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MEMORANDUM

TO: Area Agencies on Aging (1-11) **Notice#: 021105-1-I-OVCS**

FROM: Susan M. Tucker
Interim Secretary

DATE: February 9, 2005

SUBJECT: Notice of Instruction: Information & Referral System
Inclusion/Exclusion Criteria

The purpose of this memorandum is to provide for your review and comment the draft inclusion/exclusion criteria established for the new information and referral system resource database. A focus group comprised of information and referral program staff from five of the area agencies on aging reviewed a previous version of the draft criteria and provided comment. In addition to the feedback received from the focus group, the department also reviewed the inclusion/exclusion criteria established by each of the Elder Helplines and survey results from other states published by the National Association of State Units on Aging (NASUA).

The criteria will guide the inclusion or exclusion of agencies and organizations in the department's statewide resource database, with consideration given to entities of the public and private sector, as well as not-for-profit and for-profit agencies and organizations. The department will work with the area agencies to review the criteria bi-annually to ensure it meets the changing needs of the community.

With the inception of Aging Resource Centers, the department must ensure that elders and their families are able to access accurate information about long-term care resources that enable them to remain in their communities for as long as it is safely possible. The database will primarily target programs and services meeting the needs of elders and their caregivers, and adults with severe and persistent mental illness.

Should you have comments on the criteria, please forward to the attention of Gretta Jones at jonesg@elderaffairs.org by February 21, 2005. After all comments have been received and considered for inclusion, the criteria will be forwarded to the department's Legal Office for final review.

SMT/gj

Attachment

cc: Information and Referral Steering Body

<http://elderaffairs.state.fl.us>