Changes in Area Plan Instructions

Program Module Sections:

- <u>Instructions</u> (a major change): Citations provided for each requirement in the instructions. Instructions modified to reflect changes in the forms.
- <u>Table of Contents</u>: Revised for new requirements.
- <u>Certification Page</u>: Renamed HCBS waiver as ADA Waiver; renamed ALF Waiver as ALE Waiver; removed checkbox for CCPE; added Advisory Council chair signature.
- <u>P.I.</u> Profile and Needs of the Planning and Service Area (a major change): This is now a combination of the Profile and Needs Assessment sections with additional elements required to document needs in a box format for responses to each element. Other changes: Targeting Plan requirements have been expanded; requirement for response to Cultural and Ethnic Diversity has been added; Title III-C and Title III-E Services requirements have been expanded; Linkage between Nutrition and Health and Wellness, Title III-D and Title VII Services, and Disaster Plans have been added. Faith-Based Initiatives and Communities for a Lifetime directions were slightly revised.
- <u>P.II.</u> Mission and Strategic Vision Statements (a major change): This is a new requirement.
- <u>P.III.</u> Community Focal Points (a major change): This data will be input into the WebDB and a WebDB report inserted in area plan. The instructions now include a definition of community focal points.
- <u>P.IV.</u> Senior Centers (a major change): This data will be input into the WebDB and a WebDB report inserted in area plan. The instructions now include a definition of multipurpose senior centers.
- <u>P.V.</u> Lead Agencies (a major change): This is a new requirement to list lead agencies. This data will be input into the WebDB and a WebDB report inserted in area plan.
- <u>P.VI.</u> Provision of Direct Services (a major change): This is a new requirement in the area plans. The process was followed last year, but it was handled separately from the area plan update.
- <u>P.VII.</u> Objectives and Strategies in Support of the AoA Strategic Goals and the DOEA Planning Priorities (a major change): This is a new requirement.
- <u>P.VIII.</u> Objectives and Performance Measures: This section was reorganized. Internal measure on targeting was removed due to expanded Targeting Plan required in Section P.I. Internal measure regarding appropriate management of Medicaid Waiver funds now requires AAA to incorporate care plan review protocol and surplus/deficit management. Internal measure related to Elder Helpline was revised and a supplemental measure was added.
- <u>P.X.</u> Certification of Compliance with CCE Program Prioritization (a major change): This is a new requirement.
- <u>P.XI.</u> Program Module Review Checklist (a major change): This is a new requirement.

Contract Module Sections:

- Instructions (a major change): Citations provided for each requirement in the instructions. Added directions for completing Section C.II.C. Financial and Compliance Audit Schedule; the form has been included in the past, but not referenced in the instructions. Instructions otherwise modified to reflect changes in the forms.
- Table of Contents: Revised for new requirements.
- Certification Page: Renamed HCBS waiver as ADA Waiver; renamed ALF Waiver as ALE Waiver; removed checkbox for CCPE; added Advisory Council chair signature.
- C.I.A. Allocation to PSA: Added "Federal" to column titled OAA Federal Funding Composition.
- C.I.B. OAA Title III Priority Services Expenditures: Added "Title III" to title of form. Added "federal" to cell labeled III AAA Admin. – federal.
- C.I.F. County Funding Profile: Renamed HCBS waiver as ADA Waiver; renamed ALF Waiver as ALE Waiver; removed row labeled CCPE. The Federal/State split has been updated.
- C.I.G. Areawide Funding Summary: Renamed HCBS waiver as ADA Waiver; renamed ALF Waiver as ALE Waiver; removed row labeled CCPE. The Federal/State split has been updated.
- C.II.A. AAA Administrative Budget Summary: Added column for Title III-E. Revised Notes 1 & 3 to request "detailed budget for Special Projects, including set aside, breaking out federally-funded expenditures from other sources of funding."
- C.III.A. Budget Narrative (a major change): This is a new requirement.
- C.III.B. Narrative on Revenue Enhancement (a major change): This is a new requirement.
- C.V.C. Availability of Documents: The executive director's performance evaluation, civil rights checklist and conflict of interest policy have been added.
- C.VI. Contract Providers (a major change): New requirement to identify type of organization for all contract agencies and service subcontractors; pages of forms by program for listing contract and subcontract providers eliminated in favor of column for identification of programs as providers are listed as contractors and subcontractors.
- C.VII.B. Meeting Schedule of AAA Board of Directors (a major change): This is a new requirement.
- C.VIII.B. Meeting Schedule of AAA Advisory Council (a major change): This is a new requirement.
- C.VIII. Contract Module Review Checklist (a major change): This is a new requirement.