

**Memorandum of Understanding
Between the
Area Agency on Aging of Pasco-Pinellas, Inc
and the
Agency for Persons with Disabilities – SunCoast Area Office
Regarding Aging and Disability Resource Centers**

I. Parties to the Understanding

The parties to this memorandum are the Area Agency on Aging of Pasco-Pinellas, Inc (AAAPP) and the Agency for Persons with Disabilities (APD) SunCoast Area Office.

II. Purpose

The purpose of this Memorandum of Understanding (MOU) is to set forth the roles and responsibilities of each party in the development, implementation, operation and evaluation of the Aging and Disability Resource Center (ADRC) project in St. Petersburg, FL and as it relates to the expansion of services to persons with developmental disabilities. This MOU only pertains to individuals residing in either Pasco or Pinellas Counties, Florida.

III. Summary of the Aging and Disability Resource Centers Initiative

In 2004, the Administration on Aging (AoA) and the Centers for Medicare and Medicaid Services (CMS) awarded a grant to the Department of Elder Affairs (DOEA) to develop and implement the ADRC initiative in Florida. Three of the state's eleven Area Agencies on Aging (AAAs) were designated as ADRCs to provide a single, coordinated system for all persons seeking long-term care resources through multiple entry points, ensuring consistent information and referral and streamlined access to public and private long-term care services. In addition to elders and their caregivers, the ADRC sites, established in PSA 5 (St. Petersburg area), PSA 7 (Orlando area) and PSA 10 (Broward County), also serve individuals with severe and persistent mental illness (SPMI).

In conjunction with the AoA/CMS ADRC grant award, the Florida Legislature passed legislation, creating Aging Resource Centers (ARCs). This laid the groundwork for each of the other eight AAAs to transition to an ARC. The ARCs operate the same as the ADRCs, but are not required to serve a targeted disability population.

In 2009, AoA awarded a grant to the DOEA for a proposal, developed in collaboration with the Agency for Persons with Disabilities (APD) to implement an ADRC expansion project. The project expands the disability population served by the St. Petersburg ADRC to include persons with developmental disabilities and transitions the Ft. Myers ARC to a fully functioning ADRC by adding services to persons with developmental disabilities. The ADRC will provide information and referral assistance regarding aging, developmental disabilities, and long-term cares resources and "no wrong door" access to designated ADRC long-term care and financial assistance programs for elders, persons with developmental disabilities and their caregivers. The ADRC will not replace any role or responsibility of the state or local offices of the Agency for Persons with Disabilities or developmental disabilities service providers.

The goal for the designated two ADRC pilot sites is to begin serving persons with developmental disabilities by September 30, 2010.

IV. Specific Roles and Responsibilities Related to this Memorandum of Understanding

Under this MOU, the parties agree to collaborate, as specified in this section, on the development, implementation, operation, monitoring and evaluation of the ADRC initiative in serving persons with developmental disabilities.

AAAPP agrees to:

1. Assign an employee(s) as a point of contact for the APD regarding the ADRC initiative.
2. Dedicate appropriate and adequate staff and resources to support and facilitate the development, implementation and on-going operation of the ADRC initiative in meeting its objective of serving persons with developmental disabilities.
3. Include APD staff in the ADRC Work Group and other relevant workgroups or committees that may need to be formed, as well as to include the developmental services stakeholders identified by APD to participate in workgroups and related activities.
4. Include APD staff in other appropriate activities related to ADRC development, implementation, operations, monitoring and evaluation.
5. Educate the APD staff on the purpose, goals, requirements, and functions of an ADRC and the system in which it will operate, with specific emphasis on serving the target population of persons with developmental disabilities.
6. Collaborate with APD to establish procedures for identification and referral of persons on the APD Waitlist.
7. Assist the APD in informing and educating its SunCoast Area Office staff of their role and responsibilities related to the ADRC initiative.
8. Collaborate with the APD to develop protocols to ensure the establishment of a comprehensive and current locally specific developmental disabilities resource database that will be part of the ADRC information and referral system.
9. Collaborate with the APD to ensure appropriate and adequate protocols and operating systems are adopted or developed by the local ADRC partners, for accepting, handling and processing inquiries made by or on behalf of the target population(s) for access to developmental disabilities resources and/or the aging and long-term care systems.
10. Incorporate developmental disabilities resources and linkages into the ADRC Information and Referral (I&R) protocols and database.
11. Provide support and technical assistance to ADRC staff, in consultation with the APD, in developing training curriculum and materials relevant to serving persons with developmental disabilities.

12. Coordinate and schedule regular contacts with the APD staff and designated stakeholders via e-mail, telephone, fax, and/or meetings regarding the ADRC.

13. Collaborate with the APD when developing data protocols, required by the ADRC grantor, to evaluate the initiative in reference to serving persons with developmental disabilities.

APD agrees to:

1. Assign an employee(s) from APD as a point of contact for the AAAPP regarding the ADRC initiative.

2. Ensure collaboration of its staff to develop, implement and support the on-going operation of the ADRC activities relevant to persons with developmental disabilities.

3. Identify stakeholders serving the target population, within its network, essential to the development, implementation and/or operations of the ADRC initiative.

4. Ensure the participation of APD staff in the ADRC Work Group and other possible relevant workgroups and committees that may be formed, as well as facilitate the participation of APD local stakeholders identified by APD to participate in workgroups and related activities.

5. Ensure that APD staff participates in ADRC activities related to development, implementation, operations, monitoring and evaluation. Facilitate the participation, as appropriate, of developmental disability providers and other stakeholders.

6. Collaborate with AAAPP to establish procedures for identification and referral of persons on the APD Waitlist.

7. Advise the AAAPP staff regarding developmental disability providers, stakeholders and resources.

8. Support the AAAPP in educating and providing technical assistance to the Aging Services Network and other developmental disability stakeholders regarding the ADRC initiative.

9. Collaborate with the AAAPP in its efforts to establish a locally specific developmental disability resource database that will be part of the statewide ADRC web-based information and referral system.

10. Encourage developmental disability providers to include aging and long-term care resources and linkages in their information and referral (I&R) protocols and databases.

11. Participate in meetings with the AAAPP staff and its partners regarding the ADRC initiative, as needed.

12. Collaborate with the AAAPP in its efforts to develop data protocols, required by the ADRC grantor, to evaluate the initiative in reference to serving persons with developmental disabilities.

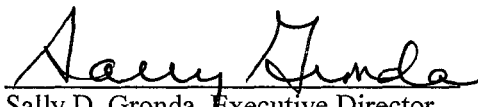
V. Confidentiality

Both parties shall protect the confidentiality of information obtained or accessed in the implementation of the MOU. The use of confidential information is confined to the activities that are essential for the purpose of the MOU. Client information must be protected in accordance with the state and federal laws governing the programs and with the federal Health Insurance Portability and Accountability Act (HIPAA). If it is determined that the relationship between the parties to this memorandum of understanding requires the sharing of data information defined in HIPAA as personal health information, a Business Associate Agreement will be executed.

VI. Terms of Memorandum

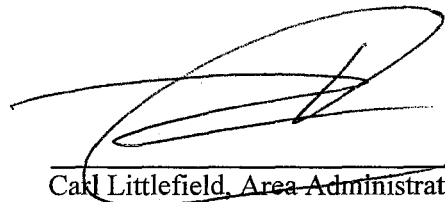
The MOU shall become effective with the signatures of the Area Agency on Aging of Pasco-Pinellas, Inc Executive Director or designee and the Agency for Persons with Disabilities Area Administrator or designee and will continue unless terminated by either party in writing. The MOU may be amended as deemed necessary and agreed to by the signing parties.

VII. Signatures



Sally D. Gronda, Executive Director
Area Agency on Aging of Pasco-Pinellas, Inc.

4/27/10
Date Signed



Carl Littlefield, Area Administrator
Agency for Persons with Disabilities

4-28-10
Date Signed