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## MEMORANDUM

TO: Area Agency on Aging Executive Directors – All PSAs  
**Notice #: 080911-1-I-PE**

FROM: Charles T. Corley, Interim Secretary

DATE: August 8, 2011

SUBJECT: Notice of Instruction: Revised Home Delivered Meals Survey

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The purpose of this memo is to inform you that the Department of Elder Affairs' Planning and Evaluation Unit will soon be conducting a telephone survey of a sample of consumers who are receiving Home Delivered Meals services. The purpose of the survey is to assess how well the services they receive meet their needs.

Calls will be made from a list of names drawn at random from the CIRTS database. Letters will be sent to potential respondents. The telephone survey will begin August 10, 2011.

A copy of the letter we will be sending to consumers and a copy of the survey questions are attached for your reference. If you have questions now or as the survey progresses, you may contact Dr. Darlene Heinrich at 850-414-2111 (heinrichd@elderaffairs.org) or Ms. Monica Flores at 850-414-2098 or (floresm@elderaffairs.org). You may leave a message if either is unavailable and someone will get back to you as soon as possible.

Attachments