

CALIFORNIA DEPARTMENT OF AGING

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**PROGRAM MEMO**

TO: Area Agency on Aging Directors	NO.: PM 11-01(P)
SUBJECT: State Fiscal Year 2011-2012 Area Plan Update to the 2009-2012 Area Plan	DATE ISSUED: January 6, 2011
REVISED	EXPIRES: June 30, 2011
REFERENCES: Older Americans Act, Section 306(a) Title 22 Section 7304(b) and California Department of Aging Standard Agreement, Program Memo 10-21(P)	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: <u>AAA Administration</u>	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: Reporting Instructions	
INQUIRIES SHOULD BE DIRECTED TO: John Marklund, Area Plan Team, phone (916) 928-3330; e-mail jmarklund@aging.ca.gov	

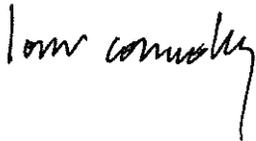
This Program Memorandum (PM) provides Area Agencies on Aging (AAAs) with instructions for submitting the State Fiscal Year (FY) 2011-2012 Area Plan Update (APU) to the FY 2009-2012 Area Plan (AP). The attached APU Checklist specifies the items to be included in the APU. AAAs that submitted a Strategic Plan as their AP must ensure that the APU clearly identifies all required elements. This APU is due to the California Department of Aging (CDA) on May 1, 2011.

Service Unit Plan (SUP) Revisions

PM 10-07(P), Revisions to the California Aging Reporting System (CARS) released the new Service Categories and Data Dictionary (Data Dictionary) that became effective July 1, 2010. The Data Dictionary replaced the now obsolete Division 4000 document. AAAs must use the Data Dictionary when updating the service unit measures in the FY 2011-12 Service Unit Plans (SUPs) submitted as part of their APUs. Please note that CDA is currently making slight clarifications to several service category definitions; however, these will not result in significant changes to the categories (i.e. addition of new categories, elimination of existing categories). In addition, the "Disease Prevention and Health Promotion" service category (NAPIS Other -15) will be revised to "Health Promotion" (NAPIS - 16) to comply with the new U.S. Administration on Aging definition and reporting requirements. A PM outlining these modifications will be issued early in 2011.

Please submit an APU that contains only the required components as outlined on the attached checklist. It is not necessary to submit a full-length AP to comply with the APU requirements. Please retain all original AP and APU documents at the AAA for CDA review.

Note: Per PM 10-21(P), effective June 30, 2010, AAAs are no longer required to submit a Year-End Report. Instead, at the conclusion of each AP cycle, AAAs will submit an End of Cycle Report (ECR) and Transmittal Letter. CDA will send instructions for submission of the ECR no later than December 31, 2011, as an addendum to the Reference Guide for Development of the FY 2009-2012 Three-Year AP. CDA will consult with representatives from C4A in developing the instructions. The ECR for the FY 2009-2012 AP Cycle will be due by November 1, 2012.



Lora Connolly
Acting Director

Attachment:

APU Checklist