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Shawn Sullivan, Secretary

Sam Brownback, Governor

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**POLICY ISSUANCE**

**FINAL**

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**To:** AAA/ADRC Directors  
Amy Wiatr-Rodriguez, AoA  
KDADS Directors  
Janis DeBoer, K4A

**Field Services Policy #:** FS 2013-01

**From:** Craig Kaberline, Commissioner on Aging

**Date:** October 21, 2013

**RE:** Older Americans Act Program (OAA) Updates (Volume 1)

**Policy Issue:** Revise Uniform Program Registration (UPR), Field Service Manual (FSM) 2.5, and corresponding UPR form and manual. Revise Legal Services, FSM 6.3, and OAA Financial Management, FSM 8.1.

**Check Appropriate Process:**

Standard Policy Process       KDADS/KHPA Policy Process       Expedited Policy Process

**Policy Implementation Through:**

KDADS       KHPA       MMIS Fiscal Agent (HP Enterprise Services)

**KDADS Contact Person(s):** Lacey Vaughan (785-296-0385)

**KHPA Contact Person(s):** N/A

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**Related References/Processes:**

Related Policy Number(s): N/A

Superseded Policy Number: N/A

**K.A.R. Change Required?** No

KDADS Policy Manual Change? Yes

*If yes:* What Reference #(s) \_\_\_\_\_

Date to initiate revision \_\_\_\_\_

Proposed effective date \_\_\_\_\_

**State Plan Change Required?** No

*If yes:* What section #(s) \_\_\_\_\_

Submission date: \_\_\_\_\_

Transmittal Number (TN): \_\_\_\_\_

Supersedes Transmittal Number: \_\_\_\_\_

**Waiver Amendment Required?** No

**Routing Information:**

Internal Route Date:	06/01/2013	Internal Comments Due Date:	08/01/2013
Field Route Date:	06/01/2013	Field Comments Due Date:	08/01/2013
KHPA Route Date:	N/A	KHPA Comments Due Date:	N/A
<b>KHPA Approval Date:</b>	_____	<b>KDADS Approval Date:</b>	_____

**Training Required:**

KDADS Central Office:	No	KDADS Field Staff:	No
AAA/ADRC Staff:	Yes	Contracted Case Managers:	Yes
Customer Education:	Yes		

**Rationale for Change:** Updated UPR per recommendations from KDADS Nutrition Workgroup and AAA/ADRC staff to allow customers to complete their own assessments with “reviewer,” rather than an “interviewer”. Updated policy, form, and manual to ensure consistent changes

Legal Services policy updated priorities of service areas. OAA Financial Management updated to include adequate proportion requirements for OAA III-E and information on purchase of vehicle with OAA funds. All updates FSM include name change from “KDOA” to “KDADS”.

**Final Policy:** See Field Service Manual Sections 2.5 (effective 10/15/2013), 6.3 (effective 10/01/2013), and 8.1 (effective 10/01/2013).

Approved:  Disapproved:

  
 \_\_\_\_\_  
 Secretary of Aging and Disability Services

10 | 21 | 13  
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 Date