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SFY 2020 AREA AGENCY ON AGING PLAN UPDATE SYNOPSIS

SFY 2018 – 2021 AREA PLAN ON AGING

To: Iowa Commission on Aging - June 6, 2020

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SFY 2020 AREA PLAN UPDATE REVIEW

Iowa Commission on Aging Area Plan Duties

Per Iowa Code, Iowa Department on Aging - Older Iowans Act, Chapter 231.14(1)(a), and Iowa Administrative Code (IAC) 17-6.2(8)(231), the Iowa Commission on Aging approves all new area plans and amendments to approved area plans. Five Area Agencies on Aging are operating under approved four-year Area Plans on Aging (SFY 2018 – 2021). The Heritage Area Agency on Aging submitted a new area plan on aging. No other plans were amended. Information provided herein is intended for informational purposes and does not imply action by the Iowa Commission on Aging (ICA).

Per IAC 17-6.2(2)b.(231), AAAs must submit an annual area plan update to the Iowa Department on Aging (IDA) for administrative review. Updates must be completed according to the format and due date prescribed by IDA, using the procedures identified in the Area Plan Update Instructions. This synopsis includes an overview of the five AAA's State Fiscal Year (SFY) 2020 area plan updates and the new area plan, submitted to and reviewed by IDA.

SFY 2020 Area Plan Update Contents

On November 19, 2018, IDA issued the Area Plan on Aging Update Instructions to the AAAs, including the IDA review tool. The AAAs were directed to submit an SFY 2020 area plan update that identified accomplishments, initiatives implemented, and changes that have occurred at the agency since the submission and approval of its SFY 2018 – 2021 Area Plan on Aging.

As part of their area plan updates, agencies also submitted to IDA a single fiscal year (SFY 2020) Projected Area Plan Budget for services included in their plan. An area plan budget report consists of projected expenditures for the administration of each listed service, the projected number of consumers to be served by service and the projected number of units to be provided by service. The projected consumer information includes projected number of consumers in the target populations (N) to be served by service (N = total of 60+, 60+ minority, 60+ minority & poverty, 60+ poverty, and 60+ rural).

Together, the area plan narrative and the area plan budget report provide valuable information on planned and actual administration at the local level. The usefulness of these documents help IDA and AAA's better communicate, gauge trends, gain perspective on effectiveness, document gaps and share programmatic successes in serving older Iowans, adults living with disabilities, veterans, and caregivers.

Refer to Attachment A for Area Agency on Aging Planning and Service Area (PSA) map and contact information.

IDA's SFY 2020 Area Plan Update Review

IDA reviewed each SFY 2020 area plan update upon submission, according to the process and review tool shared with the AAAs. (Refer to Attachment B: IDA SFY 2020 Area Plan Update Evaluation Tool.)

All AAAs provided area plan information and subsequent clarifications as requested and within the specified time frame. Over all, information received, varied in detail and content. IDA will continue to work collaboratively with the AAAs to ensure the SFY 2021 area plan updates provide useful information on successes, initiatives, and needs of the lowans they serve in their planning and service area.

In order to identify significant changes and shifts in service delivery or funding within each of the six AAA's, IDA staff compared the consumer, unit, and expenditure projections of the SFY 2020 Area Plan Budget Report to those submitted in the previous year, SFY 2019. IDA staff focused comparisons on services that:

- 1) Represent a significant portion of the agency's budget (greater than 3% for General Aging or 5% for Caregiver) OR
- 2) Align with the plan's prioritized service gaps OR
- 3) Showed significance change (greater than 10%) from the agency's most recent SFY 2019 Area Plan Budget Report in consumers, units or expenditures.

The most frequently cited causes for projection changes were:

- Reevaluating projections based on current year's activities.
- Increased accuracy in tracking for staff time.
- Increases in Information and Assistance services resulting from a change in statewide call routing system.
- Increases in service delivery to address an underserved population.

■ SFY 2020 AREA AGENCIES ON AGING (AAA) AREA
PLAN UPDATE

PLANNING & SERVICE AREA 1: ELDERBRIDGE AREA AGENCY ON AGING

Counties Served: Audubon, Buena Vista, Calhoun, Carroll, Cerro Gordo, Clay, Crawford, Dickinson, Emmet, Floyd, Franklin, Greene, Guthrie, Hamilton, Hancock, Humboldt, Kossuth, Lyon, Mitchell, O'Brien, Osceola, Palo Alto, Pocahontas, Sac, Sioux, Webster, Winnebago, Worth and Wright

Director: Shelly Sindt

Items of Note: Elderbridge provided a timely and clear summary of activities completed to-date as well as activities planned for SFY 2020. IDA noted an interest in the following activities and accomplishments highlighted in the update:

- Generating over \$300,000 in SFY 2018 from alternative funding sources (grants and fundraising) with a goal of exceeding that amount in SFY 2019.
- Plans to implement the Iowa Return to Community initiative in Clay County.
- Offering home delivered meals to eligible caregivers.
- Expansion of evidence based programs, nutrition counseling and nutrition education services.
- Improving client services by strengthening staff knowledge and skills through various trainings including person centered counseling, motivational interviewing, and mediation, and plans to provide staff training on mental health first aid and social security disability benefits.
- Setting and achieving reasonable performance measure targets.

Direct Service Request: Elderbridge affirmed all approved direct service waivers remain current and did not request direct service waivers for additional services.

Request for Fund Transfer: Elderbridge did not request fund transfers for SFY 2020.

PLANNING & SERVICE AREA 2: NORTHEAST IOWA AREA AGENCY ON AGING (NEI3A)

Counties Served: Allamakee, Black Hawk, Bremer, Buchanan, Butler, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Grundy, Hardin, Howard, Jackson, Marshall, Poweshiek, Tama and Winneshiek

Director: Donna Harvey

Items of Note: NEI3A provided a clear overview of the agency's accomplishments and challenges. The update reflected a sincere focus on responding to community needs in FY2019. Accomplishments highlighted in the update include:

- Prompt action to address the loss of meal and service delivery coordination sites in Marshall County (tornado) and Delaware County (provider change) that impacted a total of 82 consumers.
- Implementation of Family Mediation services.
- Improving the No Wrong Door service approach by utilizing more agency services as entry points to additional home and community services and supports, such as referring legal assistance clients to options counseling for service coordination.
- Opening an office in Bremer County that is co-located with Department of Human Services and County services to evaluate whether this approach results in efficient service coordination.
- Addressing ethnic diversity by focusing on inviting Hispanic consumers to menu meetings and adding more ethnic meal items to menus.

Direct Service Request: NEI3A affirmed all approved direct service waivers remain current and did not request direct service waivers for additional services.

Request for Fund Transfer: NEI3A did not request fund transfers for SFY 2020.

PLANNING & SERVICE AREA 3: AGING RESOURCES OF CENTRAL IOWA

Counties Served: Boone, Dallas, Jasper, Madison, Marion, Polk, Story and Warren

Director: Joel Olah

Items of Note: Aging Resources provided a clear summary of activities completed to date and activities planned for SFY 2020. IDA noted an interest in the following activities and accomplishments highlighted in the update:

- Utilizing the LifeLong Links Advisory Council for cross aging and disability activity and outreach.
- Working closely with the agency Employment Specialist to assess and address additional needs to ensure those job seekers who have a disability and are age 55 and over have the supports needed to obtain / retain employment.
- Focusing outreach efforts to rural consumers and addressing service delivery issues identified in Marion County.
- Utilizing data from the MySeniorCenter software to determine how services are utilized at sites in Polk County.
- Clear strategies to modernize the congregate meal program.

Direct Service Request: Aging Resources affirmed all approved direct service waivers remain current and did not request direct service waivers for additional services.

Request for Fund Transfer: Aging Resources requested the following fund transfers for SFY 2020:

- \$280,000 from IIIC(1) Congregate Meal to IIIC(2) Home-Delivered Meals.

PLANNING & SERVICE AREA 4: THE HERITAGE AREA AGENCY ON AGING

Counties Served: Benton, Cedar, Iowa, Johnson, Jones, Linn and Washington

Co-Directors: Kellie Elliott-Kapparos & Jill Sindt

Items of Note: Per IAC 17—4.4(231) and 17—6.2(231), Heritage submitted a two year Area Plan on Aging as a result of the designation of an area agency on aging under a new organizational structure.

Heritage plan provided a good overview of agency services, partnerships, and priorities and focus areas for the plan period. IDA noted an interest in the following activities and accomplishments highlighted in the plan:

- Community Partnerships: Hy-Vee for Nutrition Counseling; Senior Housing for Options Counseling; and Mercy Hospital and U of I for Caregiver Resources/Options Counseling.
- Expansion of Powerful Tools for Caregivers.
- Aligning Elder Abuse Prevention and Awareness Activities and Legal Assistance.
- Partnership with University of Iowa College of Public Health to provide education and service access to newly diagnosed persons with dementia.
- Focus on locating new congregate meal site based upon percentage of older adults and minority older adults in the community.
- Use of census data to drive planning (Community Engagement and Service goals).

Direct Service Request: For SFY 2020-2021, Heritage is requesting to provide the following services directly:

- Caregiver Counseling
- Congregate Nutrition (Linn and Washington counties only)
- Health Promotion: Evidence Based

Request for Fund Transfer: The Heritage AAA requested the following fund transfer for SFY 2020:

- \$81,174 from IIIC(1) Congregate Meal into IIIC(2) Home-Delivered Meals.
- \$144,141 from IIIB Supportive Services into IIIC(2) Home-Delivered Meals.

PLANNING & SERVICE AREA 5: MILESTONES AREA AGENCY ON AGING

Counties Served: Appanoose, Clinton, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Lucas, Mahaska, Monroe, Muscatine, Scott, Van Buren, Wapello and Wayne

Director: Becky Passman

Items of Note: Milestones provided a good overview on activities completed and barriers addressed. IDA noted an interest in the following activities and accomplishments highlighted in the update:

- Expanding programming to include Care Transitions, Home Meds, and Budget Benefits Program.
- Increasing offerings of evidence-based health activities including Chronic Disease Self-Management Program, falls prevention programs, and Powerful Tools for Caregivers.
- Increasing competence in serving consumers experiencing mental health issues by completing staff trainings on Mental Health First Aid course and collaborating more frequently with mental health service providers.
- Setting and achieving high quality performance measure targets.

Direct Service Request: Milestones affirmed all approved direct service waivers remain current and did not request direct service waivers for additional services.

Request for Fund Transfer: Milestones did not request fund transfers for SFY 2020.

PLANNING & SERVICE AREA 6: CONNECTIONS AREA AGENCY ON AGING

Counties Served: Adair, Adams, Cass, Cherokee, Clarke, Decatur, Fremont, Harrison, Ida, Mills, Monona, Montgomery, Page, Plymouth, Pottawattamie, Ringgold, Shelby, Taylor, Union and Woodbury

Director: Kelly Butts-Elston

Items of Note: Connections provided a general overview on activities completed and barriers addressed. IDA noted an interest in the following activities and accomplishments highlighted in the update:

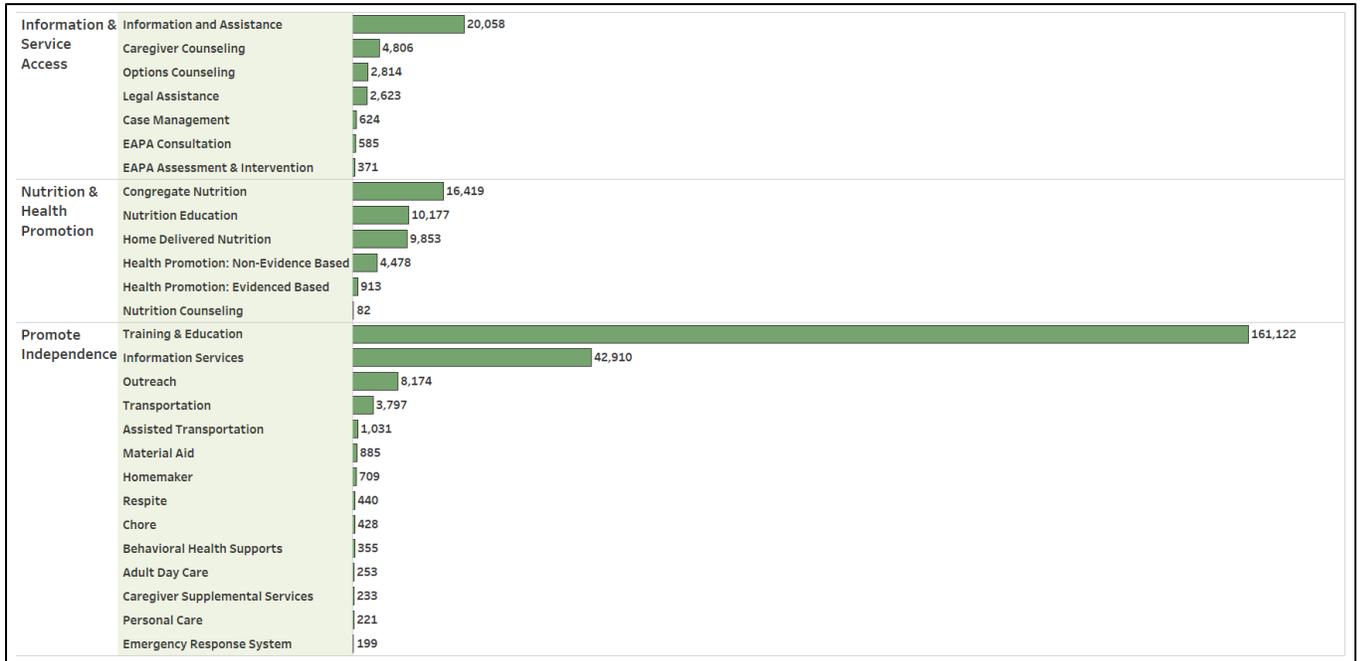
- Successful launch of the Diabetes Self-Management program and plans to expand this evidenced based health activity.
- Initiatives that offer supports to grandparents caring for grandchildren.
- Implementation of benefits screening for lowans seeking Information and Assistance on home and community based supports.
- Coordination of Older Americans Act services with Return to Community initiative.
- Increasing competence in serving consumers experiencing mental health issues by completing staff trainings on C3 De-Escalation trainings to improve safety, decrease stress, lower injury and arrest rates while empowering clients to develop better coping skills.
- Focusing efforts to reach minority populations through attendance at the Many Faces of Siouxland Multi-Cultural Fair and Latino Festival in Council Bluffs.

Direct Service Request: Connections affirmed all approved direct service waivers remain current and did not request direct service waivers for additional services.

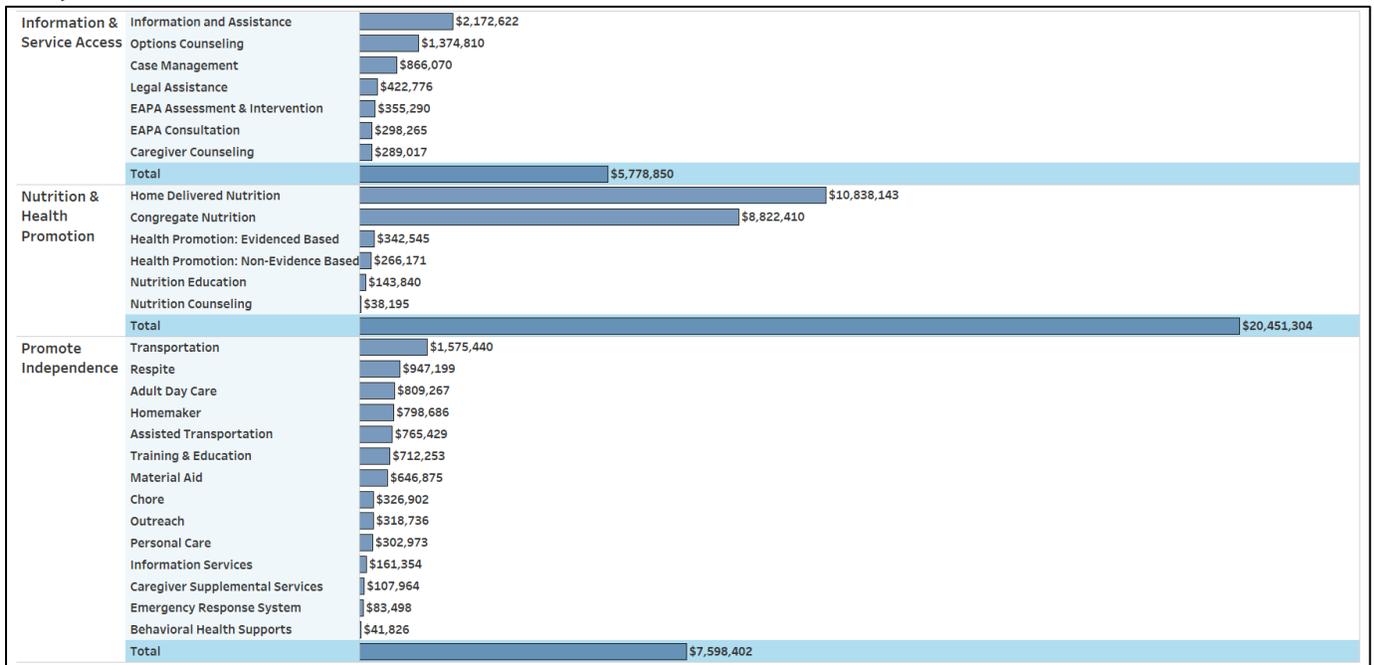
Request for Fund Transfer: Connections did not request fund transfers for SFY 2020.

SFY 2020 CONSUMER & EXPENDITURE PROJECTIONS

CONSUMER PROJECTIONS SFY 2020 – REGISTERED SERVICES



PROJECTED EXPENDITURES SFY 202 – ALL SERVICES



SFY 2020 AAA BUDGET

Budget Summary

The budget summary for each AAA is included in Attachment C: AAA SFY 2020 Budget Overview. The budget summary contains the IDA allocation and other funds dedicated to support the area plan services. The summary includes a break-down by funding type.

- The Prior Yr. Resources column lists unexpended funds available from the prior fiscal year.
- The Current Year Resources column lists the current SFY allocation from IDA and other funds received or reported by the AAA.
- The Total Resources column equals the sum of the Prior Yr. Resources and Current Year Resources.
- The Total Expenditure column contains the amount used to purchase goods or provide services for the current SFY year.
- The Balance column equals the difference between Total Resources and Total Expenditures.
- The Total Expenditures column and Balance column in the budget cover sheets provided demonstrate that each AAA budgeted all resources available or known.

About Fund Transfer(s)

Area Agencies on Aging may request transfers, within a designated percentage of their allocation, between the following funding sources:

- Title IIIB - Supportive Services and Title IIIC – Congregate and Home Delivered meals (max. 30% of allocation)
- Title IIIC(1) Congregate Meals and Title IIIC(2) Home Delivered Meals (max. 40% of allocation)

Refer Attachment C: AAA SFY 2020 Budget Overview for compiled fund transfers for SFY 2020 and previous fund transfer requests.

■ ATTACHMENT A: AAA PSA MAP AND CONTACT INFORMATION

PLANNING & SERVICE AREA 2: Northeast Iowa Area Agency on Aging (NEI3A)

Counties Served:	Allamakee, Black Hawk, Bremer, Buchanan, Butler, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Grundy, Hardin, Howard, Jackson, Marshall, Poweshiek, Tama and Winneshiek			
Director:	Donna Harvey			
Contact Information:	Waterloo Office 3840 W 9th ST Waterloo, IA 50702 (319) 874-6840 (800) 779-8707 Fax: (319) 272-2455	Decorah Office 607 Washington St. PO Box 107 Decorah, IA 52101 (563) 382-2941 (800) 779-8707 Fax: (563) 382-6248	Dubuque Office 2728 Asbury Road Fountain Park Plaza, Ste. 430 Dubuque, IA 52002 (563) 588-3970 (800) 233-4603 Fax: (563) 588-1952	Marshalltown Office New site TBD (641) 753-4648
Email:	nei3a@nei3a.org			
Website:	www.nei3a.org			

PLANNING & SERVICE AREA 3: Aging Resources of Central Iowa

Counties Served:	Boone, Dallas, Jasper, Madison, Marion, Polk, Story and Warren
Director:	Joel Olah
Contact Information:	5835 Grand Ave., Ste. 106 Des Moines, IA 50312-1444 (515) 255-1310 (800) 747-5352 Fax: (515) 255-9442
Email:	info@agingresources.com
Website:	www.agingresources.com

PLANNING & SERVICE AREA 4: The Heritage Area Agency on Aging

Counties Served:	Benton, Cedar, Iowa, Johnson, Jones, Linn and Washington
Director:	Kellie Elliott-Kapparos & Jill Sindt (interim co-directors)
Contact Information:	6301 Kirkwood Blvd. SW Cedar Rapids, IA 52404 (319) 398-5559 (800) 332-5934 Fax: (319) 398-5533
Email:	kellie.elliott-kapparos@kirkwood.edu jill.sindt@kirkwood.edu
Website:	www.heritageaaa.org

PLANNING & SERVICE AREA 5: Milestones Area Agency on Aging

Counties Served:	Appanoose, Clinton, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Lucas, Mahaska, Monroe, Muscatine, Scott, Van Buren, Wapello and Wayne		
Director:	Becky Passman		
Contact Information:	Davenport Office 935 E 53rd St. Davenport, IA 52807-2664 (563) 324-9085 (855) 610-6222 Fax: (563) 324-9384	Ottumwa Office 623 Pennsylvania Ave. Ottumwa, IA 52501 (641) 682-2270 (855) 610-6222 Fax: (641) 682-2445	Burlington Office 509 Jefferson St. Burlington, IA 52601-5427 (319) 752-5433 (855) 610-6222 Fax: (319) 754-7030
Email:	info@milestonesaaa.org		
Website:	www.milestonesaaa.org		

PLANNING & SERVICE AREA 6: Connections Area Agency on Aging

Counties Served:	Adair, Adams, Cass, Cherokee, Clarke, Decatur, Fremont, Harrison, Ida, Mills, Monona, Montgomery, Page, Plymouth, Pottawattamie, Ringgold, Shelby, Taylor, Union and Woodbury		
Director:	Kelly Butts-Elston		
Contact Information:	Council Bluffs Office 231 S Main ST Council Bluffs, IA 51503 (712) 328-2540 (800) 432-9209 Fax: (712) 328-6899	Creston Office 109 N Elm St. Creston, IA 50801 (641) 782-4040 (800) 432-9209 Fax: (641) 782-4519	Sioux City Office 2301 Pierce St. Sioux City, IA 51104 (712) 279-6900 (800) 432-9209 Fax: (712) 233-3415
Email:	info@connectionsaaa.org		
Website:	www.connectionsaaa.org		

 **ATTACHMENT B: IOWA DEPARTMENT ON AGING
(IDA) SFY 2020 AREA PLAN UPDATE REVIEW TOOL**



SFY 2020 Area Plan Update – Review

OAA Sec.305(a)(1)(c) and 307(a)(1); Iowa Code 231.23(2); IAC 17-2.3 and 6.2(2)

In accordance with the federal Older Americans Act, Sections 305(a)(1)(c) and 307(a)(1), Iowa Code 231.23(2), and Iowa Administrative Code (IAC) 17-2.3, the Iowa Department on Aging (IDA) will evaluate the SFY 2020 Area Plan Update to the SFY 2018-2021 Area Plan on Aging utilizing this review and evaluation tool.

REQUIRED INFORMATION

If an item is marked “No”, the omission will be noted and, where appropriate, IDA will direct the agency to provide the required information by a specified date.

Item	Yes/No
Area Plan Amendment Needed? <i>IAC 17-6.2(6)</i>	
Area Plan Budget <i>IAC 17-6.2(5)b</i>	
Submitted electronically on time? <i>IAC 17-5.9(1) and (2)c; IAC 6.2(2)(b); IAC 17-6.2(5)(b)</i>	
IDA received signed budget cover sheet on time? <i>IAC 17-5.9(1) and (2)c</i>	
Transfers (list and compare to previous years):	
Area Plan Update Narrative	
Submitted on time? <i>IAC 17-5.9(1) and (2)c; IAC 6.2(2)(b)</i>	
Electronically? <i>IAC 17-5.9(1) and (2)c; IAC 6.2(2)(b)</i>	
In accessible format? <i>IAC 17-5.9(1) and (2)b; IAC 6.2(2)(b);</i>	
Followed template, formatting, and edited for clarity? <i>IAC 17-5.9(1) and (2)b; IAC 6.2(2)(b);</i>	
Form 3A-1 provided in plan (Performance and Service Projections section)? <i>IAC 6.2(5)(c)</i>	
Verification of Agency Intent and Compliance: digital signatures provided? <i>Iowa Code 231.32(4)</i>	
Authorized signatures provided?	

Item	Yes/No
Direct Service Waivers	
Were any new Requests for Direct Service made? <i>IAC 17-6.12(1)</i>	
If yes, Public Hearing for new direct service requests? <i>IAC 17- 6.2(7)</i>	
If yes, was appropriate form submitted?	
For which services are direct service waivers requested? <i>IAC 17-6.12(1)</i>	
Are reasons identified valid? <i>IAC 17- 6.12(2)</i>	
Signed by Executive Director? <i>IAC 17-5.9(1) and (2)b; IAC 6.2(2)(b)</i>	
Governing Body <i>Iowa Code 231.33(19); IAC 17—6.7(231)</i>	
Was the Governing Board membership information updated?	
Is Board membership representative of the geographic PSA? <i>IAC 17-6.7(2)</i>	
Did the Board Chair sign the verification of agency intent and compliance & authorized signature documents?	
Advisory Council <i>Iowa Code 231.33(6); IAC 17-6.8 (231)</i>	
Was the Advisory Council membership information updated?	
Did agency indicate whether all composition criteria are met? <i>IAC 17-6.8(1)</i>	
Did Advisory Council Chair sign the verification of agency intent and compliance? <i>IAC 17-6.2(7)(b)(2)</i>	
LLL Advisory Council Updated?	
Grievance procedure information updated? <i>IAC 17-6.10(5)</i>	
If yes, new information provided?	
Did agency assure that provider information is up to date in WELLSKY?	
Did agency update how a focal point is identified in the PSA? <i>Iowa Code 231.33(10)</i>	
If yes, new information provided?	

Item	Yes/No
Emergency preparedness planning and plan update needed? <i>Iowa Code 231.33(18); IAC 6.9(231)</i>	
<p>If yes, provided?</p> <ul style="list-style-type: none"> • Did agency summarize activities as they relate to emergency preparedness planning and plan activation? • Did agency describe collaboration with other entities, including partners and contractors, as well as emergency response agencies, relief organizations, government agencies or other institutions, when carrying out these activities? 	
Public Hearing <i>Iowa Code 231.33(9); IAC 17-6.2(7)</i> Public hearing needed? <i>IAC 17-6.2(7)(a)</i>	
IF YES:	
<p>Did agency provide a text copy of the public hearing notice & a list of groups to whom the notice was sent and dates? <i>IAC 17-6.2(7)(a)(2)</i></p>	
<p>Was the hearing notice distributed to known groups of older individuals, PSA public officials and other interested parties?</p>	
<p>Did the notice include the time, date, and location of the public hearing?</p>	
<p>Was the notice given 14 business days prior to hearing?</p>	
<p>Did agency provide a copy of the agenda that includes the date, time, and location of the hearing?</p>	
<p>Did agenda include a distinct agenda item for priority services? <i>IAC 17-6.2(7)(a)</i></p>	
<p>If the agency is requesting to provide direct services, did agenda include a distinct agenda item to consider direct services requests? <i>IAC 17-6.2(7)(a)</i></p>	
<p>Did agency provide a list of people present at the hearing?</p>	
<p>Did agency provide a written summary of the public hearing, including comments specific to the services proposed for direct service provision? <i>IAC 17-6.2(7)(a)(3)</i></p>	
<p>Is there any indication the hearing location would not have been fully accessible? <i>IAC 6.2(7)(1)</i></p>	

Area Plan Update Evaluation (Comprehensive & Coordinated Delivery System)

OAA Sect. 306(a)(1); Iowa Code 231.33(1);(2);(5);(17)

Use these questions to evaluate whether the agency is implementing strategies and making progress toward area plan priorities. The area plan must reflect a coordinated service delivery system, be comprehensive enough to guide agency activity during the four-year period, and include effective strategies and measures to evaluate performance in serving older Iowans and Iowans with disabilities.

Plan Clarity

Was the plan edited for clarity and readability?

Update Summary

1. Does the update summary provide an overview of accomplishments, initiatives, or changes that have occurred at the agency since the submission and approval of its SFY 2018 - 2021 Area Plan on Aging?
Progress to Date
 - a. Changes related to service delivery, staffing, and/or priorities that impact the implementation of the area plan (if any).
 - b. Accomplishments/Results to Date.
 - c. New, Unexpected Challenges.
 - d. Rationale for modifications to service gaps (if any).
2. Does the summary preview activities, initiatives, or events planned for FY 2020?
Planned for FY 2020:
 - a. Did agency briefly describe major initiatives, activities, or events planned for SFY 2020 to address identified service gap.
3. Did agency provide other information pertinent to educate stakeholders on activities or issues impacting service delivery, the plan, agency, or PSA customers?

Section 1: Update on Strategies to Achieve 2018-2021 Goals

Prioritized Service Gaps:

1. Did agency include brief descriptions of methods used to identify and select service gaps from the approved area plan?
2. Did agency conduct new assessment activities that resulted in changes to prioritized service gaps?
 - a. If yes, did agency describe activities and why the new service gap was deemed to be a higher priority than the previously identified service gap?
 - b. Did agency explain how the decision was made to add or replace and why.

Reports of Progress and Strategies Implementation:

1. Service Gap: Is agency retaining service gap from approved plan?
 - a. If yes, was service gap from the approved plan?

- b. If no, is new service an actual gap (description of difference between current situation and desired situation) that impacts consumers? Or, is it a strategy? Is it measurable? Was rationale for changing included in the Prioritized Service Gaps section?
- 2. Indicators to gauge progress in addressing service gap:
 - a. Did agency list indicators used to evaluate progress on addressing the identified service gap? (Indicators may be a combination of qualitative and quantitative items.)
 - b. Do the indicators relate to the outcome or expected result of the strategies instead of the activities related to the strategy? (For example, the number of referrals from a target population vs. the number of outreach events to the target population.)
- 3. Strategies to Address Service Gap:
 - a. Were strategies from approved plan in each row under the Current Strategies column?
 - b. Did agency add, revise, or remove strategies?
 - i. If yes:
 - 1. Were the strategy changes discussed in the Strategy Activities to Date section?
 - 2. Do the strategies relate to the identified service gaps?
 - 3. Do strategies appear as though they will result in progress toward impacting the service gap?
 - 4. Are there any evident conflicts between strategies and requirements in contracts or rule?
 - ii. Did agency insert the status of the strategy: Not Started, In Progress, Stalled, or Completed?
- 4. Strategy Activities to Date:
 - a. Does the information indicate that agency is making progress on area plan activities and on addressing identified service gaps?
 - b. For strategies in progress or completed, did agency summarize activities that have occurred or will occur this fiscal year (SFY 2019)?
 - c. For strategies not started or stalled, did agency address causes?
 - d. Did indicators to gauge progress (listed above) inform evaluation of success/revision of strategy?
- 5. Strategy Activities Planned for SFY 2020:
 - a. Did agency list the strategy activities planned for SFY 2020?
 - b. Does the information indicate that agency is working toward area plan activities and addressing identified service gaps?
 - c. Did indicators to gauge progress (listed above) inform evaluation of success/revision of strategy?

Funding Alignment:

1. Do service and funding projections align with priorities and strategies?

Performance and Service Projections

Performance Measures & Fiscal Year Target

1. Do targets appear reasonable, achievable, and set a high standard for consumer outcome?
2. Did agency describe activities impacting performance on target to date?
3. Did agency increase / decrease target by 10%? If yes, did agency indicate reason for change?

Projected Older Americans Act Consumers and Service Units:

1. Is the estimated number of individuals to be served realistic/adequate?
2. Do service projections to members of the target population(s) appear realistic/adequate?
3. How do consumer projections compare with past consumer projections and with actual consumers served?
4. Is the estimated number of units to be provided realistic/adequate?
5. How do unit projections compare with past unit projections and with actual units provided?
6. Does projected funding appear adequate to serve projected number of individuals/units?
7. How does funding projections compare with past projections and with actual expenditures?
8. Compare mandatory service and funding projections. Do the service and funding projections for mandatory services indicate a consumer will have consistent access to the services across the state?

Service Delivery Information

1. Did agency indicate whether it uses a self-direction service delivery approach to providing services to older adults and/or caregivers? If agency does use a self-direction service delivery approach to providing services to older adults and/or caregivers, was requested information provided?
2. Did agency indicate whether it uses a voucher method for caregivers to obtain respite services? If agency does use vouchers, was requested information provided?

Service Coverage & Wait List Information

1. Compare service/county coverage information. If changed, did agency provide information regarding service coverage changes?
2. Did agency indicate whether it has a waiting list for area plan services?
 - a. If a wait list is used, did agency provide requested waiting list information?
 - b. If a wait list is used, did agency adequately describe how members of the public may obtain agency's wait list policy?

Service and Funding Projections

1. Compare service and funding projections for all services across agencies. Which services are not offered statewide? Which services have a wide projections gap among agencies? (Note: Good reasons for service exclusions and variations in service projections may exist; this comparison informs IDA staff on service availability.)

Quality Management

1. Did agency indicate changes to quality management activities? If yes, was updated information provided?

Public Input / Authorized Signatures

1. Refer to the Required Information checklist above.

Grievance Procedures

1. Did agency indicate that it updated the information on how members of the public may obtain the grievance procedures related service provision? If yes, does the updated process appear adequate / accessible to the public?

Staffing and Volunteer Information

1. Did agency provide the anticipated number of full and part-time positions at the agency, the number of SCSEP beneficiaries employed at the agency, and the number of volunteers supporting the agency at the start of the SFY 2020 (7/1/2019)?

Nutrition Services, Service Providers, and Senior Center/ Focal Points

1. Did agency assure that nutrition service information is up to date in WELLSKY?
 - a. Any questions or issues with nutrition service information?
2. Did agency assure that provider information is up to date in WELLSKY?
 - a. Any questions or issues with service contract providers identified?
 - b. Compare WELLSKY provider list with services in service coverage by county.
 - c. Compare with direct service waiver request, was contractor listed for service not provided directly?
3. Did agency assure that senior center / focal point information is up to date in WELLSKY?
4. Did agency update information on how a focal point is identified in the PSA?

Emergency Plan Summary

1. Did agency update emergency preparedness information in plan? If yes, is emergency planning, plan activation, and collaboration information appear to be thorough enough to inform a useful emergency plan?

Final Recommendations

Area Plan Strengths / Items of Interest

List innovative strategies, best practices, or other noteworthy items.

Information Requiring Corrections or Clarifications

List missing required information, corrections, or revisions that must be addressed in order for agency to approve.

Technical Assistance

List potential technical assistance issues or topics.

 **ATTACHMENT C: AAA SFY 2020 BUDGET OVERVIEW**

Grand Total	Prior Yr Resources	Current Yr Resources	Total Resources	Total Expenditures	Balance
Resources - IDA					
100 : AAA Admin					
110 : Elderly Services General		1,421,690	1,421,690	1,421,690	
115 : HCBS Unmet Needs					
116 : LifeLong Links		141,291	141,291	141,291	
123 : Elder Abuse Prevention Awareness Pgm		77,089	77,089	77,089	
180 : Title IIIB Supportive Services		679,840	679,840	679,840	
190 : Title IIIC(1) Congregate Meals		820,414	820,414	820,414	
200 : Title IIIC(2) HD Meals		404,062	404,062	404,062	
215 : Title IIIE Caregiver Support		297,643	297,643	297,643	
216 : Title IIIE Grandparent/Older Relative					
220 : Title IIID Preventive Health		70,497	70,497	70,497	
221 : Title IIID Preventive Health Med Mgmt					
250 : NSIP Cash		356,073	356,073	356,073	
Sub-Total - IDA		4,268,599	4,268,599	4,268,599	
Resources - Non-IDA					
280 : Federal Non-IDA					
290 : State Non-IDA		22,000	22,000	22,000	
300 : Local Public Funds		468,500	468,500	468,500	
310 : Other Local Cash		95,500	95,500	95,500	
320 : Non-Cash		451,000	451,000	451,000	
330 : Pgm Inc IIIB Supportive Svcs		50,500	50,500	50,500	
340 : Prog Inc IIIC(1) Congregate Meals		700,000	700,000	700,000	
350 : Prog Inc IIIC(2) HD Meals		620,000	620,000	620,000	
363 : Prog Inc IIIE Caregiver Support		16,000	16,000	16,000	
364 : Prog Inc IIIE Grandparent/Older Relative					
365 : Prog Inc IIID Preventive Health					
366 : Prog Inc IIID Preventive Health Med Mgmt					
370 : Program Income Other		12,200	12,200	12,200	
Sub-Total - Non-IDA		2,435,700	2,435,700	2,435,700	
TOTAL		6,704,299	6,704,299	6,704,299	

Grand Total	Prior Yr Resources	Current Yr Resources	Total Resources	Total Expenditures	Balance
Resources - IDA					
100 : AAA Admin					
110 : Elderly Services General		1,429,280	1,429,280	1,429,280	
115 : HCBS Unmet Needs					
116 : LifeLong Links		141,529	141,529	141,529	
123 : Elder Abuse Prevention Awareness Pgm		77,089	77,089	77,089	
180 : Title IIIB Supportive Services		722,769	722,769	722,769	
190 : Title IIIC(1) Congregate Meals		872,213	872,213	872,213	
200 : Title IIIC(2) HD Meals		429,573	429,573	429,573	
215 : Title IIIE Caregiver Support		316,435	316,435	316,435	
216 : Title IIIE Grandparent/Older Relative					
220 : Title IIID Preventive Health		40,136	40,136	40,136	
221 : Title IIID Preventive Health Med Mgmt					
250 : NSIP Cash		227,071	227,071	227,071	
Sub-Total - IDA		4,256,095	4,256,095	4,256,095	
Resources - Non-IDA					
280 : Federal Non-IDA					
290 : State Non-IDA		3,400	3,400	3,400	
300 : Local Public Funds		111,375	111,375	111,375	
310 : Other Local Cash		88,324	88,324	88,324	
320 : Non-Cash		601,764	601,764	601,764	
330 : Pgm Inc IIIB Supportive Svcs		4,900	4,900	4,900	
340 : Prog Inc IIIC(1) Congregate Meals		216,153	216,153	216,153	
350 : Prog Inc IIIC(2) HD Meals		220,487	220,487	220,487	
363 : Prog Inc IIIE Caregiver Support					
364 : Prog Inc IIIE Grandparent/Older Relative					
365 : Prog Inc IIID Preventive Health					
366 : Prog Inc IIID Preventive Health Med Mgmt					
370 : Program Income Other		8,900	8,900	8,900	
Sub-Total - Non-IDA		1,255,303	1,255,303	1,255,303	
TOTAL		5,511,398	5,511,398	5,511,398	

Grand Total	Prior Yr Resources	Current Yr Resources	Total Resources	Total Expenditures	Balance
Resources - IDA					
100 : AAA Admin					
110 : Elderly Services General		1,153,935	1,153,935	1,153,935	
115 : HCBS Unmet Needs					
116 : LifeLong Links		132,901	132,901	132,901	
123 : Elder Abuse Prevention Awareness Pgm		77,090	77,090	77,090	
180 : Title IIIB Supportive Services		748,819	748,819	748,819	
190 : Title IIIC(1) Congregate Meals		623,650	623,650	623,650	
200 : Title IIIC(2) HD Meals		725,057	725,057	725,057	
215 : Title IIIE Caregiver Support	25,000	327,842	352,842	352,842	
216 : Title IIIE Grandparent/Older Relative					
220 : Title IIID Preventive Health		13,043	13,043	13,043	
221 : Title IIID Preventive Health Med Mgmt					
250 : NSIP Cash	31,682	416,993	448,675	448,675	
Sub-Total - IDA	56,682	4,219,330	4,276,012	4,276,012	
Resources - Non-IDA					
280 : Federal Non-IDA		109,261	109,261	109,261	
290 : State Non-IDA		215,629	215,629	215,629	
300 : Local Public Funds		2,142,877	2,142,877	2,142,877	
310 : Other Local Cash		1,003,394	1,003,394	1,003,394	
320 : Non-Cash		23,000	23,000	23,000	
330 : Pgm Inc IIIB Supportive Svcs		70,478	70,478	70,478	
340 : Prog Inc IIIC(1) Congregate Meals		271,692	271,692	271,692	
350 : Prog Inc IIIC(2) HD Meals		354,554	354,554	354,554	
363 : Prog Inc IIIE Caregiver Support					
364 : Prog Inc IIIE Grandparent/Older Relative					
365 : Prog Inc IIID Preventive Health					
366 : Prog Inc IIID Preventive Health Med Mgmt					
370 : Program Income Other		122,366	122,366	122,366	
Sub-Total - Non-IDA		4,313,251	4,313,251	4,313,251	
TOTAL	56,682	8,532,581	8,589,263	8,589,263	

Grand Total	Prior Yr Resources	Current Yr Resources	Total Resources	Total Expenditures	Balance
Resources - IDA					
100 : AAA Admin					
110 : Elderly Services General		827,273	827,273	827,273	
115 : HCBS Unmet Needs					
116 : LifeLong Links		122,665	122,665	122,665	
123 : Elder Abuse Prevention Awareness Pgm		77,090	77,090	77,090	
180 : Title IIIB Supportive Services	50,692	336,330	387,022	387,022	
190 : Title IIIC(1) Congregate Meals	70,568	498,641	569,209	569,209	
200 : Title IIIC(2) HD Meals	293,295	510,882	804,177	804,177	
215 : Title IIIE Caregiver Support	28,267	210,358	238,625	238,625	
216 : Title IIIE Grandparent/Older Relative					
220 : Title IIID Preventive Health	988	14,774	15,762	15,762	
221 : Title IIID Preventive Health Med Mgmt					
250 : NSIP Cash		248,729	248,729	248,729	
Sub-Total - IDA	443,810	2,846,742	3,290,552	3,290,552	
Resources - Non-IDA					
280 : Federal Non-IDA		203,500	203,500	203,500	
290 : State Non-IDA		50,000	50,000	50,000	
300 : Local Public Funds		299,750	299,750	299,750	
310 : Other Local Cash		448,500	448,500	448,500	
320 : Non-Cash		575,500	575,500	575,500	
330 : Pgm Inc IIIB Supportive Svcs		3,500	3,500	3,500	
340 : Prog Inc IIIC(1) Congregate Meals					
350 : Prog Inc IIIC(2) HD Meals		2,000	2,000	2,000	
363 : Prog Inc IIIE Caregiver Support		14,900	14,900	14,900	
364 : Prog Inc IIIE Grandparent/Older Relative					
365 : Prog Inc IIID Preventive Health		1,713	1,713	1,713	
366 : Prog Inc IIID Preventive Health Med Mgmt					
370 : Program Income Other		843,111	843,111	843,111	
Sub-Total - Non-IDA		2,442,474	2,442,474	2,442,474	
TOTAL	443,810	5,289,216	5,733,026	5,733,026	

Grand Total	Prior Yr Resources	Current Yr Resources	Total Resources	Total Expenditures	Balance
Resources - IDA					
100 : AAA Admin					
110 : Elderly Services General		1,211,886	1,211,886	1,211,886	
115 : HCBS Unmet Needs					
116 : LifeLong Links		134,717	134,717	134,717	
123 : Elder Abuse Prevention Awareness Pgm		77,089	77,089	77,089	
180 : Title IIIB Supportive Services		691,183	691,183	691,183	
190 : Title IIIC(1) Congregate Meals		834,089	834,089	834,089	
200 : Title IIIC(2) HD Meals		410,794	410,794	410,794	
215 : Title IIIE Caregiver Support		302,605	302,605	302,605	
216 : Title IIIE Grandparent/Older Relative					
220 : Title IIID Preventive Health		45,761	45,761	45,761	
221 : Title IIID Preventive Health Med Mgmt					
250 : NSIP Cash		243,989	243,989	243,989	
Sub-Total - IDA		3,952,113	3,952,113	3,952,113	
Resources - Non-IDA					
280 : Federal Non-IDA					
290 : State Non-IDA					
300 : Local Public Funds					
310 : Other Local Cash					
320 : Non-Cash		329,299	329,299	329,299	
330 : Pgm Inc IIIB Supportive Svcs		6,000	6,000	6,000	
340 : Prog Inc IIIC(1) Congregate Meals		285,000	285,000	285,000	
350 : Prog Inc IIIC(2) HD Meals		260,285	260,285	260,285	
363 : Prog Inc IIIE Caregiver Support					
364 : Prog Inc IIIE Grandparent/Older Relative					
365 : Prog Inc IIID Preventive Health					
366 : Prog Inc IIID Preventive Health Med Mgmt					
370 : Program Income Other					
Sub-Total - Non-IDA		880,584	880,584	880,584	
TOTAL		4,832,697	4,832,697	4,832,697	

Grand Total	Prior Yr Resources	Current Yr Resources	Total Resources	Total Expenditures	Balance
Resources - IDA					
100 : AAA Admin					
110 : Elderly Services General		1,076,380	1,076,380	1,076,380	
115 : HCBS Unmet Needs					
116 : LifeLong Links		130,471	130,471	130,471	
123 : Elder Abuse Prevention Awareness Pgm		77,090	77,090	77,090	
180 : Title IIIB Supportive Services		558,409	558,409	558,409	
190 : Title IIIC(1) Congregate Meals		673,865	673,865	673,865	
200 : Title IIIC(2) HD Meals		331,884	331,884	331,884	
215 : Title IIIE Caregiver Support		244,483	244,483	244,483	
216 : Title IIIE Grandparent/Older Relative					
220 : Title IIID Preventive Health		45,923	45,923	45,923	
221 : Title IIID Preventive Health Med Mgmt					
250 : NSIP Cash		157,389	157,389	157,389	
Sub-Total - IDA		3,295,894	3,295,894	3,295,894	
Resources - Non-IDA					
280 : Federal Non-IDA					
290 : State Non-IDA		225,782	225,782	225,782	
300 : Local Public Funds		108,549	108,549	108,549	
310 : Other Local Cash		89,952	89,952	89,952	
320 : Non-Cash		374,460	374,460	374,460	
330 : Pgm Inc IIIB Supportive Svcs		55,900	55,900	55,900	
340 : Prog Inc IIIC(1) Congregate Meals		233,537	233,537	233,537	
350 : Prog Inc IIIC(2) HD Meals		172,160	172,160	172,160	
363 : Prog Inc IIIE Caregiver Support					
364 : Prog Inc IIIE Grandparent/Older Relative					
365 : Prog Inc IIID Preventive Health					
366 : Prog Inc IIID Preventive Health Med Mgmt					
370 : Program Income Other		3,400	3,400	3,400	
Sub-Total - Non-IDA		1,263,740	1,263,740	1,263,740	
TOTAL		4,559,634	4,559,634	4,559,634	

FY 2020 Area Plan Transfers

	IIIB-Supp Svcs	IIIC(1)-Cong Meals	IIIC(2)-HD Meals
Elderbridge Area Agency on Aging [PSA-1]			
Northeast Iowa Area Agency on Aging [PSA-2]			
Aging Resources of Central Iowa [PSA-3]		(280,000)	280,000
Heritage Area Agency on Aging [PSA-4]	(144,141)	(81,174)	225,315
Milestones Area Agency on Aging [PSA-5]			
Connections Area Agency on Aging [PSA-6]			
Total Transfer Amounts	\$ (144,141.00)	\$ (361,174.00)	\$ 505,315.00

Elderbridge Area Agency on Aging [PSA-1]			
Northeast Iowa Area Agency on Aging [PSA-2]			
Aging Resources of Central Iowa [PSA-3]		-31.0%	62.9%
Heritage Area Agency on Aging [PSA-4]	-30.0%	-14.0%	78.9%
Milestones Area Agency on Aging [PSA-5]			
Connections Area Agency on Aging [PSA-6]			
Total Transfer Percentages	-3.7%	-7.7%	21.9%

Elderbridge Area Agency on Aging [PSA-1]	679,840	820,414	404,062
Northeast Iowa Area Agency on Aging [PSA-2]	722,769	872,213	429,573
Aging Resources of Central Iowa [PSA-3]	748,819	903,650	445,057
Heritage Area Agency on Aging [PSA-4]	480,471	579,815	285,567
Milestones Area Agency on Aging [PSA-5]	691,183	834,089	410,794
Connections Area Agency on Aging [PSA-6]	558,409	673,865	331,884
Total Allotments	3,881,491	4,684,046	2,306,937

