

Administration

Best Practices

Data and Web

Data Reports Completion Manual (2008) – PSA 1

Area 1 Agency on Aging has completed a procedures binder that provides a step by step guide to completing all reports. This is unusual in that it is very detailed and includes all the reporting guidelines in one location. The manual is user friendly so that a person with no background should be able to follow the guidelines and prepare any report necessary.

Community Connection Website: <http://css.lacounty.gov/> (2007) – PSA 19

The Los Angeles County Community and Senior Services community-based comprehensive website allows service providers and seniors to perform a specialized search of organizations, support groups, and resources related to specific disease or illness. The website provides a list of organizations, addresses, site maps, and services offered within the senior's community and surrounding neighborhoods. <http://css.lacounty.gov/>

Geo Mapping (2007) – PSA 19

The Los Angeles County Community and Senior Services uses geo mapping to geographically measure senior population density. This allows AAA staff the ability to quickly identify the most and least populated senior communities by zip code. Geo mapping also identifies concentrations of ethnic groups across Los Angeles County. This information assists the AAA in planning for the development of future needs assessments and ongoing outreach efforts.