



Heritage Aging and Disability Resource Center

Program Coordinator Activities

ADRC Program Coordinator

- Qualifications of an OC vs. Not
- Grant management skills
- Honestly assess current staff capabilities and work load before assigning vs. hiring from outside

Program Coordinator duties

- Monitors all functions of program
- Seeks funding
- Oversees activities of the OC
- Evaluates program's effectiveness
- Streamlines process from I & A to OC
- Seeks partnerships
- Staff liaison to ADRC Advisory Council

Program Coordinator duties cont.

- Responsible for project reports for constituents, grantees, AC
- Responsible for Semi Annual Reporting Tool (SART)
- Develops and nurtures partners
- Care Transitions

Semi Annual Reporting Tool (SART)

- General questions

- **Contacts by Type**

- Contacts by Consumers: _____
 - Contacts by Caregivers: _____
 - Contacts by Professionals: _____
 - Contacts by Others (not consumers, caregivers, or professionals):

 - Unknown Contacts: _____

- **Clients by Disability Type (Unduplicated, all ages)**

- No. ADRC Clients with Physical Disabilities (all ages): _____
 - No. ADRC Clients with MR/DD/ID (all ages): _____
 - No. ADRC Clients with Mental Illness (all ages): _____
 - No. ADRC Clients with Traumatic Brain Injury (all ages): _____
 - No. ADRC Clients with Dementia (all ages): _____
 - No. ADRC Clients with Multiple Disabilities (all ages): _____
 - No. ADRC Clients with Unspecified Disability (all ages): _____
 - No. ADRC Clients with No Disability (all ages): _____
 - No. Unknown ADRC Clients (no information about disability): _____

SART (cont.)

- **Total No. of ADRC Clients Provided Options Counseling this Reporting Period:**

- **Referrals to Public and Private Services this Reporting Period**
 - No. ADRC Clients referred to or given an application for Medicaid or another public program including Older Americans Act, Medicare, Food Stamps, TANF, Social Security (SSI or SSDI), LI-HEAP, VDHCBS, and other state-funded and county-funded programs:

 - No. ADRC Clients referred to some other type of service (non-public services, resources or program): _____
 - No. ADRC Clients that were not referred to any type of service: _____
 - No. ADRC Unknown Clients (remainder of all Clients): _____
- **Clients provided Options Counseling by Method this Reporting Period**
 - In person: _____
 - On the phone: _____
 - Electronic communication (e.g. email or website chat): _____

SART cont.

- **Clients provided Options Counseling by Age Group this Reporting Period**
 - No. of ADRC Clients Aged 60 and Over: _____
 - No. of ADRC Clients Under Age 60: _____
 - No. of ADRC Clients Age Unknown: _____
- **Client Feedback About Options Counseling**
 - No. ADRC Clients who report that options counseling enabled them to make well informed decisions about their long term support services:

 - No. ADRC Clients surveyed this reporting period: _____
 - Please describe how you collected this information from clients and your overall response rate to the survey: _____

SART cont.

- Care Transitions
- LTSS (Long Term Support Services) Program Enrollment
- Questions do change each report
- Read instructions/ask TAE for assistance
- Hand counting needed at times

Evaluation Plan

- Based on logic model
- Incorporated AoA core questions and ADRC project questions
- Not necessary, but added the component of telephone survey
 - Determine follow-up and provide it if needed
 - Conversational data vs. form feedback

Care Transitions

- Hawkeye Valley Program
- Heritage Pilot Program
 - What is happening
 - MOU