

ARKANSAS DEPARTMENT OF HUMAN SERVICES

DIVISION OF AGING AND ADULT SERVICES

Policy Type
AAA Functions

Subject of Policy
Socialization

Policy Number
221.00

Policy Statement:

Each Area Agency on Aging (AAA) and subcontractor shall provide for socialization programs to older Americans, particularly those who have low incomes and/or are in the minority, in their planning service area.

Socialization services can include, but are not limited to planned leisure events such as games, sports, arts and crafts, supervised exercise classes, nutrition and other educational sessions, performing arts, trips and other relaxing social activities facilitated by a provider.

Socialization services provided must conform to requirements of State laws, the Older Americans Act and accompanying federal regulations, and policies and procedures of the Division of Aging and Adult Services (DAAS). The AAAs will develop procedures to assist subcontractors in meeting DAAS and AAA procedures, as needed.

Purpose:

To ensure that older Americans, particularly those who have low incomes and/or are in the minority, attain and maintain physical and mental well-being through programs of regular physical activity, exercise, arts and crafts, and participation in or attendance at planned leisure events and activities.

Scope:

This policy applies to all AAAs and subcontractors providing socialization services to eligible individuals.

General Authority:

The Older Americans Act of 1965 as Amended
Social Services Block grant

Effective Date: October 1, 1992

Revised: January 1, 1994

ARKANSAS DEPARTMENT OF HUMAN SERVICES - DIVISION OF AGING AND ADULT SERVICES	
SECTION OF MANUAL: AAA Functions	SUBJECT OF PROCEDURE: SOCIALIZATION
PROCEDURE NUMBER: 221.00	CORRESPONDING POLICY: SOCIALIZATION
ORIGINATING UNIT: Community Based Care	EFFECTIVE DATE: OCTOBER 1, 1992
REVISED DATE: JANUARY 1, 1994	

Scope:

These procedures apply to the state Area Agencies on Aging (AAA) and subcontractors of socialization services and define the process for providing socialization services.

Definitions:

- I. Socialization: Facilitation of client's involvement in activities to promote social interaction and reduce social isolation. This may be accomplished through activities which provide personal enrichment, satisfying use of leisure time, or development of new skills or knowledge. Activities include sports, arts, games, crafts, nutrition or other educational sessions, group travel to activities such as contests, dances, visiting and outreach.
- II. Greatest Economic Need: The need resulting from an income level at or below poverty levels as set by the Bureau of Census.
- III. Greatest Social Need: The need caused by non-economic factors which include physical and mental disabilities, language barriers, cultural, social, or geographical isolation which restrict an individual's ability to perform normal daily tasks or threaten his capacity to live independently.

Procedural Requirements:

- I. Service Definition for Socialization

Facilitation of client's involvement in activities to promote social interaction and reduce social isolation. This may be accomplished through activities which provide personal enrichment, satisfying use of leisure time, or development of new skills or knowledge. Activities include sports, arts, games, crafts, nutrition or other educational sessions, group travel to activities such as contests, dances, visiting and outreach.

- II. Unit Definition

Unit for reporting is "session". One session equals a minimum of one (1) hour and does not have a maximum, but meaningful planned activities must be available for participants during this time.

III. Service Restrictions

Only one session during normal hours of operation, per client can be billed. If client returns to facility during evening hours of same day, another session can be billed, with a maximum billing of two (2) sessions per 24-hour day.

In addition, this may not be reported under another component and may not include meals times (reported elsewhere).

IV. Goal of Service

The purpose of socialization services for older persons is to:

- A. Offer activities to refresh the spirits and strength of program participants.
- B. Maintain or enhance self-sufficiency and personal independence.
- C. Increase physical and mental stimulation.
- D. Improve self-concept.
- E. Prevent loneliness, isolation and disengagement from others.
- F. Encourage socialization and prevent monotony.
- G. Develop a broad range of physical, mental and social skills which can be used by older persons in self-initiated use of leisure time activities.

V. Minimum Standards

- A. Each service provider offering socialization services must meet the following minimum standards:
 1. A person qualified by work related training or experience must be designated to supervise the service.
 2. Satisfying procedures must be established to schedule and provide a range of socialization activities for older persons with adequate operating procedures to assure proper management and accountability.
 3. There must be adequate working space, staff, supplies, equipment and operating procedures.
 4. Adequate records must be maintained to record and evaluate service provisions, fiscal management and provide a basis for required reports.

5. Satisfactory procedures must be established to protect confidentiality of records which include an older person's name and personal information, and to obtain and record the individual's informed consent prior to the release of personal information.
6. Satisfactory procedures must be established to objectively resolve service complaints and evaluate the quality of the services delivered, including services provided to handicapped or disabled older persons.
7. Socialization activities are to be provided which are:
 - a. Varied so as to include activities which will appeal to all program participants and all levels of personal functioning.
 - b. Designed to increase physical stamina among older persons.
 - c. Designed to provide mental stimulation.
 - d. Designed to provide social interaction.
 - e. An appropriate mix of opportunities for individual and group activities.
 - f. Varied so as to permit an increase of the skill level of each participant within a progressive (sequential) activity.

Although not a minimum standard, it is anticipated that socialization activities will be supported by a mix of community volunteers, older volunteers and other public or private community resources.

VI. Eligibility

Persons receiving the service must be 60 years old or older.

VII. Service Activities

Client intake and casework appropriate to maintain client in the program.

VIII. Access to Service

The client may enter the service system at any point through appropriate referral or drop-in.

IX. Delivery Characteristics

Each client shall have a client record to indicate an application for service, documentation of service rendered and authorization release, where appropriate.

X. Staffing

There shall be a supervisor on duty for assistance to assigned staff. The staff shall be qualified to provide assistance and guidance in socialization activities. There shall be an annual evaluation of the staff by the supervisor in charge of personnel. The staff shall participate in on-going in-service training as scheduled. All workers must be able to carry out directions and instructions and keep simple records.