

AAA Planning and Coordination Worksheet					Section 11-PC
Review Section:	Requirement Reference	Available On-site	Review Questions	Compliance Yes/No	On-site Training Area: If "No" identify issue, list Training, and set Outcome (Outcome is what needs to be implemented)
D11-PC-A01	Funding Agreement: A.2b(ii) PM 5.2.1. PSA Elements: (OAA Section 306(a))	Determine through staff interview and documentation	Did the AAA submitted an annual update by Oct 15th?		Issue: Training: Outcome:
D11-PC-A02	Funding Agreement: A.2b(ii) PM 5.2.1.D. PSA Elements: (OAA Section 306(a))	Determine through staff interview and documentation	3. Provides assurances that the area agency on aging will include in each agreement made with a provider of any service under this title, a requirement that such provider will provide services to older individuals with limited English proficiency, older individuals residing in rural areas, and low-income minority individuals; <b><u>(Double check that this is included in the AAA's contacts)</u></b>		Issue: Training: Outcome:
D11-PC-A03	Funding Agreement: A.2b(ii) PM 5.2.1.D. PSA Elements: (OAA Section 306(a))	Determine through staff interview and documentation	5. Provide assurances that the area agency on aging will use outreach efforts; and <b><u>(this should correspond with the outreach section)</u></b>		Issue: Training: Outcome:
D11-PC-A04	PM 5.2.1.M.	Determine through staff interview and documentation	Does the local area plan provide assurances to maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships? <b><u>(coordination and collaboration should be developed to futher support OAA and state programs. Look at contract scopes)</u></b>		Issue: Training: Outcome:
D11-PC-A05	PM 5.2.1.M.	Determine through staff interview and documentation	Does the local area plan provide assurances to disclose to the Assistant Secretary and the State agency the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals? <b><u>(the AAA should provide ICOA documentation showing the relationship between their contract or commercial obligations)</u></b>		Issue: Training: Outcome:

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D11-PC-A06	PM 5.2.1.M.	Determine through staff interview and documentation	Does the local area plan provide assurances to disclose to the Assistant Secretary and the State agency the nature of such contract or such relationship?		Issue: Training: Outcome:
D11-PC-A07	PM 5.2.1.M.	Determine through staff interview and documentation	Does the local area plan provide assurances to demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under this title by such agency has not resulted and will not result from such contract or such relationship? <b>(look at contracts to see if the relationship adversely affects the quantity or quality of OAA services)</b>		Issue: Training: Outcome:
D11-PC-A08	PM 5.2.1.M.	Determine through staff interview and documentation	Does the local area plan provide assurances to demonstrate that the quantity or quality of the services to be provided under this title by such agency will be enhanced as a result of such contract or such relationship?		Issue: Training: Outcome:
D11-PC-A09	PM 5.2.1.M.	Determine through staff interview and documentation	Upon the request of the Assistant Secretary or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals?		Issue: Training: Outcome:
D11-PC-A10	Funding Agreement: A.2b(ii)	Determine through staff interview and documentation	Did the AAA submit the second year area plan update by Oct 15?		Issue: Training: Outcome:
D11-PC-A11	Funding Agreement: A.2b(ii)	Determine through staff interview and documentation	Did the AAA submit the third year area plan update by Oct 15?		Issue: Training: Outcome:
D11-PC-A12	Funding Agreement: A.2b(ii)	Determine through staff interview and documentation	Did the AAA submit the fourth year area plan update by Oct 15?		Issue: Training: Outcome:
D11-PC-A13	PM 4.3.	Determine through staff interview and	On behalf of all older persons in the PSA, does the AAA assume the lead role relative to aging issues?		Issue: Training: Outcome:
D11-PC-A14	PM 4.4.2. IDAPA 15.01.20.051	Determine through staff interview and documentation	Does each advisory council meet at least two (2) times each year?		Issue: Training: Outcome:

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D11-PC-A15	PM 4.4.3. IDAPA 15.01.20.051	Determine through staff interview and documentation	Do any AAA employees, or members of the immediate families of AAA employees, serve on the advisory council? <b>(If so they are not eligible)</b>		Issue: Training: Outcome:
D11-PC-A16	PM 4.4.4. IDAPA 15.01.20.051	Determine through staff interview and documentation	Does the advisory council adopt and operate according to by-laws?		Issue: Training: Outcome:
D11-PC-A17	PM 4.9.2.	Determine through staff interview and documentation	Has the AAA developed fair and impartial hearing procedures and provide an opportunity for a hearing for any individual who is denied or terminated from a service? <b><u>(Check hearing/appeals policy) Note, this should not conflict with ICOA's Policy: PO.AD.01</u></b>		Issue: Training: Outcome:
D11-PC-A18	PM 5.2.1.C.	Determine through staff interview and documentation	Does each such plan designate, where feasible, a focal point for comprehensive service delivery in each community, giving special consideration to designating multipurpose senior centers as such focal point; and specify in grants, contracts, and agreements implementing the plan, the identity of each focal point so designated?		Issue: Training: Outcome:
D11-PC-A19	PM 5.2.1.F., PM 4.4.1. OAA Section 306 (a)(6)(D),	Determine through staff interview and documentation	3. establish an advisory council consisting of older individuals who are participants or who are eligible to participate in programs assisted under this Act, family caregivers of such individuals, representatives of older individuals, service providers, representatives of the business community, local elected officials, providers of veterans' health care (if appropriate), and the general public, to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan?		Issue: Training: Outcome:

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D11-PC-A20	PM 5.2.1.G.	Determine through staff interview and documentation	3. Implementing, through the agency or service providers, evidence-based programs to assist older individuals and their family caregivers in learning about and making behavioral changes intended to reduce the risk of injury, disease, and disability among older individuals. <b><u>(This is in conjunction with Title IIID Health Promotions, Disease Prevention programs.)</u></b>		Issue: Training: Outcome:
D11-PC-A21	Funding Agreement: A.2b(ii) PM 5.2.1. PSA Elements: (OAA Section 306(a))	Determine through staff interview and documentation	Did the AAA submitted a four-year area plan by Oct 15th?		Issue: Training: Outcome:
D11-PC-A22	Funding Agreement: A.2b(ii) PM 5.2.1.D. PSA Elements: (OAA Section 306(a))	Determine through staff interview and documentation	1. Sets specific <b><u>objectives</u></b> , consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement; <b><u>(for each AAA goal, make sure objective one focuses on the target population)</u></b>		Issue: Training: Outcome:
D11-PC-A23	Funding Agreement: A.2b(ii) PM 5.2.1.D. PSA Elements: (OAA Section 306(a))	Determine through staff interview and documentation	2. Includes specific objectives for providing services to: low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; <b><u>(for each AAA goal, make sure objective one focuses on the target population)</u></b>		Issue: Training: Outcome:
D11-PC-A24	Funding Agreement: A.2b(ii) PM 5.2.1.D. PSA Elements: (OAA Section 306(a))	Determine through staff interview and documentation	6. Contain an assurance that the area agency on aging will ensure that each activity undertaken by the agency, including planning, advocacy, and systems development, will include a focus on the needs of low-income minority older individuals and older individuals residing in rural areas. <b><u>(this is met in by incorporating the target area in specific strategies.)</u></b>		Issue: Training: Outcome:

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D11-PC-A25	PM 5.2.1.A.	Determine through staff interview and documentation	Does each such plan provide through a comprehensive and coordinated system, for supportive services, nutrition services, and where appropriate, for the establishment, maintenance, or construction of multipurpose senior centers, within the planning and service area covered by the plan, including determining the extent of need for supportive services, nutrition services, and multipurpose senior centers? <b><u>(AAA should justify this for each service in the OAA program section of the Area Plan).</u></b>		Issue: Training: Outcome:
D11-PC-A26	PM 5.2.1.E.	Determine through staff interview and documentation	Does each such plan provide assurances that the area agency on aging will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and individuals at risk for institutional placement with agencies that develop or provide services for individuals with disabilities?		Issue: Training: Outcome:
D11-PC-A27	PM 5.2.1.F.	Determine through staff interview and documentation	1. take into account in connection with matters of general policy arising in the development and administration of the area plan, the views of recipients of services under such plan?		Issue: Training: Outcome:
D11-PC-A28	PM 5.2.1.F.	Determine through staff interview and documentation	2. 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?		Issue: Training: Outcome:
D11-PC-A29	PM 5.2.1.F.	Determine through staff interview and documentation	4. establish effective and efficient procedures for coordination of entities conducting programs that receive assistance under this Act; and entities conducting other Federal programs for older individuals at the local level?		Issue: Training: Outcome:

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D11-PC-A30	PM 5.2.1.F.	Determine through staff interview and documentation	5. in coordination with the State agency and with the State agency responsible for mental health services, increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental health services provided with funds expended by the area agency on aging with mental health services provided by community health centers and by other public agencies and nonprofit private organizations?		Issue: Training: Outcome:
D11-PC-A31	PM 5.2.1.F.	Determine through staff interview and documentation	6. if there is a significant population of older individuals who are Indians in the planning and service area of the area agency on aging, does the area agency on aging conduct outreach activities to identify such individuals in such area and shall inform such individuals of the availability of assistance under this act? • PSA I: Coeur d'Alene (Benewah and Kootenai Counties), 345,000 acres; (2000 census: 1,251 people • PSA I: Kootenai (Boundary County), 13 acres; (2000 Census: 71 people) • PSA II: Nez Perce (Clearwater, Idaho, Latah, Lewis, and Nez Perce Counties), 770,453 acres; (2000 census 2,010 people) Tribe's information is on ICOA's website • PSA V: Shoshone-Bannock of the Fort Hall Indian Reservation (Bannock, Bingham, Caribou, and Power Counties), 521,519 acres; (2000 Census 3,648 people) Tribe's information on ICOA's website. • PSA III: Shoshone-Paiute of the Duck Valley Indian Reservation (Owyhee County in Idaho and Humboldt County in Nevada), 289,819 acres. (2000 Census 998 people)		Issue: Training: Outcome:

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D11-PC-A32	PM 5.2.1.G.	Determine through staff interview and documentation	Does each such plan provide that the area agency on aging, consistent with this section, facilitate the area-wide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers? by –		Issue: Training: Outcome:
D11-PC-A33	PM 5.2.1.F.	Determine through staff interview and documentation	1. Collaborating, coordinating activities, and consulting with other local public and private agencies and organizations responsible for administering programs, benefits, and services related to providing long term care.		Issue: Training: Outcome:
D11-PC-A34	PM 5.2.1.F.	Determine through staff interview and documentation	2. Conducting analyses and making recommendations with respect to strategies for modifying the local system of long-term care to better – respond to the needs and preferences of older individuals and family caregivers; facilitate the provision, by service providers, of long-term care in home and community-based settings; and target services to older individuals at risk for institutional placement, to permit such individuals to remain in home and community-based settings.		Issue: Training: Outcome:
D11-PC-A35	PM 5.2.1.F.	Determine through staff interview and documentation	4. Providing for the availability and distribution of information relating to – the need to plan in advance for long-term care; and the full range of available public and private long-term care programs, options, service providers, and resources.		Issue: Training: Outcome:

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D11-PC-A36	PM 5.2.1.L.	Determine through staff interview and documentation	Does each such plan provide that the AAA will establish procedures for coordination of services with entities conducting other Federal or federally assisted programs for older individuals at the local level, with particular emphasis on entities conducting programs within the planning and service area?		Issue: Training: Outcome:
D11-PC-A37	PM 5.2.1.Q.	Determine through staff interview and documentation	Does each such plan include information detailing how the AAA will coordinate activities, and develop long-rang emergency preparedness plans, with local and State emergency response agencies, relief organizations, local and State governments, and any other institutions that have responsibility for disaster relief service delivery?		Issue: Training: Outcome:
D11-PC-A38	Funding Agreement: A.2b(ii) PM 5.2.1.D. PSA Elements: (OAA Section 306(a))	Determine through staff interview and documentation	4. With respect to the fiscal year preceding the fiscal year for which such plan is prepared – (I) identify the number of low-income minority older individuals in the planning and service area; (II) describe the methods used to satisfy the service needs of such minority older individuals; and (III) provide information on the extent to which the area agency on aging met the objectives described in clause (I of this section; <b><u>(this should be done by October 15, 2016)</u></b>		Issue: Training: Outcome: