

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging		NO.: PM 17-11
SUBJECT:		DATE ISSUED: December 15, 2017
Area Plan Update Guidance for the State Fiscal Year 2018-19		EXPIRES: When Superseded
REFERENCES:		SUPERSEDES: PM 17-02
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 VII <input type="checkbox"/> Title V <input type="checkbox"/> HICAP <input type="checkbox"/> Other:	

Purpose This Program Memo (PM) provides instructions to the Area Agencies on Aging (AAAs) for use in developing the July 1, 2018 through June 30, 2019 Area Plan Update (APU) for the Fiscal Year (FY) 2018-19 APU submission.

Due Date The FY 2018-19 APU and Transmittal Letter, approved by the AAA Governing Board, must be received by CDA no later than May 1, 2018.

- Submit the **signed original Transmittal Letter** via U.S. Mail to:

California Department of Aging
1300 National Drive, Suite 200
Sacramento, California 95834
Attn: LTC/AAA Planning Team

- Submit the **completed APU** electronically to: areaplan@aging.ca.gov
- If the APU is submitted without the approved transmittal letter, this will delay the approval of the AAA's APU. Work will not begin on reviewing or approving the APU until both the APU and the approved transmittal letter are submitted.

Continued on following page

**Guidance
and
Reference
Tools**

The following APU Guidance documents provide submission instructions and reference tools and can be found on the [Area Agencies on Aging - Planning page](#) of the California Department of Aging's (CDA) website.

- Part I: Area Plan Guidance Part I - Instructions and References (Dec 2017)
- Part II: Area Plan Guidance Part II - Format and Templates (Dec 2017)

AAAs must update certain components of the APU Guidance Part II APU Checklist annually and must update the remainder only if there has been a change from the FY 2016-20 AP submission.

- LGBT Disparities Reduction Act of 2016 (Chiu, Chapter 565, Statutes of 2015) - This is the Lesbian, Gay, Bisexual, and Transgender (LGBT) Disparities Reduction Act of 2016.
- 2017-18 HICAP Performance Measures Definitions (Dec 2017) - This document includes definitions of the new HICAP Performance Measures.
- 2017-18 HICAP State and Federal Performance Measures (Dec 2017) - This document summarizes the HICAP Performance Measures by AAA.
- Service Categories and Data Dictionary (Dec 2017) - This is the updated data dictionary. The main updates include changes to the Disease Prevention and Health Promotion Program (Title IIID).
- Service Categories and Data Dictionary Glossary (Dec 2017) - This is a data dictionary glossary of the most common service categories, terms, and acronyms.
- Service Categories and Data Dictionary Summary of Changes (Dec 2017) - This is a Summary of Changes to the data dictionary.

**Specific
Requirements**

The following is a summary of major changes that AAAs must include in the APU:

- LGBT Disparities Reduction Act of 2016 (Chiu, Chapter 565, Statutes of 2015)

The LGBT Disparities Reduction Act of 2016 (Chiu, Chapter 565, Statutes of 2015) requires CDA to begin collecting voluntarily self-identified information about sexual orientation and gender identity (SOGI) no later than July 1, 2018. AAAs are required to update their data collection systems to allow individuals served the option of providing voluntary self-identified SOGI demographics. CDA, in partnership with the California Association of Area Agencies on Aging (C4A) and AAAs, has developed standard questions to be utilized by all AAAs.

**Program
Specific
Information,**
continued

- 2017-18 HICAP State and Federal Performance Measures

The Administration for Community Living (ACL) establishes targets for the State Health Insurance Assistance Program (SHIP)/Health Insurance Program and Advocacy Program (HICAP) Service Unit Plans (SUPs) for State and federal performance measures. The 2017-18 HICAP State and Federal Performance Measures generally reflect the former seven performance measures. Total Counseling Hours was removed because it is already being captured under the *Annual Resource Report*. As a part of these changes, ACL eliminated the performance-based funding scoring methodology and replaced it with a Likert scale comparison model for setting National Performance Measure Targets that define the proportional penetration rates needed for improvements. Below is a summary of the 2017-18 HICAP State and Federal Performance Measures:

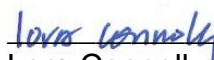
- 1.1 Clients Counseled – Number of finalized intakes for clients and/or beneficiaries that receive HICAP services
- 1.2 Public and Media Events (PAM) – Number of completed PAM forms categorized as interactive events
- 2.1 Client Contacts – Percentage of one-on-one interactions with any Medicare beneficiaries
- 2.2 Outreach Contacts – Percentage of persons reached through interactive events
- 2.3 Medicare Beneficiaries Under age of 65 – Percentage of one-to-one interactions with Medicare beneficiaries
- 2.4 Hard-to-Reach Contacts – Percentage of one-to-one interactions with “hard-to-reach” Medicare beneficiaries designated as:
 - 2.4a Low-Income Subsidy (LIS)
 - 2.4b Rural
 - 2.4c Non-Native English
- 2.5 Enrollment Contacts - Percentage of contacts with one or more qualifying enrollment topics discussed

Inquiries

Please contact Scott Crackel at (916) 928-2293 or scott.crackel@aging.ca.gov if you have any questions.

**Director's
Message**

Thank you for your ongoing dedication and commitment to serving older adults, family caregivers, and residents in long term care facilities throughout the State. We look forward to our continued partnership with you in providing these important programs and services.


Lora Connolly
Director