



South Carolina  
**DEPARTMENT  
ON AGING**

Area Agency on Aging  
Area Plan 2023-2025  
Update

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## **I. Overview**

The Area Plan is a public document that should present important information in a clear and easy-to-understand manner for the public and aging network partners. The document, along with its updates or amendment requests, should be written using concise sentences and paragraphs, as well as clearly defined charts, graphs, and diagram legends.

The Area Plan and its updates should accurately reflect the activities and services provided in the planning and service area, the operations of the PSA and AAA/ADRC, and the long-range planning and forecasting for the aging network in the region.

The original purposes and focuses of the 2023-2025 Area Plan Instructions will remain unchanged for this update in 2024.

## II. Content Instructions

### A. Narrative Summary

The Narrative Summary provides updates on any initiatives that were submitted in the region's 2023-2025 Area Plan. This report should also include any new initiatives that have been developed since the submission of the Plan. Document any significant changes within the planning and service area's target populations and their needs, as well as any expansion of services to meet these needs. Additionally, it should highlight any key findings from AAA monitoring efforts, and any focused enhancements in programs and technology for the remaining duration of the plan. The Narrative Summary should not exceed 5 pages.

### B. Service Coverage Update

The Service Coverage Update should include an updated Service Coverage Chart as submitted in the regions 2023-2025 Area Plan. Any additional explanation needed to describe the expansion of services within the planning service area should not exceed an additional page of text after the chart.

*\*The SCDOA has created a chart that is required in this section of the area plan.*

## Current Service Coverage Charts

An "X" indicates the service is offered in the county listed.

| Supportive Services    | [COUNTY 1]               | [COUNTY 2]               | [COUNTY 3]               | [COUNTY 4]               | [COUNTY 5]               | [COUNTY 6]               |
|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Assessment             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Transportation         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Congregate             |                          |                          |                          |                          |                          |                          |
| Medical                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Essential              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assisted               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Homecare               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal Care          |                          |                          |                          |                          |                          |                          |
| Homemaker              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chore                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Minor Home Repair      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Information & Referral | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal Services         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Nutrition Services</b>               | <b>[COUNTY 1]</b>        | <b>[COUNTY 2]</b>        | <b>[COUNTY 3]</b>        | <b>[COUNTY 4]</b>        | <b>[COUNTY 5]</b>        | <b>[COUNTY 6]</b>        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Congregate Meals                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Home Delivered Meals                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Home Delivered Meals (Family Caregiver) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nutrition Education                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nutrition Counseling                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Health Promotion Services</b>      | <b>[COUNTY 1]</b>        | <b>[COUNTY 2]</b>        | <b>[COUNTY 3]</b>        | <b>[COUNTY 4]</b>        | <b>[COUNTY 5]</b>        | <b>[COUNTY 6]</b>        |
|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Evidenced-Based Programs</b>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Promotion & Disease Prevention | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Family Caregiver</b>  | <b>[COUNTY 1]</b>        | <b>[COUNTY 2]</b>        | <b>[COUNTY 3]</b>        | <b>[COUNTY 4]</b>        | <b>[COUNTY 5]</b>        | <b>[COUNTY 6]</b>        |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Information & Assistance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assessment               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Respite                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supplemental Services    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Counseling               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Support Groups           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Caregiver Training       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### C. Goals, Objectives, and Performance Measures

In order to align with the State Plan on Aging and meet the individual needs of each planning and service area, every region was required to establish goals and objectives in its 2023-2025 Area Plan. As part of this effort the AAA had to document its strategy to achieve each objective towards its goals in a chart. This chart also provided an opportunity to document any known challenges or barriers towards that objective. For the current update, the AAA should document efforts for EACH OBJECTIVE submitted in the 2023-2025 Area Plan. These updates should not exceed a single paragraph. They should directly follow the referenced objective using the title “2024 Update-Objective XX”.

*\*The SCDOA has created a chart that is required in this section of the area plan.*

## Goals, Objectives, Performance Measures, Strategies, and Challenges

# SAMPLE

|  |   |
|--|---|
| <b>State Plan Goal 1</b>   | Maintain effective and responsible management of Older Americans Act (OAA) services offered through the Department on Aging (SCDOA) and within the 10 service regions in South Carolina.  |
| <b>State Plan Objective 1.1</b>  | Evaluate, monitor, and modify aging service programs to maximize the number of people served with state and federal funding, and to ensure programs and services are cost effective and meet best practices, as well as to achieve greater accountability and transparency. |
| <b>Annual Performance Measures</b>   |   |
| State Plan – SCDOA and AAAs conduct needs assessments to evaluate state and regional concerns and service demands. |   |
| State Plan – AAAs submit Quality Assurance Reports to SCDOA annually.  |   |
|  |   |
| <b>Strategies and Actions</b>  |   |
|  |   |
| <b>Challenges and Barriers</b>   |   |
|  |   |

2024 Update-Objective 1.1: (Enter your update text here)

### III. Submission Instructions

#### A. Area Plan Important Dates

|  |                         |
|--|-------------------------|
| Area Plan Update Instructions Release Date | April 12, 2024          |
| Area Plan Update Review                    | Tuesday, April 16, 2024 |
| Area Plan Update Submission Due            | May 31, 2024            |

#### B. Formatting Requirements

- The Area Plan Update document will be required to include a Table of Contents with page numbers.
- Include a footer listing the name of the Document, Name of AAA/Region, year of plan, and page number. For example:

*Area Plan 2024 Update\_AAA/Region Name\_2023-2025*

- It is required to use the charts provided by SCDOA where requested in reference to your original submitted plan.

#### C. Electronic Submission

- Area Plans Updates must be submitted in PDF format to [PSAHelp@aging.sc.gov](mailto:PSAHelp@aging.sc.gov).
- The electronic submission should include the following documents:
  - Completed Area Plan Update Document - PDF
  - Other forms and charts as required – PDF

#### D. Update Submission Response

- The update of the Area Plan does not need a formal acceptance from the South Carolina Department on Aging (SCDOA). In case of any concerns, missing information, or requests for additional documentation, they will be addressed through direct written communication, technical support, or the ongoing monitoring process.
- If an Area Agency on Aging (AAA) would like to request a formal presentation or meeting to share in-person updates related to their Area Plan or to request technical assistance regarding their planning efforts, SCDOA will be available to accommodate these requests.

## IV. Attachments

Blank charts for attachments are still available in the Area Plan Resources section of the AAA page at [www.aging.sc.gov](http://www.aging.sc.gov). Please ensure the base information matches the region's 2023-2025 Area Plan.

**Attachment A - Performance Measures Template** – As a part of the 2023-2025 Area Plan, each region was required to submit a chart documenting performance measures with quantifiable data and targeted goals. With this update, the chart needs to be revised with the latest state fiscal year data and corresponding targets/goals. If required, any commentary can be included either in the designated space in the chart or on a separate page.

*\*The SCDOA has created a chart that is required in this section of the area plan.*

**Attachment B - Organizational Information** – Each region must submit a current organizational chart, as well as the Staffing Responsibilities chart. NOTE: A new column has been added to the Staffing Responsibilities chart from the one used in the Area Plan submission. Also, as a reminder, this chart is different from the NAPIS Staffing Sheet used to approve user requests.

*\*The SCDOA has created a chart that is required in this section of the area plan.*

**Attachment C - Regional Aging Advisory Council (RAAC)** – Each region must submit an updated RAAC chart as part of its update.

*\*The SCDOA has created a chart that is required in this section of the area plan.*

**Attachment D - Fiscal** – Provide a brief summary of the status of the region's competitive procurement process. Document any significant changes in information since the submission of the region's 2023-2025 Area Plan.

**Attachment E - Area Plan Amendment Notification (if needed)** – If the Area Agency on Aging (AAA) identifies any changes that need to be made to the region's 2023-2025 Area Plan, they will need to request a Plan amendment as mandated by the Older Americans Act or the Policies and Procedures Manual of South Carolina's Department on Aging. The request should be documented in an attachment. The South Carolina Department on Aging (SCDOA) will review the attachment and guide the AAA through the process of amendment for approval.