

CALIFORNIA DEPARTMENT OF AGING

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**PROGRAM MEMO**

CDA 1014 (Rev. 02/14)

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|--|--|--------------------------------------|--|
| TO: Area Agencies on Aging | | NO.: PM 18-14 | |
| SUBJECT: | | DATE ISSUED: November 5, 2018 | |
| Area Plan Update Guidance for the State Fiscal Year 2019-20 | | EXPIRES: When Superseded | |
| REFERENCES: | | SUPERSEDES: PM 17-11 | |
| PROGRAMS AFFECTED: | <input checked="" type="checkbox"/> All | <input type="checkbox"/> Title III-B | <input type="checkbox"/> Title III-C1/C2 |
| | <input type="checkbox"/> Title VII | <input type="checkbox"/> Title V | <input type="checkbox"/> HICAP |
| | <input type="checkbox"/> Other: | <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E |

Purpose

This Program Memo (PM) provides instructions to the Area Agencies on Aging (AAAs) for use in developing the July 1, 2019 through June 30, 2020 Area Plan Update (APU) for the Fiscal Year (FY) 2019-20 APU submission.

Due Date

The FY 2019-20 APU and Transmittal Letter, approved by the AAA Governing Board, must be received by CDA no later than May 1, 2019.

- 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
- Part II: Area Plan Guidance Part II - Format and Templates
- CDA Service Categories and Data Dictionary - This updated Data Dictionary consolidates the following documents: (1) Service Categories and Data Dictionary, (2) Glossary of Terms and Acronyms, and (3) Summary of Changes. The definition of Data Reporting Systems was revised to specify allowable activities for staff training on data collection and systems.

**Specific
Requirements**

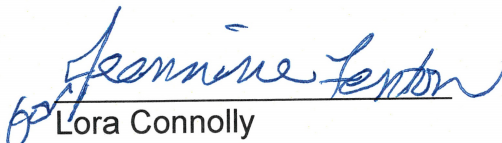
AAAs must update components A) through I) of the [Area Plan Update \(APU\) Checklist Form](#) annually. All other checklist components must be updated only if there has been a change from the FY 2016-20 AP submission.

Inquiries

For inquiries, email: areaplan@aging.ca.gov.

**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