

ANNUAL PLAN and BUDGET SUMMARY
2018 – 2019

The Older Americans Act established Area Agencies on Aging throughout the country. In 1975, the County Office of Services for the Aging (COSA), was established as the Area Agency on Aging for Delaware County. As one of fifty-two Area Agencies on Aging in Pennsylvania, COSA is responsible for coordinating and implementing services and programs to assist seniors and their families. Through this role, COSA has dual accountability to both the County of Delaware and the Commonwealth through the Pennsylvania Department of Aging (PDA).

The mission of COSA is to plan, develop, coordinate and administer a comprehensive service system for older adults.

Our vision is to enable and assist seniors to achieve and maintain their highest level of independence, health and quality of life.

Our mission and vision are carried out through programs and funds provided through contracts between the County of Delaware and the Commonwealth of Pennsylvania. The Pennsylvania Department of Aging uses an allocation formula based on the number of low income, minority, rural and persons over age 75 in each county to determine funding percentages. This funding percentage then determines the amount of funds Delaware County receives from the PDA in our Aging Services Block Grant (ASBG). ASBG funds are generated by Pennsylvania Lottery proceeds and federal Older Americans Act funds. COSA receives additional revenue from the Pennsylvania Department of Human Services (DHS), the Corporation for National & Community Service, Delaware County, and locally collected fees and contributions.

In an ever increasing challenging fiscal environment, our priority for service targets those seniors with the greatest need and fewest resources. Managing over eighty contracts with community organizations and businesses we continue to collaborate with our network of service providers for the maximum benefit to those seniors most in need.

The current fiscal year COSA has three priority areas as our focus:

- Continuing to serve seniors in the community through the provision of home and community based care;
- Providing health, wellness and socialization opportunities in the community and at senior centers;
- Responding to the implementation of Community Health Choices and managed care by preparing our staff and educating seniors in the County.

We are beginning the fiscal year with a cash budget of \$14,547,513. Of this total, \$10,226,121 is from the Aging Services Block Grant (ASBG). The total amount includes a slight increase in funds for Older Adult Protective Services that comes via block grant supplemental funds. The past two fiscal years (16-17 and 17-18) were the first years that the PDA fully funded our Title XIX Assessment costs. However, each of those years, COSA did not see the fully funded amounts until the late winter or

spring at which time Aging Services Block Grant (ASBG) dollars were freed up to support one-time initiatives with many of our program funded contracts, especially the eight senior centers throughout the County.

Assessment funding for fiscal year 18-19 will be completely different. The assessment instrument is changing and nurses are no longer required to sign off on the completed assessment. Savings from these changes permit previously budgeted ASBG dollars to be utilized in other areas. For the current fiscal year senior centers received a 3% increase in funding and the meal vendor received a 1.5% increase in the unit cost of the meal.

OPTIONS personal care agencies received a 2% increase in their unit cost for personal care and home support. It is expected that this increase be passed along to the direct care workers allowing them a more livable wage.

The following pages illustrate our expenses and revenue sources, cost center descriptions, how cost centers are allocated in COSA's budget, a comparison of how funds were allocated the previous year, a summary of how we plan to allocate our Categorical OPTIONS funds for this fiscal year, and parameters we are required to remain within.

In preparing our budget, the Pennsylvania Department of Aging (PDA) determines cost centers (program areas and definitions) and budget parameters for COSA to follow. The following information highlights our budget and program plans for the fiscal year 2018-2019.

Budget Parameters and Cost Centers

No more than 10% of the budget may be spent on *Administration*. COSA's administrative cost is planned at \$886,940 just over 6% of the budget.

At least 60% of the Aging Services Block Grant must be spent on the provision of in-home services. The 60% calculation includes the regular block grant, state caregiver support program, federal caregiver support program, Nutrition Services Incentive program, categorical allocation OPTIONS services and categorical allocation Block Grant Supplement. The cost centers/programs included in this parameter are the following:

- Adult Day Care - \$72,000 - 100% of these funds go to contracts with Adult Day Care Centers for OPTIONS consumers.
- Care Management - \$3,652,334 (\$1,708,512 ASBG and \$1,943,822 Medical Assistance) – this includes our care management staff for the OPTIONS, Caregiver Support and Aging Waiver programs. Care managers arrange for services and assure consumers receive the care they need to live safely in the community.
- Consumer Reimbursement - \$284,200 – is a service offered through the federal and state Caregiver Support Program. Families purchase supplies and services and then are reimbursed up to a maximum of \$500 per month.

- Counseling - \$510,266 – is provided through our GATEWAY program, a link to mental/behavioral health services, and as well as through a contract with Merakey. Merakey also works with the senior centers with counselors and trained peer counselors on site.
- Environmental Modifications - \$70,000 - Part of the Enhanced OPTIONS funds, this money is used to help seniors maintain their home with a focus on health and safety.
- Guardianship - \$105,841 – There continues to be an increased need to petition the courts for guardianship in protective services cases. These costs cover the legal fees associated with this.
- Home Delivered Meals - \$1,007,458 – are provided by the 7 COSA funded senior centers as well as Main Line and Aston Meals on Wheels programs. This represents OPTIONS meals only. We also generate revenue from NSIP (Nutrition Services Incentive Program) based on the number of reported meals served in the previous fiscal year. Although permitted by the state, COSA has made the choice to not initiate a waiting list for home delivered meals.
- Home Support - \$349,244 – is light housekeeping, shopping, home maintenance care that is NOT hands on care for a consumer but is needed to help keep a senior at home. 100% of this money goes to in-home providers through contracts. This service is solely for OPTIONS consumers.
- Medical Equipment/Supplies/Assistive Devices - \$126,000 – used 100% for OPTIONS consumers this includes PERS (Personal Emergency Response System), reimbursement for grab bars and other various necessary items to help maintain seniors in their homes.
- Passenger Transportation - \$82,616 – subsidizes transportation costs for senior center and adult day care participants.
- Personal Care – \$1,599,600 – is hands on care helping consumers with activities of daily living. 100% of this money goes to in-home providers through contracts. This funding is solely for OPTIONS consumers.
- Personal Care, Fiscal Agent Model - \$36,000 – is a service provided to OPTIONS consumers who can direct their own care. Through a contract with COSA a fiscal intermediary pays the worker assuring the required employment taxes are paid.
- Protective Services - \$1,023,102 – The protective services staff investigate allegations of abuse, neglect, exploitation and abandonment of county residents over age 60 providing support and services to eliminate risk.

The total amount of these cost centers is \$8,918,661 or 61% of the total cash budget of \$14,547,513. The total amount for ASBG dollars is \$6,974,839 or 68% of the \$10,226,121 ASBG total.

There are several additional cost centers/programs that COSA provides and the remaining budget covers those areas.

- Assessment - \$1,317,973 – An assessment is the entry point to home and community based care for both OPTIONS and Waiver consumers. Certified assessors determine level of care.
- Congregate Meals - \$594,089 – are served 5 days a week at each of the 8 COSA funded senior centers. COSA receives NSIP funding based upon the number of reported meals served in the

previous year. COSA also provides meals two nights a week at both Episcopal Place and Grace Court. Both sites provide subsidized housing for low income seniors.

- Domiciliary Care - \$59,234 – COSA recruits and certifies Domiciliary Care homes throughout the county. These private homes offer rooms and supervision to seniors as well as those under age 60 with functional limitations.
- Information and Referral - \$1,107,025 – The staff in our Information and Referral department are instrumental in determining consumers' needs when they call. By gathering pertinent information, they can determine if a caller needs a list containing relevant information or if they should take a Report of Need for protective services and everything in between. This cost center also includes monies spent for the APPRISE Health Insurance Counseling program, community education, health fairs, website and the Senior Victim Services program with the District Attorney's Office.
- Legal Assistance - \$55,725 – COSA contracts with Legal Aide of Southeastern Pennsylvania to provide legal assistance to low income seniors. Some examples of their services include rent and landlord issues, housing issues, utility issues besides our assistance, and Power of Attorney. They do not handle any criminal issues.
- Ombudsman - \$109,421 – The Ombudsman recruits and trains volunteers to advocate on behalf of residents in over 60 long term living situations such as nursing homes, personal care boarding homes and assisted living.
- Senior Centers - \$1,048,778 – COSA funds 8 senior centers located throughout the County. These centers provide socialization, education and volunteer opportunities. The funds in this cost center also support our Health and Wellness activities.
- Volunteer Services - \$449,667 – Funds in this cost center reflect expenses primarily for the Foster Grandparent Program. We support volunteerism throughout the County's aging network with specific contracts with RSVP for volunteer recruitment and placement and Surrey Services Chore Connection program.

2018-2019 Line Item Budget

Expenses

PERSONNEL	
Salary and Wages (from Personnel)	\$ 3,379,159
Fringe Benefits (from Personnel)	\$ 1,991,605
Total Personnel	\$ 5,370,764
OCCUPANCY	
Rent/Mortgage	\$ 303,002
Utilities	\$ 70,398
Total Occupancy	\$ 373,400
COMMUNICATIONS	
Telephone	\$ 117,609
Postage	\$ 15,700
Total Communications	\$ 133,309
SUPPLIES & MINOR EQUIPMENT	
Office Supplies	\$ 16,900
Program Supplies	\$ -
Rented Equipment	\$ 25,700
Computer Equipment/Software	\$ 24,200
Others:	\$ -
Total Supplies, Minor Equip.	\$ 66,800
TRANSPORTATION	
Staff Travel	\$ 36,406
Vehicle Maintenance & Repairs	\$ 7,000
Others:	\$ 13,000
Total Transportation	\$ 56,406
CONTRACTS	
(List All Contracts)	\$ 8,194,854
Total Contracts	\$ 8,194,854
OTHER OPERATING EXPENSES	
Training & Staff Development	\$ 56,900
Printing & Duplicating	\$ 46,200
Misc.Other Operating Expenses	\$ 248,880
Total Other Operating Expenses	\$ 351,980
FIXED ASSETS	
Purchased Fixed Assets (List)	\$ -
Total Fixed Assets	\$ -
INDIRECT COSTS	
Total Indirect Costs	\$ -
TOTAL EXPENSES	\$ 14,547,513

Revenue

BUDGETED RESOURCES	
(AGING BLOCK GRANT)	
Regular Block Grant	\$ 8,091,925
State Family Caregiver	\$ 92,744
APPRISE	\$ 35,954
NSIP	\$ 122,321
Health Promotion	\$ 44,239
Federal Family Caregiver	\$ 416,310
Other**	\$ 1,422,628
TOTAL AGING BLOCK GRANT	\$ 10,226,121
(OTHER STATE GRANTS)	
Title XIX-PDA	\$ 136,818
Title XIX-Other	\$ -
Title V	\$ -
Other	\$ -
TOTAL OTHER STATE GRANTS	\$ 136,818
(OTHER FUNDS)	
Federal Program Income	\$ 154,000
County Cash Contribution	\$ 137,453
OPTIONS Consumer Cost Sharing	\$ 101,584
State/Local Program Income	\$ -
Other***	\$ 3,791,537
TOTAL OTHER FUNDS	\$ 4,184,574
GRAND TOTAL RESOURCES	\$ 14,547,513

Other**	
Ombudsman Volunteers	\$ 6,325
Apprise Telecenters	\$ 15,000
Apprise Additional Base	\$ 4,000
APPRISE Bravo Award	\$ 5,000
Options Services	\$ 1,162,566
Block Grant Supplement	\$ 222,983
Apprise MIPPA SHIP Initiative	\$ 5,914
Apprise Background Checks	\$ 840

Other***	
Grace Court Meal Contributions	\$ 5,499
Foster Grandparents	\$ 317,729
ADRC LINK	\$ 40,000
Counseling - County Human Services	\$ 200,000
Aging Well - Assessments	\$ 1,317,973
Waiver - Service Coordination	\$ 1,898,836
PCA Veterans	\$ 8,000
RONs- APS	\$ 3,500

Total Cash Budget by Cost Center			
Cost Center	Final Budget 2017-2018	Beginning Budget 2018-2019	Difference
Administration	\$ 881,160	\$ 886,940	\$ 5,780
Home Delivered Meals	\$ 973,061	\$ 1,007,458	\$ 34,397
Congregate Meals	\$ 513,385	\$ 594,089	\$ 80,704
Senior Community Center Services*	\$ 1,095,894	\$ 1,048,778	\$ (47,116)
Volunteer Services	\$ 429,908	\$ 449,667	\$ 19,759
Passenger Transportation	\$ 70,241	\$ 82,616	\$ 12,375
Legal Assistance*	\$ 68,967	\$ 55,725	\$ (13,242)
Ombudsman	\$ 90,081	\$ 109,421	\$ 19,340
Information and Referral	\$ 1,224,193	\$ 1,107,025	\$ (117,168)
Personal Care***	\$ 1,304,410	\$ 1,599,600	\$ 295,190
Personal Care, Fiscal Agent Model	\$ 40,762	\$ 36,000	\$ (4,762)
Environmental Modifications	\$ 150,357	\$ 70,000	\$ (80,357)
Med Equip/Supp/Adaptive Devices	\$ 120,753	\$ 126,000	\$ 5,247
Home Support	\$ 343,101	\$ 349,244	\$ 6,143
Adult Day Care	\$ 58,687	\$ 72,000	\$ 13,313
Counseling	\$ 444,146	\$ 510,266	\$ 66,120
Assessments**	\$ 1,537,922	\$ 1,317,973	\$ (219,949)
Care Management	\$ 3,741,862	\$ 3,652,334	\$ (89,528)
Protective Services-Intake/Investigate	\$ 1,012,265	\$ 1,023,102	\$ 10,837
Domiciliary Care	\$ 54,335	\$ 59,234	\$ 4,899
Guardianship	\$ 94,229	\$ 105,841	\$ 11,612
Consumer Reimbursement	\$ 288,884	\$ 284,200	\$ (4,684)
TOTAL	\$ 14,538,603	\$ 14,547,513	\$ 8,910

* denotes programs that received one-time support during FY17-18 based upon PDA fully funding Title XIX assessments

** Assessment no longer requires review/sign-off

*** there was a 2% increase for personal care services

Percentage Distribution by Service Total Cash Budget

