List of Changes
Clarification to the 2009-2011 Area Plan Instructions
December 8, 2009

Changes were made to the 2009-2011 Area Plan Program Module Instructions and Template and Contract Module (Part I) to provide clarification and reminder information. The listing of pages having changes is then followed by the detailed description of the change.

The following pages in the Area Plan Program Module had changes:
• Page 2 – About This Program Module Template
• Pages IV-VII – Needs Assessment Detail Instructions and Key Needs Assessment Findings and Implementation Plan Instructions
• Pages XIV – Special DOEA Initiatives Instructions
• Pages 45-54 – Program Module Review Checklist

The following tabs in the Area Plan Contract Module had changes:
• C.I.A.
• C.I.F.AAA
• C.I.F.
• C.I.G.

Program Module Changes
1. Page 2 – About This Program Module Template
   A reminder was added to the first paragraph in the "Steps for Creating Your Area Plan File" section on Page 2 to change the footer to remove the word "Instruction" in the final area plan submission.
2. Pages IV-VII – Needs Assessment Detail Instructions and Key Needs Assessment Findings and Implementation Plan Instructions
   The needs assessment methodology was included only in the detailed needs assessment and the instruction was removed from the key needs assessment findings. Prioritizing funded services is moved from the general description of the goal narrative to the list of questions the goal narratives should address. To incorporate the changes, pages IV, V, VI and VII in the area plan instructions and pages 45-54 of the program module review checklist are revised.
3. Pages XIV – Special DOEA Initiatives Instructions
   Section P.VI., second paragraph on page XIV, was amended to strengthen the instructions on educating legislators and staff. The checklist was modified to include the change.
4. The word "draft" in the footer of the original instructions was removed.

Program Module Supplemental Information
Limited English Proficiency (LEP) data
   a. Sometimes the numbers served may actually be more than the estimate for the area. This is due to incomplete estimates and the limitation on the data collected in the assessments. We do not have a way to determine the English proficiency of consumers who are considered low-income minority and whose primary language is other than English.
   b. The LEP data by county (not previously provided) is included in the attachment, "Targeting Rpt Data Incl LEP by County November 25_2008."

Program Module Clarification

1. The Senior Centers list in the "Aging Network Providers" screens accessed through the Enterprise Applications Portal (as instructed in Appendix 2) can include all senior centers and is not restricted to multipurpose senior centers.
2. Outcomes and Outputs are not required if they were not already pre-populated on the Goals, Objectives and Performance Measures forms in Section P-III.
3. Clarification information for Goal D, Objectives 4, 5, and 6 is provided in the attachment "Clarification for Goal D."

Contract Module (Part I)

1. Section C.I.A.
    Formulas for Column K (Total OAA) were fixed to not include VII
2. Section C.I.F.AAA.
    a. The description was changed to include statements indicating that the funds on the C.I.F.AAA tab must be apportioned to the C.I.F. tabs and that the county C.I.F. and areawide C.I.G. do not include formulae to calculate values from the C.I.F. AAA. The description was also changed to indicate that "OAA IIIB" does not include set aside and that the "OAA IIIB set aside" is automatically populated on line two from the value on C.I.A.
    b. The OAA IIIB Set Aside was added to this form.
3. Section C.I.F.
    a. The description was changed to include a statement that the funds identified on the C.I.F.AAA must be apportioned to each county on the C.I.F. tabs.
4. Section C.I.G.
    a. Descriptive information at top of worksheet no longer references C.I.F.AAA. A statement was added to indicate that the amounts are not calculated from the values entered on the C.I.F.AAA tab. In addition, the following statement was added to the description: The description was also changed to show that the "OAA IIIB" does not include set aside and that the "OAA IIIB Set Aside" is automatically populated on line two from the value in the C.I.A.
    b.a. Formulae that referenced (and summed) C.I.F. sheets and C.I.F.AAA no longer reference C.I.F.AAA
    c.b. In the following rows, changed the C.I.F.AAA references to C.I.A.:
        • OAA Administration,
        • MW Specialist,
        • EHEAP Admin,
        • SHINE,
        • CCE Admin,
        • ADI Admin,
        • HCE Admin,
        • LSP Admin