HUD Master Models (2007)
Assisted Living Conversion Program

ALCP   **Assisted Living Conversion Program**

To permit the frail elderly to age in place through the conversion of eligible existing multifamily housing developments into assisted living facilities.

Need Statements

Existing elderly housing developments do not have the necessary accessibility features and supportive services to permit frail elderly residents to remain independent and not be prematurely displaced to nursing homes.

Activities and Outputs

Add or modify a central kitchen or dining room to support ALF staff	Units
Business opportunities-Other – Businesses	Businesses
Business opportunities-Other – Dollars	Dollars
Business opportunities-Section 3 – Businesses	Businesses
Business opportunities-Section 3 – Dollars	Dollars
Common space to meet accessibility requirements, building codes, and health and safety standards	Units
Coordinate assisted living services	Services
Consultation	Persons
Employment opportunities-Other – Available jobs	Available jobs
Employment opportunities-Other – Persons	Persons
Employment opportunities-Section 3 – Available jobs	Available jobs
Employment opportunities-Section 3 – Persons	Persons
Frail elderly persons eligible for ALF unit	Persons
Frail elderly persons in need of units and services	Persons
Legal fees	Dollars
Modify common space; office space and related space for ALF staff	Units
Monitor the activities and services of residents	Services
Provide assisted living services	Services
Provide commitment and financial support letters from funding and licensing agencies	Letters
Residents aware of benefits and services offered by the facility	Persons
Residents temporarily relocated	Persons
Temporary relocation	Persons
Training Opportunities-Other	Persons
Training Opportunities-Section 3	Persons
Unit to meet accessibility requirements, building codes, and health and safety standards	Units
Units receiving services – Planned	Units
Upgrade a regular unit to an accessible unit for displaced resident	Units
Other	Other

Outcomes and Indicators

Avoidance of placement into long-term care facility	Persons
Business opportunities-Other – Businesses	Businesses
Business opportunities-Other – Dollars	Dollars
Business opportunities-Section 3 – Businesses	Businesses
Business opportunities-Section 3 – Dollars	Dollars
Employment opportunities-Other – Available jobs	Available jobs
Employment opportunities-Other – Persons	Persons
Employment opportunities-Section 3 – Available jobs	Available jobs
Employment opportunities-Section 3 – Persons	Persons
Frail elderly persons obtaining accessible assisted living housing	Persons
Linkages provided to residents – Linkages	Linkages
Linkages provided to residents – Persons	Persons
Meals provided	Persons

Reduction in placement into long-term care facility	Persons
Residents linked to services - Persons	Persons
Residents linked to services - Services	Services
Service coordinator to offer case management services	Services
Training Opportunities-Other	Persons
Training Opportunities-Section 3	Persons
Units converted	Units
Units receiving services – Actual	Units
Other	Other

Measurement Tools

A. Tools to Track Outputs and Outcomes
Bank accounts
Construction log
Database
Enforcement log
Financial aid log
Intake log
Interviews
Mgt. Info. System-automated
Mgt. Info. System-manual
Outcome scale(s)
Phone log
Plans
Pre-post tests
Post tests
Program specific form(s)
Questionnaire
Recruitment log
Survey
Technical assistance log
Time sheets
Other
B. Where Data are Maintained
Agency database
Centralized database
Individual case records
Local precinct
Public database
School
Specialized database
Tax Assessor database
Training center
Other
C. Source of Data
Audit report
Business licenses
Certificate of Occupancy
Code violation reports
Counseling reports
Employment records
Engineering reports

Environmental reports
Escrow accounts
Financial reports
GED certification/diploma
Health records
HMIS
Inspection results
Lease agreements
Legal documents
Loan monitoring reports
Mortgage documents
Payment vouchers
Permits issued
Placements
Progress reports
Referrals
Sale documents
Site reports
Statistics
Tax assessments
Testing results
Waiting lists
Work plan reports
Other
D. Frequency of Data Collection
Daily
Weekly
Monthly
Quarterly
Biannually
Annually
Upon incident
Other
E. Process of Collection and Reporting
Computer spreadsheets
Flat file database
Manual tallies
Relational database
Statistical database
Other

Evaluation Process – These are standard requirements that HUD will expect every program manager receiving a grant to do as part of their project management.

- An evaluation process will be part of the on-going management of the program.
- Comparisons will be made between projected and actual numbers for both outputs and outcomes.
- Deviations from projected outputs and outcomes will be documented and explained.
- Analysis of data to determine the relationship of outputs to outcomes; what outputs produce which outcomes.

HUD Will Use The Following Management Questions To Evaluate Your Program

1. How many units were retrofitted to meet accessibility requirements, building codes, and health and safety standards?
2. How much common space was retrofitted to meet accessibility requirements, building codes, and health and safety standards?
3. How much common space was retrofitted for ALF staff?
4. How many new or modified central kitchen or dining rooms were created to support ALF?
5. How many persons were maintained their own residence as a result of the ALCP?
6. How many persons avoided placement into a long-term care facility?
7. How many services were provided to residents?
8. How many linkages were provided to residents?
9. What is the value of linked or referred services provided by other community-based organizations?

Carter-Richmond Methodology

The above Management Questions developed for your program are based on the Carter-Richmond Methodology1. A description of the Carter-Richmond Methodology appears in the General Section of the NOFA.

1© The Accountable Agency – How to Evaluate the Effectiveness of Public and Private Programs," Reginald Carter, ISBN Number 9780978724924.