

STATE OF LOUISIANA

OFFICE OF THE GOVERNOR
OFFICE OF ELDERLY AFFAIRS

602 N. 5th Street, 4th Floor
BATON ROUGE, LA 70802
(225) 342-7100

adrcla.org



AREA PLAN GUIDANCE

Template, Forms, Instructions & References

FY 2024 through **FY 2027**

July 1, 2023 – June 30, 2024

July 1, 2024 – June 30, 2025

July 1, 2025 – June 30, 2026

July 1, 2026 – June 30, 2027

State of Louisiana

AREA AGENCY ON AGING

AREA PLAN

A Comprehensive Coordinated Service System for Older Persons in Louisiana

Area Agency on Aging

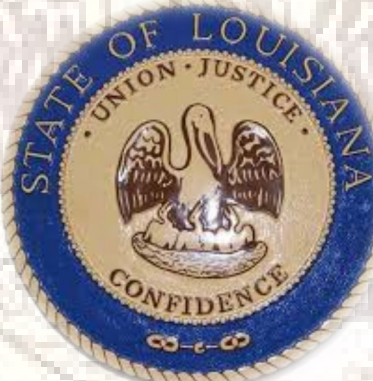
Fiscal Year 2024 through Fiscal Year 2027

July 1, 2023 – June 30, 2024

July 1, 2024 – June 30, 2025

July 1, 2025 – June 30, 2026

July 1, 2026 – June 30, 2027



Submitted to:

**State Unit on Aging
Office of the Governor
Office of Elderly Affairs
602 N. 5th Street, 4th Floor
Baton Rouge, LA 70802
(225) 342-7100**

adrcla.org

SUBMITTAL PAGE

() 4-Year Plan for July 1, 2023 – June 30, 2027

() Area Plan Update for July 1, 20__ – June 30, 20__

() Area Plan Amendment (Date): _____

This Area Plan for programs on aging is hereby submitted for the _____ parish planning and service area by _____ Area Agency on Aging. _____ Area Agency on Aging assumes full responsibility for implementation of this plan in accordance with requirements and regulations of the Older Americans Act (OAA); laws and rules of the State of Louisiana; and policies and procedures of the Governor's Office of Elderly Affairs.

This plan includes all information, goals, objectives, and assurances required by the Governor's Office of Elderly Affairs' Area Plan on Aging format, and it is, to the best of my knowledge, complete and correct.

Signature: _____ Date: _____
Director, Area Agency on Aging

The Advisory Council of _____ Area Agency on Aging has participated in the development and final review of this Area Plan.

Signature: _____ Date: _____
Chairperson, Advisory Council, Area Agency on Aging

The Board of Directors of the _____ Area Agency on Aging has reviewed this plan and Submittal Page. It is understood that approval covers all sections of this Plan and indicates satisfaction of the full board that the plan is complete, correct, and appropriately developed for the planning and service area.

Signature: _____ Date: _____
Chairperson, Board of Directors

Signature: _____ Date: _____
Secretary, Board of Directors

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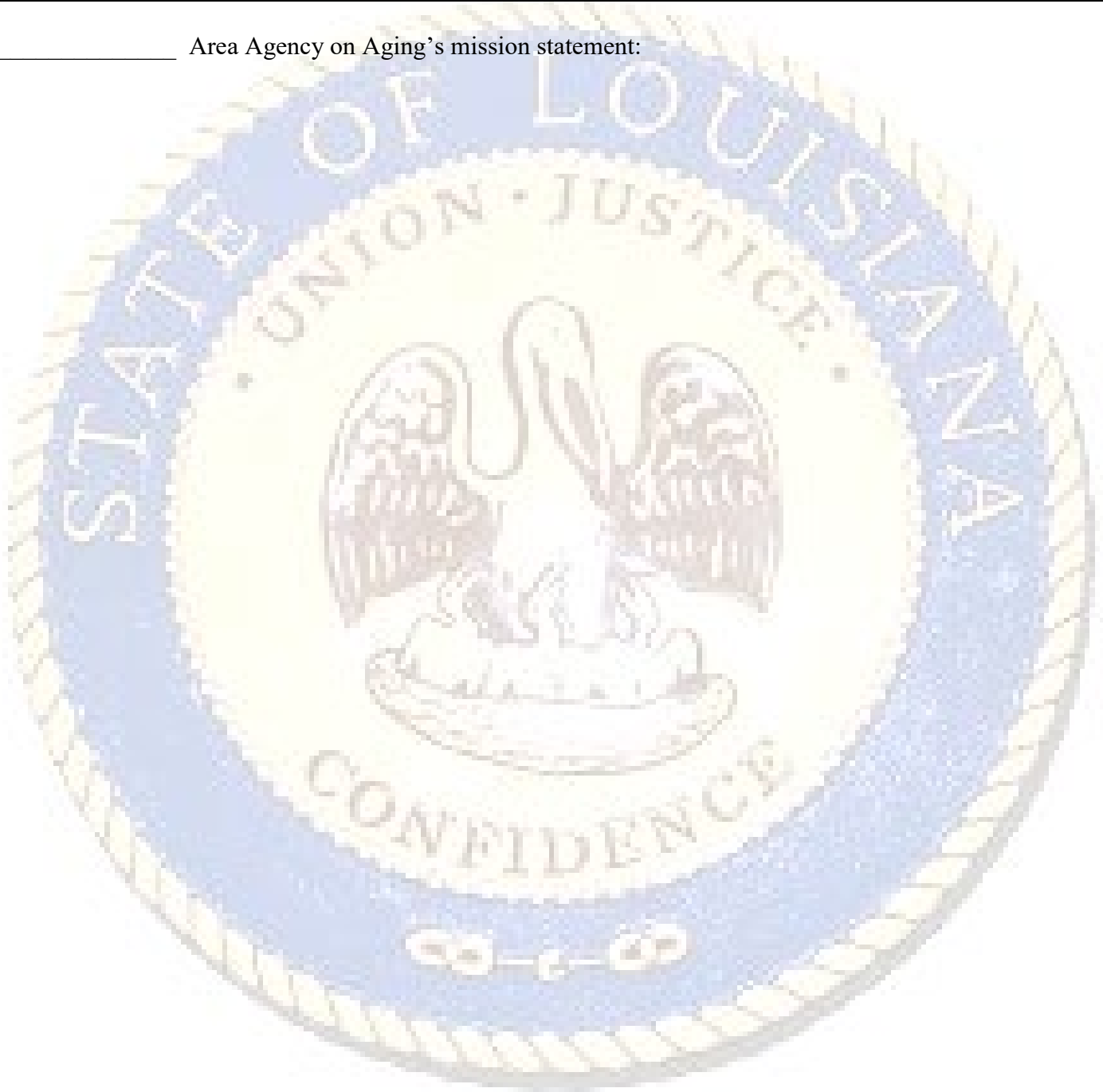
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Section 1: Mission Statement

The Governor's Office of Elderly Affairs' mission statement:

“To serve as the focal point for the development, implementation, and administration of the public policy for the state of Louisiana, and address the needs of the state’s elderly citizens.”

_____ Area Agency on Aging’s mission statement:

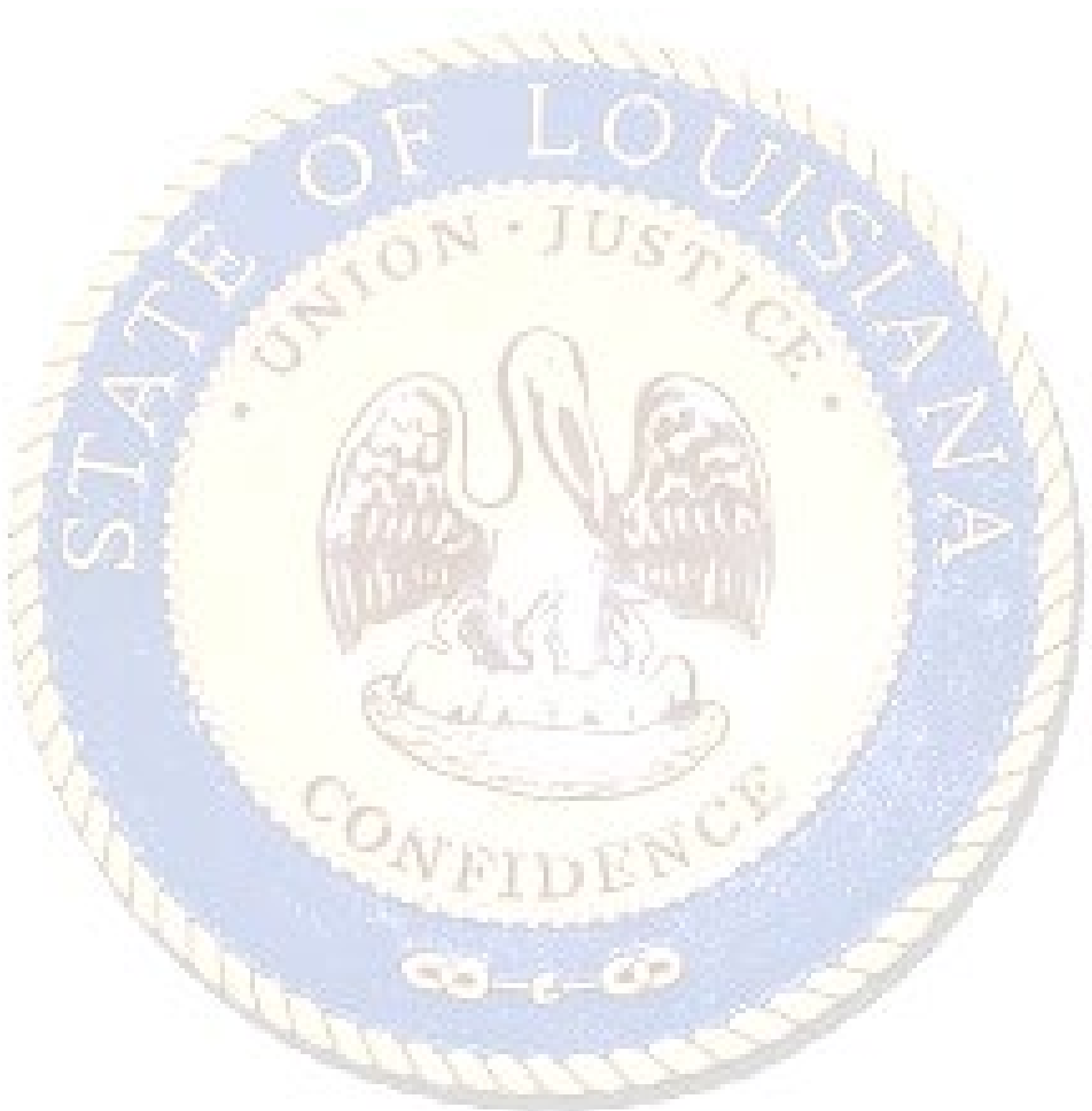


Section 2: Description of the Planning and Service Area (PSA)

Insert Map of PSA

Section 2: Description of the PSA
Cont'd

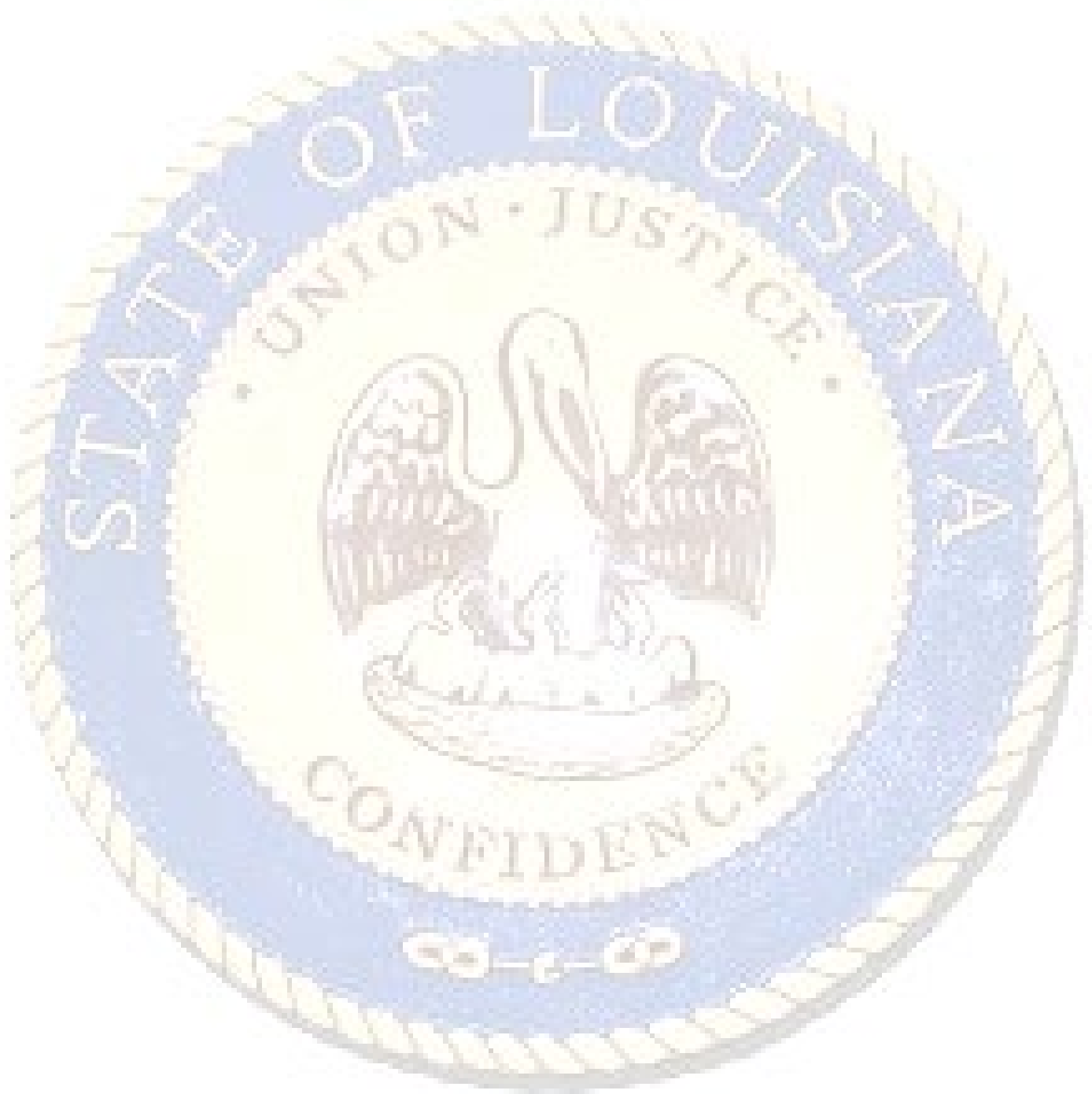
I: PSA Overview



Section 2: Description of (PSA)

Cont'd

2.II: Area Plan Profile



Section 3: Focal Points

In cooperation with agencies, organizations, and individuals participating in activities under this plan, the _____ Area Agency on Aging will serve as the advocate and focal point for older individuals within the community by monitoring, evaluating, and commenting upon all policies, programs, hearings, levies, and community actions which will affect older individuals.

For purposes of assuring access to information and services, the area agency shall work with community agencies and officials in the PSA to ensure that focal points are available in each community within the PSA.



Section 3: Focal Points

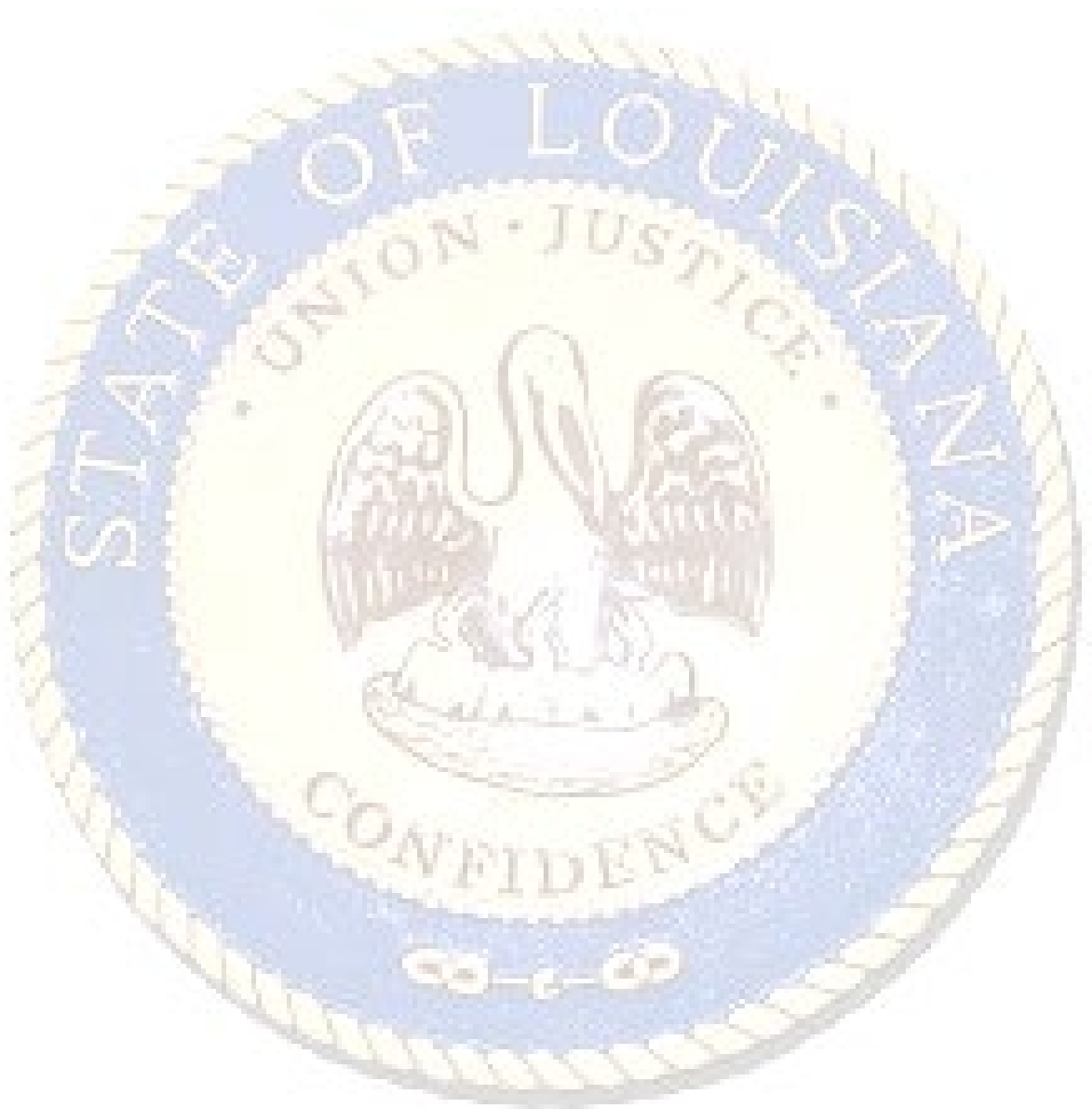
Cont'd

List all **community focal points** within the PSA utilized or owned by the AAA.

	Designated Community Focal Point	Physical Address of Focal Point (i.e. 123 Main St. City, State, Zip)	Services Provided	Services Coordinated w/ other Agencies?
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No
5.				<input type="checkbox"/> Yes <input type="checkbox"/> No
6.				<input type="checkbox"/> Yes <input type="checkbox"/> No
7.				<input type="checkbox"/> Yes <input type="checkbox"/> No
8.				<input type="checkbox"/> Yes <input type="checkbox"/> No
9.				<input type="checkbox"/> Yes <input type="checkbox"/> No
10.				<input type="checkbox"/> Yes <input type="checkbox"/> No
11.				<input type="checkbox"/> Yes <input type="checkbox"/> No
12.				<input type="checkbox"/> Yes <input type="checkbox"/> No
13.				<input type="checkbox"/> Yes <input type="checkbox"/> No
14.				<input type="checkbox"/> Yes <input type="checkbox"/> No
15.				<input type="checkbox"/> Yes <input type="checkbox"/> No
16.				<input type="checkbox"/> Yes <input type="checkbox"/> No
17.				<input type="checkbox"/> Yes <input type="checkbox"/> No
18.				<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 4: Description of the Area Agency on Aging

I. AAA Organizational Chart



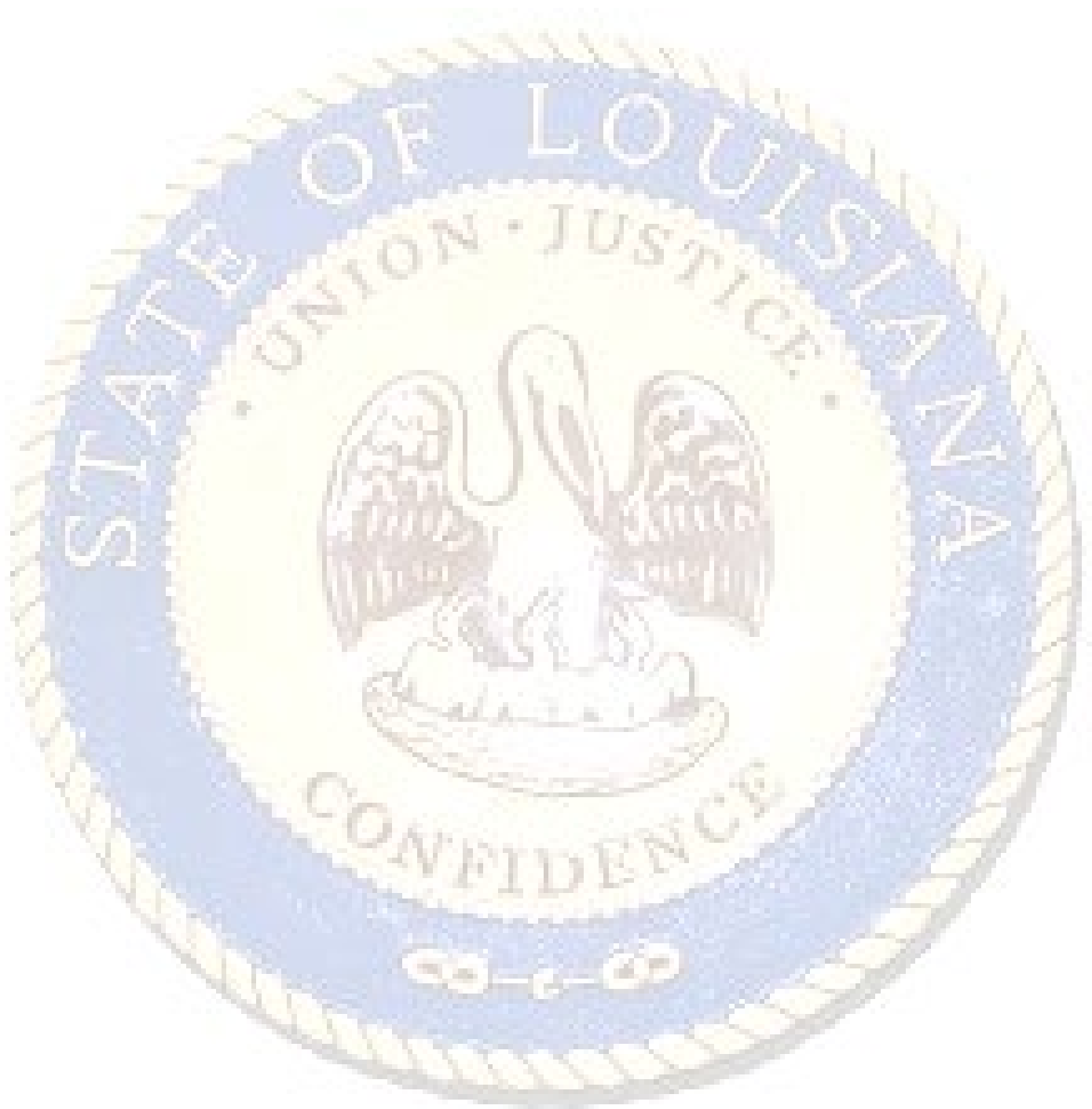
Section 4: Description of the AAA
Cont'd

II. AAA Structure

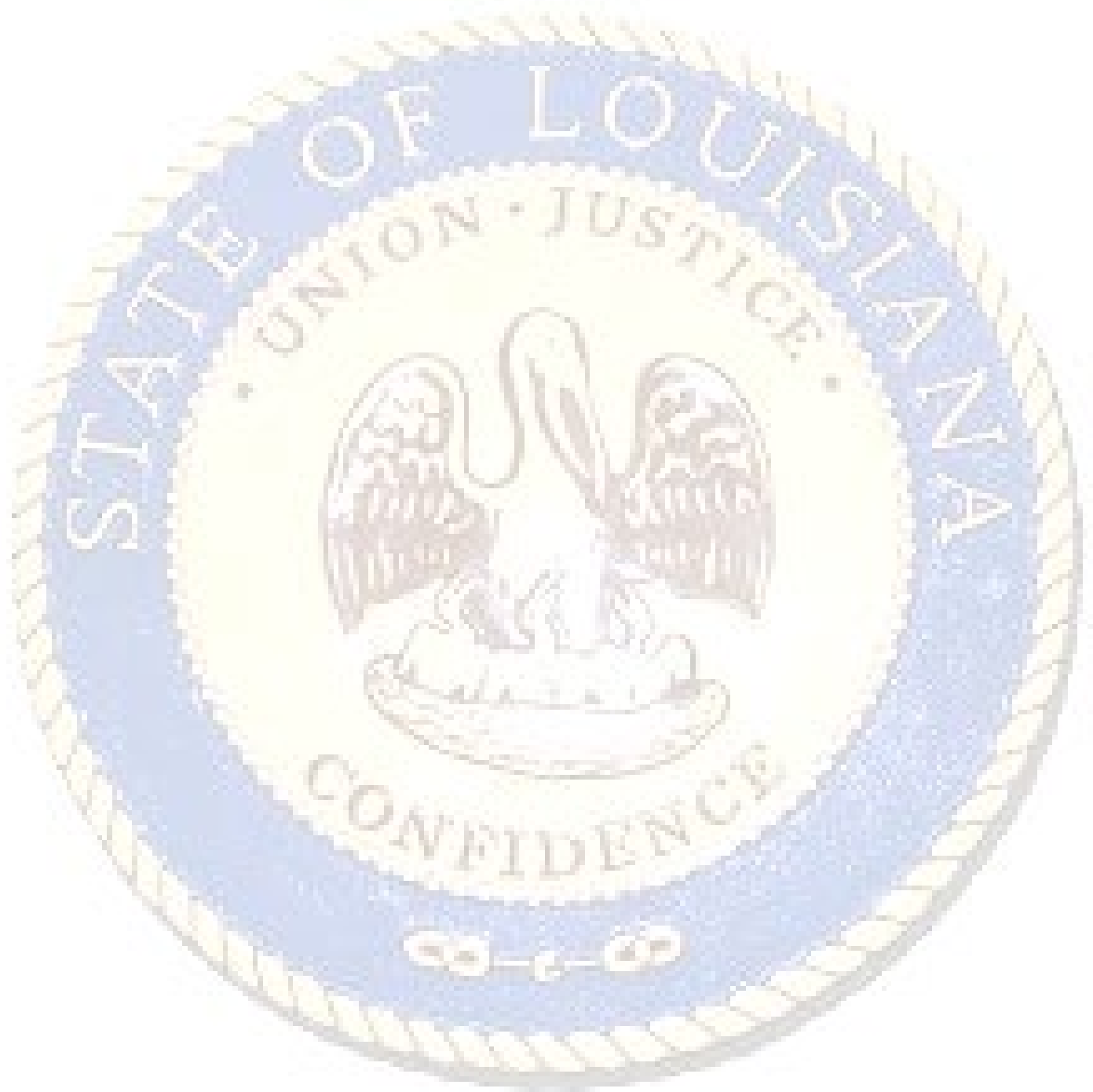
III. AAA Operational Plan

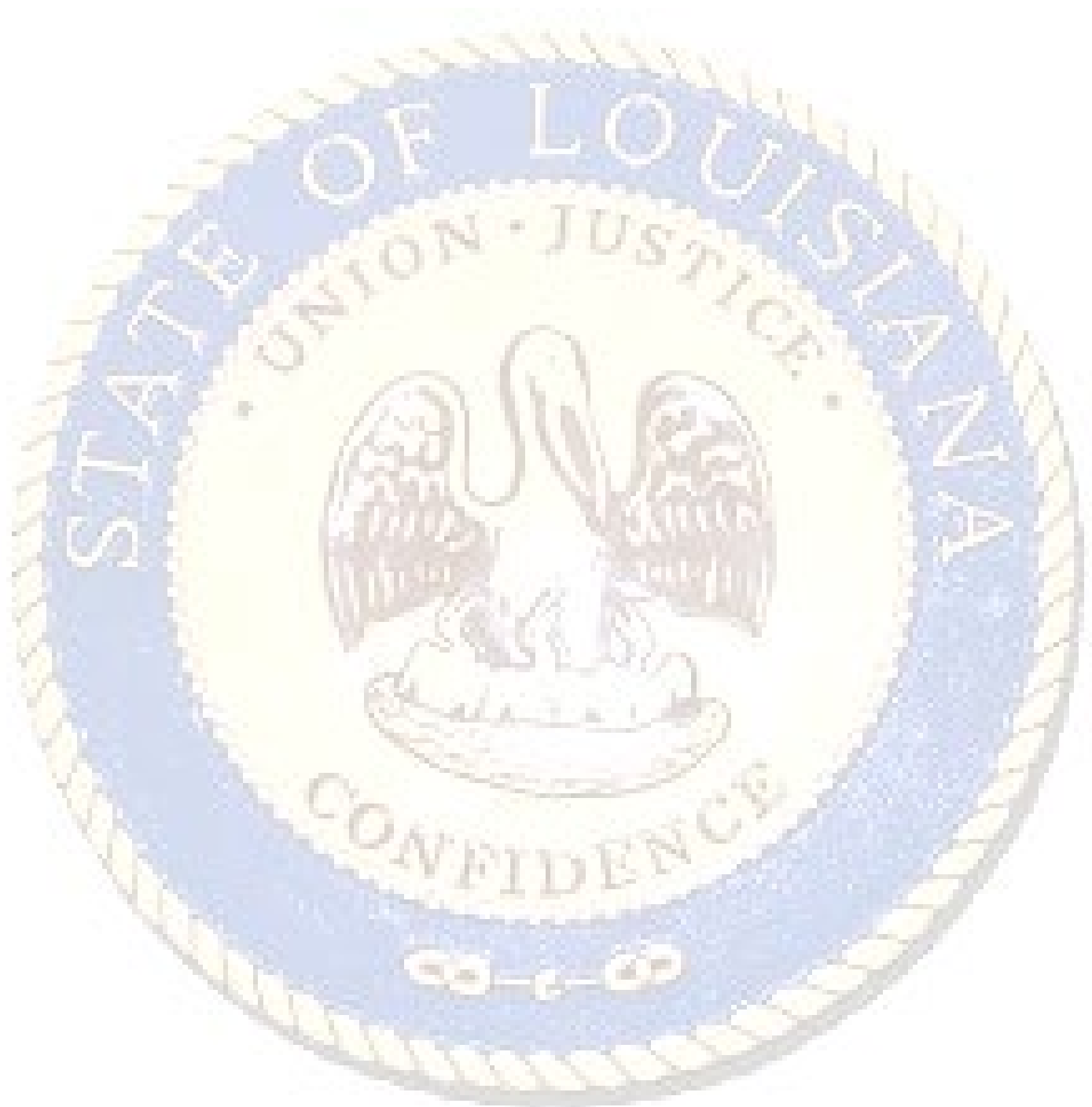


Section 5: Planning Process-Establishing Priorities



Section 6: Needs Assessment

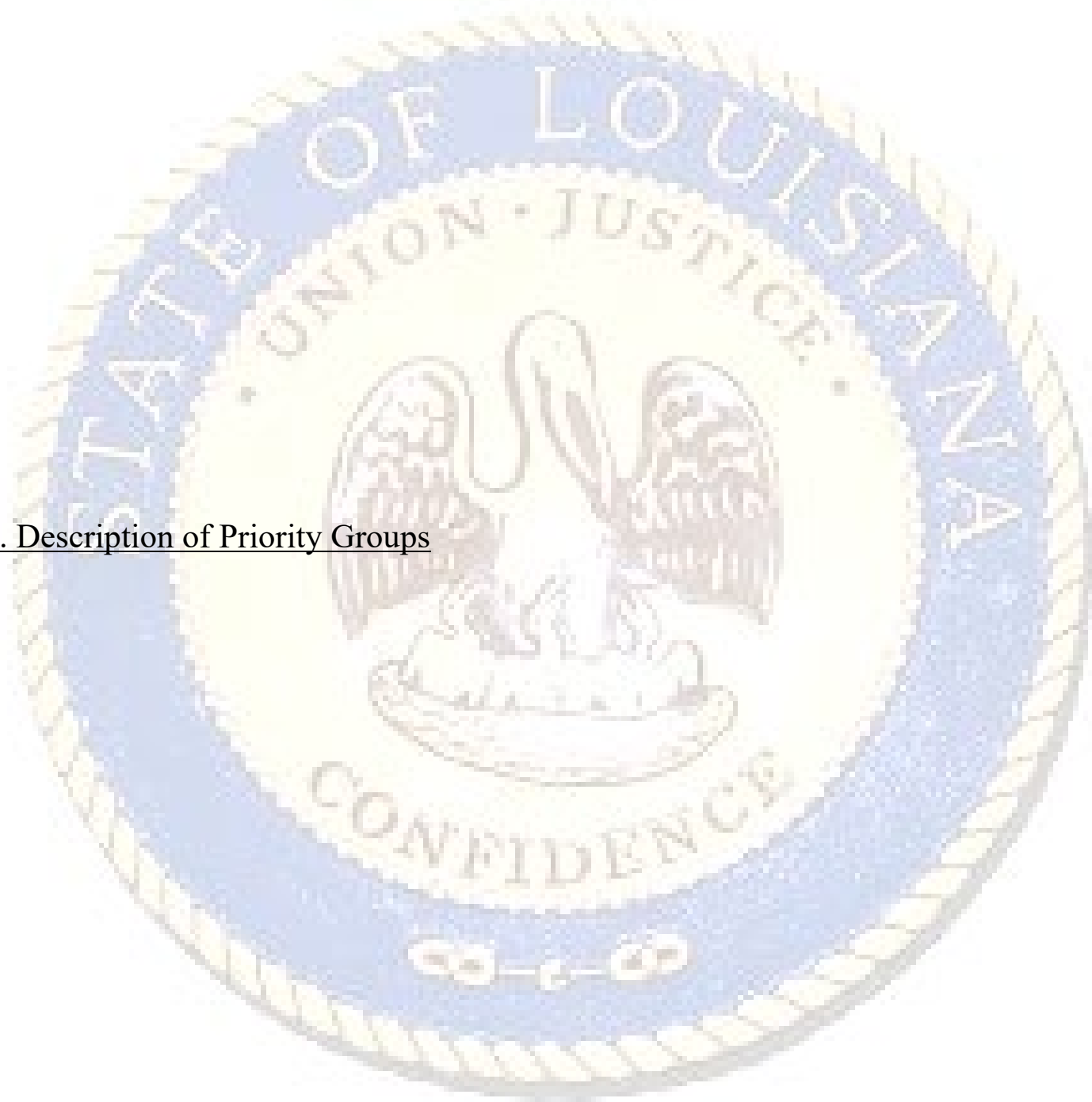




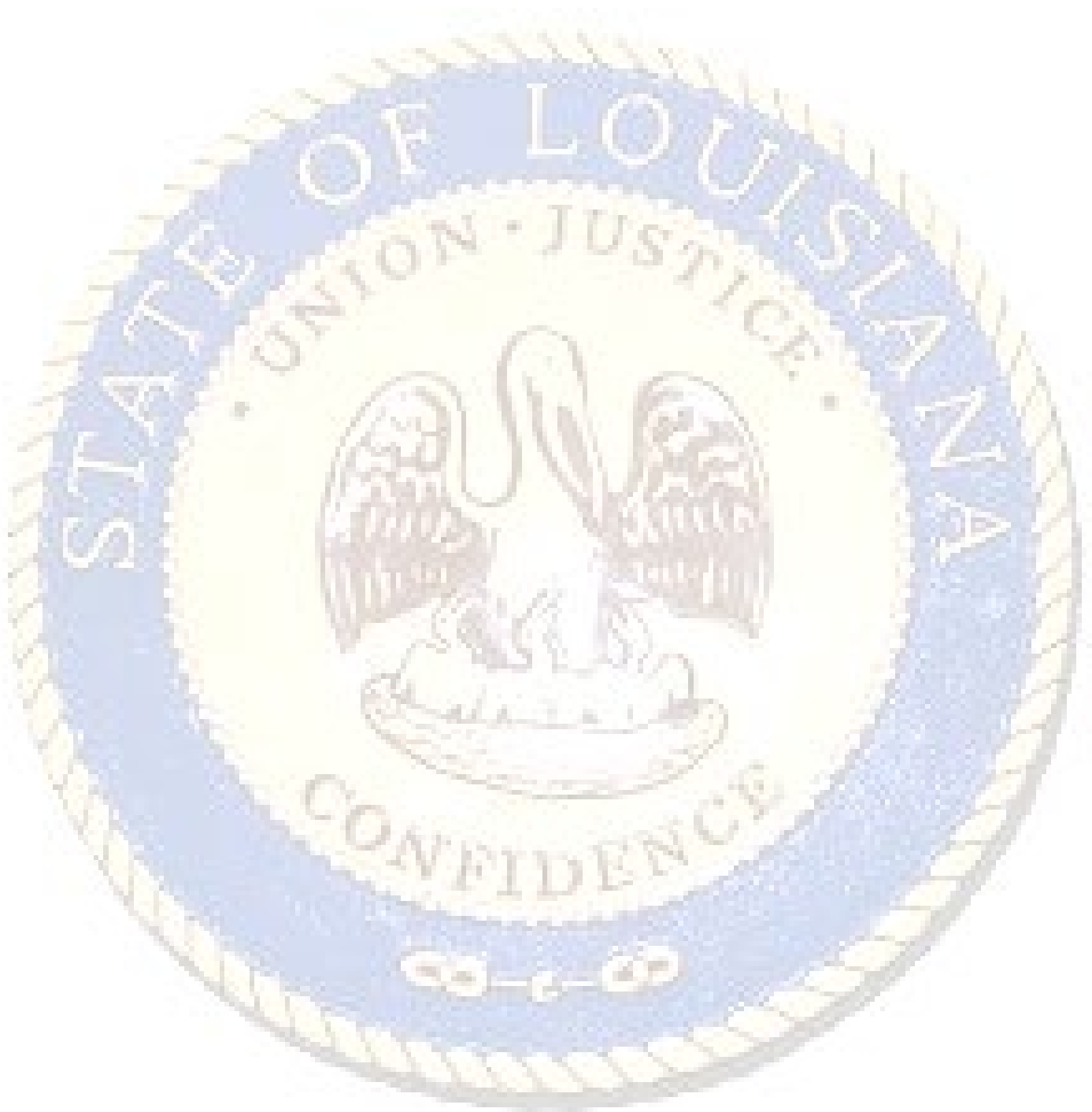
Section 7: Targeting

I. Targeting Priorities

II. Description of Priority Groups



III. Area Plan: Then and Now



Section 8: Community Meetings

_____ Area Agency on Aging

Needs Assessment Community Meeting Record Area Plan Cycle 2024 – 2027

Date of Meeting _____

Location of Meeting _____

1. Describe the format of the meeting. Attach a copy of the meeting agenda.

2. Briefly summarize comments of those in attendance at the meeting. Attach additional pages as needed.

3. Indicate revisions made due to comments, if applicable.

.....
Insert/Attach a copy of the attendance list indicating attendee's name and whether the individual is a/an:

- affiliate of an organization or group representing minority elderly persons;
- rural elderly person;
- caregiver;
- Grandparent raising grandchild

*** Note: A separate Community Meeting Form is required for **each** meeting held. ***

Section 9: PUBLIC HEARING

RESULTS OF PUBLIC HEARING

AREA AGENCY ON AGING

1. Complete the following record for all Public Hearings conducted.

LOCATION	DATE	# 60 +	# SERVICE PROVIDER	# ELECTED OFFICIAL	# PUBLIC OFFICIAL	# OTHERS	TOTAL # ATTEND

2. Briefly summarize comments of those in attendance.

3. Indicate needs identified through public hearings from the following:

Elected Officials:

Public Officials:

Section 9: Public Hearing
Cont'd

Service providers:

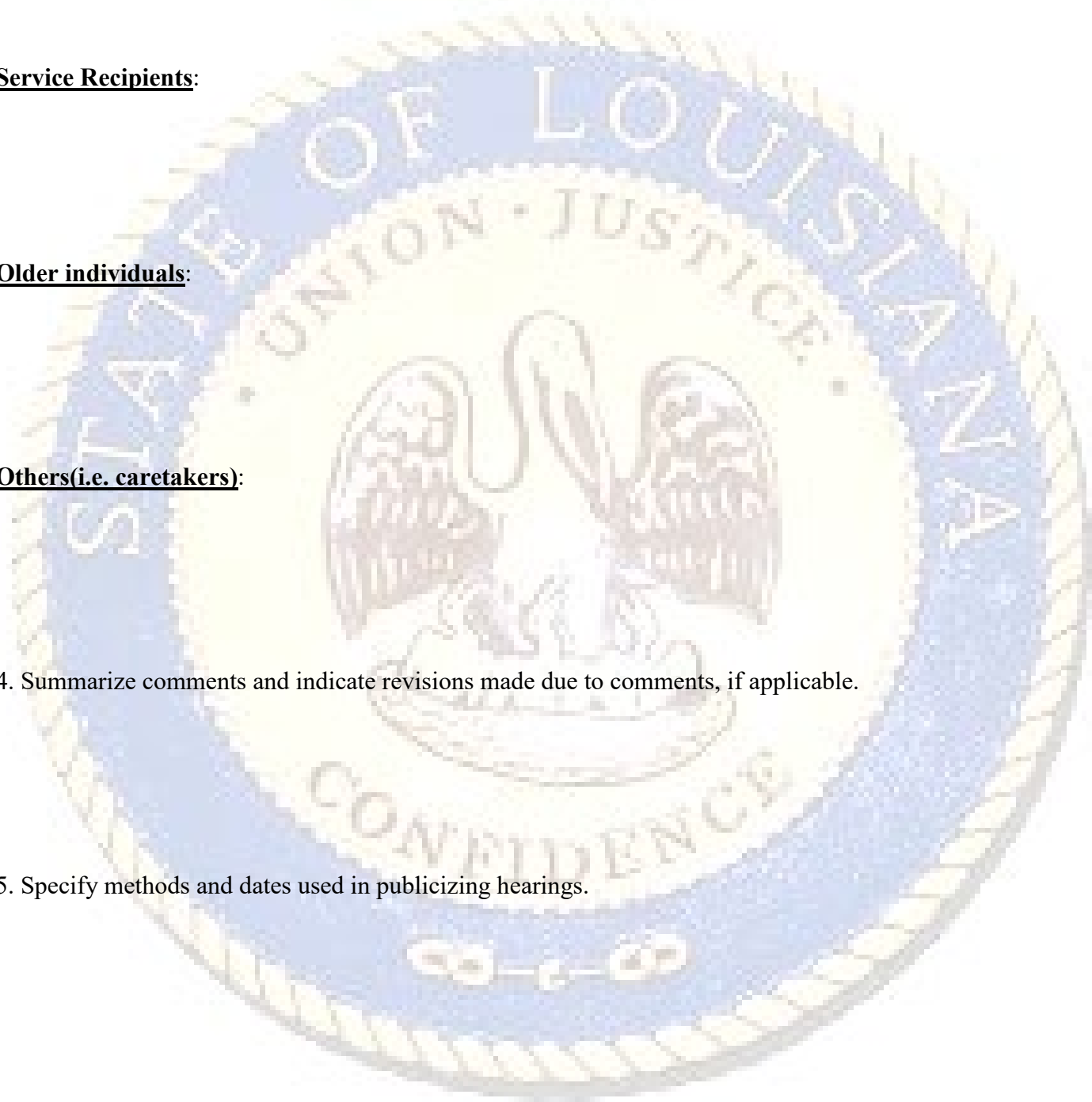
Service Recipients:

Older individuals:

Others(i.e. caretakers):

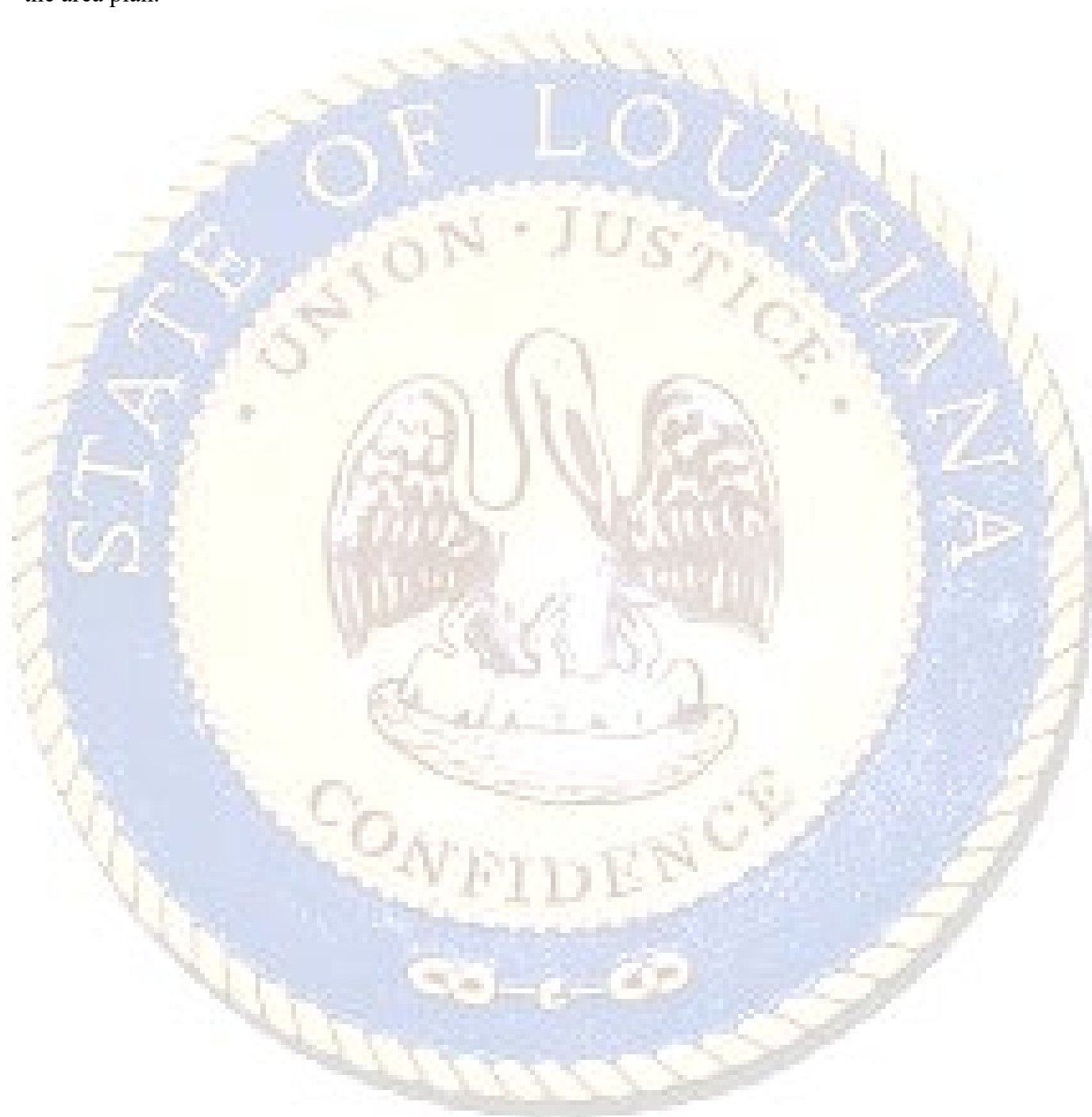
4. Summarize comments and indicate revisions made due to comments, if applicable.

5. Specify methods and dates used in publicizing hearings.

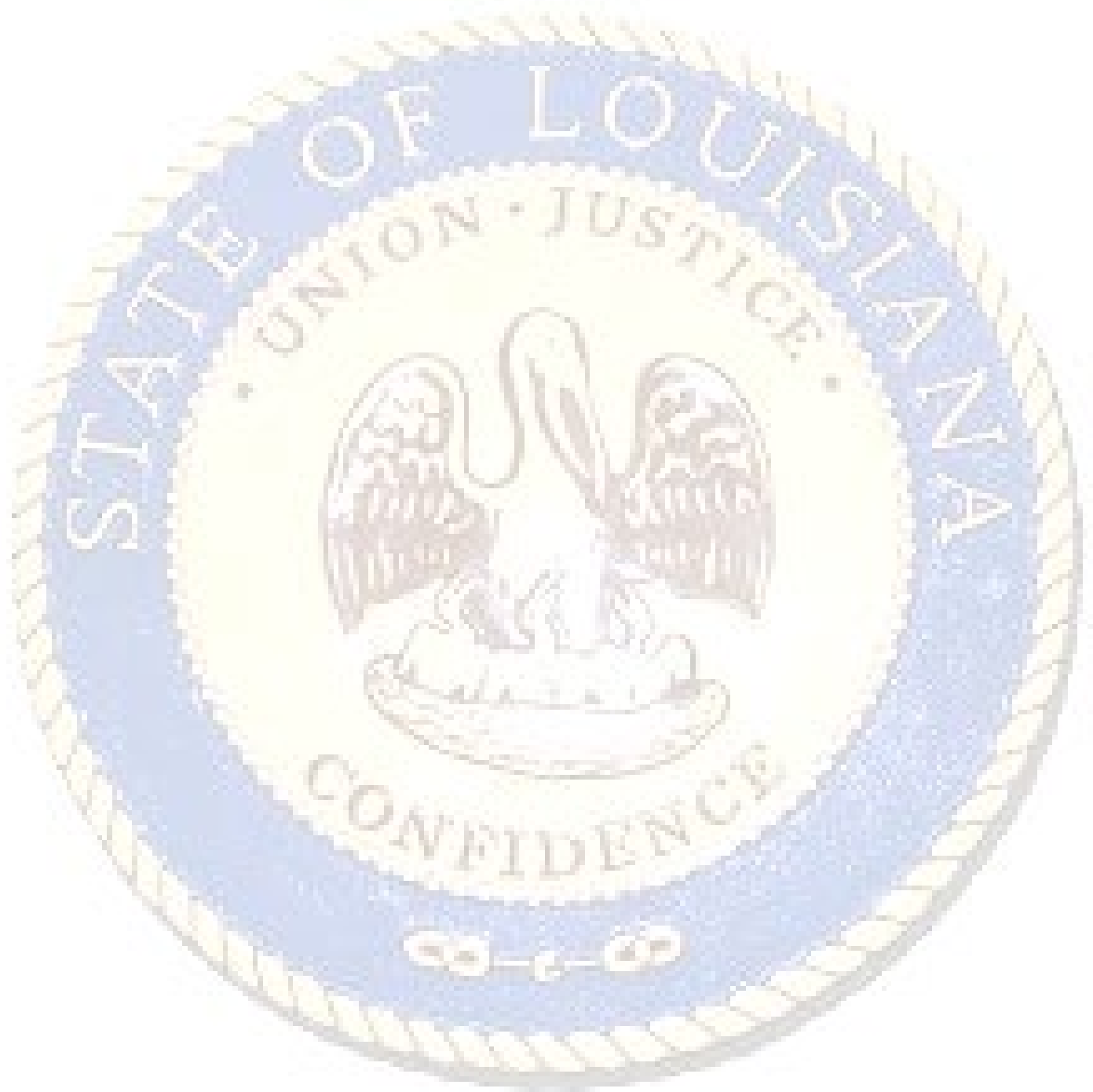


Section 9: Public Hearing
Cont'd

6. Indicate the views of service recipients regarding general policy in the development and administration of the area plan.



Section 10: Identification of Priorities



Section 11: Area Plan Goals and Objectives

Goal # 1:			
Rationale:			
Objective # : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:		Projected Start & End Dates	Update Status <input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective # : Outcome: Measurement:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year

Projections FY 24: FY 25: FY 26: FY 27:			
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year

Goal #2:			
Rationale:			
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:		Projected Start & End Dates	Update Status <input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective# : Outcome: Measurement:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year

Projections FY 24: FY 25: FY 26: FY 27:			
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year

Goal #3:			
Rationale:			
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:		Projected Start & End Dates	Update Status <input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective# : Outcome: Measurement:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year

Projections FY 24: FY 25: FY 26: FY 27:			
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year

Goal # 4:			
Rationale:			
Objective# :		Projected Start & End Dates	Update Status <input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome:			
Measurement:			
Projections FY 24: FY 25: FY 26: FY 27:			
Objective# :			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome:			
Measurement:			

Projections FY 24: FY 25: FY 26: FY 27:			
Objective# :			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome:			
Measurement:			
Projections FY 24: FY 25: FY 26: FY 27:			
Objective# :			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome:			
Measurement:			
Projections FY 24: FY 25: FY 26: FY 27:			

Goal #5 :			
Rationale:			
Objective# :		Projected Start & End Dates	Update Status <input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome:			
Measurement:			
Projections FY 24: FY 25: FY 26: FY 27:			
Objective# :			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome:			
Measurement:			

Projections FY 24: FY 25: FY 26: FY 27:			
Objective# :			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome:			
Measurement:			
Projections FY 24: FY 25: FY 26: FY 27:			
Objective# :			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome:			
Measurement:			
Projections FY 24: FY 25: FY 26: FY 27:			

Section 12: SUMMARY OF SERVICES UNDER THE AREA PLAN

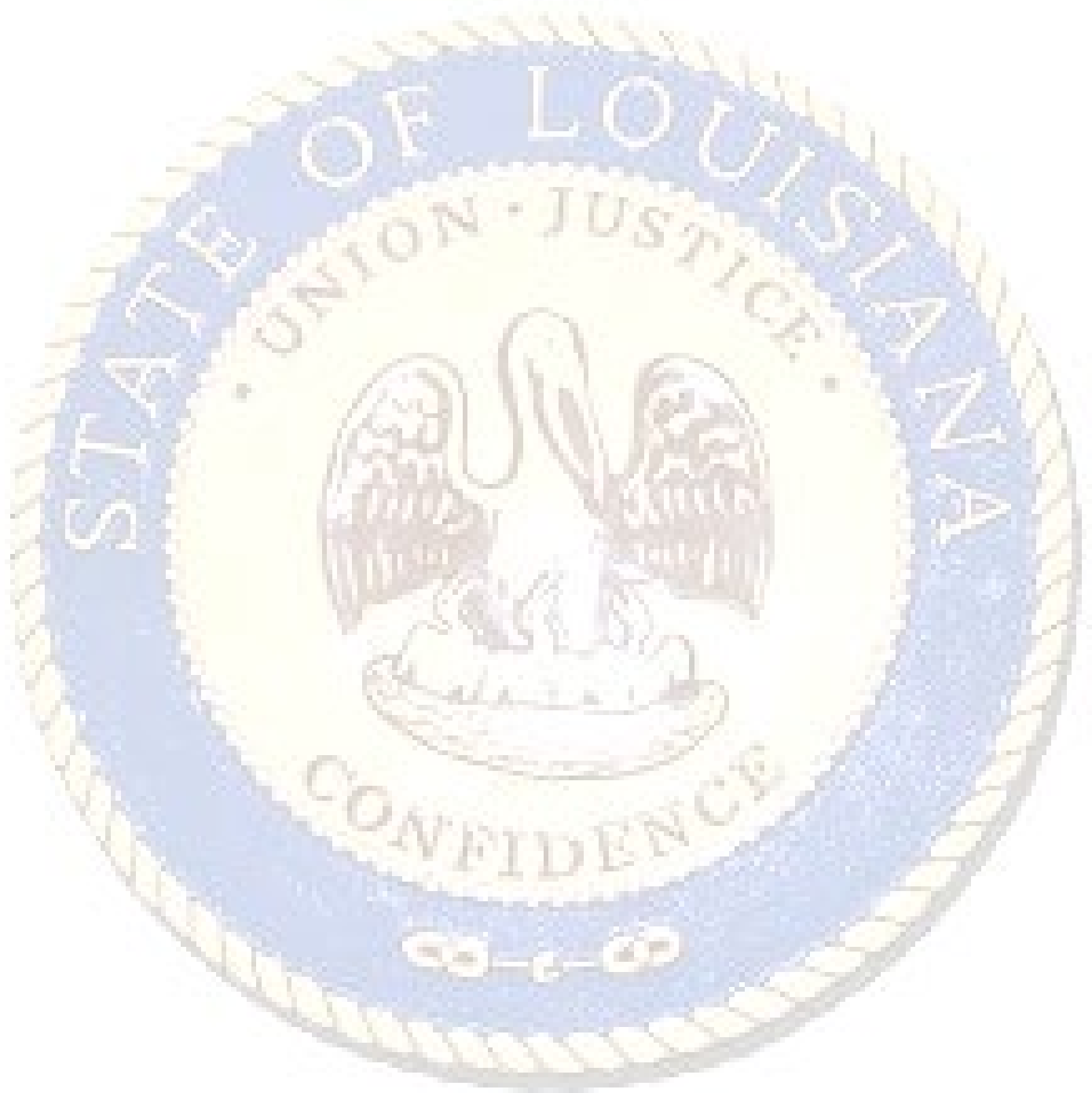
AREA AGENCY ON AGING

Mark all services to be administered under the Area Plan by funding source

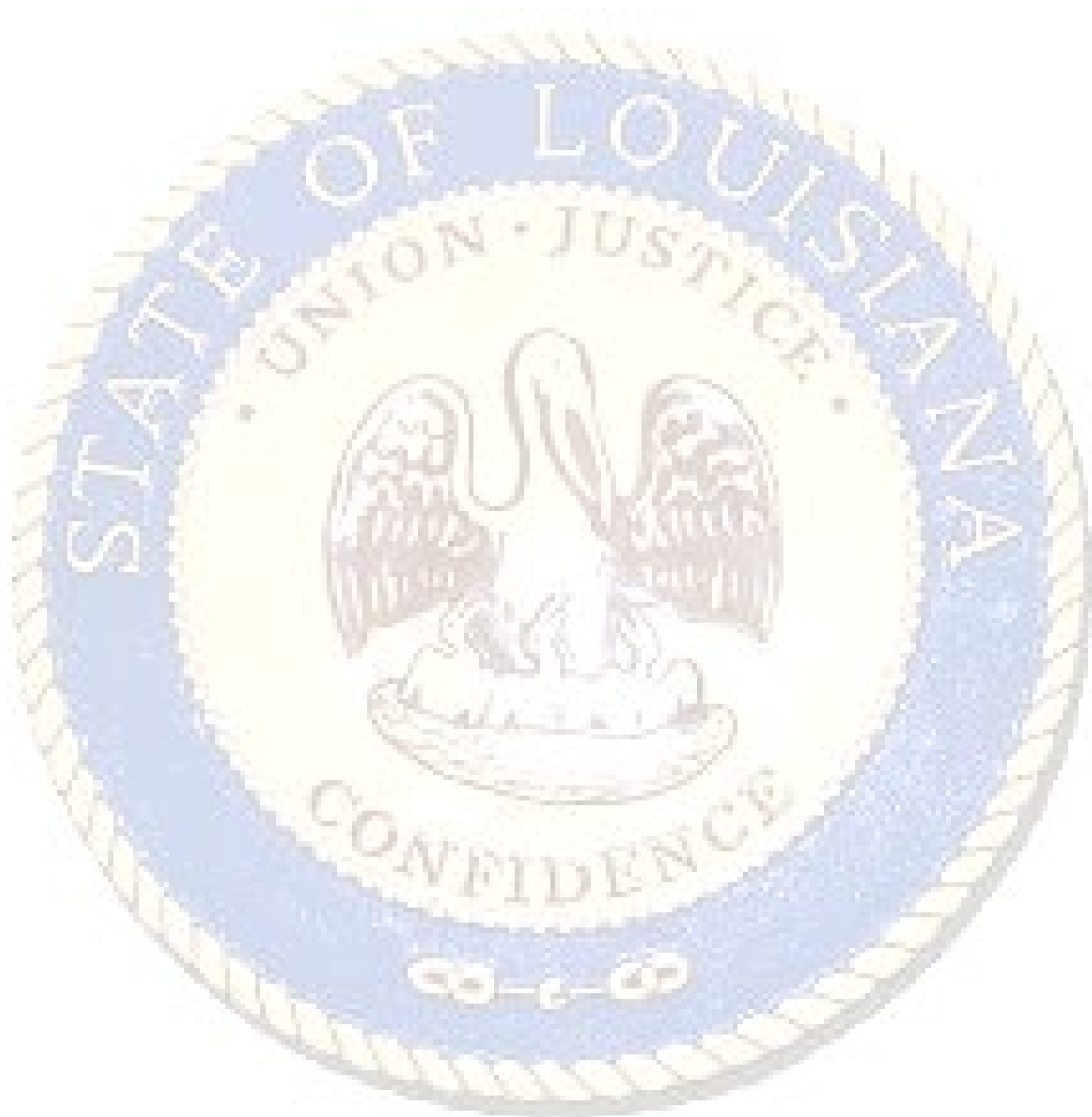
SERVICES TO BE PROVIDED	III B	III C	III D	III E	SENIOR CENTER	LOCAL FUNDS	IN KIND	OTHER FUNDS
Adult Day Care/Health	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Transport(A)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case Management(A)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chore (IH)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Congregate Meals		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Delivered Meals		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homemaker(IH)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information & Assistance(A)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Assistance(L)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition Counseling		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition Education		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outreach	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Care(IH)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation(A)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counseling	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crime Prevention Services	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Repair/Modification(IH)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Aid	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Alert	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Education	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Companion Services(IH) (formerly Sitter Service)	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephoning(IH)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Assistance	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visiting(IH)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness IIIB	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respite(R)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Promotion & Disease Prevention (HPDP)			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support Groups				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 13: Disaster Preparedness

I. Disaster Plan



II. Public Health Emergency Operational Plan



Section 14: Title III Request for Waiver of Priority Services (Optional)

_____ Area Agency on Aging

Agencies may request a Waiver of Priority Services if it is demonstrated that such service(s) is/are being provided sufficiently to meet the needs in the PSA. Agencies requesting a Waiver must adhere to GOEA Policy [§1141](#).

1. Priority Service(s) for which Waiver is being requested: _____

2. Detailed rationale for Waiver Request.

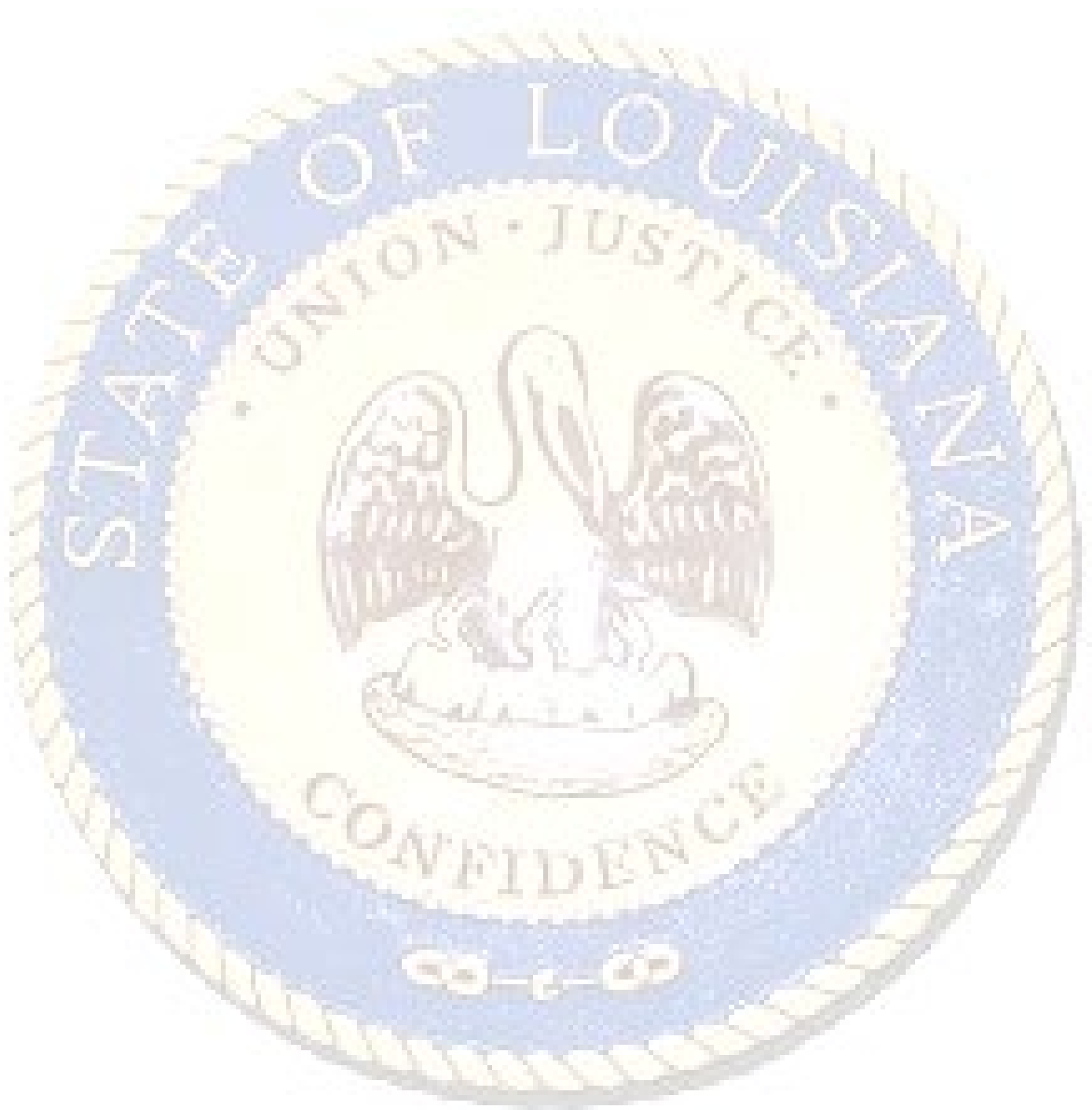
3. Public Hearing record regarding Waiver Request. (See format in Section 9)

4. Assurance that supplemental service funds not utilized due to this request are allocated to the remaining priority services categories.

5. Waivers may be granted for a period of time up to/not to exceed 12 month; and must be requested annually.

Section 15: Governing Board

Board of Directors



Section 16: Advisory Council

_____ Area Agency on Aging

Advisory Council Membership

NAME	Physical or Mailing ADDRESS	NAME OF AGENCY / GROUP REPRESENTED

Use an asterisk (*) to indicate persons 60 +. Use two asterisks (**) to indicate Chairperson.

Use three asterisks (***) to indicate Chairperson 60 +.

Indicate number of members in each of the following categories:

Category	Number	Category	Number
60+ population		Elected officials	
Clients of Title III services		General public	
Representatives of older persons		Representatives of health care provider organizations (Includes veterans' health care if there is a V.A. facility in your area)	
Representatives of minority elderly		Representatives of supportive services provider organizations	

Section 17

ASSURANCES

STANDARD ASSURANCES UNDER THE OLDER AMERICANS ACT (PROVISION OF ASSURANCES BY AREA AGENCIES ON AGING)

The Older Americans Act of 1965, as amended (42 U.S.C., Section 3001, et. seq. hereafter referred to as the Act), requires each Area Agency on Aging to provide assurances that it will develop a plan and carry out a program in accordance with the plan. Each Area Agency on Aging must comply with the following provisions of the Act and written policies, procedures or agreements, as appropriate, must be on file in the Area Agency on Aging office and available for review and approval by Office of Elderly Affairs officials.

- Sec. 306(a)(6)(E)(F)(G) Procedures for Coordination with Program Listed in Sec. 203(b) of the OAA
- Sec. 306(a)(7) Policy for the Coordination of Community-Based Long Term Care
- Sec. 306(a)(8) Policy Regarding Coordinating of Case Management Services
- Sec. 306(a)(9) Policy to Carry Out the Long-Term Care Ombudsman as Described in Section 307(a)(9)
- Sec. 306(a)(10) Policy for a Grievance Procedure for Older Individuals That are Dissatisfied or Denied a Service Under This Title.
- Sec. 306(a)(11)(A)(B)(C) Policy to Provide or Coordinate Services for Older Native Americans Under This Title With Services Provided Under Title VI
- Sec. 306(a)(12) Procedure to Coordinate Services with Other Federally Assisted Programs as Described in Section 202(b)
- Sec. 306(a)(13)(A)(B)(C) Provide assurances that area agency will maintain the integrity and public purpose of services, provide identity of contracts, demonstrate that the quantity and quality of the services are enhanced as a result of such contract or relationship.
- Sec. 306(a)(14) Assurance is given that preference in receiving Title III services will not be given to any individual as a result of a contract or commercial relationship that is not to implement Title III.
- Sec. 306(a)(15) Provide assurances regarding use of funds
- Sec. 306(a)(16) Self Directed Care
- Sec. 306(a)(17)(a)(b) Emergency Preparedness, Waiver Request Due to Adequate Supply, State Agency May
(c)(d)(e)(f) Enter Into Agreements to Administer Programs, Legal Assistance Privacy Requirements, and State Agency Withholding of Funds as a Result of Failure to Comply

Section 17: ASSURANCES
cont'd

The _____ Area Agency on Aging agrees to adhere to the Assurances listed above in accordance with all rules and regulations specified under the Act, as amended, and are hereby submitted to the Governor's Office of Elderly Affairs.

Signature: _____
DIRECTOR, AREA AGENCY ON AGING DATE

The Area Agency on Aging Advisory Council has had the opportunity to review and comment on the Area Plan on Aging.

Signature: _____
CHAIRPERSON, ADVISORY COUNCIL DATE

The governing body of the Area Agency on Aging has reviewed and approved the Area Plan on Aging.

Signature: _____
CHAIRPERSON, BOARD OF DIRECTORS DATE

FORM HHS 690 (Assurance of Compliance)

VERIFICATION OF INTENT

_____ Area Agency on Aging

This Area Plan on Aging for the period July 1, 2023, through June 30, 2027 includes all assurances and provisions required by the Older Americans Act Amendments (the Act).

The Area Agency on Aging identified will assume full authority to develop and administer the Area Plan in accordance with all requirements of the Act and related State policy. In accepting this authority the area agency agrees to be the leader relative to all aging issues on behalf of all older persons in the planning and service area (PSA). This means that the area agency shall proactively carry out, under the leadership of the Governor's Office of Elderly Affairs, a wide range of functions related to advocacy, planning, coordination, inter-agency linkages, information sharing, brokering, monitoring and evaluation designed to lead to the development and enhancement of a comprehensive and coordinated community based system to serve each community in the PSA. This system shall be designed to assist older persons in leading independent, meaningful lives in their own homes and communities as long as possible.

CERTIFICATION

This Area Plan on Aging has been developed in accordance with all rules and regulations specified under the Act, as amended, and is hereby submitted to the Governor's Office of Elderly Affairs for approval.

Signature: _____
DIRECTOR, AREA AGENCY ON AGING DATE

The Area Agency on Aging Advisory Council has had the opportunity to review and comment on the Area Plan on Aging.

Signature: _____
CHAIRPERSON, ADVISORY COUNCIL DATE

The governing body of the Area Agency on Aging has reviewed and approved the Area Plan on Aging.

Signature: _____
CHAIRPERSON, BOARD OF DIRECTORS DATE

State of Louisiana

AREA AGENCY ON AGING

4-YEAR AREA PLAN GUIDE



INSTRUCTIONS & HELPFUL HINTS PACKET

Office of the Governor
Office of Elderly Affairs
602 N. 5th Street, 4th Floor
Baton Rouge, LA 70802
(225) 342-7100

adrcla.org

2024-2027 4-YEAR AREA PLAN REQUIRED COMPONENTS CHECKLIST

To ensure all required components are included, “X” mark the far-right column boxes.

Enclose a copy of the checklist with your Area Plan:

Submit this form with the Area Plan due xx-xx-xxxx only

Section	Four-Year Area Plan Components	4-Year Plan
	Submittal Page, Assurances & Verification of Intent forms – <i>must have original, ink signatures or official signature stamps- no photocopies</i>	<input type="checkbox"/>
1	Mission Statement	<input type="checkbox"/>
2	Description of the Planning and Service Area (PSA) – Map of PSA	<input type="checkbox"/>
2	I. PSA Overview	<input type="checkbox"/>
2	II. Area Profile	<input type="checkbox"/>
3	Focal Points – Map of Focal Points	<input type="checkbox"/>
3	List of Focal Points	<input type="checkbox"/>
4	Description of Area Agency on Aging	<input type="checkbox"/>
4	I. AAA Organizational Chart	<input type="checkbox"/>
4	II. AAA Structure	<input type="checkbox"/>
4	III. AAA Operational Plan	<input type="checkbox"/>
5	Planning Process – Establishing Priorities	<input type="checkbox"/>
6	Needs Assessment	<input type="checkbox"/>
7	Targeting:	<input type="checkbox"/>
7	I. Targeting Priorities	<input type="checkbox"/>
7	II. Description of Priority Groups	<input type="checkbox"/>
7	III. Area Plan: Then & Now	<input type="checkbox"/>
8	Community Meetings	<input type="checkbox"/>
9	Public Hearings	<input type="checkbox"/>
10	Identification of Priorities	<input type="checkbox"/>
11	Area Plan Goals & Objectives	<input type="checkbox"/>
12	Summary of Services under the Area Plan	<input type="checkbox"/>
13	Disaster Preparedness	<input type="checkbox"/>
13	I. Disaster Plan	<input type="checkbox"/>
13	II. Public Health Emergency Operational Plan	<input type="checkbox"/>
14	Request for Waiver of Title III Priority Services (Optional)	<input type="checkbox"/>
15	Governing Board	<input type="checkbox"/>
16	Advisory Council	<input type="checkbox"/>
17	Assurances	<input type="checkbox"/>
18	Verification of Intent	<input type="checkbox"/>

SUBMISSION TO GOEA

A draft of the Area Plan is to be submitted to the GOEA, Home and Community Based Services Unit, any time before the final draft is due. Corrected final drafts must be submitted no later than **November 30, 2022**. The program monitors will review and respond individually to each plan. Changes to the submitted Area Plan may be necessary prior to final approval from GOEA. Area Plans (including the draft) are to be submitted electronically to assist in paper reduction. A final copy containing all required signatures and documents must be received before final approval is granted. Upon receipt of the electronic copy, GOEA will acknowledge receipt of via an e-mail to the AAA.

References:

OAA 2006 102
OAA 2006 206 and 305
OAA 2006 306(a)(b)
OAA 2006 306(a)(6)(D)
OAA 2006 306(a)(2)(C)
OAA 2006 307(a)(8)(A)
OAA 2016 206 305 306 307
OAA 2020 101 102 206 305 306 307
Office of Elderly Affairs Policy Manual 1233
Office of Elderly Affairs Policy Manual - 1133E – Area Plan Amendment
U.S. Census 2020

Area Agency on Aging Area Plan

The Area Plan is a grant application submitted by an Area Agency on Aging (AAA) to the State Unit on Aging in order to receive funds. The Area Plan contains provisions required by the Older Americans Act, and the Governor's Office of Elderly Affairs (GOEA). It includes commitments that the Area Agency will administer activities so funded in accordance with all requirements. The Area Plan also contains a detailed statement of the manner in which the Area Agency is developing a comprehensive and coordinated system throughout the planning and service area for all allowable services. An Area Agency on Aging may receive contracts and enter into subcontracts under the Older Americans Act only under an approved area plan.

A major objective of the Area Plan is to help AAAs produce quality planning that will enable them to fully attain the goals set forth in the Older Americans Act, develop greater capacities to provide comprehensive and coordinated services systems to serve older people and to assist in the utilization of available resources more efficiently. Instead of focusing on the production of a compliance document, AAAs should focus on quality planning for the next four years.

The Area Agency on Aging is to develop or enhance a comprehensive and coordinated system for serving older persons in communities throughout the planning and service area. Except where a waiver is granted by the State Unit on Aging, the Area Agency on Aging is required to award funds by contract to community service provider agencies and organizations.

Section 306(a) of the OAA requires designated AAAs prepare, develop and present for approval to the State Agency a plan, which in itself shall include assurances for delivery of the following categories of services:

- (A) Services associated with access to services (i.e. escort and transportation, health services (including mental and behavioral health services), outreach, information and assistance (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible), and case management services);
- (B) in-home services, including supportive services for families of older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and
- (C) legal assistance;

The State Unit on Aging awards federal funds via formula to the designated AAAs for use to make available and provide, to the best of their ability, specific services within the categories of services listed above.

Aligned with Title III OAA Area Plan requirements for AAAs, the following services are priorities across the state of Louisiana:

- Access Services – information and assistance; outreach; assisted transportation; transportation; case management.
- In-Home Services -- home-delivered meals; chore; homemaker; home repair/modifications; homemaker; and personal care; telephoning; visiting.
- Community Services -- congregate meals; senior center activities; adult day care; nursing home ombudsman services; elder abuse prevention; legal services; senior employment; and pension counseling; health promotion; and fitness programs; support for institutionalized older persons and their caregivers.
- Evidence-Based Services -- health promotion and disease prevention activities that include the following: health risk assessment and screenings, nutrition screening and educational services, physical fitness, health promotion programs on chronic disabling conditions, home injury control services, counseling regarding social services, and follow-up health services.
- Family Caregiver Services -- respite; adult day care; counseling and education; support for persons with Alzheimer's disease and related disorders and their caregivers.; further caregiver support through assistance with improving coordination between health care and community service systems.

1. The Area Agency on Aging shall have responsibility for carrying out all activities under the Area Plan on Aging according to Section 306 of the Older Americans Act, as amended and 45 CFR Parts 1321.53 and 1321.61.

Relationship to the Area Plan and Service Procurement

Based on the findings in the Area Plan Needs Assessment, the AAA determines which services to procure. The AAA evaluates proposals and awards subcontracts for the provision of services. The AAA may request authorization from GOEA to provide services directly. Direct delivery of service requires the AAA demonstrate necessity of doing so, to ensure an adequate supply of the service or that AAA can, itself, provide services of comparable quality more economically than other providers. Regardless, the AAA submits to GOEA as part of the Service Procurement Package for each service the following procurement data elements: the total cost, units of service to be provided and single unit cost. Procurement data elements are also included on budget documentation -Exhibits 1 & Exhibit 2. Approved Exhibits 1 & 2 shall become an official part of the Area Plan.

Area Plan Sections

Section 1 – Mission Statement

This section provides the AAA's mission statement. A mission statement:

- ✓ Is a formal summary of the aims of the AAA
- ✓ Is a formal summary of the values of the AAA
- ✓ Is the framework for the actions of the AAA
- ✓ Specifies the overall goal of the AAA
- ✓ Provides a sense of direction
- ✓ Serves as a guide for decision-making

The AAA shall include their mission statement in the narrative part of Section 1 of the Area Plan template.

Instructions:

- ☐ Provide a mission statement that best describes the purpose and overall goals of the AAA

Section 2 – Description of the Planning & Service Area (PSA)

This section provides a description of the PSA's physical and demographic characteristics, unique resources and constraints and existing **local** service system, including challenges and successes in local system development.

Physical characteristics include the natural environment, such as landforms, elevation, water features, climate, soil, natural vegetation and animal life.

Demographic characteristics are easily identifiable personal characteristics such as age, gender family status, marital status, sexual orientation, education level, income, occupation, race, languages spoken, disability status, remoteness, etc.

Instructions:

- ☐ Insert a map of the AAA's PSA in the narrative part of Section 2 of the Area Plan Template

I: PSA Overview

- ☐ 2.I: Detail the following in the narrative section I: PSA Overview of Section 2 of the Area Plan template:
 - ☐ physical characteristics of the PSA
 - ☐ demographic characteristics of the PSA
 - ☐ Unique resources existing in the PSA
 - ☐ Constraints existing in the PSA
 - ☐ Local service delivery system*, including public and private resources/providers/agencies

***Note: The local service delivery system in the PSA, within which the AAA service delivery system operates alongside of. Detailed specifics about the AAA's own service delivery system are provided in Section 4**

- ☐ Challenges with the existing and/or forthcoming local service delivery system development
- ☐ Successes achieved by the existing and/or forthcoming local service delivery system development

II: Area Profile

- ☐ 2.II Provide the following in the narrative section II: Area Profile of Section 2 of the Area Plan template:
 - ☐ Identify cities/towns designated as **rural** in the PSA
 - ☐ Describe the **rural** population
 - ☐ Identify cities/towns designated as **urban** in the PSA
 - ☐ Describe the **urban** population
 - ☐ Describe significant differences among cities/towns/communities in the PSA in relation to availability of services, resources, populations, economy, etc.
 - ☐ Insert chart of population data (use 2020 Census Data)

Section 3 – Focal Points

This section provides information about the importance of community focal points along with a list of the AAA's designated community focal points (centers of interest or activity) and corresponding addresses of each location.

AAAs shall work with community agencies and officials in the PSA to ensure that focal points are available in each community.

Instructions

In Section 3 of the Area Plan template:

- ☐ Insert/ Attach map(s) of the PSA with each community Focal Points indicated.
- ☐ Complete the community focal point form
 - ☐ List all community focal points and addresses;
 - ☐ Indicate services provided at each focal point location
 - ☐ Indicate whether focal point location services are coordinated with other agencies

Section 4 – Description of the Area Agency on Aging (AAA)

This section describes how the AAA, on behalf of all older individuals, adults with disabilities, and their caregivers in the PSA, carries out its role as a leader on aging matters.

AAAs are tasked with providing and coordinating a community-based system of services to promote the independence of and protect and preserve the quality of life for older individuals, adults with disabilities and caregivers. AAAs shall achieve this task by leveraging their own organizational strengths/weaknesses and partnering with local agencies/providers for successful and effective service delivery.

Instructions

I: AAA Organizational Chart

- ☐ Insert/Attach the AAA's organizational chart in the narrative section I. AAA Organizational Chart of Section 4 of the Area Plan template. (Lines of authority must be clearly defined)

II: AAA Structure

- ☐ Describe the AAA's organizational structure in the narrative section II. AAA Structure of Section 4 of the Area Plan template. Include the following details:
 - ☐ Organizational structure
 - ☐ Administrative functions
 - ☐ Leadership efforts

III: AAA Operational Plan

- ☐ Describe the AAA's operational plan in the narrative section II. AAA Operations of Section 4 of the Area Plan template. Include details of how the AAA plans to:
 - ☐ Coordinate a comprehensive system of services to help older individuals, adults with disabilities and their caregivers
 - ☐ Promote the involvement of older individuals, adults with disabilities and their caregivers in community-based systems of care
 - ☐ Ensure services are coordinated with other providers in the PSA
 - ☐ Make use of the strengths and weaknesses of service coordination methods
 - ☐ Planned changes to service coordination methods
 - ☐ Clearly define lines of authority for the Advisory Council, Board of Directors and AAA/COA

Section 5 – Planning Process (for Establishing Priorities)

This section provides an **overview/outline** of the course of action the AAA follows to conduct the planning process for development of the Area Plan, establish priorities for service delivery and provide opportunities for public involvement in the planning process. **Specific identification of priorities is not required in this Narrative Section. (see Section 10)**

This process involves input and actions by the Advisory Council, Board of Directors and AAA Director.

The process must also involve members of the public, acting in specific capacities such as public agencies, governmental entities, local business and current/ past program participants.

Instructions

- ☐ Detail the steps taken to complete the planning process the AAA follows to establish service delivery priorities in the narrative area of Section 5 of the Area Plan template. Include mention of the following:
- ☐ Responsibilities/ actions of each involved party (i.e. Advisory Council actions? Board of Directors' actions? AAA Director's actions?)
- ☐ Provide information related to public involvement
- ☐ Describe how the AAA includes the following groups in the process:
 - ☐ The public
 - ☐ Public Agencies
 - ☐ Government Entities
 - ☐ Other organizations that serve targeted populations

Section 6 – Needs Assessment

This section describes the process and methods the AAA uses to assess the needs of OAA defined target populations in the PSA. Efforts **shall** include assessing the needs of long defined target populations along with newly specified vulnerable populations, which are LGBTQ+* elders and elders living with HIV/AIDS.

A complete picture of all needs, those that are being met, along with those that are not, should be described. The adequacy of the resources, both public and private should be addressed and the agency's ability or inability to access those resources should be explained. Input from agencies that are not traditionally involved in ageing programs should be considered. Also, consideration should be given to older population groups that the AAA may not have had the opportunity to communicate with in the past. Current services are identified and evaluated. Unmet needs, gaps in service, barriers, and resources are also identified. Additionally, the impact on the AAAs budget is addressed.

Why conduct a Needs Assessment?

More than 10,000 people turn 65 every day. Supporting older adults in our communities as they age requires a broad range of services. The needs assessment is a formal process that determines the gaps between current outputs or outcomes and the required or desired outputs or outcomes. The needs assessment survey process provides the Agency with an up-to-date look and understanding of our aging population. It confirms the services we are providing are relevant and used by the older adult population.

The needs assessment survey affords the AAA the opportunity to:

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Section 7 – Targeting

This section describes how the AAA’s policies meet the needs of targeted populations and identifies the specific target populations existing within the AAA’s service area.

The [Older Americans Act](#) authorizes a wide array of community based social service programs and objectives designed and developed to address unmet needs of identified target groups of older individuals deemed to be in ‘greatest need’ of support to perform normal daily activities or live independently. “Greatest need” includes both “[greatest social need](#)” and “[greatest economic need](#)”. Various reauthorizations (updates) of the OAA have each further expanded and clarified target population specifications and requirements.

To start, the OAA required that earmarked funding be targeted to populations in “[greatest social need](#)”, an objective designed to combat **social isolation** caused by such factors as communication barriers, race and/or ethnic status as well as **cultural and/or geographic isolation** caused by other factors such as minority religious affiliation, sexual orientation and/or gender identity. Achieving this objective requires ensuring equitable service delivery to all persons age 60 + through community needs assessment and formulation of a comprehensive service plan.

Reauthorizations of the OAA addressed growing population needs by expanding targeting requirements to also include populations in “[greatest economic need](#)” per identification of specific contributing factors. Expansion of the targeting objective is designed to combat **economic isolation** caused by economic factors such as income, education, employment, community safety and social supports (i.e. institutionalized persons or individuals at risk for institutionalization).

Further reauthorizations of the OAA continued expansion the targeting requirement to also include populations of individuals for which English is not their first language, explicitly noting that individuals with limited English proficiency are among those who may simultaneously fall into both categories of “[greatest social need](#)” and “[greatest economic need](#)”.

The 2020 OAA reauthorization¹ identifies specific populations and population **subgroups** which the AAA must include in its targeting efforts. To date, OAA required target populations/ subgroups in “greatest need” include:

- Black
- Latino
- Indigenous/Native American
- Asian Americans
- Pacific Islanders
- Other persons of color
- Members of religious minorities
- Persons with disabilities
- Persons who live in rural areas
- Persons of the LGBTQ+community¹
- Persons with limited English proficiency
- Persons caring for another person
- Institutionalized persons
- Persons at risk for institutionalization
- Persons living with HIV/AIDS¹
- Individuals with income at/below the poverty line

(¹OAA requires the inclusion of lesbian, gay, bisexual, transgender, queer (LGBTQ+*) community and older adults living with HIV/AIDS as a vulnerable populations. (*LGBTQIA+; See additional [expanded definition](#))

Instructions

Using needs assessment results and 2020 Census Data*, provide the following information:

I: Targeting Priorities

- ☐ A review of the targeting priorities established by the OAA **Copy and Paste from above, if needed**

II: Description of Priority Groups

- ☐ A brief description of each target population/**subgroup** within the PSA. Descriptions should include:
 - ☐ Characteristics of the populations/subgroups
 - ☐ Locations of target populations/subgroups within the PSA
 - ☐ Needs of target populations/subgroups
- ☐ Indicate the method used to identify the target populations within the PSA (refer back to Section 6 above)

III: Addressing Needs: Then and Now (Barriers and How to overcome them)

- ☐ Indicate how addressing the needs of the identified target populations have changed from the previous plan
- ☐ A description of how the needs of the identified target populations within the PSA will be addressed in the current plan
- ☐ A discussion of service gaps and barriers to accessing existing services the identified targeted groups encounter and how the AAA plans to overcome those service gaps and barriers.

Section 8 – Community Meetings

This section documents the AAA's community meetings, an assessment method used in addition to conducting the needs assessment survey.

Community meetings are conducted to allow older adults, adults with disabilities and their caregivers, along with people and groups not traditionally associated with aging programs, the opportunity to provide feedback about the AAA and its services. The meetings also afford the AAA the opportunity to gather non-traditional viewpoints on the AAAs own role in the community, directly from community members.

The AAA uses feedback and information obtained at community meetings for the development and content of the Area Plan.

What happens at community meetings?

At the community meetings, the initial results of the Needs Assessments can be shared and discussed. This should include results that address the needs of all older people in the community, as well as, results related to adequacy of the resources and the existing delivery system in meeting those needs. A guided discussion should take place on what the initial findings mean. Ultimately, the community meetings should help the AAA establish priorities for its plan of action for service delivery.

Who should attend community meetings?

Community meetings should be attended by members of the target community, including but not limited to person with disabilities, caregivers, and senior persons. In addition to inviting community members to attend, key community leaders, healthcare providers, social service providers, representatives of charitable organizations and religious leaders should be invited to attend, as well.

The AAA should ensure there is representation from minority older people and older individuals residing in rural areas of the PSA.

What are the requirements for conducting Community Meeting(s)?

The AAA must conduct a sufficient number of Community Meetings to reach populations identified in Section 7. The specific number, size and location of these group meetings are at the discretion of the AAA and subsequent approval by the State Unit on Aging. The exact format and agenda of the meetings is also at the discretion of the AAA. The area plan must include documentation of the meetings in the format specified in the Area Plan template.

Instructions

For each community meeting held:

- ☐ Complete a Community Meetings form in Section 8 of the Area Plan template
- ☐ Insert/attach a copy of the attendance list in Section 8 of the Area Plan template

Section 9 – Public Hearings

This section indicates how many hearings were held, what was made available at the hearing, how the public hearing was conducted, comments from the public, outreach efforts used to seek input from institutionalized, homebound, and disabled adults, along with results of the hearing(s).

What happens at Public Hearings?

Prior to the adoption of the Area Plan summary, the (single parish) AAA must conduct at least one public hearing at an accessible location in **each** ward, district or precinct of the PSA. *For Multi-Parish Area Agencies on Aging - conduct at least one public hearing at an accessible location in **each** parish of the PSA.

A draft version of the completed Area Plan summary is distributed to attendees for an in-depth discussion of needs assessment results and intended plan of action by the AAA for addressing the identified needs. The Area Plan should be used for talking points to effectively lead discussions, encourage viable commentary and solicit feedback from the audience of attendees about each component section of the Area Plan. Specific focus should be given to the Area Plan goals and objectives, with the AAA seeking direct discussion and feedback on each listed goal and related objectives.

Who should attend Public Hearings?

Persons who should be notified include, but not limited to, the AAA Advisory Council, public officials, and other interested parties.

What are the requirements for conducting Public Hearings?

- ☐ Single parish AAA must conduct at least one public hearing at an accessible location in **each** ward, district or precinct of the PSA.
- ☐ Multi-Parish Area Agencies on Aging must conduct at least one public hearing at an accessible location in **each** parish of the PSA.
- ☐ Public hearings must be held at a time and location which permits older persons, public officials and other interested parties a reasonable opportunity to participant.
- ☐ Public hearings must be held in accordance with the state's open meetings law [[LA R.S. 42:12](#) previously [LA R.S. 42:4.1](#)] with all consideration given to expanded requirements set by the State Unit on Aging (GOEA).

Expanded requirements of the State Unit on Aging (GOEA) involves the effect of noticing:

While the current open meetings law states “at least 24 hour notice is required for meeting of a public body”; for all intents and purposes related to producing a viable and useful Area Plan, **noticing requirements for conducting a Public Hearing for Area Plan are as follows:**

- ☐ Notice MUST include date, time and location of the Public Hearing
- ☐ At least seven (7) day notice by posting notification of an upcoming meeting at the principal office of the public body; **AND**
- ☐ At least seven (7) day by posting notification of an upcoming meeting at the building in which the meeting will be held; **AND**
- ☐ Notice MUST be posted on the public body's website, if it has one.

Additional Notification (Optional):

- ☐ At least seven (7) day by posting notification of an upcoming meeting in the official parish journal of the public body.

Instructions

For each public hearing held:

- ☐ Complete Section 9 of the Area Plan template

Section 10 – Identification of Priorities

This section documents how the AAA identifies service priorities for the planning cycle, factors influencing the AAA's priorities and the AAA's plans for managing increased or decreased resources. Identified priorities are derived from the needs assessment findings, community meetings and public hearing results.

Factors influencing priorities may include, but are not limited to:

- Available resources
- Administrative changes
- Anticipated changes in services
- Existing service delivery constraints
- Changes in number of persons aged sixty (60+)

(Note: Area Plan Goals and Objectives (see Section 11) must relate to the priorities identified in this section.)

Instructions

Provide the following details in the narrative segment of Section 10 of the Area Plan template:

- ☐ Priorities derived from the needs assessment
- ☐ How the AAA will meet targeting mandates
- ☐ Factors influencing prioritization (budgetary impacts)

Section 11 – Area Plan Goals and Objectives

This section details the goals and objectives developed by the AAA in direct response to the identified priorities. (Note: See Section 10 for identified priorities).

Goals are broad concepts that reflect the AAA's Mission. **Objectives** are actions intended to meet the goals. Objectives must be S.M.A.R.T. (specific¹, measurable², attainable³, relevant⁴, and time-bound⁵):

- (S) ¹Target a specific area for improvement,;
- (M) ²Specify who will take what action(s);
- (A) ³Indicate the expected results
- (R) ⁴Relate expectation of results to available resources within PSA; and
- (T) ⁵Identify a specific achievement date.

Instructions

Using the format provided in Section 11 of the Area Plan template:

- ☐ List a minimum of five (5) Goals. Goals MUST also relate to the following ACL Topic Areas:
 - ☐ OAA Core Programs d expanding access to HCBS -
 - ☐ COVID-19
 - ☐ Equity
 - ☐ Expanding access to HCBS
 - ☐ Caregiving
- ☐ Complete a rationale narrative for each Goal
- ☐ List a minimum of three (3) Objectives for each Goal
- ☐ Complete an Outcome narrative for each Objective
- ☐ Complete a Measurement narrative for each Objective
- ☐ Complete Projection results for each year of the Area Plan cycle
- ☐ Complete Projected Start & End Dates
- ☐ Select 'New' or 'Continued from Previous Year' in the Update Status column

Example Goals w/ Rationale, Objectives, Outcomes, Measurements and Projections

Goal #1: The Agency will employ various methods to distribute information and education regarding supportive services in all Title III core programs available for older adults, adults 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. In an effort 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, adults with disabilities and caregivers		
*This goal/ objective set satisfies both OAA Core Program and expanding access to HCBS topic areas.	Projected Start & End Dates	Update Status
List Objective Number and Objectives		
Objective #1: Agency staff will work with hospitals, clinics, discharge planners, home health agencies, doctor's offices and other organizations in the PSA to improve awareness of senior programs, available services, and caregiver resources. Outcome: Community organizations will receive current information and be better informed of available services, making the information more readily available, accessible and accurate for target population Measurement: Number of community organizations receiving information that is accurate and ready to share to those of the target population in most need of the information and related services. Projections: FY 24: 6 organizations FY 25: 2 organizations FY 26: 2 organizations FY 27: 8 organizations	7-1-23 – 6-30-27	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continued from Previous Year
Objective #2: AAA will seek media contacts regarding AAA's mission, programs and services it provides, as well as creating opportunities for Agency staff to present information Outcome: The public will receive current information and be better informed of available services and programs. Measurement: number of Public Information activities completed and the number of people in the target population reached. Projections: FY 24: 1 TikTok collaboration shared by news media FY 25: 1 YouTube broadcast – reaching entire PSA viewing area FY 26: 1 news/1/radio/1 YouTube broadcast – reaching entire PSA viewing area FY 27: 1 news/1 radio broadcast – reaching entire PSA viewing area	7-1-23 – 6-30-27	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective #3: Advertise regularly in newspapers, publications, websites or Facebook. Outcome: The public will be informed concerning older adult issue and the services and programs available Measurement: Number of Advertisements Projections: FY 24: 1 article published FY 25: 2 articles published FY 26: 3 articles published FY 27: 4 articles published	7-1-23 – 6-30-27	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continued from Previous Year

Objective #4 Engage in Outreach efforts to distribute current community information to individuals and organizations that provide supportive services to age 60+ adults, caregivers and adults with disabilities. Outcome: Broadened awareness on supportive services offered in each community for older adults, caregivers and adults with disabilities. Measurement: Number of outreach materials distributed. Projections: FY 24: FY 25: FY 26: FY 27: By 2027, 2,000 contacts projected to be reached	7-1-23 – 6-30-27	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continued from Previous Year
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Goal #2: The Agency will strengthen existing partnerships with community groups and seek to establish partnerships with compatible community organizations to continue to provide community based services.		
Rationale: The age 60+ population in our PSA is continuing to increase. It is imperative to partner with compatible organizations to develop a coordinated, integrated system of care to provide essential services for older adults, adults with disabilities and caregivers.		
*This goal satisfies OAA Topic Areas 1)Core Programs, 2)Expanding access to HCBS and 3)Equity of service List Objective Number and Objectives	Projected Start & End Dates	Update Status
Objective #1: Outcome: Measurement: Projections: FY 24: FY 25: FY 26: FY 27:	7-1-xx – 6-30-xx	<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective #2: Outcome: Measurement: Projections: FY 24: FY 25: FY 26: FY 27:	7-1-xx – 6-30-xx	<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective #3: Outcome: Measurement: Projections: FY 24: FY 25: FY 26: FY 27:	7-1-xx – 6-30-xx	<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year

Goal # :		
Rationale:		
List Objective Number and Objectives	Projected Start & End Dates	Update Status
Objective # : Outcome: Measurement: <u>Projections</u> FY 24: FY 25: FY 26: FY 27:	7-1-xx – 6-30-xx	<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective # : Outcome: Measurement: <u>Projections</u> FY 24: FY 25: FY 26: FY 27:	7-1-xx – 6-30-xx	<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year

<p>Objective # :</p> <p>Outcome:</p> <p>Measurement:</p> <p>Projections FY 24: FY 25: FY 26: FY 27:</p>	<p>7-1-xx – 6-30-xx</p>	<p><input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year</p>
<p>Objective # :</p> <p>Outcome:</p> <p>Measurement:</p> <p>Projections FY 24: FY 25: FY 26: FY 27:</p>	<p>7-1-xx – 6-30-xx</p>	<p><input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year</p>

Section 12 – Summary of Services under the Area Plan

This section documents which Title III services will be provided in the PSA.

Instructions

- ☐ Complete the Summary of Services Under the Area Plan form in Section 12 of the Area Plan template by indicating which Title III services will be provided in the PSA

Section 13 – Disaster Preparedness

This section describes how the AAA coordinates its long-term disaster plans and activities with local office(s) of emergency service within in the PSA. Also provided within this section is a description of the AAA's operational plan of action to be used in response to a declared public health emergency.

Instructions

I: Disaster Plan

- ☐ Submit the AAA's disaster preparedness coordination plan and emergency contact information. See the Disaster Plan template provided in Part II: Format & Templates.

I: Public Health Emergency Plan

- ☐ Submit the AAA's re-opening plan created in response to COVID-19 pandemic

Section 14 – Request for Waiver of Title III Priority Services (Optional)

This section identifies Title III-B priority service needs are being sufficiently met and so done at a level lower than minimum required percentage of funding (GOEA P&P §1141). Upon demonstration of sufficiency of services provided, GOEA shall waive the requirement of meeting minimum funding requirements for priority services.

Instructions

- ☐ Submit information indicated on the form included in Section 14 of the Area Plan template.

Section 15 – Board of Directors

This section identifies the AAA's governing Board members, collectively known as the Board of Directors

Instructions

- ☐ Submit information for each member of the Board of Directors. See the Board Roster form provided in Part II: Format and Templates

Section 16 – Advisory Council

This section identifies the AAA's Advisory Council members.

Instructions

- ☐ Submit information for each member of the Advisory Council member on the form included in Section 16 of the Area Plan template.

Section 17 – Assurances

This section documents the OAA 2006 Assurances. By signing the Transmittal Letter, the AAA, Board of Directors and Advisory Council acknowledge their understanding of the OAA Assurances and agree to comply with these Assurances.

Instructions

- ☐ Read, understand and use the Assurances when developing the four-year Area Plan.
- ☐ Execute the OAA assurances form by acquiring all indicated signatures and dates. See Section 17 of the Area Plan template for the Assurances form.

Section 18 – Verification of Intent

This section documents the AAA's:

- Acceptance of authoritative and administrative responsibility of the area plan;
- Acknowledgement that development and implementation of the area plan must follow the rules and regulations of the Act, as amended, along with related State policies; and
- Recognition that approval, proactive execution and monitoring of the plan shall fall under the leadership of the Governor's Office of Elderly Affairs.

Instructions

- ☐ Read, understand and use the Verification of Intent when developing the four-year Area Plan.
- ☐ Execute the Verification of Intent form by acquiring all indicated signatures and dates; See Section 18 of the Area Plan template for the Assurances form

The remaining pages of this packet include the following documents:

- Helpful Tips
 - Characteristics of an Excellent Area Plan
 - Summarizing the Needs Assessment
 - Describing Priority Issues of Older People
 - Public Hearing Requirements
- S.M.A.R.T Goals
- S.M.A.R.T. Goal Setting Worksheet
- GOALenforcer
- Needs Assessment Community Meeting Record
- Public Hearing Sign-in Sheet
- Goals and Objectives Form

Helpful Tips

Area Plan is a meaningful document that is used by AAA and other agencies in PSA to guide local initiatives and decision making. Below are some helpful tips.

Characteristics of an Excellent Area Plan

- ✓ Area Plan Format is followed for each section; all required information is provided
- ✓ Reader Friendly - no jargon or highly technical terms
- ✓ Well designed and executed needs assessment process
- ✓ Needs Assessment surveys are widely distributed to many individuals and groups within the PSA
- ✓ Area Plan clearly summarizes process used to assess need; identifies needs found in PSA; lists strengths and weaknesses of current system; and provides rationale of which unmet needs it will seek to address
- ✓ Goals and Objectives relate to needs identified during needs assessment process

Summarizing the Needs Assessment

To summarize the results of the needs assessment conducted for your area, you should:

1. Specify demographics, such as distribution of population, the name and size of the communities targeted, and characteristics of the targeted group.
2. Describe the Advisory Council involvement.
3. List unmet needs identified through the Needs Assessment process.
4. Indicate which needed services are available in the PSA.
5. Indicate efforts of voluntary organizations in the community attempting to meet the unmet needs of older individuals.
6. Identify alternative solutions, activities, or services to fulfill unmet needs.
7. Explain how other agencies are meeting the needs in the PSA.
8. Identify the number and specific needs of the following groups within the PSA.
 - a. Greatest economic need:
 - b. Low income minority with greatest economic need:
 - c. Greatest social need:
 - d. Low income minority with greatest social need:
 - e. Older Indians, if there is a significant population:
9. Describe the methods the AAA will use to coordinate planning and delivery of transportation services (including the purchase of vehicles) to assist older individuals, including those with special needs, in the area.

Describing Priority Issues of Older People

To summarize the priority issues of older persons in your area you should:

1. List priority issues of older people in the PSA and factors influencing prioritization.
2. Describe how these issues were determined.
3. Indicate those issues which cannot be addressed at the beginning of the Area Plan cycle by the area agency and/or other service providers within the PSA and explain why they cannot be provided. Also indicate how the AAA plans to address those issues during subsequent years of the plan cycle.
4. Indicate how the AAA will develop and publish methods by which priority of services is determined. Describe how the AAA will meet targeting mandates.

Public Hearing Requirements

1. A summary of the Older Americans Act program requirements and related state and federal rules and regulations, including La. R.S. 16.1601-1607, if the area agency is a parish council on aging.
2. A profile of the conditions of older persons in the PSA and their need for services, such as survey results and census data.
3. An identification of major issues facing older persons in the PSA and a discussion of constraints and opportunities for problem resolutions.
4. A description of the public hearing process used in plan development and the process the AAA plans to use for receiving written and oral input from older persons, service providers, public officials, and the general public.
5. A general description of how the area agency, parish council(s) on aging, other service providers, and planners in the PSA are organized to respond to the needs of older persons, with particular attention given to Older Americans Act program activities in the PSA.
6. An identification of the AAA advisory council membership by name and address, accompanied by a definition of the council's roles, responsibilities, authorities, and the methods used in membership selection.
7. A description of the site selection criteria for meal sites and senior centers.
8. A description of the participant selection criteria.
9. A summary of the contribution policy for services.
10. A roster of the parish council on aging and area agency on aging board of directors.

*Public hearings for plan amendments are only required to include information relating to the part of the plan being amended.

SMART Goals

There are several ways you can define the acronym SMART. This is the definition that is most appropriate for small business owners:

- **Specific** - You have clearly defined what you want to accomplish.
- **Measurable** - You have identified targets and milestones to track your progress.
- **Attainable** - Your goal is realistic and manageable.
- **Relevant** - You have identified a goal that fits with your business model.
- **Time-Based** - You have identified a specific period of time for the goal.
- **To Expand on each step:**
- **S = Specific**
 - When you are just getting started with goal setting, you may only have a vague idea of what you hope to accomplish. As you get further along in the process, however, you will need to be as specific as possible about your goal.
 - A specific goal should clearly state what you want to accomplish, why it is an important goal, and how you intend to accomplish the goal.
- **M = Measurable**
 - You need to be able to determine, without question, whether or not you are successful in achieving your goal. In order to do this, you need to create a way to measure your progress and your end result.
 - A measurable goal should include a plan with targets and milestones that you can use to make sure you're moving in the right direction during the process and should clearly tell you when you've completed the process.
- **A = Attainable**
 - While business goals may often pull you out of your comfort zone and challenge you, if the goal and the parameters you have created are not realistic, you may be setting yourself up for failure.
 - An attainable goal should be realistic and include a plan that breaks your overall goal down into smaller, manageable action steps that use the time and resources available to you within the timeline you've set.
- **R = Relevant**
 - The relevancy of a business goal will often determine the likelihood of achieving it. Goals that do not mesh with all of the other factors that directly and indirectly impact your business are often unachievable.
 - Ultimately, a relevant goal should make sense when measured against your business model, mission statement, market, client base and industry.
- **T = Time-Based**
 - Business goals cannot be open-ended; every goal should be limited by a period of time. The timeline may vary by weeks, months or years depending on your goal, but a defined timeline is vital in order for you to commit to the goal. Having a deadline can also create an urgency that will motivate you.
 - To determine if your goal is time-based, it should include a defined period of time as well as a specific timeline for each step of the process.

SMART Goal Setting Worksheet

SMART = Specific, Measurable, Attainable, Relevant, Time-Based

Use the questions below to determine if your business goal adheres to the SMART methodology. If your goal doesn't successfully fulfill each section, rewrite it in the space provided.

Write down your business goal in the space below.

GOAL:

Is your goal specific?

A specific goal should clearly state what you want to accomplish, why it is an important goal, and how you intend to accomplish the goal.

Is your goal measurable?

A measurable goal should include a plan with targets and milestones that you can use to make sure you're moving in the right direction.

Is your goal attainable?

An attainable goal should be realistic and include a plan that breaks your overall goal down into smaller, manageable action steps that use the time and resources available to you within the timeline you've set.

Is your goal relevant?

A relevant goal should make sense when measured against your business model, mission statement, market, client base and industry.

Is your goal time-based?

A time-based goal is limited by a defined period of time and includes a specific timeline for each step of the process.

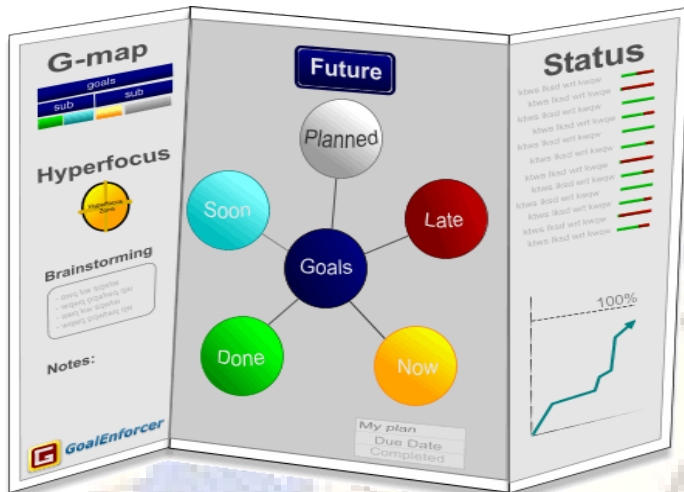
Setting and Achieving Meaningful Goals:

<http://ezinearticles.com/?Setting-and-Achieving-Meaningful-Goals&id=1126061>

GoalEnforcer

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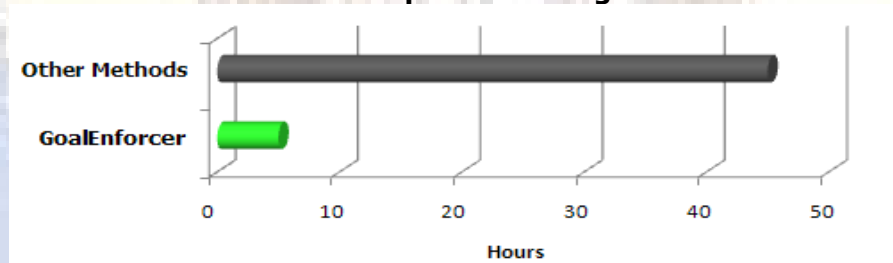
Visual Goal Setting, Goal Planning and Goal Managing: www.goalenforcer.com



- ✓ Develop your ideas
- ✓ Start planning immediately
- ✓ Boost your productivity
- ✓ Set and track your tasks
- ✓ Get things done

GoalEnforcer is a visual goal planning software that can help you plan, get focused and accomplish goals much faster than any other method. Its innovative interface lets you unleash the power of recursive visual thinking and increase your productivity. You can easily set and rearrange a goal achievement plan by dragging and dropping virtual objects. It includes color coding, status report, and progress chart features for goal tracking. The calendar view can remind you about important due dates, and the new hyperfocus view will optimize your attention and keep you on track. Good for home projects, as well as business project management. Keep your family, friends and co-workers updated by sending status report emails, or posting progress charts to web sites.

Time Spent Planning



GoalEnforcer provides a better plan in less time

GoalEnforcer is a:

- Visual Organizer
- Project Manager
- Task Manager
- Progress Report Generator

GoalEnforcer can:

- Set your goals
- Track your progress
- Visually generate tasks
- Organize tasks
- Send progress reports by email
- Post reports in HTML format

GoalEnforcer allows you to:

- Get started on an idea
- Capture and organize your thoughts
- Plan faster
- Increase your chance of success
- Think clearer
- Save time
- Brainstorm solutions
- Reach your dream goals

Needs Assessment Community Meeting Record

AAA: _____ Date: _____ Location: _____

* Please mark below each category with which you most identify:

Printed Name	*Agency (A), Organization (O) or Concerned Citizen (CC)	Minority Senior 60+	Rural Senior 60+	Grandparent Raising Grandkid(s)	Caregiver

Duplicate this form as needed

Public Hearing Sign-In Sheet

Agency:

Date:

Location:

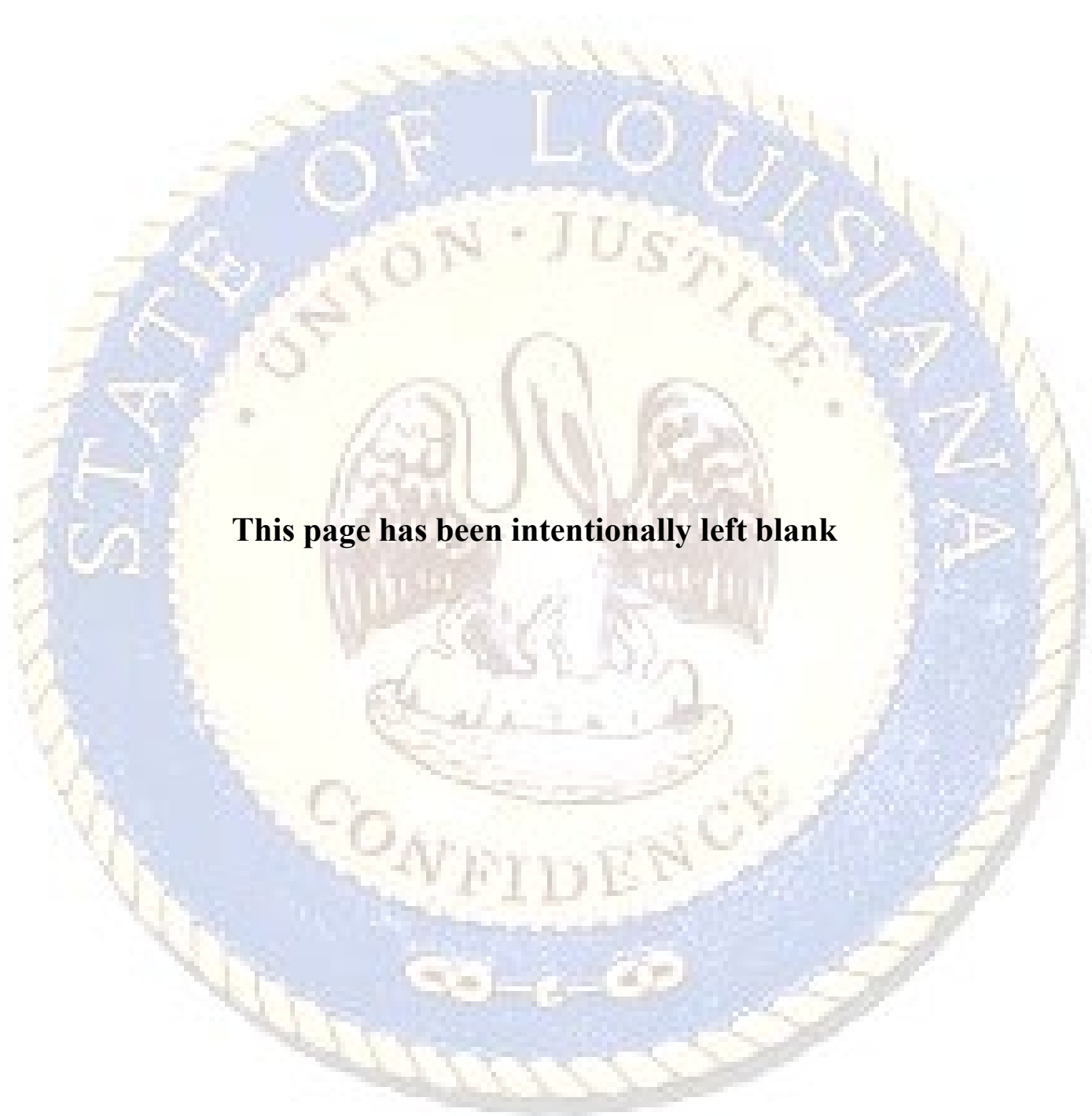
* Please mark below each category with which you most identify:

Printed Name	Signature	Senior 60+	Elected Official	Public Official	Service Provider	Service Recipient	Caregiver	Other

Duplicate this form as needed

Goal # :			
Rationale:			
Objective# :		Projected Start & End Dates	Update Status <input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:			
Objective# :			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Outcome: Measurement:			

Projections FY 24: FY 25: FY 26: FY 27:			
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year
Objective# : Outcome: Measurement: Projections FY 24: FY 25: FY 26: FY 27:			<input type="checkbox"/> New <input type="checkbox"/> Continued from Previous Year



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