FFY 2009 - 2012
Area Plan on Aging
Program Module

INSTRUCTIONS

For the Period
01/01/2012 through 12/31/2012

DEPARTMENT OF
ELDER AFFAIRS
STATE OF FLORIDA

June 2011

FFY 2009 – 2012
AREA PLAN ON AGING
For the Period 01/01/2012 through 12/31/2012
PROGRAM MODULE INSTRUCTIONS

The original three-year plan has been extended to make it a four-year plan. This enables Area Agencies on Aging (AAAs) to submit an Area Plan Update as opposed to a whole new plan. The AAA may submit parts of the Program Module that are required to be updated. The parts to be updated are listed below. Other sections will only need to be submitted if changes have been made to the original three-year plan or the last update plan. The Program Module Checklist has been shortened to only include the sections required for updating. Use a continuous sequential page numbering throughout the module. Any revisions to the original Program Module submission, other than just page numbering, must include the revision date on each page.

The AAA must highlight all revised material in the document and identify the changes in a separate listing. The listing will indicate the section containing the change(s) with general comments describing the change(s) incorporated.

Table of Contents

All pages in the program module must be sequentially numbered and the location of each section must be listed in the Table of Contents.

Program Module Certification Page

The Certification Page is to be completed as indicated and signed by the Board President or other authorized official, Advisory Council chair, and AAA Executive Director. ARRA remains on the form for the AAA to indicate if there are ARRA funds specific to the PSA. The years have been updated to reflect the new plan year.

Program Module Certification

1. AREA AGENCY ON AGING INFORMATION: **Executive Director:** **Legal Name of Agency:** **Mailing Address:** **Telephone: [ ]** **FEDERAL ID NUMBER:**	**2. GOVERNING BOARD CHAIR: (Name/Address/Phone)** **3. ADVISORY COUNCIL CHAIR: (Name/Address/Phone)**

4. FUNDS ADMINISTERED: Check all that apply

[ ] OAA Title IIIB	[ ] CCE	[ ] USDA	[ ] NSIP
[ ] OAA Title IIIC	[ ] HCE	[ ] ADA Waiver	[ ] ARRA
[ ] OAA Title IIID	[ ] ADI	[ ] ALE Waiver	[ ] ARC/ADRC
[ ] OAA Title IIIE	[ ] LSP	[ ] SHINE	[ ] Others (List)
[ ] OAA Title VII	[ ] RELIEF	[ ] EHEAP	

5. CERTIFICATION BY BOARD PRESIDENT, ADVISORY COUNCIL CHAIR, AAA DIRECTOR:

I hereby certify that the attached document:

[ ] Reflects input from a cross section of service providers, consumers, and caregivers that are representative of all areas and culturally diverse populations of the PSA.
[ ] Incorporates the comments and recommendations of the Area Agency's Advisory Council.
[ ] Has been reviewed and approved by the Area Agency's Board of Directors.

I further certify that the contents are true, accurate and complete statements. I acknowledge that intentional misrepresentation or falsification may result in the termination of financial assistance. I have reviewed and approved the 2012 update to the 2009-2012 area plan.

Name: ______________________ Signature: ____________________ Date: ______
(President, Board of Directors)

Name: ______________________ Signature: ____________________Date: ______
(Advisory Council Chair)

Name: ______________________ Signature: ____________________Date: ______
(Area Agency on Aging Director)

Signing this form verifies that the Board of Directors and the Advisory Council understand that they are responsible for the development and implementation of the plan and ensuring compliance with Older Americans Act Section 306.

Section P.I. Executive Summary

This section would only be modified from the original 2009-2011 plan if there has been a major change in approach.

Section P.II. Profile of the Planning and Service Area

This section would only be modified from the original 2009-2011 plan if there has been a significant change identified in the profile.

Section P.III. Needs Assessment and Implementation Plan

Please update goals and objectives as needed to add new activities that have been identified to help the AAA achieve the objective. Also delete any completed activities. On-going activities should remain in the plan with a parenthetical note to designate them as such. For every objective that is updated, be sure to update the program year on the top of each page and in the outcomes and outputs section.

Section P.IV. Targeting Report

The purpose of the targeting report is to show how effective your targeting efforts were by reporting how many people in specific population groups were served. Report on the extent to which the targeting objectives established for 2010 have been met. To assist you, the NAPIS report data is provided along with these instructions.

The Targeting Report table is an embedded Excel worksheet and includes formulas in the columns for displaying percentages. Formulas in the Targeting Report below have been updated. Complete all cells in the Targeting Report.

2010 Targeting Report						
Characteristic	PSA 60+ Population Count(1)	%	Number of Registered* Service Recipients in PSA(2)	%	Goals for 2010	% of Goal Met
All 60+	*0*	*#DIV/0!*	*0*	*#DIV/0!*	*0*	#DIV/0!
Below Poverty Level	*0*	*#DIV/0!*	*0*	*#DIV/0!*	*0*	#DIV/0!
Living Alone	*0*	*#DIV/0!*	*0*	*#DIV/0!*	*0*	#DIV/0!
Minority	*0*	*#DIV/0!*	*0*	*#DIV/0!*	*0*	#DIV/0!
Minority Below Poverty Level (low-income minority)	*0*	*#DIV/0!*	*0*	*#DIV/0!*	*0*	#DIV/0!
Rural areas	*0*	*#DIV/0!*	*0*	*#DIV/0!*	*0*	#DIV/0!
Low-Income Minority Older Individuals with Limited English Proficiency	*0*	*#DIV/0!*	*0*	*#DIV/0!*	*0*	#DIV/0!

* Registered services include personal care, homemaker, chore, home delivered meals, adult day care, adult day health care, case management, escort, congregate meals, and nutrition counseling.

Targeting Report Data Sources:

(1) The PSA 60+ population count data source is the 2010 County Profiles (actual). Note: Do not bookmark the County Profile pages to ensure that you are working from the latest update of the profiles. Cite in the Area Plan the date the data was extracted from the County Profiles and whether it is actual or projected data.

(2) The number of PSA registered services recipients was extracted from CIRTS and reported in the NAPIS report.

Sections P.V. through P.VII.

(Section P.V. is Partnerships and Resource Development, P.VI. is Special DOEA Initiatives, and P.VII. is Special AAA Initiatives)

These sections would only be modified from the original 2009-2011 plan if there has been a change to the section.

Appendices

Appendices 1 and 6 would only be modified from the original 2009-2011 plan if there has been a change to the section. Appendix 7, the Program Module Review Checklist, must be completed (see below for more information on completing the checklist).

Appendices 2, 3, 4, and 5 have been removed. The information that was captured in these appendices will now be captured in Section C.VI.A. of the Contract Module. A CIRTS report will be made available in September 2011 that contains the information for this section (based on information entered in the CIRTS Provider screen).

Appendix	**Action Needed**
Appendix 1. Needs Assessment Detail	Modify if there has been a change
Appendix 2. Community Focal Points	Moved to Section C.VI.A. of the Contract Module
Appendix 3. Senior Centers	Moved to Section C.VI.A. of the Contract Module
Appendix 4. Lead Agencies	Moved to Section C.VI.A. of the Contract Module
Appendix 5. Aging and Disability Resource Center/Aging Resource Center Access Points	Moved to Section C.VI.A. of the Contract Module
Appendix 6. Direct Service Waiver Requests	Modify if there has been a change
Appendix 7. Program Module Review Checklist	Must be completed. See below.

Appendix 7: Program Module Review Checklist

The Program Module Review Checklist no longer includes those items that have been moved to the Contract Module. Complete the form below by indicating whether each item is included in the area plan (Yes/No/Not Applicable) and identifying the area plan page number(s) where the items can be found.

P.XII. PROGRAM MODULE REVIEW CHECKLIST

Program Module	***YES***	***NO***	***N/A***	***PAGE***
Table of Contents				
The location of each section of the program module is accurately reflected.				
Program Module Certification Page				
The form is properly completed.				
The form is signed by Board President (or Designee) and dated.				
The form is signed by Advisory Council Chair and dated.				
The form is signed by Executive Director and dated.				
Section P. III. Key Needs Assessment Findings and Implementation Plan				
Goal A: *Enable elders, their families and caregivers to experience a high quality of life through easy service access, home- and community-based supports and long-term care options*				
Objective 1: *Decrease demand for institutional long-term care services through infrastructure modernization and increased emphasis on prevention*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Objective 2: *Develop a more sensitive and less formal system to more quickly identify and refer individuals who need a service plan or a change in an existing plan*				
Implementation strategies are logical steps toward assuring that the objective is met				

Program Module	***YES***	***NO***	***N/A***	***PAGE***
Objective 3*:* *Increase provider network capacity*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Objective 4: *Improve support of caregivers by providing services that are more timely and specifically targeted to individual caregiver needs*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Objective 5: *Ensure collection and maintenance of a database of resources that provide health and/or human services in the planning and service area*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Objective 6: *Ensure a system is in place for collecting and organizing inquirer data to facilitate appropriate referrals and identify gaps in service*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Objective 7: *Prioritize services to the most frail elders*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Objective 8: *Ensure services provided to consumers are meeting consumer needs*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Objective 9: *Ensure that Medicaid Waiver funds are appropriately managed to ensure as many consumers are served as possible*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Objective 10: *Maximize resources*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Goal B: *Promote communities statewide that value and meet the needs of elders*				

Program Module	***YES***	***NO***	***N/A***	***PAGE***
Objective 1: *Help communities better support people age 60 and older to age in place, function independently and live safely and affordably in their community*				
Implementation strategies are logical steps toward assuring that the objective and performance measure are met				
Objective 2: *Promote recognition of the impact of elders on the economy by updating the Area Agencies and aging websites to include an area on the importance of the role of elders in the state's economic health and well-being*				
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 3: *Identify additional training and employment opportunities for elders*				
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 4: *Ensure elder consumers information needs for health insurance and pre-planning for long-term care needs are provided*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Objective 5: *Strengthen RELIEF program operations through annual monitoring of provider agencies and communicate areas of need, barriers and monitoring findings and follow-up issues with DOEA's RELIEF Program Coordinator*				
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 6: *Continue to promote volunteerism and civic engagement to improve the quality of life for elders*				
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 7: *Continue to strengthen the disaster preparedness plans to address specific needs of elders.*				
Implementation strategies are logical steps toward assuring that the objective is met				
Goal C*:* *Empower older persons to stay active and healthy*				
Objective 1: *Encourage elder lifestyles that incorporate routine physical activity in all aspects of their lives*				

Program Module	***YES***	***NO***	***N/A***	***PAGE***
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 2: *Help people better prepare for aging through education about the aging experience*				
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 3: *Address health needs of people 60 and older by focusing on a holistic approach to their physical and mental health*				
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 4: *Promote healthy lifestyles for elders through improved nutrition*				
Implementation strategies are logical steps toward assuring that the objective and performance measures are met				
Goal D: *Ensure the rights of older people and prevent their abuse, neglect and exploitation*				
Objective 1: *Protect elder Floridians through education, enforcement and intervention*				
Implementation strategies are logical steps toward assuring that the objective and performance measure are met				
Objective 2: *Support multidisciplinary elder rights activities and ensure the coordination of services provided through the Area Agency on Aging (AAA) with services instituted under Adult Protective Services (APS), state & local law enforcement systems, and the courts*				
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 3: *Work to form collaborative relationships with community organizations in order to augment abuse prevention activities and strengthen ties among community groups, including the Long-Term Care Ombudsman Program (LTCOP)*				
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 4: *Support public education and training approaches for professionals, identified/developed by the Department, on elder abuse, neglect and exploitation prevention*				

Program Module	*YES*	*NO*	*N/A*	*PAGE*
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 5*: Support statewide efforts to measure status and success of outreach activities and use available data to identify unmet service, enforcement or intervention needs.*				
Implementation strategies are logical steps toward assuring that the objective is met				
Objective 6: *Support statewide efforts to improve the quality and quantity of legal and advocacy assistance as a means for ensuring a comprehensive elder rights system*				
Implementation strategies are logical steps toward assuring that the objective is met				
Goal E: *Maintain effective and responsive management*				
Objective 1: *Effectively manage state and federal funds awarded in AAA contracts for consumer services*				
Implementation strategies are logical steps toward assuring that the objective and performance measure are met				
Objective 2: *The client information and Registration Tracking System (CIRTS) data will be accurately maintained*				
Implementation strategies are logical steps toward assuring that the objective and performance measure are met				
If the AAA added any goals and/or objectives, implementation strategies are logical steps toward assuring that the objective and performance measure(s) are met.				
Section P.IV. Targeting Report Instructions				
Used table provided, properly completing the cells of the table.				
Included ***targeting report:*** *extent to which objectives have been met*				
Section P.VIII. Program Module Review Checklist				
The form indicates if each item is included.				
The form identifies the page location(s) of the items.				

Other comments (identify relevant sections):

Program Module Comments and Recommendations:
(to be completed by DOEA staff)

Table of Contents:

Certification Page:
Section P.III. Needs Assessment Findings and Implementation Plan
Goals and objectives
Section P.IV: Targeting
Appendix 7: Program Module Review Checklist

Other changes: Identify section and provide comments or recommendations.