

### Step 5

Meet with your administrator to present him/her with residents' top preferences and its incorporation into the EQUAL application.

### Step 6

The resident council president or chairperson signs the application – the result of democratic discussion among the residents and thoughtful discussion between the residents and management.

### Keep In Mind

- Plan Ahead. The timeframe for the EQUAL Application process is a short one. Your resident council should start identifying needs priorities and top preferences well ahead of time.
- Funds are appropriated in the state budget annually, and funding amounts vary from year to year.
- CIAD is available to answer your questions or provide you with support in any of the steps listed above.

**The deadline for this year's application is:**

**June 10, 2016**

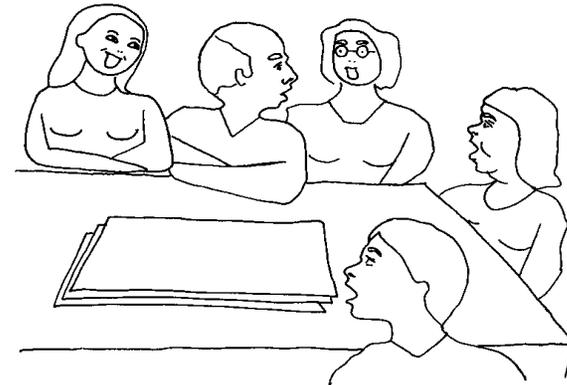
**Coalition of Institutionalized Aged and Disabled (CIAD)**

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# EQUAL:

## New York State Grant Program For Adult Care Facilities (ACF's)



### What is EQUAL?

#### Enhancing the Quality of Adult Living Program

The EQUAL Program was established as the QUIP Program in 1996 by the New York State Legislature and is administered by the New York State Department of Health. The EQUAL Program was created to provide adult homes and other ACF's that house SSI recipients with additional payments to improve the quality of residents' life and care and to enhance the services provided in the home. EQUAL Program payments to individual homes are based on the number of residents on SSI who live in the home.

ACF's apply by submitting an application that provides a detailed explanation on how the EQUAL funds will be used. Every home that houses SSI recipients does not automatically receive EQUAL funds. Those homes that are in enforcement because of resident endangerment may be denied EQUAL funding.

## **How You Can Be Involved in the EQUAL Program Application Process**

Your facility must ensure that its application is based on residents' priorities and must obtain approval from the resident council for its plan to spend EQUAL funds. To ensure that the facility's plan is consistent with how residents' want to spend EQUAL funds, the council "shall adopt a process to identify the priorities of the residents...and document residents' top preferences by means that may include a vote or survey." In addition, the resident council president or chair signs the application, indicating that the EQUAL plan reflects the residents' priorities. If there is no resident council, at least 3 residents must sign the application.

### **EQUAL Funds Can Be Used For the Following:**

- Clothing
- Increased recreational activities
- Telephone services and telephones in resident rooms
- Computers
- Staff training
- Furnishings
- Equipment
- Improvements to the physical environment of the facility, maintenance & repairs
- Air Conditioning
- Training for independent living
- Vocational and educational opportunities

### **EQUAL Funds Cannot Be Used For the Following:**

- Daily operating expenses such as staffing or utilities.
- Expenses incurred by the facility in the past.

### **Suggested Steps To Obtain Residents' Meaningful Input For its EQUAL Applications:**

#### **Step 1**

Become informed:

- Meet as a council and read this booklet together.
- Invite CIAD and/or the Ombudsman Program.
- Find out if facility management has its own ideas or priorities.

#### **Step 2**

Develop a process to identify the priorities of the residents.

- For example, to identify residents' priorities, you could hold one or several special and well-publicized council meetings, or conduct a survey.

#### **Step 3**

Establish the top preferences of residents. For example:

- Take a vote.
- Use the results of a survey that the council conducted.

#### **Step 4**

Document residents' priorities and top preferences by writing them down in the minutes.