

MEMORANDUM

NOTICE#: 041416-1-I-PE

TO: Area Agency on Aging Executive Directors
FROM: Samuel P. Verghese, Secretary
DATE: April 14, 2016
SUBJECT: Notice of Instruction: 2017 - 2019 Area Plan

The purpose of this Notice of Instruction is to provide you with the templates, instructions, comparative performance report data, and OAA allocation necessary to complete the 2017 - 2019 Area Plan for your Planning and Service Area (PSA).

Initiated in early 2015, the Department of Elder Affairs (DOEA) Area Plan Redesign Project has truly benefited from your participation, input, and feedback. As was presented and discussed over the course of the February 3 - 4, 2016 meeting, the new Area Plan template features a variety of new components and updates to the template that will support you with your Area Plan development efforts.

A particular enhancement to the Area Plan development process is the Area Plan Cycle. Through this cycle, as you complete various components of the Area Plan cycle, you will submit them through your contract manager for review by DOEA staff. Recognizing the importance of providing you with timely feedback to facilitate your continuing Area Plan development efforts, DOEA is committed to providing feedback for components 1 - 4 within 15 business days of submission. It is critical that your submissions occur as early in the recommended submission schedule as possible (Table 1: 2017 - 2019 Area Plan Component Recommended Submission Schedule). The balance of the components must be submitted according to the schedule provided in Table 2 (2017 - 2019 Area Plan Cycle Component Required Submission Schedule).

Table 1: 2017 - 2019 Area Plan Cycle Component Recommended Submission Schedule

Area Plan Component		Submission Open Date	Submission Closed Date
1.	Profile	April 15, 2016	May 1, 2016
2.	SWOT Analysis		
3.	Performance & Targeted Outreach	June 15, 2016	July 1, 2016
4.	Unmet Need & Service Opportunities		

Table 2: 2017 - 2019 Area Plan Cycle Component Required Submission Schedule

Area Plan Component		Submission Open Date	Submission Closed Date
5.	Goals, Objectives, and Strategies	September 15, 2016	October 1, 2016
6.	Program Module		
7.	Contract Module	October 1, 2016	October 15, 2016

Each AAA is responsible for coordinating review and approval with their respective governing bodies in order to ensure component submission within the established timeframes.

Attached are the following documents to assist you with the preparation of your Area Plan:

- 2017 - 2019 Area Plan Program Module Template and Instructions;
- 2017 - 2019 Contract Module Template and Instructions;
- OAA Allocation Spreadsheet with the “2016 Svcs & Admin Allocation” tab that should be used to complete the 2017 - 2019 Area Plan Contract Module.

Subsequent to the February 2016 Joint Area Plan Training and Monitoring Summit, mapping files and targeting data have been provided in the secure ShareFile site established for each AAA at <https://elderaffairs.sharefile.com>. Log on credentials have previously been provided to Planners and Executive Directors at each AAA.

As resource for your 2017 - 2019 Area Plan development activities, the 2014 county and state profile final reports and 2015 PSA county and state profile projections are located on the DOEA Demographic Profiles & Statistics page (http://elderaffairs.state.fl.us/does/info_stats.php).

Your 2017 - 2019 Area Plan Program Module is due to your contract manager between September 15, 2016, and October 1, 2016. Please submit one electronic copy and two hard copies.

Your 2017 - 2019 Area Plan Contract Module is due to your contract manager between October 1, 2016, and October 15, 2016. Please submit an electronic copy and two hard copies.

Please contact your contract manager if you require assistance with the preparation of your Area Plan.

Thank you for your cooperation.

Attachments

NAM/JCJ

cc: DOEA Contract Managers

Nathanial Myers

Jeff Johnson