



**RICK SCOTT**  
GOVERNOR

## MEMORANDUM

NOTICE #: 033012-3-I-CFAL

**TO:** Area Agency on Aging Executive Directors  
**FROM:** Charles T. Corley, Secretary  
**DATE:** March 30, 2012  
**SUBJECT:** Notice of Instruction: Notice of Award for Title III D Services

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**CHARLES T. CORLEY**  
SECRETARY

This Notice of Instruction is to inform the Area Agencies on Aging about the new Notice of Award and upcoming contract changes. According to the Notice of Award, Budget Period 10/01/2011 – 09/30/2012, received on February 16, 2011, “Title III D, section 361 of the Older Americans Act for Disease Prevention and Health Promotion, may only be used for programs and activities which have been demonstrated through rigorous evaluation to be evidence-based and effective.”

The Department of Elder Affairs has been in contact with the Administration on Aging to receive further clarification on the services which can be delivered and the direction to move forward.

The Administration on Aging developed tiered categories for the evidence-based programs:

- Minimal Criteria
- Intermediate Criteria
- Highest-level Criteria

For more clarification of these three tiers can be found on the AoA website:

[http://www.aoa.gov/AoARoot/AoA\\_Programs/HPW/Title\\_IIID/index.aspx](http://www.aoa.gov/AoARoot/AoA_Programs/HPW/Title_IIID/index.aspx).

Below is a brief list of contract amendment changes for the 2012 contract year:

- The Notice of Award no longer requires a separate allocation for Medication Management. Upcoming change: only one Receipts and Expenditure page required (medication management will be merged with other Title D services);
- Budget revisions;
- Service Descriptions deleted (please see information below);
- Revise Area Plans to comply with delivery of services;
- Add language about three tiers criteria to comply with the notice of award;
- Revise contract language about the requirements for the three programmatic sections of contract (evidence-based programs, medication management, and health and wellness programs), including the Awareness Day activities;
- Add language about Cost Analysis to contract to comply with Department Financial Services requirement (this was inadvertently left out of the contract last year);
- Add language into contract to allow AAAs to transition and change subcontracts to comply with new requirements; and
- Revise Monthly Programmatic Report.

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As of March 30, 2012, in order to be in compliance with the award, the following services (including the activities/events listed below) will no longer be reimbursed:

- Health Fair – Information
- Health Articles

This includes those activities/events that involve participation in health fairs, distribution of brochures or pamphlets, mailing brochures/newsletters/pamphlets, radio shows, writing health articles for newspapers/magazines, taking seniors to the movies, and typical “outreach” programs (where you are handing out information without providing a service), etc. These types of events will not be eligible for reimbursement even if they are classified under a different service description (ie., Disease Information or Health Promotion). If the AAA is in doubt of an activity or event which is about to occur, please check with the Contract Manager **prior** to conducting the activity.

In the upcoming weeks, the Department of Elder Affairs will continue to meet with the Administration on Aging and will be contacting the Area Agencies on Aging to further discuss the upcoming contractual changes.

If you have additional questions or concerns about these changes, please contact Larry Baxter at 850-414-2058 or [baxterl@elderaffairs.org](mailto:baxterl@elderaffairs.org).