

## PROGRAM INSTRUCTION

AoA-PI-14 - 01

TO: State Agencies on Aging Administering Plans under Title III of the Older Americans Act of 1965, as amended

SUBJECT: Guidance on the Development and Submission of State Plans, Amendments and Intrastate Funding Formulas

LEGAL REFERENCES: Sections 305, 306, 307, 308, 373, and 705, of the Older Americans Act of 1965, As Amended

The purpose of this Program Instruction (PI) is to provide States with guidelines for use in developing and submitting FY 2015 State Plans and amendments including intrastate funding formula (IFF) requirements.

Resources available to assist States in the development and writing of their State Plan include:

- Your Administration for Community Living (ACL) Regional Support Center
- The TASC Planning Zone – a national aging services planning model at [http://www.nasuad.org/tasc/tasc\\_index.html](http://www.nasuad.org/tasc/tasc_index.html). As of October 2012, the TASC Planning Zone project ended. Resources on the site may still be helpful; however, they may not be the most current.

**The PI contains the following:**

- I. STATE PLAN PURPOSE AND FOCUS AREAS**
  - A. Older Americans Act (OAA) Core Programs
  - B. ACL/AoA Discretionary Grants
  - C. Participant-Directed/Person-Centered Planning
  - D. Elder Justice
- II. STATE PLAN CONTENT**
  - A. Signed Verification of Intent Page from State Governor or designee
  - B. Narrative
  - C. Intrastate Funding Formula
  - D. Attachments
- III. STATE PLAN/AMENDMENT SUBMISSION AND APPROVAL**
- IV. ATTACHMENTS:** (to this Program Instruction)

### **I. STATE PLAN PURPOSE AND FOCUS AREAS**

The State Plan serves multiple purposes:

- **Documenting** the tangible outcomes planned and achieved as a result of state 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 state 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 state.

States should succinctly incorporate into the State Plan as many of their activities related to aging as possible, regardless of funding source, while keeping in mind the maximum length of 30 pages for the plan narrative. The plan should serve as a valuable tool for planning/tracking all efforts on behalf of older adults.

### **Focus Areas for FY 2015 State Plans**

State plans must include measurable objectives that address all of the focus areas, A-D, below. In developing objectives, consider the role these areas serve in optimizing the state's long-term services and supports system (LTSS) for older adults and their caregivers.

Data and other resources for developing measurable objectives/performance measures are available on the "Resource Links" section of the TASC Planning Zone.

**A. Older Americans Act (OAA) Core Programs** - OAA core programs are encompassed in Titles III (Supportive Services, Nutrition, Disease Prevention/Health Promotion and Caregiver Programs), VI (Native American Programs), and VII (Elder Rights Programs), and serve as the foundation of the national aging services network. Describe plans to: coordinate Title III programs with Title VI Native American programs; strengthen or expand Title III & VII services; increase the business acumen of aging network partners; work towards the integration of health care and social services systems; and integrate core programs with ACL discretionary programs addressed in Focus Area B below.

Specific resources to assist states in maximizing coordination and planning efforts in Core programs are available on the "Resource Links" section TASC Planning Zone:

**B. ACL Discretionary Grants** – For each of the following ACL Discretionary Grant programs received by your state, develop measurable objectives that include integration of these programs with OAA core programs above (Focus Area A): Alzheimer's Disease Supportive Services Program (ADSSP); Evidence-Based Disease and Disability Prevention Programs; Senior Medicare Patrol (SMP) and programs that support community living.

Note: For ADRC Discretionary grants, list your 1) Projected Objectives, 2) Partners, and 3) Budget leading to the statewide expansion of ADRCs and full integration with OAA core programs.

Specific resources to assist states in developing objectives for respective ACL discretionary grants are available at links below as well as on the "Resource Links" section of the TASC Planning Zone.

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**Community Living** (ADRCs, Community Living Program, Alzheimer' Disease Supportive Services Program)

<http://www.adrc-tae.org/tiki-index.php?page=HomePage>

**Evidence Based Disease Prevention Programs**

<http://www.healthyagingprograms.org/content.asp?sectionid=32>

States should also describe how they are or will take advantage of opportunities through the Affordable Care Act, e.g., *Money Follows the Person Program*, *Balancing Incentives Program*,

*Community-Based Care Transition Program, etc.* Are there new activities taking place as a result of this funding? Have new partnerships formed? Include information about existing or new plans in this area.

**C. Participant-Directed/Person-Centered Planning** – Making fundamental changes in state policies and programs which support consumer control and choice is recognized as a critical focus for State Plans. OAA Title VII programs and services are designed to support this effort, and opportunities also exist for maximizing consumer control and choice in Title III and VI programs. Describe your planned efforts (measurable objectives) to support 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.

Specific resources to assist states with building consumer choice and control into aging programs are available at the link below as well as on the “Resource Links” section of the TASC Planning Zone.

**National Resource Center for Participant Directed Services**

<http://www.bc.edu/schools/gssw/nrcpds/>

**D. Elder Justice** - As part of their leadership role in coordinating programs and services for the protection of vulnerable adults under Title VII,<sup>1</sup> States should describe their activities to prevent, detect, assess, intervene, and/or investigate elder abuse, neglect, and financial exploitation. Describe planned efforts (with measurable objectives) to support and enhance 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 across the state.

Specific resources to assist states in supporting multi-disciplinary responses to elder abuse are available at the links below, as well as, on the “Resource Links” section of the TASC Planning Zone.

**LTC Ombudsman:**

[www.ltcombudsman.org](http://www.ltcombudsman.org)

**Elder Rights**

[http://www.nasud.org/tasc/elder\\_rights\\_program.html](http://www.nasud.org/tasc/elder_rights_program.html)

<sup>1</sup> Adapted from Section 721(d) of the OAA