

## Profile and Needs of the Planning and Service Area

This section reflects the combination of the PSA profile and the needs assessment requirements for the FFY 2005-2008 Area Plan. Tools are being provided by the Department of Elder Affairs to assist the Area Agencies on Agencies in responding to these requirements.

This portion of the area plan must include an overview of the social and economic characteristics of the planning and service area. Focus should be given to geographic areas and population groups within the PSA that have special needs, specifically as they related to low-income, minority and rural factors.

The PSA overview must include the following:

- Identification of counties and/or major communities within the planning and service area.
- A clear statement of the area agency's definition of community.
- Discussion of economic and social resources, including geographic area(s) designated by the Governor as a Front Porch Community.
- Description of the service system in place to meet the needs of elders, including area agency funded services and other public and private sector services.
- Discussion of the conditions of older persons, focusing on conditions that are significantly better or worse in comparison to statewide or national averages or estimates (e.g., greater number of old-old, greater isolation, higher costs for essential services, fewer family supports, poorer housing).
- Discussion of the area agency's role in coordinating and/or participating in interagency collaborative efforts.
- Statistical tables, graphs and maps to amplify the narrative.
- At least one map to visually display the planning and service area in relation to the entire state and one map to identify rural areas of the planning and service area.
- This section must also incorporate, but is not limited to, a discussion of the socio-demographic and economic factors listed below. Attention to rural factors must be reflected throughout the discussion, where applicable.
  - Population characteristics of the planning and service area, including the number of low-income minority elders and elders residing in rural areas in the planning and service area.

- Increases in the 85+ age group.
- Concentration of elders with low incomes.
- Concentration of minority and culturally diverse elders.
- Locations of socially isolated older elders.
- Urban/rural areas.
- Counties or communities with limited access to transportation, significant supportive services or social service agencies.
- Housing conditions and availability of affordable housing.
- Availability of medical/health care, including mental health counseling.
- Trends for in or out migration affecting elders.
- Number of elder caregivers, including the number of grandparents raising grandchildren
- Condition of elder caregivers.
- Assessment of private sector responses to the needs of elders (e.g., recreation, health, employment, transportation, other services).
- Significant differences between counties in the planning and service area.
- Identification of new or declining retirement communities.

In addition, this section of the area plan must clearly identify the needs of elders and caregivers in the PSA. A summary of the priority needs of elders (with emphasis on those with greatest economic or social need, low-income minorities and elders residing in rural areas) must be included. The summary must also include a description of the method employed to assess needs, prioritize funded services, and involve elders and caregivers in the needs assessment process. Charts, tables, graphs, or other exhibits should be incorporated to illustrate data relative to service needs, service availability, and funding priorities in each county.

The following elements must be addressed in the summary:

- Services Currently Being Provided
  - Number of people being served
  - Frequencies of types of services offered

- Unmet Need - Gaps between identified needs and services being provided should be documented through data sources such as:
  - Statewide Needs Assessment Survey
  - Elder Helpline data
  - Focus Group
  - Wait List
  - Geographic Information System Maps (provided by DOEA)
  - Other studies or local needs assessment activities
- Types of Information to Demonstrate Unmet Need:
  - Number of people 60+ with ADL limitations not receiving services
  - Number of people 60+ with IADL limitations not receiving services
  - Number of people 60+ with mobility limitations not receiving services
  - Caregiver unmet needs
  - Access service needs
    - Information about services
    - Transportation
  - Health care needs
    - Preventive health
    - Medical care needs
    - Ancillary health care needs (such as hearing aids and eyeglasses)
  - Number of people 60+ who qualify for Food Stamps, but are not receiving them
  - Elders with limited access to Senior Centers
  - People living in communities they feel are not elder friendly
  - Elders with housing and safety needs
  - Elders who would like employment training or related assistance
  - People on wait list not yet receiving any services
  - Existing clients waiting for more services
- Comparison of area in question to the rest of the PSA and the state

The area plan must also address each of the following topics (using separate headings) as indicated below:

- **Targeting**  
Summarize the area agency's strategies for directing services to elders with greatest economic or social need, low-income minorities, and elders residing in rural areas.
  - Targeting data – Locate areas and populations to be targeted. Provide a justification for targeting, using needs assessment and other data to support the need for targeting. Provide population statistics for targeted areas.
  - Description of service needs and targeted area(s) – Describe the communities or targeted areas and identify service needs that will be the focus of targeting efforts.

- Targeting activities – List all service providers to be directly involved in targeting and describe the services and activities to be conducted. Outreach and information should be included. For a multiple county PSA, information should be provided for each county.
- Targeting goal(s) – Based on the identified service needs of targeted areas and population groups as determined through needs assessment and other data, state the number and percentage to be served in each county during each year of the three-year plan.
- **Cultural and Ethnic Diversity**  
Summarize the area agency’s strategies and action steps for addressing cultural and ethnic issues related to providing services to elders from diverse backgrounds.
- **Front Porch Communities**  
Summarize the area agency’s plan for directing services to elders in areas designated by the Governor as Front Porch Communities. The summary must include the following:
  - A description of DOEA funded services that are being provided to elders in Front Porch Communities, including funding sources and service providers.
  - A discussion of the area agency’s involvement in local and regional Front Porch Community meetings and activities.
- **Nutrition Services**  
Summarize the area agency’s plan for meeting nutrition services requirements. The plan must incorporate the following:
  - Utilization of the services of a dietitian or an individual with comparable expertise to:
    - Provide consultation in planning and coordinating nutritional services to ensure that the project provides meals that comply with the Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture, as well as provide to each participating older individual the following:
      - a minimum of 33 1/3 percent of the daily Recommended Dietary Allowances (RDA) Adequate Intake (AI) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences if the project provides one meal per day,
      - a minimum of 66 2/3 percent of the allowances if the project provides two meals per day, and
      - 100 percent of the allowances if the project provides three meals per day.
    - Provide nutrition education.
    - Provide nutritional counseling/medical nutritional therapy.

- Strategies to address the specific nutritional needs of culturally diverse elders in the planning and service area.
- Strategies to comply with applicable provision of state and local laws regarding the safe and sanitary handling of food, equipment and supplies used in the storage, preparation, service and delivery of meals to an older individual.
- **Title III-D Services**  
Summarize the area agency's programs and activities provided to promote wellness and preventative health under Title III-D of the Older Americans Act, especially those targeting medically underserved populations. Include a discussion of innovative, non-traditional approaches to Title III-D service delivery in the planning and service area.
- **Title III-E Services**  
Summarize the area agency's programs and activities provided to support caregivers under Title III-E of the Older Americans Act. Include a discussion of innovative, non-traditional approaches to Title III-E service delivery in the planning and service area. Identify how activities will be incorporated into the National Family Caregiver Support Program.
- **Title VII Services**  
Summarize the area agency's programs and activities provided to prevent elder abuse under Title VII of the Older Americans Act. Include a discussion of innovative, non-traditional approaches to Title VII service delivery in the planning and service area.
- **Faith-Based Initiatives**  
Summarize area agency and service provider initiatives involving faith-based organizations and institutions.
- **Communities for a Lifetime**  
Summarize the area agency's plan for involvement in the Communities for a Lifetime initiative. The plan must incorporate strategies for the following:
  - Supporting communities that have submitted proclamations of commitment by participating on local task forces whenever possible.
  - Increasing awareness of the initiative in communities that have not submitted proclamations of commitment.
  - Making initial contact with city and county elected officials and notifying DOEA for appropriate follow-up.

- **Disaster Plans**

Summarize the status of the agency's Comprehensive Emergency Management Plan (CEMP) along with the new Continuity of Operations Plan (COOP). If the plans have been completed, a summary of the plans should be included. In the summary, identify the emergency contact and alternate emergency contact(s).