADS program shall have first-aid supplies available at the ADS center. A staff person certified in first-aid procedures, including CPR and AED must be present at all times participants are in the ADS center. AED machine must be present on site at all times and programs must provide training and annual refresher to certified staff on use of AED equipment.



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22. Procedures to be followed in emergency situations (e.g., fire, severe weather) shall be posted in each room of the ADS center. Practice drills of emergency procedures shall be conducted once every six (6) months. The program shall maintain a record of all practice drills.

23. Each ADS day care center shall have the following furnishings:

- At least one straight back chair for each participant and staff person.
- Lounge chairs and/or day beds as needed for naps and rest periods.
- Storage space for participants' personal belongings.
- Tables for both ambulatory and non-ambulatory participants.
- A telephone, which is accessible to all participants.
- Special equipment as needed to assist persons with disabilities.
- All equipment and furnishings in use shall be maintained in safe and functional condition.

24. Each day care center shall demonstrate that it is in compliance with fire safety standards and the Michigan (or Ohio) food code.