

(Identify AAA)

Date:

AAA Planning and Coordination Worksheet

Section 11-PC

Review Section:	Requirement Reference	Additional Information	Requirement	Finding
PC-01	Program Manual (PM) 5.1.Area Plan OAA Section 306(a)		_____The AAA submits a four-year plan by Oct. 15th.	
PC-02	PM 5.1.Area Plan OAA Section 306(a)		_____The AAA submits an annual update by Oct 15th. The update should include the following: 1. Updated strategies, 2. org chart, 3 advisory council, 4. collaborative partners, 5. service providers, 6.Emergency Preparedness Plan. Additional items from ICOA: 7. funding formula, 8. funding allocation, 9. funding comparison, 10. sliding fee scale, 11. poverty guidelines	
PC-03	PM 5.2.a.4.B OAA Section 306(a)		_____ Provide assurances that the area agency on aging uses outreach efforts. (this should correspond with the outreach section)	
PC-04	PM 5.2.a.(4)(A)(i)(I) (aa) OAA Section 306(a)		_____AAA sets specific objectives, 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. (for each AAA goal, make sure objective one focuses on the target population)	
PC-05	PM 5.2.a.(4)(A)(i)(I) (bb) OAA Section 306(a)		_____Includes specific objectives for providing servies to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas. (for each AAA goal, make sure objective one focuses on the target population)	
PC-06	PM 5.2.a.(4)(A)(ii) OAA Section 306(a)		_____AAA identifies the number of low-income minority older individuals in the PSA, describes the methods used to satisfy the service needs of such minority older individuals, and provides information on the extent to which the AAA meets the objectives described in clause I of this section. (this should be done by October 15, 2016)	
PC-07	PM 5.2.a.13(B)(i)		_____The local area plan provides assurances to disclose the State agency the identity of each nongovernmenal entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals. (the AAA should provide ICOA documentation showing the relationship between their contract or commercial obligations)	

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PC-08	PM 5.2.a.13(C)		____ The local area plan provides assurances to demonstrate that a loss of 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. (look at contracts or parent organization to see if the relationship adversely affects the quantity or quality of OAA services)	
PC-09	PM 5.2.a.13(D)		____ The local area plan provides 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.	
PC-10	PM 5.2.a.13(E)		____ Upon the request of the State, in order to monitor compliance with this Act, discloses all sources and expenditures of funds such agency receives or expends to provide services to older individuals.	
PC-11	PM 4.3.		____ The AAA assumes the lead role relative to aging issues on behalf of all older persons in the PSA.	
PC-12	PM 4.4.2.		____ Each advisory council meets at least two times each year.	
PC-13	PM 4.4.3.		____ AAA employees or members of the immediate families of AAA employees do not serve on the advisory council.	
PC-14	PM 4.4.4.		____ The advisory council adopts and operates according to by-laws.	
PC-15	PM 4.9.2.		____ The AAA develops fair and impartial hearing procedures and provides an opportunity for a hearing for any individual who is denied or terminated from a service. (Check hearing/appeals policy) Note, this should not conflict with ICOA's Policy: PO.AD.01	
PC-16	PM 5.2.a.3.A		____ Each plan designates, where feasible, a focal point for comprehensive service delivery in each community, giving special consideration to designating multi-purpose senior centers as such focal point, and specify in grants, contracts, and agreements implementing the plan, and the identity of each focal point so designated.	

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PC-17	PM 5.2.a.6.D OAA Section 306		_____An advisory council is established that consists 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.	
PC-18	PM 5.2.a.7.C		_____Implements, 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.	
PC-19	PM 5.2.a.1		_____Each such plan provides, 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, which includes determining the extent of need for supportive services, and multipurpose senior centers. (AAA should justify this for each service in the OAA program section of the Area Plan).	
PC-20	PM 5.2.a.5		_____Each plan provides assurances that the AAA coordinates 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.	
PC-21	PM 5.2.a.6.A		_____AAA takes 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.	
PC-22	PM 5.2.a.6.B		_____AAA serves 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.	

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PC-23	PM 5.2.a.6.E		_____ 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.	
PC-24	PM 5.2.a.6.F		_____ 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 (including mental health screenings) 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.	
PC-25	PM 5.2.a.6.G		_____ If there is a significant population of older individuals who are Indians in the PSA of the AAA, the AAA conducts outreach activities to identify such individuals in such area and informs 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)	
PC-26	PM 5.2.a.7		_____ Each plan provides that the AAA, consistent with this section, facilitates 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 the following:	
PC-27	PM 5.2.a.7.A		_____ 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	

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PC-28	PM 5.2.a.7.B		____ 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.	
PC-29	PM 5.2.a.7.D.i and ii		____ 3. 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.	
PC-30	PM 5.2.a.8.A, B and C		____ Provide that case management services provided under this title through the area agency on aging will— (A) not duplicate case management services provided through other Federal and State programs; (B) be coordinated with services described in subparagraph (A); and (C) be provided by a public agency or a nonprofit private agency that—	
PC-31	PM 5.2.a.17		____ The plan includes information detailing how the AAA coordinates activities, and develops long-range 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.	