

**CALIFORNIA DEPARTMENT OF AGING**

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**PROGRAM MEMO**

CDA 1014 (Rev. 04/11)

<b>TO: Area Agency on Aging Planners</b>	<b>NO.: PM 12-04(P)</b>
<b>SUBJECT: Needs Assessment</b>	<b>DATE ISSUED: March 28, 2012</b>
<b>REVISED: Program Memo 00-12</b>	<b>EXPIRES: June 30, 2016</b>
<b>REFERENCES: Older Americans Act, California Welfare and Institutions Code, and California Code of Regulations</b>	<b>SUPERSEDES: PM 00-12(P)</b>
<b>PROGRAMS AFFECTED:</b> <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: HICAP	
<b>REASON FOR PROGRAM MEMO:</b> <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other: <b>2012 – 2016 Area Plan Needs Assessment Guidelines and Sample Questionnaires</b>	

**Purpose**

The purpose of this PM is to provide Area Agencies on Aging (AAA) with updated 2012-2016 Area Plan Needs Assessment Guidelines, Survey of Adult and Aging Populations (Sample Core Questionnaire), and Suggested Needs Assessment for Residents of Long-Term Care Facilities.

**Background**

The Older Americans Act, California Welfare and Institutions Code, and the California Code of Regulations set forth the requirements AAAs must follow when conducting a needs assessment.

The California Department of Aging (CDA) issued Program Memo (PM) 00-12 in May 2000. PM 00-12 provided AAAs with tools to conduct initial and ongoing needs assessments within their Planning and Service Areas. In May 2008, CDA issued PM 08-07 to communicate the recently enacted Welfare and Institutions Code Section 9103 requirement to include the needs of lesbian, gay, bisexual, and transgender older adults in AAA needs assessments and Area Plans. AB 138 (Chapter 668, Statutes of 2011) requires AAAs under Welfare and Institutions Code Section 9400 to use the Elder Economic Security Standard Index in their area plans as a reference when making decisions about allocating existing resources.

**Application  
and Usage**

The Needs Assessment Guidelines include suggestions for conducting a multi-faceted needs assessment and references to CDA, State, federal, and other Web links. CDA encourages AAAs to use the revised guidelines and sample questionnaires in developing their needs assessments.

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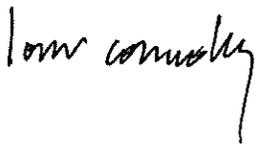
**Attachment**

- 2012 – 2016 Area Plan Needs Assessment Guidelines
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**Inquiries**

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Lora Connolly  
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