

## MEMORANDUM

**TO:** AAA Executive Directors                      **NOTICE#: 062917-1-I-PE**

**FROM:** Jeffrey S. Bragg, Secretary

**DATE:**        **June 29, 2017**

**SUBJECT:** Notice of Instruction: 2018 Area Plan Update

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The purpose of this Notice of Instruction is to provide you with the templates, instructions, and guidance necessary to complete the 2018 Area Plan Update for your Planning and Service Area (PSA).

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

- 2018 Area Plan Program Module Update Template and Instructions,
- 2018 Area Plan Contract Module Update Template and Instructions, and
- List of Changes.

The 2018 Area Plan Program Module Update should reflect any appropriate updates to the PSA Profile as well as refreshed information pertaining to the Performance and Targeted Outreach, Unmet Needs and Services Opportunities, and Goals and Objectives sections. The changes made to the outcome performance measures identified in the List of Changes will likely require changes to the associated strategies/action steps. In addition, please ensure that the strategies identified in the Goals and Objectives section include, at a minimum, each Essential Element as specified in the Area Plan Program Module instructions.

As was presented and discussed over the course of the March 1-2, 2017 Area Plan Training in Orlando, a variety of components will support you with your Area Plan update efforts, including updated targeting and mapping materials. The Bureau of Planning and Evaluation released updated 2017 Targeting Data, including the new Targeting Dashboard, and mapping layers to all Area Agencies on Aging through its ShareFile service in March 2017.

Both the 2018 Area Plan Program Module Update and Contract Module Update are due to your contract manager by October 1, 2017.

Please submit one electronic copy and two hard copies. Each AAA is responsible for coordinating review and approval with their respective governing bodies to ensure module submission within the established timeframes.

At the AAAs' request, the Department would like to provide advance feedback on individual components of the Area Plan Program Module Update. Should you wish to receive preliminary feedback, please submit a proposed submission schedule to your contract manager for any of the updated sections of the Program Module. Contract managers will coordinate review schedules in collaboration with Department staff and advise AAAs on a timely schedule for returning edits and comments.

Please contact your contract manager if you have questions or require assistance with the preparation and/or submission of your 2018 Area Plan Update.

Thank you for your cooperation.

Attachments

NAM/JCJ

Cc: DOEA Contract Managers

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Jeff Johnson

