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PROGRAM MEMO

TO: AREA AGENCY ON AGING DIRECTORS	NO.: PM 07-14(P)
SUBJECT: Changes to the Reporting Process for Year-End Reports	DATE ISSUED: August 1, 2007
REVISED	EXPIRES: Until superseded
REFERENCES: PM 00-21 (P)	SUPERSEDES: PM 05-13 (P)
PROGRAMS AFFECTED: <input checked="" type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: <u>AAA Administration</u>	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: Reporting Instructions	
INQUIRIES SHOULD BE DIRECTED TO: John Marklund, Area Plan Team, at (916) 928-3330; e-mail jmarklund@aging.ca.gov	

This Program Memo (PM) conveys to Area Agencies on Aging (AAA) instructions for preparing the Area Plan Year-End Report for the current and future Fiscal Years (FY). The new deadline for submission of Year-End Reports is November 1 of each year. The new submission date provides AAA Governing Boards and Advisory Councils more time to review and approve Year-End Reports. AAAs are instructed to use the new standard Year-End Report format (see attachments). This format will facilitate an efficient review of the report by the California Department of Aging (CDA). CDA uses the Year-End Reports to collect information on AAA activities, achievements, and significant barriers AAAs are addressing in order to achieve local goals and objectives.

Overview

The Reference Guide for the FY 2001-2005 Area Plan development [PM 00-21 (P)] states that the purpose of the Year-End Report is to provide a retrospective account of progress made toward specified goals during the preceding FY. The Year-End Report provides a performance report for the community and CDA. It reaffirms the important role of AAAs as advocates, planners, and administrators of programs for seniors and adults with disabilities in their local Planning and Service Areas.



Format and Content

Beginning with the Year-End Report for FY 2006-2007, AAAs will be required to complete and submit Appendix XIII as their official report. Content of the Report has not changed, and AAAs are required to provide an original, signed Transmittal Letter with their Report. A blank Transmittal letter can be found in the Reference Guide for Development of the FY 2005-2009 Area Plan, 2007-2008 Revision, Part Three, Section B.

AAAs are instructed to replace pages 100-102 of the Reference Guide for Development of the FY 2005-2009 Area Plan, 2007-2008 Revision, with the pages of the Reference Guide attached and add Appendix XIII, attached to this PM, after Appendix XII, pages 137-138.

Questions concerning this PM or the attached documents can be addressed by contacting John Marklund at jmarklund@aging.ca.gov, (916) 928-3330.


Lynn Daucher
Director

Attachments:

- (1) Appendix XIII
- (2) Pages 100-102 of the Reference Guide for Development of the 2005-2009 Area Plan, 2007-08 Revision.