

# Appendix A: SCSEP Remote Assignment and Recertification Guidance



## Senior Community Service Employment Program Remote Assignment Guidance (Effective 1/25/2021) (Revised 11/8/2021)

Pursuant to guidance from the Department of Labor (DOL) in relation to COVID-19, the California Department of Aging (CDA) hereby authorizes Senior Community Service Employment Program (SCSEP) subgrantees/contractors to follow these guidelines to develop remote assignment opportunities:

- Assess current and new Host Agencies and Community Service Assignments (CSA) which may be conducive to remote work. These assignments most frequently involve duties that are performed by computer and/or telephone, require little face-to-face interaction, and do not require special tools, equipment, or supplies.
- Assess current participants who may be good candidates for remote assignments based on their skills, Individual Employment Plan goals, and their established ability to work from home.
- Develop a SCSEP Remote Assignment Description and Assurances form to collect information about each assignment, such as:

### **Remote Assignment Description:**

- Host Agency and Supervisor contact information
- Identification of the participant's approved remote work location
- SCSEP participant's remote work schedule
- Duties and responsibilities
- Learning and skills objectives
- Criteria for selection for remote work
- Remote pre-requisite experience
- Training to be provided by Host Agency

### **Remote Assignment Assurances:**

- Host Agency supervision plan and supervisor hours reporting
- Provision of equipment – mandatory equipment, maintenance, and responsibilities. SCSEP participants must not be required to purchase equipment to perform remote CSA work.
- Methods of safeguarding Personally Identifiable Information (PII)
- Safe workspace participant self-attestation

As a condition of SCSEP Grant, each SCSEP subgrantee is required to adopt a Remote Assignment policy in accordance with these guidelines.

Prior to beginning a remote assignment, the Project Coordinator, participant, and Host Agency supervisor shall review the SCSEP Remote Assignment Description and Assurances form to discuss the requirements of remote work, including expectations, scheduling, and overall implementation of the Remote Assignment policy.

## **Senior Community Service Employment Program (SCSEP) Guidance on Collecting Documentation for Recertifications**

The California Department of Aging (CDA) released guidance on April 30, 2020 regarding the collection of documentation needed to conduct SCSEP recertifications.

At that time, all subgrantees were asked to conduct remote recertifications and suspend the collection of hard copies of documents until COVID-19 restrictions were lifted.

At this time, CDA is able to provide flexibilities in this area by allowing projects to make arrangements with participants to mail in, email, or drop off required documentation, including:

- Individual or family income eligibility documents
- Self-attestation and third-party attestation forms
- Participant and authorized SCSEP staff signatures

The decision to allow this flexibility will be made by each project at the local level and should be based on state and local public health guidance, along with consideration to the readiness of the older adults in the community. Considerations to protect the health and safety of SCSEP participants, project staff, and the general community should be taken.

Each project is encouraged to visit <https://covid19.ca.gov/safer-economy/> to determine which level of restriction their county is currently under. Using the Blueprint for a Safer Economy, every county in California is assigned to a tier based on its test positivity and adjusted case rate. If your county is in a tier with loosened restrictions, participants will now have the option to make arrangements to drop off their paperwork or send it via mail or email.

### **Drop off**

Participants will be allowed the option to drop off documents. Documents should be submitted in a sealed envelope/package and marked CONFIDENTIAL. If participants will come into contact with a person upon arrival, the project must ensure the following precautions are taken to reduce the risk of COVID-19 transmission and create a safe environment for all staff and participants. If there will be no in person contact upon arrival for drop off, a secure, locked box or other collection method must be available to protect the confidentiality of the sensitivedocuments. Only authorized staff should have access.

## **Precautions and Resources when Dropping Off Documents**

### **Use of face coverings must be enforced**

Follow Guidance for the Use of Face Coverings, which requires the use of face coverings in California when in public or common spaces.

Refer to the California Department of Public Health (CDPH) guidance, including a listing of individuals who are exempt from wearing face coverings: [Guidance for the Use of Face Coverings](#)

### **Participants should be instructed to not come in if they feel sick**

Understand how COVID-19 spreads and the necessary precautions to prevent the spread of the virus. Refer to Centers for Disease Control and Prevention (CDC) resources: [How to Protect Yourself & Others](#)

### **Maintain physical distancing if contact takes place (six feet apart)**

Understand how COVID-19 spreads and the necessary precautions to prevent the spread of the virus. Refer to Centers for Disease Control and Prevention (CDC) resources: [How to Protect Yourself & Others](#)

### **Disinfect frequently touched surfaces often**

Refer to CDC guidance to ensure program sites are appropriately cleaned and disinfected: [Cleaning and Disinfecting Your Facility](#)

### **Submission by Mail or Email**

Participants can mail in required documents and project staff can make copies for their own records. Standard SCSEP confidentiality procedures should be maintained, including storing all records in a locked space with access limited to authorized staff only. Medical records must be kept in a separate file.

### **High-risk Participants**

If a participant is considered high-risk due to their age or underlying medical conditions, the standing guidance to conduct a remote recertification and collect the documents at a later date can remain in effect. Staff must document the circumstances via case notes in SPARQ and in the participant record.