

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging Directors/Planners		NO.: PM 15-03 (P)
SUBJECT: Area Plan Update Guidance for the State Fiscal Year 2015-2016		DATE ISSUED: February 27, 2015
		EXPIRES: When Superseded
REFERENCES: California code of Regulations, Title 22, §7340(b)		SUPERSEDES: PM 14-03
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title VII <input checked="" type="checkbox"/> Title V <input checked="" type="checkbox"/> HICAP <input type="checkbox"/> Other:	

Purpose This Program Memo (PM) transmits instructions to Area Agencies on Aging (AAA) on how to submit their Fiscal Year (FY) 2015-2016 Area Plan Update (APU).

APU Contents The 2015-2016 APU Checklist is attached to assist AAAs in developing and submitting their APU.

AAAs must update some components of the APU Checklist annually and the remainder only if there has been a change to the FY 2012-2016 Area Plan (AP).

AAAs must submit the completed Checklist along with both the APU and Transmittal Letter with an original hard copy signature to CDA (no photocopies).

Due Date The FY 2015-2016 APU is due, via email, to the California Department of Aging (CDA) by **May 1, 2015**.

APU Format AAAs will use the same format and instructions as contained in the FY 2012-2016 AP Guidance. The AP Guidance Instructions and AP Checklist are available at:

http://www.aging.ca.gov/ProgramsProviders/AAA/Planning/docs/2014/Part_Ia_-_15-16a.pdf

http://www.aging.ca.gov/ProgramsProviders/AAA/Planning/docs/2014/Part_IIa_-_15-16.docx

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**Program
Specific
Information****Health Insurance Counseling and Advocacy Program (HICAP):**

AAAs must use the HICAP Service Unit definitions contained in PM 14-08, available at:

[http://www.aging.ca.gov/PM/PM14-08\(P\)/PM_14_08\(P\).pdf](http://www.aging.ca.gov/PM/PM14-08(P)/PM_14_08(P).pdf)

AAAs shall use the performance benchmark targets established by CDA to complete the HICAP Service Unit Plan (SUP).

Title IIID Disease Prevention and Health Promotion:

Each AAA's FY 2015-2016 APU must provide information on how the existing Title IIID activities meet the minimal criteria for evidence-based programs.

Each AAA is responsible for evaluating and documenting that the Title IIID activities meet required criteria.

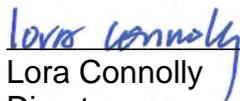
PM 12-10 provides information on the minimal criteria and is available at:

[http://www.aging.ca.gov/PM/PM12-10\(P\)/PM_12_10\(P\).pdf](http://www.aging.ca.gov/PM/PM12-10(P)/PM_12_10(P).pdf)

Medication Management is no longer required as a separate service category, but is an allowable activity if it meets the minimal evidence-based criteria.

Inquiries

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Director