

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging		NO.: PM 17-02
SUBJECT: Area Plan Update Guidance for the State Fiscal Year 2017 through 2018		DATE ISSUED: March 13, 2017 February 21, 2018
		EXPIRES: When Superseded
REFERENCES: Older Americans Act, California Welfare and Institutions Code, and California Code of Regulations, PM 05-19		SUPERSEDES: PM 16-02 Correction: Does not supersede PM 16-02
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 transmits instructions to the Area Agencies on Aging (AAA) for use in developing their Fiscal Year (FY) 2017-2018 Area Plan Update (APU).

AAAs must update some components of their Area Plan (AP) Guidance Part II APU Checklist annually, and must update the remainder only if there has been a change from their FY 2016-2020 AP submission.

Guidance and Reference Tools

The two AP Guidance documents, which include detailed submission instructions, are found on this page:

<http://aging.ca.gov/ProgramsProviders/AAA/Planning/>

The Service Categories and Data Dictionary (June 2011) is found on this page:

<http://aging.ca.gov/ProgramsProviders/AAA/Data/>

Due Dates

The FY 2017-2018 APU must be received by California Department of Aging no later than May 1, 2017.

- 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 complete APU electronically to: areaplan@aging.ca.gov

**Program
Specific
Information**Legal Assistance

As per PM 05-19 ([http://www.aging.ca.gov/PM/PM05-19\(P\)/PM05-19\(P\).pdf](http://www.aging.ca.gov/PM/PM05-19(P)/PM05-19(P).pdf)), AAAs must continue to incorporate the California Statewide Guidelines for Legal Assistance into both contracts and monitoring of their legal plans and legal service providers.

Title IIIC and IIID Disease Prevention and Health Promotion

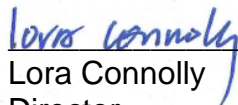
Each AAA is responsible for evaluating and documenting that its Title IIID programs meet the evidence-based criteria. AAA program development must include the name of the program and provide a narrative description of how it meets these standards.

Inquiries

Please contact Scott Crackel at (916) 928-2293 or scott.crackel@aging.ca.gov with any questions about this program memo.

**Directors
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