

Action Request Transmittal Aging and People with Disabilities



Jane-ellen Weidanz

Authorized signature

Number: APD-AR-24-013

Issue date: 4/5/2024

Topic: Other

Due date: 8/16/2024

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@odhsoha.oregon.gov 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 CSSU website at:

<https://www.oregon.gov/odhs/providers-partners/community-services-supports/Documents/area-plan-attachment-c-service-matrix.pdf>

This update must also contain a new Appendix, which is a final report on the AAA's Service Equity Plan, which were initially due by September 30, 2022. At a minimum, please report on the status of your Service Equity Plan, accomplishments you have achieved within your service equity efforts and any ongoing service equity work. Also describe how the AAA will continue to integrate the Service Equity work into your Area Plan, service delivery system and internal structures.

The budget workbook should also be submitted, as an Excel document. Budget instructions and forms will be e-mailed to the AAA contract/fiscal officer so the proper budget forms can be used. The instructions and forms will also be on the Area Plan section of the CSSU website.

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 August 16, 2024.

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

No specific review but there has been consultation with

If yes, reviewed by: O4AD regarding the details of this update.

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

Contact(s): Debbie McCuin	
Phone: 541-301-1672	Fax:
Email: Debbie.MCCUIN@odhs.oregon.gov	