

Division of Disability and Aging Services
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To: Adult Day Services Directors
AAA Executive Directors
AAA Nutrition Program Directors
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AAA and HHA Case Management Supervisors and Waiver Coordinators
Tomasz Jankowski, VNA Health Systems
Kara Artus, Transition II

From: Camille George, Director, State Unit on Aging
Adele Edelman, Director, Adult Services Unit

Date: February 6, 2009

Re: Follow Up Regarding Revised Independent Living Assessment (ILA)

We are writing to update you regarding the status of the ILA in response to some questions and comments that we have received since the revised Independent Living Assessment (ILA) became effective January 1, 2009. If necessary, please refer to the November 25, 2008 memo that you received notifying you of the Revised ILA, available for your reference on the DDAS website at <http://www.ddas.vermont.gov/ddas-forms/forms-oaa/forms-oaa-documents/2009-ila-notification-memo>.

Old Form Versus Revised Form: We received a request from one person asking if it is permissible to use up the old forms before switching to the revised form. Our November memo (item 2) notified you that "*After December 31, 2008 we will no longer accept paper versions of the old forms, only the revised 2009 forms. Therefore it is important that you make sure that all members of your staff are aware of this change in advance and have access to the revised forms.*" The problem with using the old form is that it contains some questions that are not part of the revised form, and the revised form contains questions that are not part of the old form. Particularly for AAAs, this may result in some data missing issues related to federal reporting. Also, by designating the ILA as the assessment tool for the various programs, one of the main goals is to collect consistent information within and across programs. This cannot be achieved at a point in time if different forms are in use. Therefore, please be sure that all staff is indeed using the revised ILA for any assessments completed on or after January 1, 2009.

ILA Revisions: A few people have also contacted us with suggested revisions, to point out an

error, and to point out a few typographical errors. Thank you for being in touch with these issues. We have identified one substantive error involving question 7A (incontinence) and have corrected that. For those items that are suggestions or are more typographical and not substantive, we are saving your comments and will consider them at various times regarding whether additional revisions should be made. Initially, we are planning to look at these quarterly and making any changes at that time, in the hope of cutting down on any confusion that may result from frequent changes. In addition, we have identified a DDAS lead for the ILA and ask you to contact this person regarding revisions or other issues related to the ILA. Please see the end of this memo for details regarding your ILA contact.

Training: We have also received some requests for training, both in terms of the technical training around the electronic ILA, as well as general use of the ILA and assessment skills. Related to this, DDAS staff is working on a revision to the ILA Manual which we hope to complete within the next month. While we cannot provide any specific details or dates as this time, we have made a note of this request. We are beginning to work on developing a comprehensive training plan for DDAS, that will look broadly at the training needs across all DDAS consumers, programs, services and assessment training will be looked at in this context. So, please stay tuned in the weeks ahead for more information related to training.

ILA Contact: We are pleased to announce that we have designated Don Grabowski to serve as the DDAS Lead for the ILA. In this role, please direct all comments, suggestions and questions to Don. Don will then work closely with others at DDAS and with you to respond. He will be responsible for prioritizing our work around the ILA and communicating and collaborating with others as necessary to keep us moving forward in this area. Don can be reached by phone at 802.241.2632 or by e-mail at don.grabowski@ahs.state.vt.us.

Thank you for your attention to this memo. Please be in touch with Don Grabowski if you have any additional questions.

Cc: DDAS Staff
Jacqueline Majoros, State Long Term Care Ombudsman