

CHAPTER 23
AGING AND DISABILITY RESOURCE CENTER

17—23.1(231) General. The aging and disability resource center (ADRC) serves to assist individuals in living healthy, independent, and fulfilled lives in the community. The ADRC will work to ensure that individuals accessing the long-term care services and supports system experience the same process and receive the same information about service options wherever they enter the system.

[ARC 0624C, IAB 3/6/13, effective 4/10/13]

17—23.2(231) Authority. The department has been given authority to administer the aging and disability resource center by Iowa Code section 231.64.

[ARC 0624C, IAB 3/6/13, effective 4/10/13]

17—23.3(231) Aging and disability resource center. The department shall administer the aging and disability resource center and shall do all of the following:

1. Perform all duties mandated by federal and state law.
2. Designate ADRC coordination centers.
3. Provide technical assistance to ADRC coordination centers.
4. Provide oversight of ADRC coordination centers to ensure compliance with federal and state

law and applicable rules and regulations.

[ARC 0624C, IAB 3/6/13, effective 4/10/13]

17—23.4(231) ADRC coordination centers. An ADRC coordination center designated by the department shall do all of the following:

23.4(1) Perform all duties mandated by federal and state law and applicable rules and regulations.

23.4(2) Increase the accessibility of community long-term care services and supports by providing comprehensive information, referral, and assistance regarding the full range of available public and private long-term care programs, options, service providers, and resources within a community.

23.4(3) Develop a community long-term care services and supports enrollment system.

23.4(4) Provide options counseling to assist individuals in assessing their existing or anticipated long-term care needs and developing and implementing a plan for long-term care.

23.4(5) Serve as a point of entry for programs that provide consumer access to the range of publicly supported long-term care programs.

23.4(6) Designate ADRC local access points.

23.4(7) Provide technical assistance to ADRC local access points.

23.4(8) Establish an advisory council to advise the ADRC coordination center and to review and comment on ADRC coordination center policies and actions.

23.4(9) Provide oversight of ADRC local access points to ensure compliance with federal and state law, applicable rules and regulations, and policies and mandates as determined by the advisory board.

[ARC 0624C, IAB 3/6/13, effective 4/10/13]

17—23.5(231) ADRC local access points. An ADRC local access point designated by an ADRC coordination center shall do all of the following:

1. Perform one or more functions of an ADRC coordination center.

2. Maintain an agreement with the ADRC coordination center, in the form of a referral agreement, contract, memorandum of understanding, or similar document, which specifies the duties of the ADRC local access point.

3. Serve on the advisory board of the ADRC coordination center.

[ARC 0624C, IAB 3/6/13, effective 4/10/13]

17—23.6(231) Population served. The aging and disability resource center, ADRC coordination centers, and ADRC local access points shall assist the following individuals in seeking long-term care services and supports:

1. Older individuals;

2. Individuals with disabilities who are aged 18 or older;
3. Family caregivers of older individuals;
4. Family caregivers of individuals with disabilities who are aged 18 or older;
5. Individuals who inquire about or request assistance on behalf of older individuals; and
6. Individuals who inquire about or request assistance on behalf of individuals with disabilities

who are aged 18 or older.

[ARC 0624C, IAB 3/6/13, effective 4/10/13]

17—23.7(231) Options counselors. An ADRC coordination center shall ensure that options counselors meet the requirements of this chapter and applicable federal and state law.

23.7(1) Background checks. All ADRC coordination centers shall establish and maintain background check policies and procedures that include, but are not limited to, the following:

a. A requirement that, prior to beginning employment, all options counselors, whether full-time, part-time, or unpaid, shall undergo criminal and abuse background checks.

b. A background check includes, at a minimum, a request that the department of public safety perform a criminal history check and the department of human services perform child and dependent adult abuse record checks of the applicant in this state.

c. Protocol for how to proceed in the event that an options counselor applicant is found to have a criminal history or history of child or dependent adult abuse.

23.7(2) Mandatory reporters. All options counselors shall be considered mandatory reporters pursuant to Iowa Code chapter 235B and shall adhere to federal and state law and applicable rules and regulations for mandatory reporters.

23.7(3) Options counselor duties. An options counselor shall provide options counseling that is person-directed and interactive and that allows the consumer to make informed choices about long-term living services and community supports based upon the consumer's preferences, strengths and values.

23.7(4) Options counselor minimum qualifications. An options counselor shall possess the following minimum qualifications:

a. Bachelor's degree in a human services field; or

b. License to practice as a registered nurse; or

c. Bachelor's degree and two years of experience working in the areas of aging, disabilities, community health, or hospital discharge planning; or

d. Associate's degree and four years of experience working in the areas of aging, disabilities, community health, or hospital discharge planning; or

e. License to practice as a licensed practical nurse and four years of experience working in the areas of aging, disabilities, community health, or hospital discharge planning.

23.7(5) Position-specific training. The options counselor shall provide to the ADRC coordination center documentation of successful completion of the person-centered counseling core curriculum provided by Elsevier, or an equivalent that is approved by the department, within 30 days of employment as an options counselor. Documentation shall be included in the individual's personnel record.

23.7(6) Continuing education requirements for an options counselor. An options counselor shall:

a. Obtain during the term of employment eight hours of relevant training annually as required by the department.

b. Document training related to the provision of options counseling if eight hours of training are not obtained in accordance with paragraph 23.7(6)"a." Documentation shall be included in the individual's personnel record.

[ARC 1537C, IAB 7/9/14, effective 8/13/14; ARC 3485C, IAB 12/6/17, effective 1/10/18]

These rules are intended to implement Iowa Code section 231.64.

[Filed ARC 0624C (Notice ARC 0507C, IAB 12/12/12), IAB 3/6/13, effective 4/10/13]

[Filed ARC 1537C (Notice ARC 1423C, IAB 4/16/14), IAB 7/9/14, effective 8/13/14]

[Filed ARC 3485C (Notice ARC 3376C, IAB 10/11/17), IAB 12/6/17, effective 1/10/18]