

Appendix XIII – PSA # _____ Year-End Report

Check each applicable planning cycle:

FY 2006-07 FY 2007-08 FY 2008-09 FY 2009-10

Person completing the report: Name/Title _____

Telephone #: _____ E-mail _____

This Appendix serves as the Year-End Report for Area Agencies on Aging (AAAs) to provide yearly information on the progress AAAs are making on achieving goals and objectives detailed in the Area Plan. **The due date for the Year-End Report and the original Transmittal Letter is no later than November 1 of each Fiscal Year (FY).**

Directions for submitting Year-End Report and Transmittal Letter:

- 1. Complete the required sections in Appendix XIII and send it electronically to John Marklund at jmarklund@aging.ca.gov.**
- 2. A Transmittal Letter signed by the AAA Director, Chair of the Advisory Council, and Chair of the Governing Board is required with each Year-End Report.**

Send the original Transmittal Letter by postal mail to:

John Marklund
California Department of Aging
1300 National Drive, Suite 200
Sacramento, CA 95834

- 3. Refer to Part Three, Section B, Year-End Reporting, for information about the Year-End Report.**

If you have any questions please contact John Marklund at jmarklund@aging.ca.gov or (916) 928-3330; or Denny Wight at dwight@aging.ca.gov or (916) 928-3329.

Section I.

Explain **the purpose of the report**, including a Narrative Description of Significant Accomplishments.

Section II.

Provide a summary of ideas generated as a result of discussions focused on service system changes based on the **demographic changes in the aging population in the Planning and Service Area (PSA)**. (*Area Plan Reference Guide Part One, Needs Assessment, Preparing for the Increased Senior Population in 2006 and Beyond.*)

Section III.

Discuss the objectives set for the preceding year that were completed, deleted, and/or changed or remain incomplete and the circumstances that affected progress toward achieving specific goals, resulting in revised objectives. Status of objectives can be written in a narrative or objective-by-objective format.

Section IV.

Provide a brief written statement summarizing the **Title III D and Medication Management** activities provided in the PSA.

Section V.

AAAs that expended Title III B funds for **Program Development (PD) or Coordination (C)** activities during the period covered by the Year-End Report must include an explanation of the status of each of the PD or C objectives. The explanation must clearly indicate what objectives were achieved and, as appropriate, explain why any PD or C objectives were deleted or extended into the next fiscal year. (See Part Two Section B, in the Guidance for further reporting requirements relating to PD or C objectives.)

Section VI.

Provide a **summary of activities for the year**, including discussion of how the AAA will use the prior year findings to delivery system.

Section VII: Final Year-End Report of the Four-Year Period

The final **Year-End Report for the four-year period** must include a discussion of the impact of activities undertaken during the entire planning cycle and how the AAA will use these findings in the planning process to enhance or improve the local service system.