

**CALIFORNIA DEPARTMENT OF AGING**

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**PROGRAM MEMO**

CDA 1014 (Rev. 04/11)

<b>TO: Area Agency on Aging Directors</b>	<b>NO.: PM 14-03(P)</b>
<b>SUBJECT: Area Plan</b> <b>Area Plan Update Guidance for the State Fiscal Year 2014-2015</b>	<b>DATE ISSUED: February 11, 2014</b>
<b>REVISED:</b>	<b>EXPIRES: When superseded</b>
<b>REFERENCES: California Code of Regulations, Title 22, §7340(b)</b>	<b>SUPERSEDES: PM 13-01(P)</b>
<b>PROGRAMS AFFECTED:</b> <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 V <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> Other:	

**Purpose** This Program Memo (PM) provides updated instructions to Area Agencies on Aging (AAA) on completing and submitting their Fiscal Year (FY) 2014-2015 Area Plan Update (APU).

**APU Contents** The 2014-2015 APU Checklists are 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 only the components listed on the APU Checklist. The completed APU Checklist must be returned along with their APU.

**Due Date** The FY 2014-2015 APU is due, via email, to the California Department of Aging (CDA) by May 1, 2014.

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

[http://www.aging.ca.gov/PM/PM11-18\(P\)/PM%2011-18%20Attachment%202%20-%202012-16\\_AP\\_Guide\\_PartII.doc](http://www.aging.ca.gov/PM/PM11-18(P)/PM%2011-18%20Attachment%202%20-%202012-16_AP_Guide_PartII.doc)

[http://www.aging.ca.gov/PM/PM11-18\(p\)/PM\\_11-18\\_Attachment\\_1-2012-16\\_AP\\_Guide\\_PartI.doc](http://www.aging.ca.gov/PM/PM11-18(p)/PM_11-18_Attachment_1-2012-16_AP_Guide_PartI.doc)

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**Program  
Specific  
Information**

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

AAAs shall use Service Unit definitions contained in PM 13-03 available at:

[http://www.aging.ca.gov/PM/PM13-03\(P\)/PM\\_13\\_03\(P\).pdf](http://www.aging.ca.gov/PM/PM13-03(P)/PM_13_03(P).pdf)

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

**Title IIIB and Title VIIA Ombudsman:**

AAAs must include any new Long-Term Care Ombudsman Program Measures and Targets with each APU.

**Title IIID:**

In 2012, a change occurred to the Disease Prevention and Health Promotion Program (Title IIID). The Title IIID change is noted in PM 12-10 available at:

[http://cda.ca.gov/PM/PM12-10\(P\)/PM\\_12\\_10\(P\).pdf](http://cda.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.

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**Inquiries**

If you have questions about your APU, please contact Scott Crackel at (916) 928-2293 or [scott.crackel@aging.ca.gov](mailto:scott.crackel@aging.ca.gov)

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Lora Connolly  
Director