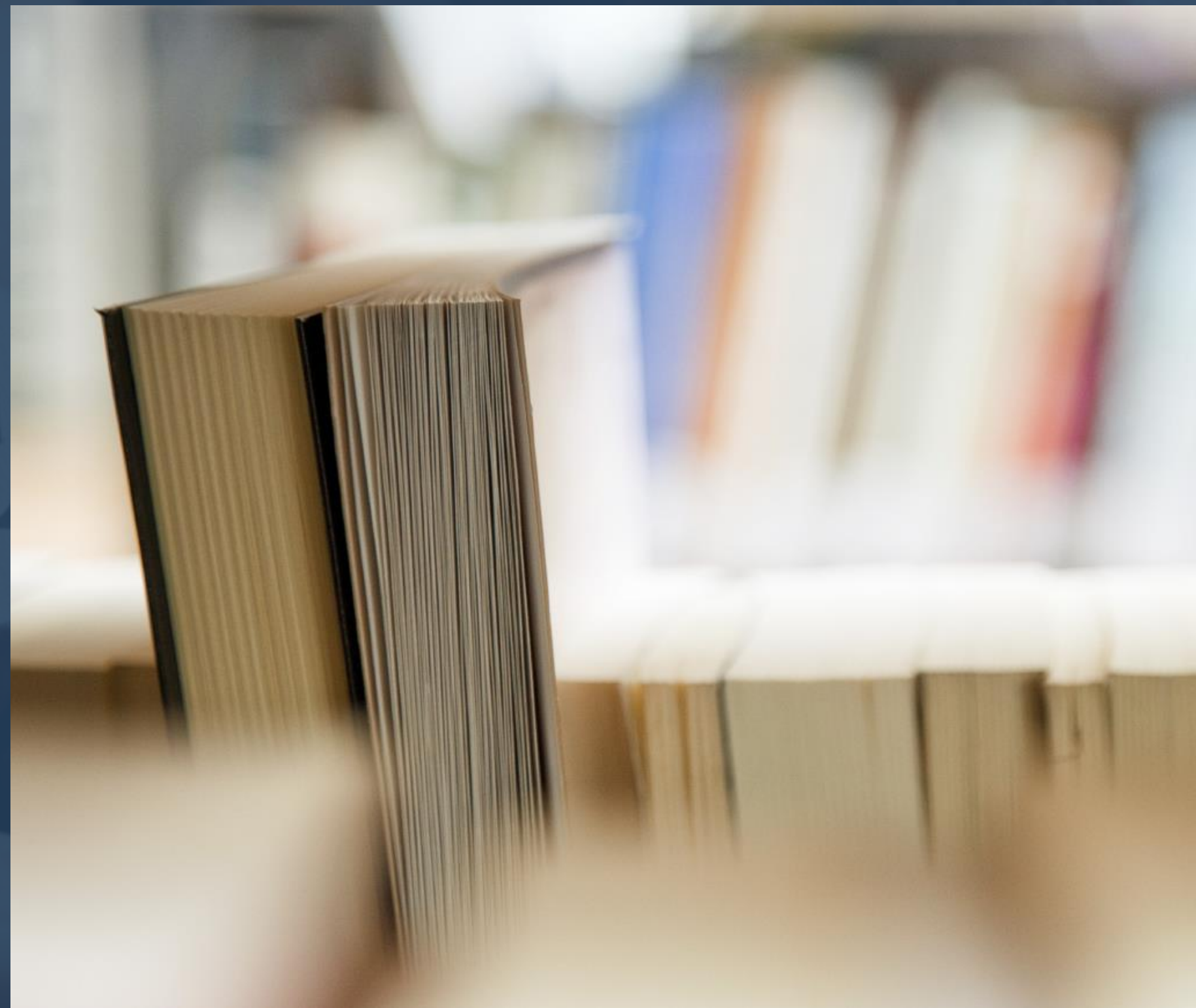


South Carolina Department on Aging

Area Agency on Aging Area Plan Workshop

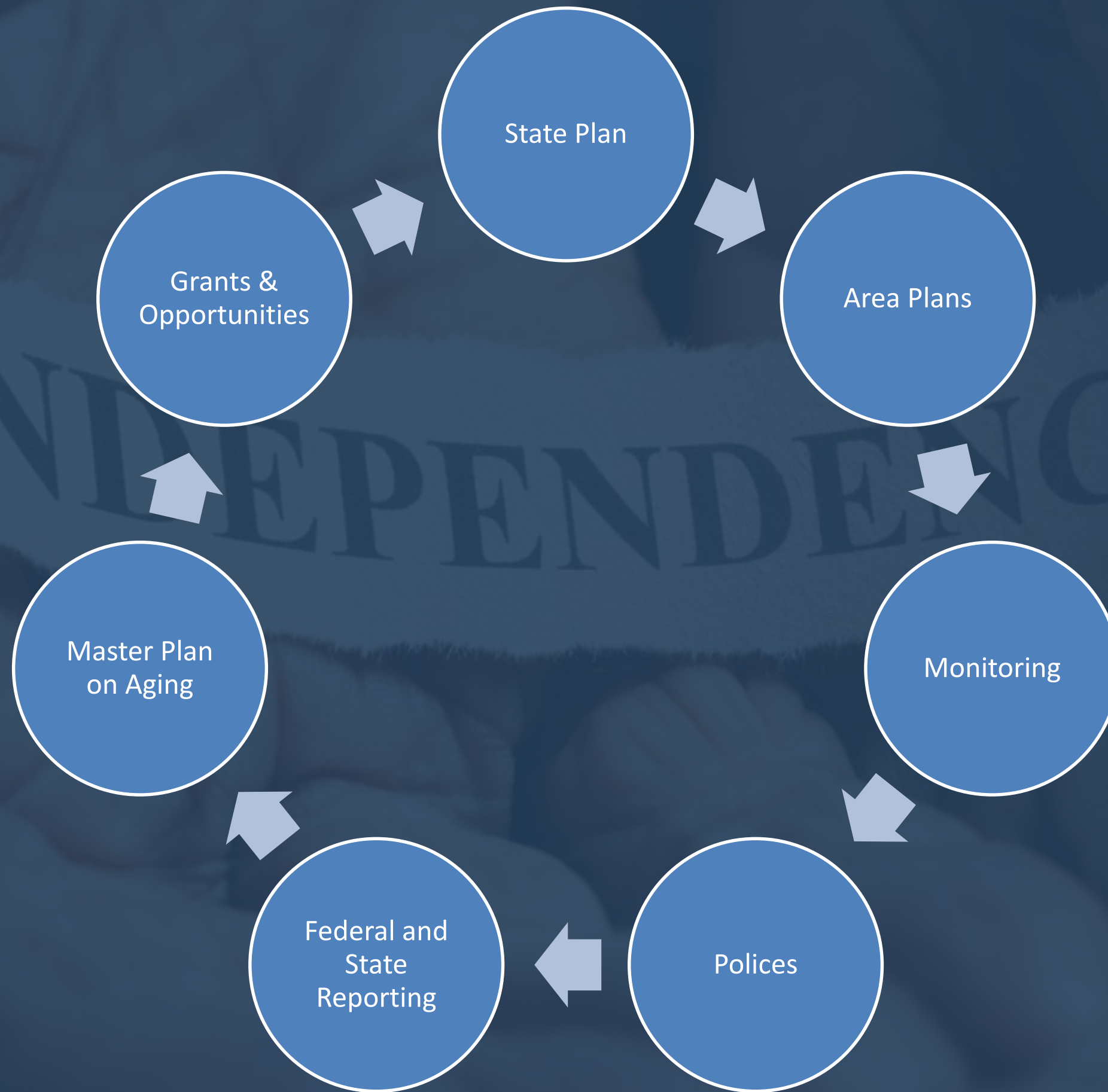


South Carolina
**DEPARTMENT
ON AGING**

INTRODUCTION



South Carolina
**DEPARTMENT
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Resources Available

Already Shared:

- Area Plan Instructions
- Area Plan Workbook

NEW Feature:

- Aging Website: Area Plan Resources
 - One place for access to charts
 - Attachment documents
 - Other helpful resources
 - Links to references

Technical Assistance

Area Plan Resources

The SCDOA will share helpful information and resources regarding the 2023 Area Agency on Aging Area Plans and instructions on this page.

This page will be updated as needed throughout the Area Plan process.

Schedule

Area Plan Instructions Release Date	November 1, 2022
Area Plan Workshop #1	November 10, 2022
Area Plan Workshop #2	January 2023 (TBD)
Area Plan Submission Due Date	C.O.B on March 1, 2023
Virtual Presentation Schedule	March 15, 2023 - April 14, 2023
SCDOA Review Schedule	April 17, 2023 - May 12, 2023
Approval of Area Plans Date	May 15, 2023

Resources

[Area Agency on Aging Area Plan Instructions FY2023-FY2025](#)

[Area Agency on Aging Area Plan Workbook FY2023-FY2025](#)

Tables and Attachments

[Content Tables \(Word .docx\)](#)

[Attachment A - Verification of Intent Letter](#)

[Attachment B - Assurances](#)

[Attachment C - Information Requirements \(Word .docx\)](#)

[Attachment D - Programmatic Questions \(Word .docx\)](#)

[Attachment E - Performance Measure Template \(Excel .xlsx\)](#)

[Attachment F - Staff Responsibilities Form \(Excel .xlsx\)](#)

[Attachment G - RAAC Form \(Excel .xlsx\)](#)

[Attachment H - Mapping \(Word .docx\)](#)

[Attachment I - Competitive Procurement Table \(Word .docx\)](#)

Frequently Asked Questions

Other Helpful Resources

[South Carolina Food Access Maps](#)

[National Resource Centers - Senior Centers, Socialization and Nutrition Programs](#)



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Area Agency on Aging Area Plan Instructions FY2023-2025



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OVERVIEW



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PURPOSE

The Area Plan serves multiple purposes:

- **Documenting** the tangible outcomes planned and achieved as a result of a region's long-term care reform efforts.
- **Translating** activities, data, and outcomes into proven best practices, which can be used to leverage additional funding.
- **Providing a Blueprint** that spells out the coordination and advocacy activities the AAA will undertake to meet the needs of older adults, including integrating health and social services delivery systems.
- **Building Capacity** for long-term care efforts in the planning and service area.

The AAA should succinctly incorporate into the Area Plan as many of its activities related to aging as possible, regardless of funding source. The plan should serve as a valuable tool for planning/tracking all efforts on behalf of older adults.



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FOCUSES

The Area Plan must include measurable objectives that address all of the focus areas referenced in the workbook. In developing objectives, consider the role these areas serve in optimizing the AAA's long-term services and supports system (LTSS) for older adults and their caregivers.



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FOCUS AREAS

Older Americans Act (OAA) Core Programs

Older Americans Act (OAA) Core Programs Focus Area OAA core programs are encompassed in Titles III, VI, and VII, and serve as the foundation of the national aging services network.

- Coordinating Title III programs with Title VI Native American programs;
- Strengthening and/or expanding Title III & VII services;
- Supporting families and caregivers;
- Increasing the business acumen of aging network partners;
- Working towards the integration of health, health care and social services systems, including efforts through contractual agreements; and
- Integrating core programs with ACL's Discretionary Grants.

ACL Discretionary Grants & Other Funding Sources Focus Area

SHIP, MIPPA, Senior Medicare Patrol (SMP), Evidence-Based Disease and Disability Prevention Programs, Nutrition Innovations, No Wrong Door, and other programs that support community living.

- Integrating ACL Discretionary Grants with OAA core programs;
- Age and Dementia friendly efforts;
- Social determinants of health efforts; and
- Incorporating aging network services with other home and community based services.

Participant-Directed/Person-Centered Planning

Making fundamental changes in programs which support consumer control and choice is recognized as a critical focus. OAA Title VII programs and services are designed to support this effort. Opportunities also exist for maximizing consumer control and choice in Title III and VI programs. The Plan should address activities to support these goals.

- Supporting participant-directed/person-centered planning for older adults and their caregivers across the spectrum of long term care services, including home, community, and institutional settings; and
- Connecting people to resources.

Elder Justice

This area focuses on coordinated programs and services for the protection of vulnerable adults under Title VII of the OAA.

- Preventing, detecting, assessing, intervening, and/or investigating elder abuse, neglect, and financial exploitation;
- Protecting rights and preventing abuse; and
- Supporting and enhancing multi-disciplinary responses to elder abuse, neglect, and exploitation involving adult protective services, LTC ombudsman programs, legal assistance programs, law enforcement, health care professionals, financial institutions, and other essential partners.

CONTENT INSTRUCTIONS



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EXECUTIVE SUMMARY

The Executive Summary should provide a high-level, narrative overview of the plan content, summarizing the region's planned efforts on behalf of older individuals. This summary should include the agency's mission and vision statements. A well-written summary can aid the region in educating the public, lawmakers, and other agencies, and can assist in securing additional resources.



EXECUTIVE SUMMARY

A high level summary explaining the following questions about your agency:

- Who are you?
- What do you do?
- What are you trying to accomplish?



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CONTEXT

The context sets the stage for the Area Plan and describes the issues to be addressed in the rest of the document. A summary of needs assessment activities undertaken by the region, as well as the findings of such activities, should be included here. Further, the findings should correspond to the outlined goals and objectives in Section III-D of the Area Plan Workbook.



CONTEXT

Planning Service Area Narrative:

- Provide overview of demographical information for OAA targets (Refer to Attachment H: census bureau data section)
- Describe population trends and other issues impacting older adults
- Complete Current Service Coverage Charts (Refer to pg. III-6)
 - Narrative area may be used to describe any gaps within a county or specific location
- Describe any “unique” programs being provided (include location and funding source)

Referenced charts and tables will be accessible in the Area Plan Resources Page via the Aging website.



CONTEXT

Planning Service Area Narrative Continued:

- Describe the processes used to identify service gaps, prioritize needs and to develop your plan
 - Needs Assessment data
 - Public and partner feedback
 - Community health needs assessments
 - Focus Groups
 - Demographical data analysis
 - GIS mapping
 - Regional Aging Advisory Council
 - “Other”



QUALITY ASSURANCE PROCESS

The quality assurance process of service programs encompasses three functions: data collection to assess ongoing program implementation, remediation of problem areas, and continuous improvement. Describe any quality assurance activities that will be undertaken during the Plan period.



QUALITY ASSURANCE PROCESS

- Describe how or what you will do to collect data from stakeholders
 - Survey of senior satisfaction of services through phone calls, direct contact at various centers, mailing of surveys, electronic surveys, etc
 - Surveys or questionnaires to various providers
 - How often will you collect and review the data
- How will your agency resolve concerns or dissatisfaction
 - How will your agency address complaints of the constituents who are served
 - What measures can your agency implement to address concerns of providers
 - What changes can your agency make to resolve provider's problems in providing a quality product or service
- How will you obtain feedback for continuous improvement
 - From your agency
 - From your providers
 - From your constituents who receive services



QUALITY ASSURANCE PROCESS

Be sure to include the following information:

- How can the public obtain a copy of your agency’s grievance procedures?
- How can the public obtain copies of Board or Council meeting minutes?
- How can the public obtain copies of your schedule and process of updating internal policies?



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**GOALS, OBJECTIVES
&
PERFORMANCE
MEASURES**

Goals are visionary statements that describe the strategic direction in which the region is moving. Objectives are the attainable, specific, and measurable steps the region will take to achieve its goals. Strategies outline how the region will achieve the goals and objectives. Regions should have at least one goal, objective, strategy, and performance measure for each of the four Area Plan focus areas listed in Section II-B of the Area Plan Workbook. State plan goals and objectives have been added to the required chart. It is expected that the AAA will add its own goals, objectives, and performance measures to meet the needs and planning for its region and to enhance the vision of the statewide aging network.



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

This document will be accessible in the Area Plan Resources Page via the Aging website.

Regional Goal	
Regional Objective	
Annual Performance Measures	
Strategies and Actions	
Challenges and Barriers	



GOALS, OBJECTIVES, & PERFORMANCE MEASURES



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Goal 1

- 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.



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 1.1

- 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.

State Plan Performance Measures

- SCDOA and AAAs conduct needs assessments to evaluate state and regional concerns and service demands.
- AAAs submit Quality Assurance Reports to SCDOA annually.



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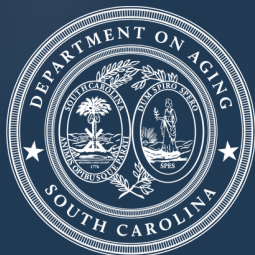
GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 1.2

- The client assessment program is the gateway to most services provided by the Aging Network. An assessment is necessary to determine a client's eligibility for services and it determines the level of need by establishing a priority score. The AAAs are responsible for conducting client assessments in their respective regions, thereby ensuring greater accountability and providing a holistic approach to how each client is matched to services.

State Plan Performance Measures

- Expand the number of seniors assessed annually by 5% or as needed.
- Decrease the number of seniors on waiting lists for services. (It should be noted that regional waiting lists can be a result of many factors, including funding and/or lack of capacity in rural areas.)



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GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Goal 2

- Empower older adults and persons with disabilities, their families, caregivers, and other consumers by providing information, services, education, and counseling on their options to live as independently as possible in the community.



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 2.1

- Information & Referral /Assistance

State Plan Performance Measures

- Increase the number of contacts accessing I&R/A services by 5% annually.
- Increase the I&R/A outreach by 5% annually.



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GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 2.2

- Insurance and Medicare Counseling

State Plan Performance Measures

- Increase by 5% annually, the number of older adults and adults with disabilities enrolled in prescription drug coverage that meets their financial and health needs.
- Increase by 5% annually, the number of beneficiaries who contact the SHIP program for assistance.
- Three regional outreach events per quarter (36 annually).
- Increase by 5% annually, the number of consumers and caregivers receiving SMP counseling.
- Increase by 5% annually, the number of consumers reached in rural, isolated areas.
- Increase by 5% community partnerships to assist in raising awareness of fraud.



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GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 2.3

- Nutrition Program and Services

State Plan Performance Measures

- Track and identify service gaps for Congregate and Home delivered meal services.



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 2.5

- Evidence-Based Health Promotion and Disease Prevention

State Plan Performance Measures

- Track and identify service gaps for Evidenced-Based Health Promotion and Disease Prevention Programs including their causes and geographic distribution.



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 2.6

- Transportation Services

State Plan Performance Measures

- Increase the number of clients utilizing transportation services by 5% annually, depending on available funding sources.



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 2.7

- Family Caregiver Support Program

State Plan Performance Measures

- Expand the number of family caregiver support recipients by 5% annually.
- Increase outreach events by 5% annually.
- Increase utilization of the Seniors Raising Children funding by 5%.
- Increase partnerships and collaboration with other human-service agencies by 3%.



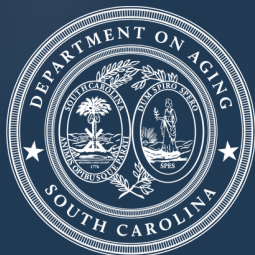
GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 2.10

- Home Care

State Plan Performance Measures

- Increase the number of seniors receiving home care services by 5% annually.



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GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 2.11

- Minor Home Repairs

State Plan Performance Measures

- Increase the number of seniors receiving home repair services by 5% annually.



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Goal 3

- Ensure the rights of older adults and persons with disabilities and prevent their abuse, neglect, and exploitation through the State Long Term Care Ombudsman Program, and elder abuse awareness and prevention activities including legal services and the Vulnerable Adult Guardian ad Litem program.



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 3.2

- Legal Assistance Program

State Plan Performance Measures

- Increase the number of outreach activities directed at the most vulnerable senior victims of abuse, neglect, and exploitation.
- Increase the number of formalized partnerships between aging/disability and elder rights groups.
- Develop and implement a continuous quality improvement component within the program.



GOALS, OBJECTIVES, & PERFORMANCE MEASURES

State Plan Objective 3.3

- Long Term Care Ombudsman

State Plan Performance Measures

- Increase and efficiently track the resident satisfaction outcomes and complaint resolution rate by 5% annually.
- Increase the number of quarterly visits to facilities by Ombudsmen representatives by 5% annually.
- Increase the number of trained Volunteer Ombudsmen by 5% annually.
- Each local Ombudsman program will conduct eight educational trainings for residents/families on long-term care services and/or developing self-advocacy skills.
- Improve targeted educational activities that raise awareness of the Ombudsman program in the communities by 5% annually.
- Expand the number of Resident and Family Councils by 5% annually.



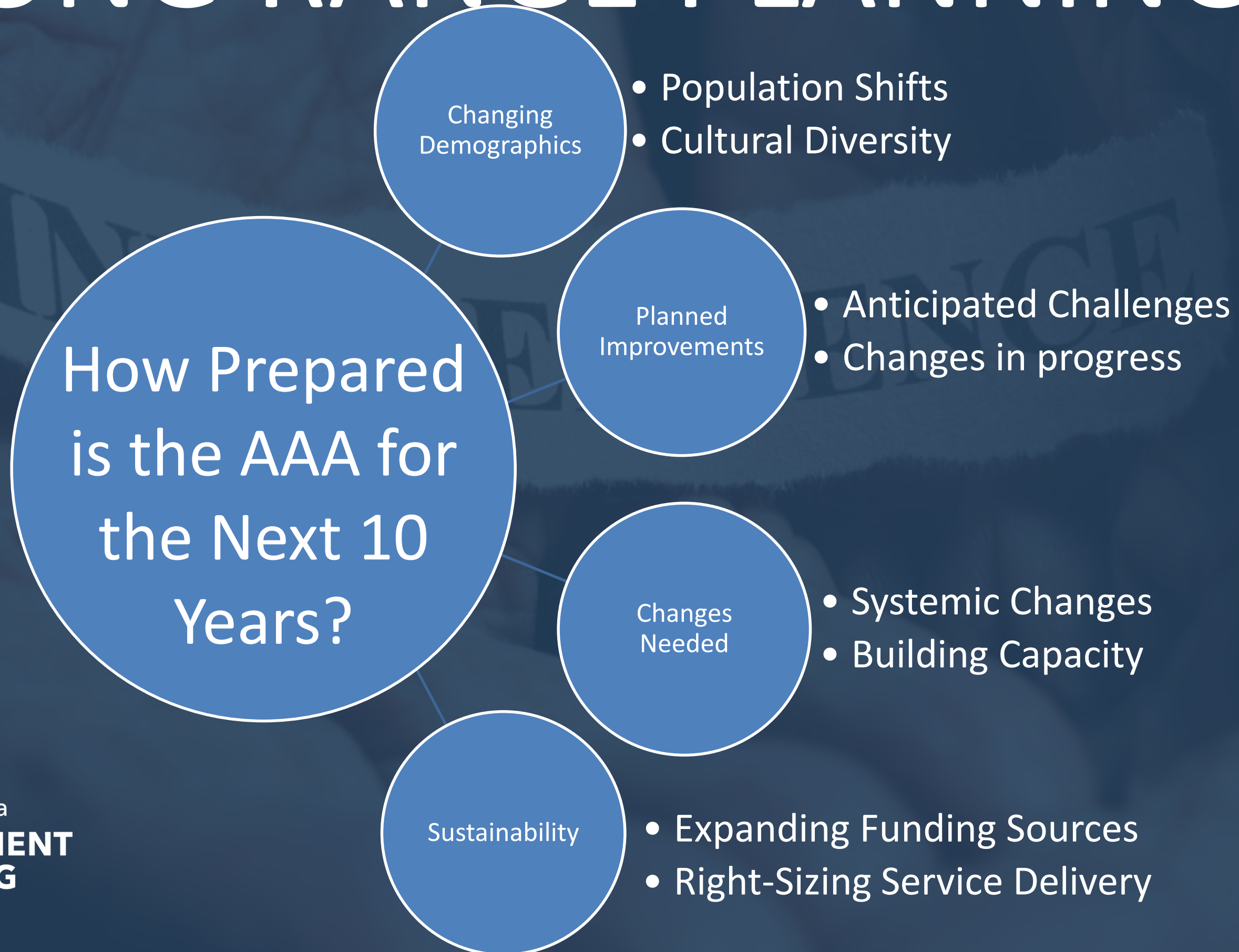
South Carolina
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LONG RANGE PLANNING

This section of the Area Plan should address how well the aging network is prepared in the planning and service area for the next ten years. This will help identify future needs as required by the Area Plan instructions for your region, but will also inform areas that may require focus for the Master Plan on Aging in South Carolina.



LONG RANGE PLANNING



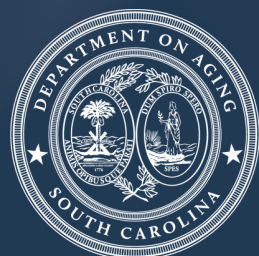
SUBMISSION INSTRUCTIONS



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TIMELINE

Area Plan Instructions Release Date	November 1, 2022
Area Plan Workshop #1	November 10, 2022
Area Plan Workshop #2	January 2023 (TBD)
Area Plan Submission Due Date	C.O.B on March 1, 2023
Virtual Presentation Schedule	March 15, 2023 - April 14, 2023
SCDOA Review Schedule	April 17, 2023 – May 12, 2023
Approval of Area Plans Date	May 15, 2023



FORMATTING REQUIREMENTS

- The Area Plan 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_AAA/Region Name_2023-2025 pg 16

- It is required to use the charts provided by SCDOA where requested.
- You are encouraged to use pictures to help enhance the impact of your services when appropriate.



ELECTRONIC SUBMISSION

- Area Plans must be submitted in PDF format to PSAHelp@aging.sc.gov.
- Signatures must include wet signatures and be submitted as an additional document along with the completed Area Plan.
- The electronic submission should include the following documents:
 - Completed Area Plan Document - PDF
 - Signature Forms with wet Signature (2) - PDF
 - Other forms and charts as required - PDF



PRESENTATION

- A virtual presentation of your Area Plan will be required as part of the approval process.
- Presentations should be 30 minutes and allow an additional 15 minutes for questions and feedback.
- Presentations will take place March 15th through April 14th.
- Plans will not be approved without a virtual presentation.



ATTACHMENTS



South Carolina
**DEPARTMENT
ON AGING**

ATTACHMENT - A

Verification of Intent (VOI)

The Area Plan must be signed by the Board of Directors Chairperson, Planning Service Area Director, and the Area Agency on Aging Director



Verification of Intent (VOI)

This document will be accessible in the Area Plan Resources Page via the Aging website.

A. Attachment A – Verification of Intent (VOI)

The Area Agency on Aging hereby submits its Fiscal Year 2023 – 2025 Area Plan to the South Carolina Department on Aging (SCDOA). If approved, the plan is effective for the period of July 1, 2023 through June 30, 2025.

The Area Agency on Aging is granted the authority to develop and administer its Area Plan in accordance with all requirements of the Older Americans Act and the SCDOA. By signing this plan, the Planning and Service Area Director and the Area Agency on Aging Director assure that the written activities included in the plan will be completed during the effective period and annual updates will be given to the SCDOA when requested. Changes made to the approved plan will require an amendment submission to the SCDOA for approval.

This plan contains assurances that it will be implemented under provisions of the Older Americans Act, as amended in 2016, during the period identified, as well as the written requirements of the SCDOA and the South Carolina Aging Network's Policies and Procedures Manual.

The Area Plan herewith submitted was developed in accordance with all federal and state statutory and regulatory requirements.

_____	_____
Board of Directors Chairperson	Date
_____	_____
Planning Service Area Director	Date
_____	_____
Area Agency on Aging Director	Date

Signatures are required. Print the document, obtain signatures, and submit as a separate attachment with your Area Plan.



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ATTACHMENT - B

Assurances

Area Plan Assurances and Activities includes statutory assurances and activities related to the development and implementation of area plans, and must be reviewed, signed, and included as part of the Area Plan submission.



Assurances

This document will be accessible in the Area Plan Resources Page via the Aging website.

Verification of Older Americans Act Assurances

By signing this document, the authorized officials commit the Area Agency on Aging (AAA) to performing all listed assurances and activities as stipulated in the Older Americans Act, as amended in 2016. In addition, the AAA provides assurance that it will adhere to all components of the South Carolina Aging Network's Policies and Procedures Manual, the South Carolina Department on Aging's (SCDOA) Multigrant Notification of Award Terms and Conditions, and to individual SCDOA programmatic policies and procedures.

Board of Directors Chairperson

Date

Planning Service Area Director

Date

Area Agency on Aging Director

Date

Signatures are required. Print the full document, obtain signatures, and submit as a separate attachment with your Area Plan.



South Carolina
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ATTACHMENT - C

Information Requirements

Information requirements includes specific information requirements related to development and implementation of the area plan. The region's responses to these requirements must be listed within the attachment and submitted as part of the Area Plan.



Information Requirements

This document will be accessible in the Area Plan Resources Page via the Aging website.

C. Attachment C – Information Requirements

The Area Agency on Aging must provide all applicable information following each OAA citation listed below. The completed attachment must be included with your Area Plan submission. Please submit the AAA response under the appropriate sections below.

Section 305(a)(2)(E)

Describe the mechanism(s) for assuring that preference will be given to providing services to older individuals with greatest economic need and older individuals with greatest social need, (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) and include proposed methods of carrying out the preference in the plan.

Region's Response:

-

Section 306(a)(17)

Describe the mechanism(s) for assuring that each Area Plan will include information detailing how the Area Agency will coordinate activities and develop long-range emergency preparedness plans with local and State emergency response agencies, relief organizations, local and State governments and other institutions that have responsibility for disaster relief service delivery.

Full Regional Emergency Preparedness Plans are to be submitted to the SC Department on Aging on an annual basis by April 1st. These plans must include the four phases of disaster management – Mitigation; Preparedness; Response; and Recovery (Stabilization) for the planning and coordination of activities for the state and timely continuation of service and the restoration of normal living conditions for older individuals.

Region's Response:

-

Section 305(a)(2)(E) Describe the mechanism(s) for assuring that preference will be given to providing services to older individuals with greatest economic need and older individuals with greatest social need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) and include proposed methods of carrying out the preference in the State plan;

State's Response:

- The SCDOA utilizes its Intrastate Funding Formula (IFF) to ensure preference in providing services to older individuals with greatest social and economic need. In the IFF, emphasis is placed on low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals living in rural areas. (See Attachment C for the SCDOA's IFF.)
- The SCDOA updates demographic information annually to address the targeted populations.
- The South Carolina Department on Aging and the 10 Area Agencies on Aging are committed to serving older individuals with the greatest economic and social need. The SCDOA has a proactive assessment program, where the AAAs are responsible for assessing and selecting clients in their regions. The assessment program collects critical information regarding the needs of older individuals. In addition the SCDOA works closely with partners and stakeholders to identify how best to serve and develop policies successful in identifying those older individuals, with greatest need and to ensure that the SCDOA effectively serves older individuals with the greatest economic and social needs, with attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas).
- The SCDOA currently utilizes the AIM system as a databases of clients and units served, which generates reports and data that is analyzed to track the provision of services to the targeted populations served. The report used by the SCDOA and the AAAs to assure that targets are met is HHS-25B Targeted 25.



South Carolina
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ATTACHMENT - D

Programmatic Questions

The AAAs should answer each of the programmatic questions based on the needs of its region and any plans to address the challenges that may be presented. The region's responses to these requirements must be listed within the attachment and submitted as part of the Area Plan.



Programmatic Questions

This document will be accessible in the Area Plan Resources Page via the Aging website.

Attachment D - Programmatic Questions

The region's responses to these questions must be included within this attachment and submitted as part of the Area Plan.

Disability

In what ways do you plan on incorporating disability and accessibility into your existing programs?

Answer the programmatic questions in the space provided within the document.

Transportation

What do you believe is the number one challenge facing your transportation program and what are some of your ideas to overcome this challenge?

Assessment

Tell about your plans to increase productivity in your Assessment Program.



Programmatic Questions

Disability

- In what ways do you plan on incorporating disability and accessibility into your existing programs?

Transportation

- What do you believe is the number one challenge facing your transportation program and what are some of your ideas to overcome this challenge?

Assessment

- Tell about your plans to increase productivity in your Assessment Program.

Information & Referral/Assistance

- Describe how your agency plans to address the external unmet needs identified in your monthly I&R data.

Homecare

- Tell about the homecare worker challenges your region is currently experiencing and tell your plans to address these challenges over the next 2 years.



Programmatic Questions

Insurance and Medicare Counseling

- In future years how to plan to ensure that all counties in your regions are served by both the SHIP and SMP Programs quarterly?
- Should the funding for the SHIP/SMP/MIPPA programs be reduced or eliminated, how would you sustain the programs to ensure that Medicare beneficiaries in your region were continued to be served?



Programmatic Questions

Nutrition Program and Services

- Describe how your agency plans to provide innovative or modernized nutrition program services to an increasingly diverse aging population.
- Describe how your region plans to explore food insecurity and malnutrition data to understand community needs and available resources.

Senior Centers

- Describe how your agency will partake in learning collaboratives, networking opportunities and broader communications to help centers address the needs, desires, and expectations of older adults.

Health Promotion & Disease Prevention

- Describe how your agency plans to expand its reach with Evidence-Based Disease Prevention and Health Promotion programs.
- Describe how your region plans to carry out integrated health and wellness activities to assist with modifying behaviors or improving health literacy.



Programmatic Questions

Family Caregiver Support Program

- Tell about how your region is working towards incorporating all areas (information and assistance to caregivers; counseling; support groups and caregiver training; respite; supplemental services) of the OAA programming for the Family Caregiver Support Program.



Programmatic Questions

Long Term Care Ombudsman Program

- How do you plan to increase the recruitment and retention of Volunteer Ombudsmen?
- How do you plan to increase program awareness to the community members and stakeholders?



Programmatic Questions

Legal Assistance Program

- What issues do you see that affect justice for seniors?
- What hurdles, beyond funding, do you see that impede access to justice for seniors? Describe future collaborative efforts to address hurdles identified.



ATTACHMENT - E

Performance Measures Template

For any performance measures identified that have quantifiable data, add the performance measure and data source to the provided document. Then begin to add the numbers and goals to the appropriate areas.



Performance Measures Template

This table will be accessible in the Area Plan Resources Page via the Aging website.

Area Plan Performance Measure Goals Template

Area Plan Dates 2023 - 2025

Performance Measure		Year Prior	FY23	FY24	FY25
<i>You will enter Performance Measure Info Here – You will also source where it is be tracked or recorded (AIM, ACT, etc)</i>	Achieved?		<i>Yes or No</i>		
	Target/Goal		<i>What is the # goal for FY23</i>		
	Actual	<i>FY22 Value</i>			
	Comment (?)	<i>Share any relevant notes needed</i>			
PM 2	Achieved?				
	Target/Goal				
	Actual				
	Comment (?)				
PM 3	Achieved?				
	Target/Goal				
	Actual				
	Comment (?)				



South Carolina
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ON AGING**

ATTACHMENT - F

Organizational Information

Organizational information will be provided as part of the Area Plan. This will include an organizational chart, as well as, information about staffing responsibilities.



Organizational Information

- Create an Organizational Chart for your Agency
- Staff Responsibilities Chart
 - Fill out the table for all staff charging program time to any funding source on your SCDOA NGA.
 - Employee's Name – Enter the full name of the employee
 - Employee's Title – Enter the title as it appears on the employee's job description.
 - Admin through SHIP/SMP – Enter the average amount of time the employee works in each of the program areas identified. Time should be entered as 1.0 equals a full time employee.



Organizational Information

This table will be accessible in the Area Plan Resources Page via the Aging website.

Agency name:											
Region:											
Agency FTE (yearly hours):											
Fiscal Year:											
Area Agency on Aging Staff Responsibilities											
Employee's Name	Employee's Title	Admin	I&R/A	Assessments	Homecare	Legal	Nutrition	Family Caregiver	Ombudsman	SHIP/SMP	Total
John Doe	Regional Assessor	0.1		0.75						0.15	1
											0
											0
											0
											0



ATTACHMENT - G

Regional Aging Advisory Council (RAAC)

The AAA will provide required information about its RAAC, its composition, structure, and operations.



Regional Aging Advisory Council (RAAC)

This table will be accessible in the Area Plan Resources Page via the Aging website.

REGION		Mark with an "X" all that apply											
RAAC Member Name	County of Residence	<50%	Age 60+	Program Beneficiary	Public Official	Minority	Rural Resident	Family Caregiver	Member of the Business Community	Veterans Organization	Member of the Disability Community	General Public	Provider Organization



ATTACHMENT - H

Mapping

County maps showing clients for defined services will be provided as part of the Area Plan. The maps are to be overlaid with the low-income senior target population. The attachment will also contain a table of the key target populations based on the Older Americans Act.



Mapping

- Consistency is Key – Across the region AND Across the State
 - Same datasets – same census data
 - Same visuals across maps - Shading
 - Comparing apples to apples
- People will be looking at these
 - Program Managers
 - SCDOA Director
 - Legislators
 - Public
- Maps are by County
 - Low Income Overlay - Shading
- Technical Assistance is available – ASK IF YOU HAVE QUESTIONS



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ATTACHMENT - I

Fiscal

The AAA will provide a response (narrative and other appropriate format) to the Fiscal questions provided in this section.



Fiscal

Match

- DON'T PANIC
- Forward looking document
- This a part of contingency planning

Fiscal Monitoring

- Provide a brief description of your process
- This should include how frequently you will monitor each group
- How do you verify the amount reported as donations or cost share
- What is your procedure if you discover noncompliance

Procurement Chart

- This is who your agency has agreements with to provide all services to constituents.
- This is simply an easy way for the SCDOA to determine when we should be seeing revised or extended agreements.

Provider Name	Original Execution Date	End Date	Contractor/ Sub-recipient	Counties Served	Services Awarded



A close-up photograph of an elderly person's wrinkled hands holding a small, torn piece of white paper. The paper has the word "INDEPENDENCE" printed on it in a bold, black, serif font. The hands are positioned in the center of the frame, with the fingers slightly curled around the paper. The skin is heavily wrinkled and aged, with a warm, reddish-brown tone. The background is dark and out of focus, emphasizing the hands and the paper. The lighting is soft, highlighting the texture of the skin and the edges of the paper.

INDEPENDENCE



South Carolina
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