

California Department of Aging Area Plan Goals and Objectives Information Guide

The purpose of this abbreviated guide is to share information and provide examples related to objectives and understanding what type of activity should be identified for each objective such as Administrative (Admin), Program Development (PD), and Coordination (C) when applicable.

The Code of Federal Regulations (CFR) sets the following minimum requirements for expenditure of PD & C funds:

- The Area Agency on Aging (AAA) shall not expend funds for PD & C activities until it has first spent the Total Title III allocation for Administration costs.
[45 CFR Part 1321.17 (f) (14) (i)]
- The AAA shall annually submit to the general public for review and comment the details of proposals to pay for PD & C activities. [45 CFR Part 1321,17 (f) (14) (ii)]
- The AAA shall provide assurances that any such expenditure will have a direct and positive impact on the enhancement of services for older persons in the PSA.
[45 CFR Part 1321.17 (f) (14) (iii)]

The California Code of Regulations (CCR) states, “The Area Plan shall consist of: (5) A statement of each goal and the fundamental reasons for each goal. For each stated goal, the following areas shall be addressed as appropriate:

- A. Administration.
- B. Service delivery activities.
- C. Coordination activities.
- D. Program development activities.
- E. Advocacy activities within each goal area.

[22 CCR 7302 (a)(5)]

When PD and C activities are used, they redirect program funding from already identified Title III B services. The AAA should not budget or fund PD or C activities as a cost of Title III B until it has first budgeted and spent the total of its Title III B, C, & E funds allocated for Area Plan administration costs. (CCR 7314 (c) and CDA Standard Agreement, Exhibit B, Article IV(G))

Administration (Admin) Activities:

- Area Plan Administration activities include the ongoing planning and management activities of the AAA related to the development and administration of the Area Plan.
- Activities carried out by the AAA that in general promote the development of a comprehensive and coordinated service delivery system.

Examples of Admin Activities/Objectives:

- Coordinate quarterly with existing **AAA service providers** to discuss service levels and obstacles to providing services to older adults.
- By providing staff assistance, continue to support and expand the efforts of the AAA Advisory Council and the Commission on Aging to educate and inform the public regarding programs and services available to disabled adults and older adults; To be accomplished by June 30, XXXX.
- Promote older worker and older trainee opportunities by developing and distributing brochures for civic engagement.

Program Development (PD):

Defined in CDA Service Categories and Data Dictionary:

- **Establish** a new service, or **Expand**, or integrate existing services.
- Used when AAA does not have sufficient administrative funds to meet all PD needs.
- May include a variety of action steps to accomplish an activity.

Other considerations for PD objectives:

- Allowing the use of Title IIIB Program Funds for an Administrative type of activity
 - Limited to two-year duration (not ongoing).
 - Once accomplished, funding must cease.
 - Must meet definition of PD.
 - Area Plan must clearly identify as PD objective.

Examples of Program Development Activities/Objectives:

- Increase the number of participants in the C-1 program by establishing a culturally competent congregate nutrition site for Cambodian older adults where a concentration of Cambodian older persons resides; To be accomplished by June 30, XXXX.
- Develop a rent-to-prevent eviction program that specifically targets at-risk older adults and adults with disabilities; To be accomplished by June 30, XXXX.
- Work with county, city and community providers to build a network of peer counselors in the PSA; To be accomplished by June 30, XXXX.
- Develop a Links to Life program in conjunction with adjacent PSA, the local police department, county sheriff's department and other organizations; To be accomplished by June 30, XXXX.
- Develop a rent-to-prevent eviction program that specifically targets at-risk older adults and adults with disabilities, to be completed by June 30, XXXX.

Coordination:

Defined in CDA Service Categories and Data Dictionary:

- Collaborate with non-OAA funded agencies/organizations.
- May be ongoing.
- Funded under Title IIIB Supportive Services (as a Direct Service).
- MAY NOT be used to meet with current Service Providers.

Coordination Activities are meant to:

- Avoid duplication.
- Improve services.
- Resolve service problems.
- Address service needs of population.

Examples of Coordination Activities/Objectives:

- The AAA will coordinate with the Behavioral Science Associates, Inc. (not a service provider) to conduct depression screenings at 14 senior nutrition sites in the county to be accomplished during Depression-Screening Month.
- Attend quarterly meetings with community Housing representatives to share information about housing availability for older adults. Ongoing

- Work with community-based organizations and other county departments to identify roles for Older Americans Act subcontractors in providing disaster relief; *To be accomplished by June 30, XXXX.*
- Coordinate with other agencies in conducting a Health Fair to increase the knowledge and availability of services to seniors; *To be accomplished by June 30, XXXX.*
- Convene at least three Congregate Living Symposia to be held at three different sites, bringing together operators of three existing congregate facilities and potential developers of three new facilities, for information sharing and mutual support; *To be accomplished by June 30, XXXX.*
- Organize community representatives that have concerns on issues of the health of older persons and meet to explore resolution of these concerns; *To be accomplished by June 30, XXXX.*

Reminders:

1. What if the activity contains both PD and C?
 - I. AAA needs to separate the activities into two objectives, one for PD and one for C.
2. Program Development and Coordination activities funded by Title IIIB Supportive Services funds shall include both of the following elements:
 - I. **Specificity:** Activities must be directed toward a specific service goal or objective in the area plan.
 - II. **Time Limited:** Activities must occur during a specifically defined and limited period of time, rather than ongoing or general in nature.
 - III. **Documented time records:** Time spent on each PD & C activity must be documented by the use of employee time records for each staff assigned responsibilities for these activities.
3. If Funds are budgeted for PD and/or C activities, Objectives must be clearly identified as "PD" or "C" for each objective.
4. PD and/or C activities must be identified in the budget.
5. PD Activities must be Time-Limited, rather than on-going.

Goal #1: The Agency will employ various methods to distribute information and education regarding supportive services for older adults, persons with disabilities and caregivers.

Rationale: Information on how to access services, promoting independence, encouraging wellness and a self-supporting lifestyle, while maintaining safety, is vital for older adults who desire to age in place. To reach those who would benefit from the services the Agency provides, we continue to be actively engaged in raising awareness and promoting the programs and services available to older adults, persons with disabilities and caregivers.

List Objective Number(s) ____ and Objective (s) [Refer to CCR Article 3, Section 7300 (c)] (Priority Service if applicable)	Projected Start and End Dates	Type of Activity / Funding Source	Update Status
Objective #1: The AAA staff will work with hospitals, clinics, discharge planners, home health agencies, doctor's offices and other organizations to improve awareness of available programs, services, and caregiver resources. (Access) Outcome: Organizations and individuals will receive current information and receive current information of available services. Measurement: The number of organizations and number of staff receiving information. FY20-21 – Projected 15 organizations and 400 staff. Due to COVID-19 pandemic projections were affected. Confirmed 8 organizations and 200 staff received information on resources. FY21-22 – Projected 15 organizations, 400 individuals educated on resources. Actual 21 organizations, 1,015 received information on resources. FY22-23 – Projected 15 organizations, 400 individuals educated on resources. Actual 6 organizations / 80 individuals. FY23-24 – Projected 15 organizations, 400 individuals educated on resources.	7-1-20 - 6-30-24	C	New
	7-1-20 - 6-30-21		Continued
	7-1-21 - 6-30-22		Continued
	7-1-22 - 6-30-23		Continued
	7-1-23 - 6-30-24		Continued
Objective #2: AAA staff leverage social media as an effective outreach tool to promote Older Americans Act programs along with Covid-19 resources to expand vaccination and boosters for 65+ community and homebound older adults in various languages. (Access) On a weekly basis AAA staff will use social media such as Twitter, Facebook, YouTube and Instagram on a weekly basis to distribute information on: Nutritional program information, success stories, our Senior Centers, MPC Finder, Alzheimer's Calendar, among others. To address the current pandemic we promote, COVID-19 related virtual events including Vaccination booster, Aging & Disability Resource Connection (ADRC), and housing related info.	7-1-20 - 6-30-24	Admin	Ongoing

List Objective Number(s) ____ and Objective (s) [Refer to CCR Article 3, Section 7300 (c)] (Priority Service if applicable)	Projected Start and End Dates	Type of Activity / Funding Source	Update Status
Objective #3: The Advisory Council Public Information Committee will develop a template and process to advertise regular Advisory Council meetings for newspapers, publications, websites or Facebook. Outcome: Advisory Council meetings will be advertised to the general public and vacancies on the Advisory Council Board will appear in media. Measurement: The number of advertisements. FY20-21 – Projected 4 advertisements. 5 notices placed on websites, FB pages or newspapers. FY21-22 – Projected 10 notices. 6 notices placed on FB pages or in newspapers. FY22-23 – Projected 6 notices. Actual 4 notices. FY23-24 – Projected 6 notices.	7-1-20 - 6-30-21	Non OAA	New
	7-1-20 - 6-30-21		Continued
	7-1-21 - 6-30-22		Continued
	7-1-22 - 6-30-23		Continued
	7-1-23 - 6-30-24		Continued

Goal #2: The Agency will continue to provide leadership in developing and coordinating services with emphasis on education on topics related to older adults; enhancement and integration or home and community-based services; provide education on services to encourage older adults to continue to live in their residences as long as safely possible.

Rationale: The mission of the AAA is to support maximum independence for older adults, persons with disabilities to have them stay in their homes as long as safely possible. The AAA will coordinate services with the Ombudsman and other programs to protect the dignity of individuals in facilities.

List Objective Number(s) ____ and Objective (s) [Refer to CCR Article 3, Section 7300 (c)] (Priority Service if applicable)	Projected Start and End Dates	Type of Activity / Funding Source	Update Status
Objective #1: Ombudsman staff and volunteers will conduct facility presentations for mandated reporter training. Outcome: An expanded awareness and reporting of mandated reporting responsibilities. Measurement: Number of mandated reporter trainings. FY20-21 – Projected 3 trainings. Due to COVID-19 pandemic, 0 were conducted. FY21-22 – As restrictions lift, projected 3 trainings. 4 trainings conducted. FY22-23 – Projected 10 trainings. 8 trainings conducted. FY23-24 – Projected 10 trainings.	7-1-20 - 6-30-24	OMB	New
	7-1-20 - 6-30-21		Continued
	7-1-21 - 6-30-22		Continued
	7-1-22 - 6-30-23		Continued
	7-1-23 - 6-30-24		Continued

List Objective Number(s) ____ and Objective (s) [Refer to CCR Article 3, Section 7300 (c)] (Priority Service if applicable)	Projected Start and End Dates	Type of Activity / Funding Source	Update Status
Objective #2: Provide public education sessions on elder abuse to improve the identification and prevention of elder abuse, neglect, and exploitation. Outcome: An expanded awareness Measurement: Number of sessions FY20-21 – Projected 2 sessions. Due to COVID-19 pandemic, 0 were conducted. FY21-22 – As restrictions lift, projected 3 Sessions. 4 sessions conducted. FY22-23 – Projected 4 sessions. 3 sessions conducted. FY23-24 – Projected 4 sessions.	7-1-20 - 6-30-24 7-1-20 - 6-30-21 7-1-21 - 6-30-22 7-1-22 - 6-30-23 7-1-23 - 6-30-24	OMB	New Continued Continued Continued Continued
Objective #3: Provide workshops to educate and inform older adults and organizations about eligibility for Medicare, enrollment in related federal subsidy programs, Medicare services to prevent illness, and Medicare fraud prevention. Outcome: An expanded awareness Measurement: Number of workshops FY20-21 – Projected 3 workshops. Due to COVID-19 pandemic, 0 were conducted. FY21-22 – As restrictions lift, projected 3 workshops. 3 sessions conducted. FY22-23 – Projected 3 workshops. 3 conducted. FY23-24 – Projected 3 workshops.	7-1-20 - 6-30-24 7-1-20 - 6-30-21 7-1-21 - 6-30-22 7-1-22 - 6-30-23 7-1-23 - 6-30-24	HICAP	New Continued Continued Continued Continued

Goal #3: Promote new community and health services: The Agency will coordinate with and promote current programs to address important unmet needs identified by older adults, caregivers and persons with disabilities to live independently in the community.

Rationale: Access to health and community support services that promote wellness and active aging have been shown to enhance the quality of life for older adults and family caregivers.

List Objective Number(s) ____ and Objective (s) [Refer to CCR Article 3, Section 7300 (c)] (Priority Service if applicable)	Projected Start and End Dates	Type of Activity / Funding Source	Update Status
Objective #1: Actively collaborates with private and nonprofit entities to sustain and expand its offering of Evidence Based Health Promotion (EBHP) services and programs. AAA will implement new and existing NCOA- approved Title IIID EBHP across its network which includes but is not limited to. <ul style="list-style-type: none"> • Walk with Ease, • Exercise Program, • A Matter of Balance, • Healthier Living/Chronic Disease Self-Management (CDSMP) 	7-1-20 - 6-30-24	III D	New

List Objective Number(s) ____ and Objective (s) [Refer to CCR Article 3, Section 7300 (c)] (Priority Service if applicable)	Projected Start and End Dates	Type of Activity / Funding Source	Update Status
<ul style="list-style-type: none"> • Powerful Tools for Caregivers • Active Start Active Living Everyday • Bingocize <p>Because of Covid-19 some services and programs were transitioned to remote formats to reach participants. This allowed AAA to expand its offering of EBHP services and programs to homebound older adults.</p> <p>EBHP contractors are expected to resume in-person EBHP programs before 6/30/2022</p> <p>EBHP contractors have resumed in-person programs with limited results. The older adult community continues to hesitate to meet in open areas and return to senior centers.</p>	7-1-20 - 6-30-21	III D	Continued
	7-1-21 - 6-30-22	III D	Continued
	7-1-22 - 6-30-23	III D	Continued
	7-1-23 - 6-30-24	III D	Continued
<p>Objective #2: AAA staff will host nutrition provider meetings for the purpose of promoting and maintaining coordination and referrals to programs to ensure proper referrals are made on behalf of participants.</p> <p>Outcome: Nutrition participants will be informed of services that would be beneficial in maintaining their independence and ability to age in place.</p> <p>Measurement: The number of meetings held.</p> <p>FY20-21 – AAA staff will host nutrition provider meetings. 4 nutrition provider meetings held.</p> <p>FY21-22 – Projected 2 nutrition provider meetings. 2 provider meetings held.</p> <p>FY22-23 – Projected 4 nutrition provider meetings. 2 provider meetings held.</p> <p>FY23-24 – Projected 2 nutrition provider meetings.</p>	7-1-20 - 6-30-24	Admin	Continued
	7-1-20 - 6-30-21		Continued
	7-1-21 - 6-30-22		Continued
	7-1-22 - 6-30-23		Continued
	7-1-23 - 6-30-24		Continued
<p>Objective 3: Collaborate with nutrition providers to increase the number of congregate and home delivered meals.</p> <p>2021 Update: many more meals delivered. Also created contract with Food Bank to increase senior nutrition boxes during COVID.</p> <p>2022 Update: Continue to review different nutrition options.</p> <p>2023 Update: Provided drive-through pick up for congregate sites during COVID, reviewing options to increase attendance at congregate sites.</p>	7-1-20 - 6-30-24	Admin	Continued
	7-1-20 - 6-30-21		Continued
	7-1-21 - 6-30-22		Continued
	7-1-22 - 6-30-23		Continued
	7-1-23 - 6-30-24		Continued

List Objective Number(s) ____ and Objective (s) [Refer to CCR Article 3, Section 7300 (c)] (Priority Service if applicable)	Projected Start and End Dates	Type of Activity / Funding Source	Update Status
Objective #4: Develop a nutrition site to serve the isolated Russian community in designated County; To be accomplished by June 30, 2024.	7-1-20 - 6-30-24	Admin and III B - PD	New
2020-2021 - Conduct surveys of older residents and providers to determine types of existing resources, and the need/feasibility of whether to develop a new nutrition site or combine with an existing service.	7-1-20 - 6-30-21	III B PD	Completed
2021-2022 - Research locations, facilities, food costs, and resources in the targeted communities. Issue Letter of Intent to determine interest of vendors/contract agencies; To be completed by June 22.	7-1-21 - 6-30-22	III B PD	Completed
2022-2023 - Develop and issue an RFP for a meal site that can provide congregate and home-delivered ethnic meals. Determine whether a qualified contractor is available or if the AAA will need to develop a direct service nutrition program. (Administration)	7-1-22 - 6-30-23	Admin	Completed
2023-2024- Award the contract and open the new site by June 24.	7-1-23 - 6-30-24	Admin	Continue

#4: The Agency will strengthen current services under the Family Caregiver Support program (FCSP) for caregivers in order to ensure older adults, persons with disabilities, their families or informal caregivers and older relatives caring for a child, receive information for self-determination, dignity and responsible choice.

Rationale: The need for information and outreach, particularly in this rural, geographic isolated area where caregivers have limited, or no knowledge of the available services is critically important. In order to improve the quality and quantity of informal care, it is imperative for caregivers to be aware of available support services and programs.

List Objective Number(s) ____ and Objective (s) [Refer to CCR Article 3, Section 7300 (c)] (Priority Service if applicable)	Projected Start and End Dates	Type of Activity / Funding Source	Update Status
Objective #1: Family Caregiver Support Program (FCSP) will collaborate with grandparents in Counties to conduct outreaches and increase awareness of FCSP Access, Information Services and Support services. Outcome: Grandparents will learn about FCSP services available for them. Measurement: The number of grandparents contacted. FY20-21 – Projected 110 grandparents will be contacted. COVID-19 restrictions affected this objective. 20 grandparents were contacted.	7-1-20 - 6-30-24	III E	New
FY21-22 – Projected 100 grandparents contacted. Estimated 500 contacted.	7-1-20 - 6-30-21		Continued
FY22-23 – Projected 100 older relative contacted.	7-1-21 - 6-30-22		Continued
FY23-24 – Projected 100 older relative contacted.	7-1-22 - 6-30-23		Continued
	7-1-23 - 6-30-24		Continued

List Objective Number(s) ____ and Objective (s) [Refer to CCR Article 3, Section 7300 (c)] (Priority Service if applicable)	Projected Start and End Dates	Type of Activity / Funding Source	Update Status
<p>Objective #5 FCSP staff will work with clients to provide them with Support Services: caregiver assessment, counseling, peer counseling, support group, training, care management; Respite Care: in-home supervision, homemaker assistance, in-home personal care, home chore, out-of-home daycare; Supplemental Services: assistive devices, home adaptations, cash/material aid.</p> <p>Outcome: Caregivers will have access to FCSP services to care for their loved one in their home as long as safely possible.</p> <p>Measurement: The number of service units used by caregivers.</p>	7-1-20 - 6-30-24	III E	New
FY20-21 – Projected 1,310 service units. Tracked 2,076 service units.	7-1-20 - 6-30-21		Continued
FY21-22 – Projected 1,310 service units. 3 rd quarter, 137 caregivers received 2,668 service units.	7-1-21 - 6-30-22		Continued
FY22-23 – Projected 1,310 service units. Actual 1,106 units.	7-1-22 - 6-30-23		Continued
FY23-24 – Projected 1,310 service units.	7-1-23 - 6-30-24		Continued