



**Department of Human Services
Online Directives Information System**

**Index: MAN 5600
Revised: 06-19-2018
Review: 06-19-2021**

Subject: Division of Aging Services Administrative Manual

Administrative Manual Table of Contents		
Chapter	Section	Subject
1000		GENERAL DAS ADMINISTRATION
	1001	<u>Overview of the Division of Aging Services</u>
	1002	<u>Overview of the Aging Services Network</u>
	1010	<u>Request for Assistance from DHS Associate General Counsel (AGC)</u>
	1011	<u>Data Breach Reporting</u>
	1012	<u>Records Request from Law Enforcement</u>
	1020	<u>Gifts in Support of Aging Services Clients</u>
	1050	<u>DAS Process for Developing or Changing Policy, Procedures, Program Standards</u>
	1060	<u>Technology and Data Management</u>
	1061	<u>Record Retention</u>
	1065	<u>Missing Smart Phone Procedures</u>
	1070	<u>State Plan Development</u>
	1080	<u>Strategic Planning</u>
	1090	<u>Division Reports, Overview</u>
	1091	<u>National Aging Program Information Systems (NAPIS)</u>
	1092	<u>Annual Report, Just the Facts</u>

	1093	<u>National Adult Maltreatment Reporting System (NAMRS)</u>
2000		FUND SOURCES & BUDGET TYPES
	2001	<u>Fund Sources</u>
	2002	<u>Intrastate Funding Formula</u>
	2003	<u>Allocation Methodologies</u>
	2005	<u>Matching Federal Funds</u>
	2006	<u>Maintenance of Effort</u>
	2007	<u>Program Income</u>
	2009	<u>Allowable Services by Fund Source</u>
	2010	<u>Grant Development Process</u>
	2011	<u>Grant Submittal Instructions</u>
	2012	<u>Grant Management</u>
	2025	<u>Fee for Service System Overview</u>
	2026	<u>Cost Share</u>
	2027	<u>Voluntary Contribution</u>
	2028	<u>Private Pay Services</u>
2050		BASIC CONSIDERATIONS FOR RECIPIENTS OF SERVICES
	2051	<u>Eligibility</u>
	2052	<u>Citizenship Criteria for Aging Programs and Services</u>
	2053	<u>Confidentiality</u>
	2054	<u>HIPAA</u>

	2055	<u>Limited English Proficiency & Sensory Impairment (LEP/SI)</u>
	2055A	<u>How to Order Language Services at a Glance</u>
	2056	<u>Protocols for Addressing Falls</u>
3000		AREA AGENCY ON AGING (AAA) ADMINISTRATION
	3001	<u>Designation of Planning and Service Areas and Area Agencies on Aging Overview</u>
	3002	<u>Designation of Planning and Service Areas</u>
	3003	<u>Designation of Area Agencies on Aging</u>
	3004	<u>Transition Planning</u>
	3005	<u>Withdrawal of Designation of Area Agencies on Aging</u>
	3010	<u>Area Agency on Aging Administration and Operations Overview</u>
	3011	<u>Area Agency on Aging Structure</u>
	3012	<u>Area Agency on Aging Records</u>
	3013	<u>Area Agency on Aging Accountability</u>
	3014	<u>Area Agency on Aging Contract Management Requirements</u>
	3015	<u>Area Agency on Aging Monitoring and Evaluation of Service Providers</u>
	3016	<u>Targeting Service Delivery</u>
	3017	<u>Emergency Planning and Management</u>
	3018	<u>Conflicts of Interest</u>
	3019	<u>Provision of Service by Area Agencies on Aging</u>
	3020	<u>Administrative Appeals</u>
	3021	<u>Area Plan</u>

	3022	<u>Budget Revisions, Contract Amendments and Reporting Requirements</u>
	3023	<u>Grants and Contracts</u>
	3024	<u>Civil Rights</u>
	3025	<u>Financial Management</u>
	3026	<u>Allowable Costs</u>
	3027	<u>Audits of Area Agencies on Aging and Service Provider Organizations</u>
	3028	<u>Risk Management</u>
	3029	<u>Area Agency on Aging Advisory Councils</u>
	3030	<u>Uniform Cost Methodology</u>
	3035	<u>Public Input Requirements for Area Agencies on Aging</u>
	3036	<u>Criminal History Investigations</u>
	3050	<u>Compliance with Contractor Responsibilities, Rewards and Sanctions</u>
4000		WORKFORCE DEVELOPMENT
	4002	<u>Recruitment and Selection</u>
	4010	<u>Employee Satisfaction Survey</u>
	4020	<u>Volunteer Management Procedures</u>
	4022	<u>DAS Internship Program</u>
	4030	<u>DAS Travel</u>
	4035	<u>DAS Teleworking Policy and Procedures</u>
	4040	<u>Workforce Safety</u>
	4042	<u>Area Agencies on Aging (AAAs) Workforce Safety</u>
	4043	<u>Worker Serious Incident Review Team (WSIRT)</u>

5000		PURCHASING & PROCUREMENT
	5006	<u>Supply and Small Equipment Purchases</u>
	5007	<u>Subscriptions and Dues</u>
	5008	<u>Credit Card Purchases</u>
	5009	<u>Approval and Purchase of Promotional Items</u>
	5010	<u>Processing State Assistant Attorney General Invoices</u>
6000		PROGRAM INTEGRITY
	6001	<u>Program Integrity Overview</u>
6050		QUALITY IMPROVEMENT
	6051	<u>Continuous Quality Improvement Plan</u>
7000		DEMENTIA PROGRAMS
	7002	<u>Georgia Alzheimer's & Related Dementias (GARD) State Plan</u>
8000		COMMUNICATIONS
	8002	<u>Media Relations Procedures Guide</u>
	8003	<u>Guidelines for Written Correspondence and Suspended Items</u>
	8004	<u>Constituent Services</u>
	8005	<u>Marketing and Social Media</u>
	8006	<u>Electronic Communication, Division of Aging Services</u>

	8007	<u>Government Relations & Legislative Affairs</u>
	8008	<u>Shared Drive</u>
9000		FORENSIC SPECIAL INITIATIVES UNIT (FSIU)
	9001	<u>Overview of the Forensics Special Initiatives Unit (FSIU)</u>
	9002	<u>At-Risk Adult Crime Tactics (ACT) Specialist Certification</u>
	9003	<u>Community Education/Training</u>
	9004	<u>Technical Assistance</u>
	9005	<u>Collaboration with Other Agencies</u>
	9006	<u>Serious Incident Review Team (SIRT) Process</u>
	9007	<u>At-Risk Adult Multi-Departmental Team</u>
	9008	<u>Financial Exploitation Work Group</u>
	9009	<u>Strategic Planning</u>
	9015	<u>Forensic Background Checks</u>
9050		AT-RISK ADULT RELOCATION TEAM (AART)
	9051	<u>Overview of the At-Risk Adult Relocation Team (AART)</u>
	9052	<u>Relocation Roles</u>
	9053	<u>Relocation Tools</u>
	9054	<u>Collaboration with Other Agencies</u>
9075		RELOCATION FUNDS
	9075	<u>Relocation Funds Overview</u>
	9076	<u>Temporary Emergency Relocation Funds (TERF)</u>
	9080	<u>Emergency Relocation Funds (ERF)</u>

	9081	<u>ERF and Regional Accounting</u>
	9082	<u>ERF Fiscal Management</u>
	Appendix A	<u>MANUAL TRANSMITTALS</u>
	Appendix B	<u>AAA CONSUMER SURVEYS TOOLKIT</u>
	Appendix C	<u>DAS Smartphone User Guide</u>
	Appendix D	<u>Forms and Templates</u>
	Appendix E	<u>Glossary of Terms, Abbreviations and Acronyms</u>
	Appendix F	<u>Taxonomy of Services</u>
	Appendix G	<u>Uniform Cost Methodology Training Manual</u>
	Appendix H	<u>DAS Data System Manuals</u>
	Appendix I	RESERVED
	Appendix J	<u>Area Plan Format</u>
	Appendix K	<u>DAS Sliding Scale for Cost Share- Non Medicaid Services</u>
	Appendix L	<u>DAS Internship Guide</u>