

3.8 Family Caregiver Support Program (FCSP)

3.8.1 Program Description and Outcomes

Title III E of the Older Americans Act (OAA) established the National Family Caregiver Support Program (NFCSP). The program in Kansas is known as the Family Caregiver Support Program (FCSP). The FCSP is designed to assist informal caregivers in the areas of health and finance, and in making decisions and solving problems related to their caregiving roles. The primary outcomes of this program are to ensure caregivers have access to information and resources and are appropriately supported in their caregiver roles.

3.8.2 Program Definitions

Adult With a Severe Disability: An individual who is 19 to 59 years of age with a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that:

1. Is likely to continue indefinitely; and
2. Results in substantial functional limitation in three or more of the major life activities specified in the definition of "Disability."

Care Recipient: An individual who receives informal support from a qualified caregiver and meets one or more of the following criteria:

1. An individual 60 years of age or older;
2. An individual less than 60 years of age with Alzheimer's disease or a related disorder with neurological or organic brain dysfunction;
3. An adult, age 19 to 59, with a severe disability; or
4. A child under 19 years of age.

Caregiver: An adult family member or other individual who is an informal provider of in-home and community care to an older individual, an adult with a severe disability, or a child under 19 years of age.

Child: An individual who is under 19 years of age.

Customer: An individual who provides informal support to a care recipient.

3.8.2.F (cont.)

Disability: An incapacity attributable to mental or physical impairment, or a combination of mental and physical impairments, that result in substantial functional limitations in one or more of the following areas of major life activity:

1. Self care;
2. Receptive and expressive language;
3. Learning;
4. Mobility;
5. Self-direction;
6. Capacity for independent living;
7. Economic self-sufficiency;
8. Cognitive functioning; or
9. Emotional adjustment.

Informal Support: Care is not provided as part of a public or private formal service program.

Older Individual: An individual who is 60 years of age or older, or a person less than 60 years of age who has Alzheimer's disease or related disorder with neurological or organic brain dysfunction.

Relative: A grandparent or step-grandparent of a child or severely disabled adult, or an individual related by blood, marriage, or adoption.

3.8.3 Eligibility (OAA, Section 373(c))

A. Individuals must meet one of the following criteria to be eligible for services funded by the Family Caregiver Support Program.

1. A caregiver caring for an older individual or an individual who is less than 60 years old and has Alzheimer's disease or a related disorder with neurological or organic brain dysfunction.

In order for the caregiver to receive respite and/or supplemental services, the care recipient must meet one of the following conditions:

- a. Be unable to perform at least two (2) activities of daily living without substantial human assistance, including verbal reminding, physical cuing, or supervision; or
- b. Require substantial supervision because he or she behaves in a manner that poses a serious health or safety hazard to him or her or to another individual due to a cognitive or other mental impairment.

3.8.3.A (cont.)

2. A grandparent or other relative or non-relative, providing care for a child or disabled adult, who meets the following conditions:
 - a. Is 55 years of age or older;
 - b. Lives with the child or adult with severe disability;
 - c. Is the primary caregiver of the child or adult with severe disability because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the individual; and
 - d. Has a legal relationship to the child or adult with severe disability, such as legal custody or guardianship, or in the case of a child, is raising the child informally.
- B. In providing services under this program, the Area Agency on Aging (AAA) shall give priority for services to:
 1. Caregivers who are older individuals with the greatest social need and with the greatest economic need, as defined in Section 1.1, with particular attention to low-income, minority, and older individuals living in rural areas;
 2. Caregivers who provide care for individuals with Alzheimer's disease or related disorders with neurological or organic brain dysfunction; and
 3. Caregivers providing care for individuals with severe disabilities, including children with severe disabilities.

3.8.4 Program Requirements

- A. The AAA shall submit a Caregiver Support Program Plan according to the area plan requirements (OAA, Section 306).
- B. The AAA shall grant and/or contract with community based organizations to provide multifaceted systems of support services for caregivers, which may include grandparent and relative caregivers (OAA, Section 373(a)).
- C. The AAA must make use of trained volunteers to expand the provision of the available services and, if possible, work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers and participants in community service settings.

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3.8.4.D (cont.)

- D. The AAA shall assure that its service providers:
1. Can demonstrate interagency coordination;
 2. Have procedures in place to report and manage program income that may be received;
 3. Have the capacity to collect necessary data to demonstrate that persons receiving respite or supplemental services meet the eligibility criteria; and
 4. Have mechanisms in place to prioritize services to older individuals in accordance with Section 3.8.3.B.
- E. A Caregiver Assessment Plan (CAP) (SS-025) must be completed for each caregiver receiving services, excluding Assistance and Information. It is the AAA's responsibility to ensure that all required information is obtained.
- F. The AAA must follow the Notice of Action (NOA) requirements for all actions related to FCSP services, excluding support groups, training, information, and assistance, as specified in Section 1.3.5 of the Field Services Manual.
- G. The AAA must follow the Grievance, Notice of Action, and Appeals policy in Section 1.3 of the Field Services Manual.
- H. The AAA must enter the required data from the III-E Caregiver Assessment Plan (CAP) into KAMIS before the 20th day of the month following the month in which services were provided. The Start Date entered into KAMIS allows providers of caregiver services to be reimbursed effective with this date of service.
- I. The AAA must verify the Group I Services provided and submit through the KAMIS 225 process before the 20th day of the month following the month in which services were provided.
- J. The AAA shall submit a monthly Financial Report (AS-003) to KDADS's Fiscal Services Manager by the 20th day of the month following the report month.
- K. The AAA must enter a semi-annual Title III-E Activity Report into KAMIS on or before April 20th and October 20th of each calendar year. This report must list all Group II Services (see Section 3.8.6.A.2). KDADS data system is utilized to collect and track III-E Assistance information and is reported within the Activity Report.

3.8.5 Program and Service Limitations

- A. Title III-E funds shall be spent in addition to, and not supplant, any federal, state, or local government or AAA funds expended to provide caregiver services (OAA, Section 374).
- B. The AAA may expend no more than 10% of its federal and state service allocation to fund support services for individuals that meet the eligibility criteria in Section 3.8.3.A.2. This limitation does not include services provided to a grandparent or other caregiver providing care for an individual 19 to 59 years of age with a severe disability.
- C. The AAA may expend no more than 50% of its service allocation for Supplemental Services.
- D. Adequate Proportion expenditure requirements for Title III E must be expended for Information, Assistance, Support Groups, Respite, and Supplemental Services according to the percentages specified in FSM Section 7.1.2.B.
- E. Respite under this program is an intermittent temporary service. It cannot be provided for more than seven (7) consecutive days, but is not limited to a one time service.
- F. If the AAA chooses not to contract with a provider for purchase and delivery of Bathroom Items, a direct service waiver request must be approved by KDADS through the area plan process. (Refer to FSM Section 7.1.3.C)
- G. If the AAA chooses not to contract with a provider for purchase and delivery of Flex Service, a direct service waiver request must be approved by KDADS through the area plan process. (Refer to FSM 7.1.3.C.2)
- H. Prior approval of each Flex Service item or service purchase must be obtained from the KDADS Family Caregiver Support Program Manager.
 - 1. Prior approval requests must be submitted by secure and/or encrypted e-mail from the AAA Family Caregiver Support Program Coordinator or AAA Director. Include “Flex Service Request” in the e-mail subject line for identification of priority need.
 - a. Format of email must include the following:
 - i. Name of caregiver
 - ii. Name and DOB of care receiver
 - iii. FLEX item or service
 - iv. Cost of FLEX item or service
 - v. Is any portion of cost covered by Medicare?
 - vi. Other resources explored?
 - vii. Identify priority of customer listed in Section 3.8.3.A.2.B as “Priority-(1, 2, or 3)”

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3.8.5.H (cont.)

2. Notification of KDADS approval/denial will be provided by e-mail within 72 hours of receipt from the original request excluding weekend days and holidays.
- I. The caregiver must be a resident of the state of Kansas, or live within 50 miles of a bordering state, in order to receive FCSP services, excluding Information and Assistance.
- J. A caregiver not living in the care recipient's home (See Section 3.8.3) must live within a proximate geographical, or live within 50 miles of a bordering state, location to the care recipient that would facilitate in-home assistance daily, if needed.
- K. In the event of a care recipient's death, a caregiver receiving Support Group services may continue receiving Support Group services for one year beyond the death of the care recipient.
- L. In the event of a care recipient's death, a caregiver receiving Individual Counseling may continue receiving Individual Counseling for one year beyond the death of the care recipient.

3.8.6 Services

- A. The following services may be funded for caregivers, grandparents, or relative caregivers by the Family Caregiver Support Program:
 1. Group I:
 - a. Individual Counseling;
 - b. Support Groups;
 - c. Caregiver Training (Group);
 - d. Caregiver Training (Individual);
 - e. Respite; and
 - f. Supplemental Services, which include:
 - i. Attendant and/or Personal Care;
 - ii. Bathroom Items;
 - iii. Chore;
 - iv. Flex Service;
 - v. Homemaker;
 - vi. Repair/Maintenance/Renovation; and
 - vii. Transportation.
 2. Group II
 - a. Assistance; and
 - b. Information

3.8.6 (cont.)

- B. The Service Taxonomy contains the activity or service definitions of these services along with unit definitions.

3.8.7 Reasons for Discharge from FCSP

The following are reasons for service discharge:

- A. Death of caregiver or care recipient;
- B. Caregiver or care recipient moved out of service area;
- C. Caregiver or care recipient whereabouts is unknown;
- D. Caregiver chose to terminate services;
- E. FCSP service is a one-time service or item; or
- F. Program or service ended or terminated due to funding change.