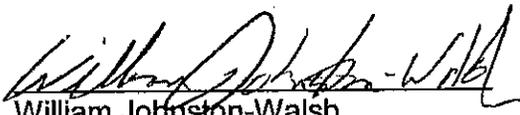


 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD # 07-01-07	2. Disposition: Replaces APD #03-01-10
	3. Issuance Date: September 10, 2007	4. Effective Date: September 10, 2007
	5. Program Area: AAA Administration	
	6. Origin: Bureau of Home & Community Based Services	7. Contact: Systems Planning & Consultation Division (717) 783-6207

AGING PROGRAM DIRECTIVE (APD)

SUBJECT: FISCAL YEAR (FY) 2008-12 FOUR YEAR AREA PLAN REQUIREMENTS

TO: EXECUTIVE STAFF PA COUNCIL ON AGING
BUREAU OF PROGRAM INTEGRITY BUREAU OF HOME & COMMUNITY BASED SERVICES
ADMINISTRATION ON AGING DPW, OFFICE OF PROGRAM DEVELOPMENT & SUPPORT
AREA AGENCIES ON AGING COMPROLLER
PA ASSOCIATION OF AREA AGENCIES ON AGING

FROM: 
William Johnston-Walsh
Deputy Secretary
Pennsylvania Department of Aging

LEGISLATIVE/REGULATORY REFERENCE: Older Americans Act of 1965, as amended 42 U.S.C., Section 3001, et seq. (2006)

45 CFR Part 1321, Section 1321.59

BACKGROUND: The current State Plan on Aging will expire on September 30, 2008. Current Area Plans will expire on June 30, 2008. The next State Plan will cover the four year period from October 1, 2008, through September 30, 2012. Similarly, the AAA Area Plans will be in effect for the period of July 1, 2008, through June 30, 2012.

SECTION I. OVERVIEW

One of the major objectives of the Area Plan is to help AAAs produce quality planning that will enable them to more fully attain the goals set forth in Pennsylvania Act 70 and the Older Americans Act (OAA) -- that is, to develop greater capacities to provide comprehensive and coordinated service systems to serve older people and to assist in using available resources more efficiently. Instead of focusing on the production of a compliance document, AAAs should focus on quality planning.

In developing their plans, AAAs must consider their own needs as well as the needs of the Department. For AAAs, the Area Plan:

- Is a public document that can be used to educate and inform stakeholders – consumers, the public, service providers, community leaders and local officials;
- Fulfills Act 70 and OAA requirements;
- Responds to and blends unique local contexts, coupled with State and federal goals and initiatives;
- Is a management tool that can guide local initiatives, decision making and budget development;
- Is a means of communication with the Department of Aging, and
- Assists in coordination of local services.

For the Department, the plans:

- Assist in providing a better understanding of the direction, achievements and problems of each AAA and the network as a whole;
- Are used to develop the State Plan as required by federal law;
- Summarize information to be used in developing new state policies and initiatives.

Recently the National Association of State Units on Aging (NASUA) developed a draft "National Model for Aging Services Planning." The document provides a good resource and outline for State Units and AAAs in developing their own plans. This new Area Plan format draws heavily from the draft NASUA model.

Additionally, the Administration on Aging (AoA) recently issued two major policy documents that should also be reviewed closely by AAA planners as they begin their own planning process. Those documents are AoA Program Instruction 07-01, "Guidance on the Development and Submission of State Plans, Amendments and Intrastate Funding Formulas" (<http://www.aoa.gov/prof/agingnet/PI/PI-07-01.doc>) and the AoA Strategic Action Plan for 2007 – 2012 (<http://www.aoa.gov/about/strategic/strategic.asp>).

SECTION II. GENERAL REQUIREMENTS

Critical Dates

The following timeline shows target dates (months/years) in the development of the AAA Area Plans and the State Plan on Aging.

<u>State Plan</u>		<u>Area Plans</u>
(Effective dates 10/08 - 9/12)		(Effective dates 7/08 - 6/12)
7/07		Draft Area Plan Requirements sent to AAAs for comment
8/07		AAA Plan Formats Finalized and Issued
11/07 to 3/08	Regional State Plan "Town Meetings"	
4/08	Statewide Issuance of Draft State Plan	Draft AAA Area Plans Due
5/08		AAA Public Hearings
6/08	State Plan Hearings (usually 3)	Final Area Plans Due
6 & 7/08	Incorporate Comments and Finalize State Plan	
8/08	State Plan Submitted to AoA	

In order to ensure that the Department can give adequate consideration to the Area Plans for purposes of developing the State Plan, the required submission date for draft Area Plans is April 15, 2008. Final Area Plans are due on June 1, 2008. The Area Plan is to be submitted electronically to the Department of Aging, Division of Planning at e-mail address RA-StatePlanOnAging@state.pa.us, no later than April 15, 2008. The effective dates of the Plan are from July 1, 2008 to June 30, 2012.

Public Hearings

The AAA Block Grant APD contains a requirement that AAAs hold at least one public hearing on the Block Grant. The Department of Aging does not intend for AAAs to hold two separate public hearings, one for the Area Plan and one for the Block Grant contracts. Therefore, AAAs are encouraged to hold at least one public hearing prior to submitting their Area Plan. This public hearing(s) may also fulfill the AAA public hearing requirements for the Block Grant. Part B of the attached Area Plan format package contains an assurance of public input on the Plan as part of the signature page.

Distribution

The initial draft of the Area Plan is to be submitted electronically to the Department of Aging, Division of Planning at e-mail address RA-StatePlanOnAging@state.pa.us, no later than April 15, 2008. Final electronic copies are to be submitted to the same address by June 1, 2008. The Department will review the plans and negotiate changes as appropriate.

Department Reaction to the Plan

The Department will review and respond individually to each plan. Changes to the Plan may need to be discussed prior to approvals from the Department.

Executive Summary

In order to facilitate the Department's review of the Area Plan information for inclusion as part of the State Plan, each AAA will be required to submit a brief Executive Summary according to a standardized format. The attached Area Plan format package contains the form and instructions for the Executive Summary.

Approval from the Governing Authority

Plans from private AAAs must be signed by the governing board in accordance with their by-laws. Plans from single County AAAs must be signed by a majority of the County Commissioners or the County Executive. Plans from AAA jointers must be signed in accordance with the by-laws of the jointer. Part B of the attached Area Plan format package contains the signature sheet for the Area Plan.

Scope of the Plan

To emphasize their coordinating role in the community, AAAs are strongly encouraged to make the Plan as broad-based as possible. Consideration should be given to older population groups that the AAA may not have had the opportunity to communicate with in the past. Additionally, input from those agencies and organizations not traditionally involved in aging programs should be considered.

Economy of Preparation

One of the overriding goals of the Area Plan format should be "reader friendliness." Bearing in mind that one of the primary uses of the plan is for public education, AAAs are encouraged to make their plans as brief and as reader friendly as possible. Detailed accounts of routine services are discouraged.

Amendments

Plan amendments will not normally be needed. If substantial local changes are to be made before an update will take effect, the AAA should contact the Department to discuss the need for an amendment in detail.

SECTION III. THE PLAN FORMAT

To be effective, the Plan must provide essential information clearly and concisely. Back-up information (e.g., detailed demographic data, reports, consumer surveys, etc.) may be provided in an appendix or in a separate document.

Presenting essential information clearly means:

- no jargon
- no acronyms
- language the citizens served by the aging (and disability) network will understand
- using a format, charts, graphs, diagrams, illustrations to highlight key information.

Concise means "get to the point" quickly. The reader should not drown in small details. Key points will be missed if they are buried in too much detail. Make it easy for the reader to understand what the local Aging Network intends to accomplish during the next four years and how planned activities will benefit older persons and caregivers in the area. It is recommended that the Plan be no more than twenty pages in length with the opportunity to attach data and other reports in appendices.

To facilitate this, the Plan Format is to be broken out into two major parts, Part A and Part B, each with its own series of subparts. Part A should clearly and concisely present the Agency's plan of action for the next four years. The Agency should be able to use Part A to inform the community and local authorities about the organization and its priorities for the future. Ideally, Part A can be removed from the entire "plan" and widely distributed as a local information tool. Accordingly, section headings for Part A should be named in non-technical terms. Part B of the plan format contains the signature sheet and other detailed documents necessary for state and federal compliance.

There are five recommended sections for the Plan Narrative (Part A):

- **Executive Summary**
- **Agency Overview**
- **Goals/Objectives**
- **Strategies**
- **Outcomes and Performance Measures**

These elements are not meant to be a formal "Area Plan template" but provide essential information to be included. There are a variety of ways to weave this information together and to communicate it in the Plan.

Executive Summary

The Executive Summary is meant to communicate the entire plan in brief form. Considering that it may be the only part of the Plan document that some people read, the Executive Summary must capture the essential messages contained in the Plan and be able to stand on its own.

The Executive Summary should clearly and concisely:

- Summarize the plan in a brief, concise manner.
- Describe the current system and major issues/trends
- Answer these questions:
 - √ What will we do?
 - √ How will it improve the system?
 - √ How will we know and measure change?

The Executive Summary should be written in plain, jargon-free language and should be approximately 3 pages in length.

Agency Overview

The Plan **Overview** sets the stage for the plan and provides an overview of the issues to be addressed in the rest of the document. The Introduction conveys a clear understanding of the current and future service and support needs of older people in the agency service area, and the issues, challenges and opportunities facing the Agency on Aging.

This section identifies the mission and values that will guide the Plan. The Context considers history, current conditions and the future, and responds to the following questions:

- Who are the current and future older persons in the area? What are their needs?
- How is the agency organized to support older persons? What is the role of the agency in long term care?
- What are the critical issues/trends? What are the future implications?
- What are the challenges?
- What are the strategic opportunities to leverage to improve the local system?
- What are the resources?

The environment encompasses the internal and external contexts within which the agency exists. Discussion of demographic information and service utilization patterns are key to understanding these environmental factors.

Note: The Department of Aging intends to provide demographic data and other resources to the aging network as agencies develop their area plans. Work is underway to make this information available on the Department's web site for easy access by the network.

Important Information

- Aging and disability demographics:
 - ✓ Local populations, including numbers of oldest old
 - ✓ Local rankings compared to state and/or national data
 - ✓ Special populations (e.g., persons with Alzheimer's Disease and related dementias, caregivers, persons with disabilities)
 - ✓ Underserved populations, private pay, persons with lifelong disabilities who are aging, other future populations

- Service utilization/service users:
 - ✓ Persons served by Older Americans Act, Medicaid, PACE and other funding sources
 - ✓ HCBS use versus institutional (expenditures, utilization)
 - ✓ Waiting lists
 - ✓ Persons who are underserved by HCBS and other aging programs

Demographic information should focus on factors most applicable to the local service area. This part of the Introduction provides an excellent opportunity to discuss targeting services to population(s) that are currently underserved. Examples of such targeting include specific racial and ethnic minorities, people living in rural areas and persons on waiting lists.

Important Information:

- Organizational structure:
 - ✓ Agency location in local government
 - ✓ Organization of the area human service network
 - ✓ Administrative responsibilities of the AAA

The political and economic conditions that support or limit the agency's influence are important considerations for the future development of the organization. Historical trends in the state, service area and within the organization, such as the degree to which spending for nursing facility care dominates the Medicaid budget or a priority on serving populations other than older adults in the community may be considered. Such developments may challenge the agency's ability to move toward a community based service system for older people. Conversely, a trend such as the emergence of a strong advocacy voice on behalf of home and community long term care options for older people may enable the AAA to develop ambitious goals in the coming planning cycle.

The focus of the Plan is on the activities to be undertaken during the current planning cycle, as well as anticipated trends that will impact the aging network and older people in the future. The Plan should not be a reaction solely to current conditions and challenges. A future orientation will ensure that the Aging Network is positioned to seize future opportunities and respond to future challenges.

This section includes an analysis of emerging issues likely to impact the local Network as it moves forward to strengthen a long term care system responsive to the needs and preferences of older persons, as well as critical consideration of opportunities available through state and national trends and initiatives. Such developments may offer strategic opportunities and potential funding, or conversely, may constrain activities due to funding cut-backs; either way, these developments will impact the agency's ability to move forward.

Consideration may be given to state and federal initiatives, such as AoA's Choices for Independence, Money Follows the Person and Real Choice Systems Change grants, and new opportunities available under the Deficit Reduction Act. The Plan may consider the agency's response to these developments, including how the agency will be involved. Analyze the potential impact on older people and make a determination regarding how the Plan will incorporate activities in support of such initiatives.

Important Issues:

- New/anticipated initiatives at the local, state and federal levels
- Funding opportunities
- Long term care reform/rebalancing efforts in the state
- State strategic goals
- 2006 Amendments to the OAA, including Choices for Independence principles
- AoA Strategic Plan
- CMS Strategic Plan, HHS Annual Plan
- Program and regulatory directives

It is important to consider ways to bolster the agency's role in long term care administration and policy decisions in the state. The Aging Network's resources – funding, expertise and involvement in long term care administration and policymaking – should be discussed in relation to its ability to seize strategic opportunities.

Goals/Objectives

A responsive and consumer-directed long term care system that supports older people in the community is one of the central missions of the Aging Network. Therefore, measurable goals, objectives and strategies related to long term care should be woven into the Plan.

Goals

Where is the Agency going?

The goals and objectives identify the issues, conditions and needs on which the agency will focus during the planning cycle. Goals and objectives respond to opportunities and challenges related to strengthening a balanced long term care system and address the need to assure that the services provided by the agency are of high quality.

Goals are broad statements describing the desired conditions at the end of the planning cycle. For example:

- Citizens have easy access to accurate information.
- Consumer direction is available to all.

Objectives

What are the milestones to be accomplished in reaching the goal?

Objectives are narrow statements defining precise, concrete measurable milestones on the path to the goal. Examples include:

- Establish one or more Aging and Disability Resource Centers in the planning and service area by 2010.
- Develop policies and procedures to support the utilization of x % of individual providers for all services.

The State Agency on Aging must develop the State Plan's goals and objectives within a broad context that includes: the vision and expectations contained in the Older Americans Act; guidance from the Department of Aging and the Administration on Aging, and other special initiatives.

Important Considerations:

Underlying the Older Americans Act are several key principles with regard to older people that should guide the development of the Plan. These include:

- Choice
- Control
- Full-participation in decision-making
- Community living
- Evidence-based practice
- Comprehensive and coordinated services to support living in the community

Strategies/Action Steps

How will the Goals and Objectives be achieved? The "how" is the strategies/action steps to be followed to achieve each objective on the way to each goal.

Strategy – The road map leading to each objective

This element of the plan describes each major strategy or action step to achieve the plan objectives and goals. This description includes who is responsible for implementing the strategy and the timeframe for its implementation.

Strategies include such things as:

- making local policy changes;
- conducting public education,
- training staff,
- making changes in contracting and reimbursement procedures,
- recruiting additional providers,
- building coalitions and
- conducting advocacy activities.

Each objective should be measurable, and address questions such as:

- What strategies will be used?
- Who is responsible for each strategy?
- What is the time frame for each strategy?
- What is the relationship, if any, of this strategy to another goal and objective?

A strategy for developing an ADRC might include determining the lead agency, developing intra- and inter-agency coordination procedures, expansion of the information and assistance database, creation of a comprehensive assessment tool, single application form.

Outcomes and Performance Measures

The Plan should include a statement regarding the outcomes expected to result from the goals, objectives and strategies identified in the Plan. Outcomes measure the benefits to consumers to be derived from the Plan. For example, the outcomes developed by the Agency may respond to the desires of older persons and their caregivers for services and supports to enable them to remain in the community. A related outcome is the need to ensure a stronger, more visible role for the Agency in the local long term care system.

Important Questions:

- **How will the Plan provide greater access for older people to community long term care options?**
- **How will the Plan provide for a stronger, more visible role for the agency in the local human service system?**

Reliable and valid performance measures are important in documenting success. Performance measures should be selected based on their usefulness in demonstrating progress and achievements in relation to the Plan goals, objectives and the agency's vision for strengthening the long-term care system.

Performance Measures

How will we know that the goals and objectives identified in the Plan were accomplished?

While tied to the Plan's goals and objectives, it is important to focus on performance measures that have the most relevance in relation to the overall goals that have been set for the planning period. Another critical factor to consider is the availability of data to provide an accurate picture of the current situation and measure progress in achieving a specific benchmark.

At a minimum, the Plan should describe and provide information relative to:

- Performance measures and methodologies used to evaluate program implementation, and
- Quality measures used to evaluate the performance of specific programs.

Given the background set forth in the current State Plan on Aging, the 2006 OAA Amendments and the AoA Strategic Plan priorities, the agency may want to consider performance measures that address issues such as empowering older people and families to make informed decisions about long term care, enabling seniors to remain in their homes and communities, supporting healthy and active aging through evidence-based prevention programs, and ensuring elder rights and freedom from abuse, neglect and exploitation.

Individual performance measures may focus upon a specific area. Some examples include:

- Financial performance
- Resource utilization (efficiency/productivity)
- Quality of services
- Innovation
- Consumer wants
- Consumer satisfaction
- Employee/provider satisfaction

- Service system results

In addition, the performance measures form the basis for evaluating plan implementation. The Plan should include a planned schedule for reviewing progress in achieving the performance measures. The Plan should be seen as a living document. Based upon the progress review, it may be necessary to modify the Plan, such as making changes in programs and services to respond to demographic shifts or utilization patterns, altering timelines or identifying new strategies to ensure success.

Format Review

To repeat, the Area Plan should have two main sections, Part A and Part B. Part A should contain the following suggested headings:

- Executive Summary
- Agency Overview
- Goals/Objectives
- Strategies
- Outcomes and Performance Measures

Part B of the Area Plan is required for submission to the Department of Aging. Essentially, it contains the forms and signature sheet necessary for state and local compliance, along with an account of the required Public Hearing(s). These forms are to be attached to Part A, but may be removed if the AAA wishes to use the Plan as a public education document.

Draft Area Plans are to be submitted by April 15, 2008. Final Plans are due on June 1, 2008.

AREA PLAN PART B

**Signature Page/Standard Assurances Commonwealth of Pennsylvania
Department of Aging**

FY 2008-12 Area Agency on Aging

Four-Year Area Plan on Aging

**Part B, Section I. Signature Page
Area Agency on Aging Name and Address:**

I/we certify that I/we are authorized to submit this plan on behalf of the designated Area Agency on Aging and agree to abide by regulations issued by the Pennsylvania Department of Aging, the U.S. Department of Health and Human Services, and the U.S. Department of Labor. I/we further certify that the general public has had the opportunity to review and comment on this plan through the public hearing process and that written policies, procedures or agreements, as appropriate, have been developed in accordance with Part B, Section 4, and are on file for review and approval, as appropriate, by Department of Aging officials.

Signature(s) of Governing Authority
Official(s), e.g., Chairman of County
Commissioners or President, Board
of Directors.)

Title

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Signature of the Area Agency on
Aging Director)

(Title)

(Date)

Name of Person to Contact Regarding the Contents of This Plan:

(Name)

(Area Code and Telephone)

Part B. Section 2

STANDARD ASSURANCES OF COMPLIANCE

I/we assure that services and programs of the Area Agency on Aging will be managed and delivered in accordance with the plan submitted herewith. Any substantial changes to the plan will be submitted to the Department of Aging for prior approval.

I/we hereby expressly, as a condition precedent to the receipt of State and Federal funds, assure:

That in compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Federal Rehabilitation Act of 1973; the Age Discrimination Act of 1975; The Americans With Disabilities Act of 1990; The Pennsylvania Human Relations Act of 1955, as amended; and 16 PA Code, Chapter 49 (Contract Compliance regulations):

- 1) I/we do not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, or handicap;
 - a) In providing services or employment, or in its relationship with other providers;
 - b) In providing access to services and employment for handicapped individuals.
- 2) I/we will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

I/we further hereby agree that all contracts for the provision of services addressed herein will require contractors to comply with these same provisions.

I/we certify that the advisory council of the Area Agency on Aging has participated in the development of this plan and has reviewed the plan as herewith submitted.

Signature(s):
(Name)

(Title)

(Date)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Part B. Section 3

**DOCUMENTATION OF PARTICIPATION BY THE AREA
AGENCY ON AGING ADVISORY COUNCIL**

PSA NO. _____

NAME OF AAA: _____

PLAN PERIOD FROM _____ TO _____

In accordance with 6 PA Code, Section 35.23, a.(1) and (2) and the Older Americans Act of 1965, as amended, I certify that the Area Agency on Aging Advisory Council has had the opportunity to assist in the development of this Plan. I further certify that the Area Agency on Aging Advisory Council has participated in at least one Public Hearing held on this Plan.

The Area Agency on Aging Advisory Council _____ does _____ does not recommend approval of this Plan.

Signature of the Chief Officer of the Area
Agency on Aging Advisory Council

Typed Name and Title

Date

Part B. Section 4

Listing of Plan Assurances and Required Activities

Older Americans Act, As Amended in 2006

ASSURANCES

The Older Americans Act of 1965, as amended, requires each Area Agency on Aging to provide assurances that it will develop a plan and carry out a program in accordance with the plan. Each Area Agency on Aging must comply with the following provisions of the Act and written policies, procedures or agreements, as appropriate, must be on file in the Area Agency on Aging office and available for review and approval by Department of Aging officials.

Sec. 306(a), AREA PLANS

- (2) Each area agency on aging shall provide assurances that an adequate proportion, as required under section 307(a)(2), of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of services
 - (A) Services associated with access to services (transportation, health services (including mental health services), outreach, information and assistance (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible), and case management services);
 - (B) In-home services, including supportive services for families of older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and
 - (C) Legal assistance; and assurances that the area agency on aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded.
- (4)(A)(i)(I) provide assurances that the area agency on aging will:
 - (aa) Set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;
 - (bb) Include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and
- (II) Include proposed methods to achieve the objectives described in items (aa) and (bb) of subclause (I);
- (ii) Provide assurances that the area agency on aging will include in each agreement made with a provider of any service under this title, a requirement that such provider will:
 - (I) Specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;

- (II) To the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and
 - (III) Meet specific objectives established by the area agency on aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area; and
- (4)(A)(iii) With respect to the fiscal year proceeding the fiscal year for which such plan is prepared, each area agency on aging shall:
- (I) identify the number of low-income minority older individuals and older individuals residing in rural areas in the planning and service area;
 - (II) describe the methods used to satisfy the service needs of such minority older individuals; and
 - (III) provide information on the extent to which the area agency on aging met the objectives described in clause (a)(4)(A)(i).
- (4)(B)(i) Each area agency on aging shall provide assurances that the area agency on aging will use outreach efforts that will identify individuals eligible for assistance under this Act, with special emphasis on:
- (I) older individuals residing in rural areas;
 - (II) Older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
 - (III) Older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
 - (IV) Older individuals with severe disabilities;
 - (V) Older individuals with limited English proficiency;
 - (VI) Older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
 - (VII) Older individuals at risk for institutional placement; and
- (4)(C) Each area agency on agency shall provide assurance that the area agency on aging will ensure that each activity undertaken by the agency, including planning, advocacy, and systems development, will include a focus on the needs of low-income minority older individuals and older individuals residing in rural areas.
- (5) Each area agency on aging shall provide assurances that the area agency on aging will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and individuals at risk for institutional placement, with agencies that develop or provide services for individuals with disabilities.
- (6)(F) Each area agency will: in coordination with the State agency and with the State agency responsible for mental health services, increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental health services (including mental health screenings) provided with funds expended by the area agency on aging with mental health services provided by community health centers and by other public agencies and nonprofit private organizations;
- (9) Each area agency on aging shall provide assurances that the area agency on aging, in carrying out the State Long-Term Care Ombudsman program under

section 307(a)(9), will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2000 in carrying out such a program under this title.

- (11) Each area agency on aging shall provide information and assurances concerning services to older individuals who are Native Americans (referred to in this paragraph as "older Native Americans"), including:
 - (A) information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the area agency on aging will pursue activities, including outreach, to increase access of those older Native Americans to programs and benefits provided under this title;
 - (B) an assurance that the area agency on aging will, to the maximum extent practicable, coordinate the services the agency provides under this title with services provided under title VI; and
 - (C) an assurance that the area agency on aging will make services under the area plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans.
- (13)(A) Each area agency on aging shall provide assurances that the area agency on aging will maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships.
- (13)(B) Each area agency on aging shall provide assurances that the area agency on aging will disclose to the Assistant Secretary and the State agency:
 - (i) the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and
 - (ii) the nature of such contract or such relationship.
- (13)(C) Each area agency on aging shall provide assurances that the area agency will demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under this title by such agency has not resulted and will not result from such non-governmental contracts or such commercial relationships.
- (13)(D) Each area agency on aging shall provide assurances that the area agency will demonstrate that the quantity or quality of the services to be provided under this title by such agency will be enhanced as a result of such non-governmental contracts or commercial relationships.
- (13)(E) Each area agency on aging shall provide assurances that the area agency will, on the request of the Assistant Secretary or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals.
- (14) Each area agency on aging shall provide assurances that funds received under this title will not be used to pay any part of a cost (including an administrative cost) incurred by the area agency on aging to carry out a contract or commercial relationship that is not carried out to implement this title.
- (15) Provide assurances that funds received under this title will be used-
 - (A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and

- (B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212.

Part B. Section 5

Narrative Summary of the Proceedings of the AAA Area Plan Public Hearing. Attach a written narrative (no more than five pages) summarizing the proceedings of the AAA Area Plan Public Hearing.