

CALIFORNIA DEPARTMENT OF AGING

1300 National Drive, Suite 200
Sacramento, CA 95834
www.aging.ca.gov
TEL 916-419-7500
FAX 916-928-2267
TTY1-800-735-2929



PROGRAM MEMO

TO: Area Agencies on Aging (AAA)

NO: 20-23

DATE ISSUED: December 15, 2020

EXPIRES: Until Superseded or Rescinded

PROGRAMS AFFECTED: All Title III, HICAP and Title VII

SUPERSEDES: PM 19-10

SUBJECT: Area Plan Update Guidance for the State Fiscal Year 2021-2022

Purpose

This Program Memo (PM) provides instructions to the Area Agencies on Aging (AAAs) for use in developing the July 1, 2021 through June 30, 2022 Area Plan Update (APU) for the Fiscal Year (FY) 2021-2022 APU submission.

Due Date

The FY 2021-2022 APU and Transmittal Letter, approved by the AAA Governing Board, must be received by CDA no later than May 1, 2021. 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.

- 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

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 (Rev 12/2020)
- Part II: Area Plan Guidance Part II - Format and Templates (Rev 12/2020)

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.

Updates

California Department of Aging (CDA) issues additional guidance, when required, to assist AAAs with the development of required AP Updates. These updates are included within the "Summary of Changes - Area Plan 2020-2024 Guidance (Rev 12/2020)"

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 2020-24 AP submission.

Inquiries

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

/S/

Irene Walela
Deputy Director
Long-Term Care and Aging Services Division