



JEB BUSH
GOVERNOR

TERRY F. WHITE
SECRETARY

MEMORANDUM

TO: AAA Executive Directors **NOTICE #:** 051904-1-I-PE

FROM: Terry White
Secretary

DATE: May 18, 2004

SUBJECT: Notice of Instruction: PSA Profile and Needs Assessment Requirements for FFY 2005 Area Plans

The purpose of this notice is to transmit preliminary instructions for the PSA Profile and Needs Assessment for the FFY 2005 Area Plans. These previously separate sections have been modified and combined to reduce duplication of requested information. The attached directions are being released in advance of issuing the final FFY 2005 Area Plan instructions to provide the Area Agencies on Aging with the opportunity to conduct appropriate activities to address the expanded needs assessment and targeting plan requirements.

As previously noticed, the Planning and Evaluation Unit of the Department of Elder Affairs has scheduled a meeting on this subject for **Friday, May 21, 2004, from 10:00 a.m. to 12:00 p.m.**, at 4040 Esplanade Way, Room #225F, Tallahassee, Florida. Teleconference participation is offered to those who cannot attend the meeting. The “meet-me” number is (850) 921-5551 or Suncom 291-5551.

Under separate cover, the Department will be distributing tools to assist the Area Agencies on Aging in preparing the PSA Profile and Needs Assessment for the FFY 2005 Area Plans. This material will include: a detailed analysis of needs, based on a statewide survey, of elder Floridians; small geographic area tabulations of social and demographic elder population indicators; an easy to understand “needs index” targeting variables such as age, poverty, social and geographic isolation, and physical disability; detailed county-level maps, showing population variables and the “needs index” by census block area; and an estimation at the county level of unmet need for formal community-based long-term care services.

Please contact the Operations and Management Consultant Manager for your area if you have any questions. As always, thank you for your assistance.

TW/sls

Attachment

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