

Action Request Transmittal Aging and People with Disabilities



Ann McQueen

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Number: APD-AR-22-024

Issue date: 4/26/2022

Topic: Other

Due date: 7/15/2022

Subject: Annual Area Plan Update

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

Review, update and electronically submit to SUA.email@dhsosha.state.or.us a comprehensive update of all relevant sections of your 2021 – 2025 Area Plan. Such an update may contain changes in your governing and advisory council membership, contracted service providers, methods of service delivery, and changes to your OPI, Family Caregiver or other programs. Particular attention will be focused on progress updates for your agency's goals and objectives in the major Issue Areas (I&R Services and ADRC, Nutrition, Health Promotion, etc.).

The update should also contain an updated Service Matrix and Delivery Method document. The document can be accessed directly from the SUA website at:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/SUA/AAABusinessTraining/Service-Matrix%20-Delivery-Method.doc>

The update must also contain a new signed Statement of Assurances and Verification of Intent. The document can be accessed directly from the SUA website at:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/SUA/AAABusinessTraining/AP-Statement-Assurances-2022-2025.docx>.

The budget workbook should also be updated. Please note the added column in the

budget workbook to indicate planned spending of any COVID Relief funding you have received. Instructions for the workbook are included as the first tab and the whole workbook can be found here: <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/SUA/AAABusinessTraining/AP-Budget-Workbooks.xls>

Please use Microsoft Word's *Track Changes* function in the Area Plan narrative update to enable the Community Services and Supports Unit (CSSU) to quickly identify new information. Submission without the Track Changes function will not be accepted. Submit the electronic copy of your Area Plan narrative and Budget Workbook as an Excel spreadsheet by close of business day July 15, 2022.

Reason for action:

Older Americans Act Section 306 requires each designated area agency on aging to develop an Area Plan for a planning and service area with such annual adjustments as may be necessary.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s): Debbie McCuin or Rodney Schroeder	
Phone: 541-301-1672 or 541-305-3489	Fax:
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