

MEMORANDUM

TO: Area Agency on Aging (AAA) Executive Directors

FROM: Richard Prudom, Secretary **NOTICE#:081621-1-I-SWCBS**

DATE: **August 16, 2021**

SUBJECT: Notice of Instruction: Tai Ji Quan Program Guidance

The purpose of this notice is to inform AAAs about edits to the guidance provided in Appendix A of the Programs and Services Handbook for Tai Ji Quan: Moving for Better Balance (TJQMBB). Edits are provided for clarification and to ensure compliance with program requirements.

Please see below:

- **Section B. Delivery Standards/Special Conditions**

Number 2) Reference to “Provider Qualifications” was added to explain certified trainer.

Number 3) Options for frequency and duration were edited to explain program classes options.

Number 4) Definition for completer was edited to clarify minimum number of class sessions needed to complete 75 percent of program.

Number 5) Definition for class participant size was edited to clarify the required number of participants and timeframe for admission.

Number 6) Description of venue for sessions was moved from number 5 to stand alone.

Number 7) Description of materials required for the workshop was edited for specificity as provided in program guidance.

- **Section C. Provider Qualifications**

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Requirements for instructors were clarified to mirror program guidance and delineated by numbering 1 – 3.

- **Section D. Record Keeping and Reporting Requirements**

Number 3) Description of unit of service was edited to clarify program duration.

In summary, TJQMBB is an evidence-based falls prevention program designed to run for one hour, two days per week over the course of 24 consecutive weeks with 8-15 participants. The same participants would continue through the 24-week program. The unit of service is one episode of direct service, i.e., 48 sessions provided in 24 weeks. The entire 24 weeks must be completed prior to submitting for payment.

To allow AAAs and providers sufficient time to make necessary adjustments and complete currently scheduled classes under existing guidance, the effective date of this notice is January 1, 2022. If there are any questions regarding this clarification, please contact your contract manager or Mary Hodges at hodgesma@elderaffairs.org or (850) 414-2184.