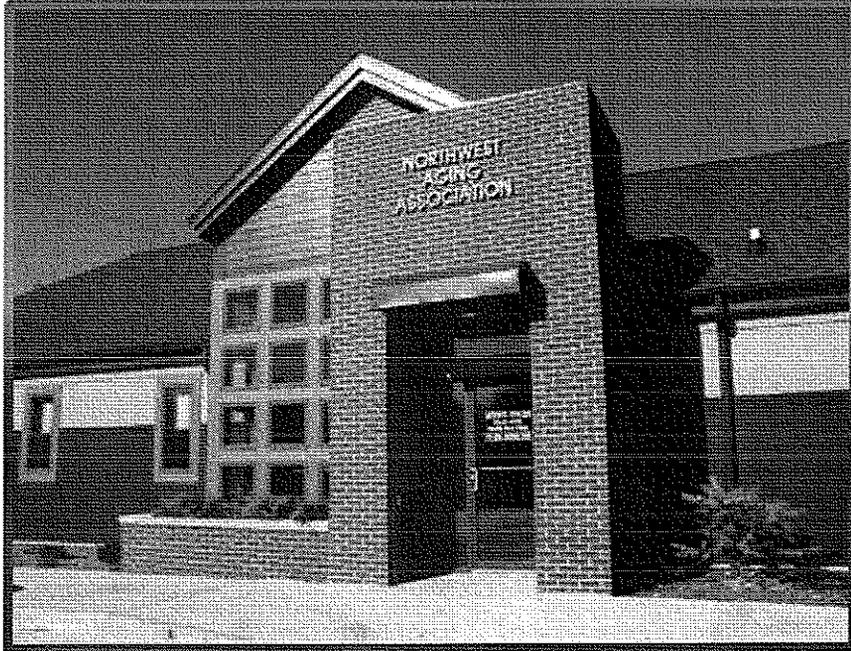


Northwest Aging Association



FY'2012 Plan Update

Area Plan on Aging
Fiscal years 2010 – 2013

April 1, 2011

**FY'2012 AREA PLAN UPDATE
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Section 1.1 Verification of Intent and Area Agency Signature

Verification of Intent

Northwest Aging Association (AAA) accepts full authority and responsibility to develop and administer the FY'2012 Area Plan Update in accordance with all requirements of the Older Americans Act as amended 2006, and related Iowa Administrative Code and State policy. By accepting this authority and responsibility, the area agency agrees to develop and administer the Area Plan Update for a comprehensive and coordinated system of service and to serve as the advocate and focal point for all Iowans 60+ years of age in the area agency's planning and service area.

The FY'2012 Area Plan Update is hereby submitted to the Iowa Department on Aging (IDA) for approval.

3-21-11
Date

Connie Hurst, Interim Director
Signature of Area Agency on Aging Director

The Area Agency Advisory Council has reviewed the FY'2012 Area Plan Update and approves the plan.

3-15-12
Date

Ray G. Miller
Signature of Chairperson, Area Agency on Aging Advisory Council

The Board of Directors of the area agency has reviewed the area plan and approves the plan.

March 16, 2011
Date

Mabel Mante
Signature of Chairperson, Area Agency on Aging Board of Directors

**Authorized Signatures
FY'2012 Area Plan Update**

Northwest Aging Association

Name of Area Agency

714 10th Avenue East

Street Address

Spencer

City

Iowa 51301

State & Zip

Area Agency on Aging

Type of Agency

October 1, 1975

Date of Area Agency Designation

Signature of Area Agency on Aging Director

Signature of Area Agency on Aging Board Chair

Authorized Signatures for Funding Applications and Contracts

Connie Hurst, Interim Director

Signature of Area Agency on Aging Director

2/21/11

Date Signed

Smabel Mantel

Signature of Area Agency on Aging Board Chair

March 16, 2011

Date Signed

Signature of Area Agency on Aging Associate Director (optional)

Date Signed

Signature & Title (optional person)

Date Signed

**Authorized Signatures for Fiscal Reports
(Other than Area Agency Director)**

Not Applicable (Right click on the box to insert an "X".)

Keith J. Smith, CFO

Signature & Title

03/21/11

Date Signed

Signature & Title

Date Signed

**Authorized Signatures for Program Reports
(Other than Area Agency Director)**

Not Applicable (Right click on the box to insert an "X".)

Signature of Area Agency on Aging Program Director/Coordinator

Date Signed

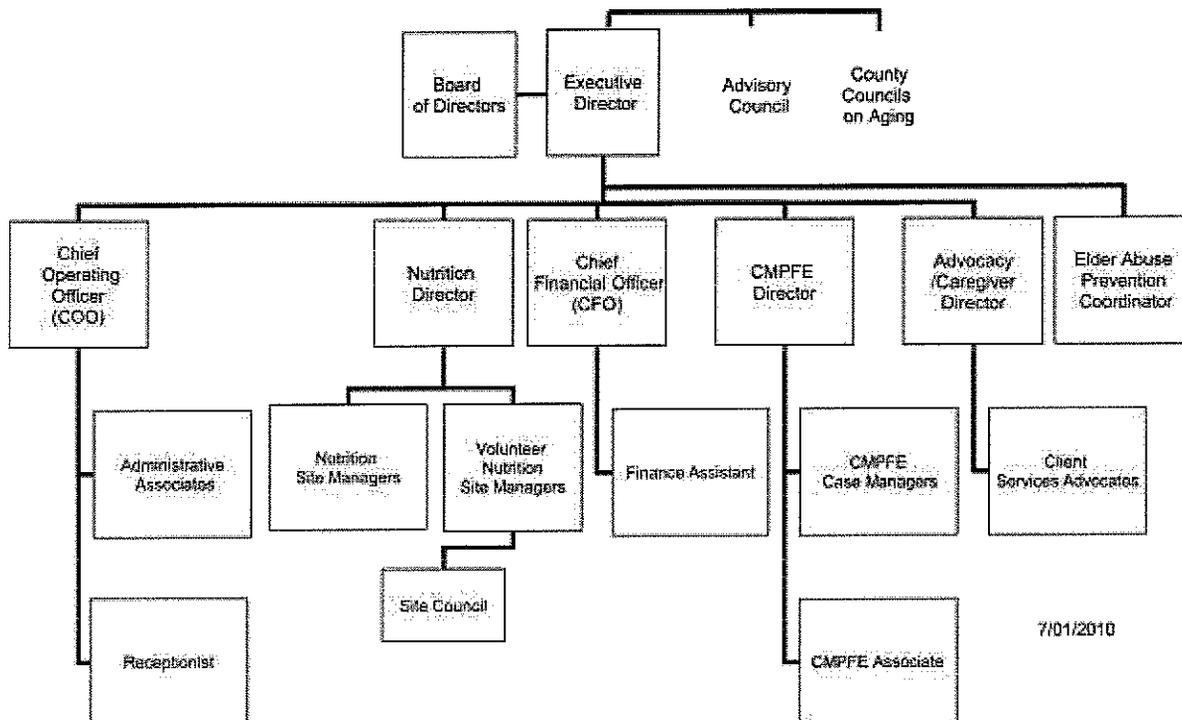
Signature of Area Agency on Aging Program Director/Coordinator

Date Signed

Section 1.2 Organizational Structure

Organizational Chart

Northwest Aging Association



The main office for Northwest Aging Association is located at 714 10th Avenue East in Spencer Iowa with a small satellite office located at 612 East 8th, Senior Center in Sibley, Iowa. Two case managers work out of the donated space in Sibley. The agency rents the Spencer office space from the Northwest Aging Association Foundation, a 501 c 3 that owns the building.

Area Agency on Aging Board Officials and Members

IAC 17-6.7(231) AAA Board of Directors. 6.7(1) Each designated AAA shall establish a board of directors in accordance with its individual articles of incorporation and bylaws; and **6.7(7)** the AAA board of directors shall comply with Iowa Code chapter 504, "Revised Iowa Nonprofit Corporation Act."

Board officials of Northwest Aging Association

Name of Area Agency on Aging

Chairperson

Name: Mabel Mantel

Town/city: Orange City, Iowa 51041

Vice-Chairperson

Name: Robert Rose

Town/city: Spencer, Iowa 51301

Secretary

Name: Ruth Caswell

Town/city: Rock Rapids, Iowa 51246

Treasurer

Name: Larry Pedley

Town/city: Sibley, Iowa 51249

Other Board Members

Name: Irene Kruger

Town/city: Lake Park, Iowa 51347

Name: Roger Anderson

Town/city: Estherville, Iowa 51334

Name: Rex Sheare

Town/city: Storm Lake, Iowa 50588

Name: Chris White

Town/city: Sutherland, Iowa 51058

Name: Dennis Schumacher

Town/city: Mallard, Iowa 50562

7/1/2010

Area Agency on Aging Advisory Council Members

IAC 17-6.8(231) AAA Advisory Council. 6.8(1) Member Requirements – The AAA shall establish an advisory council composed of members, at least one-half of whom are aged 60 and older. **6.8(2) Duties.** It shall be the specific responsibility of the advisory council to (a) advise the AAA and: (b) Review and make recommendations on the content, formulation, administration and priorities of the area plan and participate in the public hearings on the area plan.

Council members of Northwest Aging Association

Name of Area Agency on Aging

The Advisory Council of Northwest Aging Association serves as a coordinating body providing a two-way communication link between the County Councils on Aging and NAA and helps to determine the needs of older citizens in each of the nine counties served.		
Doris Johnson Storm Lake, IA 50588 #1	Lois Sievert Alta, IA 51002 #1	Marvin Molitor Storm Lake, IA 50588 #1
Viola Roskens Spencer, IA 51301 #1		
Ray Miller Orleans, IA 513560 #2, #5	Jerry Ann Black Spirit Lake, IA 51360 #2	Glenda Kruckenberg Spirit Lake, IA 51360 #7
Joyce Moklestad Estherville, IA 51334 #1	Kathy Tompkins Estherville, IA 51334 #5	Karen Hofbauer Estherville, IA 51334 #7
Don Calkins Rock Rapids, IA 51246 #1	Wilbert Knobloch Lester, IA 51242 #1	
Beulah Pingel Paullina, IA 51046 #1	Reinhard Hibbing Hartley, IA 51346 #2	
Burneil Johnson Melvin, IA 51350 #1	Mary Boeke Ocheyedan, IA 51354 #1	Lois May Sibley, IA 51249 #1
Rosabelle Johnson Emmetsburg, IA 50536 #1	Viola Sampson Emmetsburg, IA 50536 #1	
Abe Bos Sioux Center, IA 51250 #5	Kathy Gerdes Sioux Center, IA 51250 #7	Harvey DeBoer Orange City, IA 51041 #1
Mike Otto Paullina, IA 51046 #6	Renee Tuzzio Spencer, IA 51301 #3	

7/1/2010

Older Americans Act Guidance

AAA Advisory Committee

The Older Americans Act: Code of Regulations, Subpart C, Sec. 1321.57 states the area agency advisory council:

b. Composition of council. The council shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community-based systems of services. The advisory council shall be made up of:

1. *More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in programs under this part;*
2. *Representatives of older persons;*
3. *Representatives of health care provider organizations, including providers of veterans' health care (if appropriate);*
4. *Representatives of supportive services providers organizations;*
5. *Persons with leadership experience in the private and voluntary sectors;*
6. *Local elected officials; and*
7. *The general public.*

Section 1.3 Compliance and Assurance Documents

Compliance with Assurances and General Provisions

The Area Agency on Aging hereby assures compliance, on behalf of itself and any subcontractors, with all applicable provisions of the following statutes, regulations and requirements, and assures that services will be provided in accordance with any and all applicable federal or state laws, regulations, rules and procedures.

- Older Americans Act, as Amended, 2006
- Fair Labor Standards Act of 1938
- Americans with Disabilities Act of 1990
- Senior Living Program, IAC 17, Chapter 28
- Code of Iowa, Chapter 8F, Government Accountability-Service Contracts, Contractor Certification and Reporting
- Emergency Preparedness Planning
- Minority Impact Statement
- Assurance of Compliance with the State of Iowa Laptop/Tablet Data Protection Standard (Associated with CMPFE)
- Assurance of Compliance with the Federal Funding Accountability and Transparency Act (FFATA), which requires grantees and their sub-recipients to have a Dun and Bradstreet Numbering System (DUNS) number (www.dnb.com) and to maintain active and current profiles in the Central Contractor Registration (CCR) (www.ccr.gov).

The Area Agency on Aging will cooperate fully with the Iowa Department on Aging to assure compliance with provisions required by legislative action taken by the Congress of the United States, and the Iowa General Assembly, and with Iowa Aging Program Instructions during fiscal years 2010-2013 of the Area Plan.

Further Assurance is given that:

1. The Area Agency on Aging will provide access to and the right to examine all record books, papers or documents related to the Area Plan.

The Compliance with Assurances and General Provisions is hereby submitted for the FY'2012 Area Plan Update to the Iowa Department on Aging for approval.

Bonnie Hurst, Interim Director

Signature of Area Agency Director

3/21/11

Date

Northwest Aging Association

Area Agency on Aging

Older Americans Act, as Amended 2006
38 Sec. 306 OLDER AMERICANS ACT OF 1965

Assurances
Sec. 306, AREA PLANS

- 306(a)(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-
- 306(a)(2)(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);
- 306(a)(2)(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
- 306(a)(2)(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.
- 306(a)(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);
- 306(a)(4)(A)(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
- 306(a)(4)(A)(iii) With respect to the fiscal year preceding 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).

- 306(a)(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 A-3 organic brain dysfunction (and the caretakers of such individuals); and (VII) older individuals at risk for institutional placement; and
- 306(a)(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.
- 306(a)(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.
- 306(a)(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;
- 306(a)(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.
- 306(a)(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-
- 306(a)(11)(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;
- 306(a)(11)(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
- 306(a)(11)(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.

- 306(a)(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.
- 306(a)(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—
 - 306(a)(13)(B)(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
 - 306(a)(13)(B)(ii) the nature of such contract or such relationship.
- 306(a)(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.
- 306(a)(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.
- 306(a)(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.
- 306(a)(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.
- 306(a)(15) provide assurances that funds received under this title will be used-
 - 306(a)(15)(A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and
 - 306(a)(15)(B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212;

The governing body of the area agency has reviewed and approved these Assurances for the FY'2012 Area Plan Update.

Signature of Authorized Official of the Grantee (Director, Area Agency on Aging)

Connie Hurst, Interim Director

Signature of Authorized Official of the Grantee (AAA Director)

3/21/11

Date

Signature of Other Designee (If Appropriate)

Date

Assurance of Compliance with the Department of Health and Human Services Regulations Regarding
Title VI of the Civil Rights Act of 1964, as Amended

Northwest Aging Association (hereinafter called the "Applicant")

Name of Applicant (Area Agency on Aging)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives federal financial assistance from the Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

FY'2012 Area Plan Update

Northwest Aging Association
Applicant (Area Agency on Aging)

3/21/11
Date

By Connie Hurst, Interim Director
Signature of Authorized Official of the Grantee
(AAA Director)

Applicant's Mailing Address (Area Agency on Aging):

PO Box 213
Spencer, IA 51301

Assurance of Compliance with Section 504 of the
Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "recipient") HEREBY AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulation (45 CFR Part 84), and all guidelines and interpretations issued pursuant thereto.

Pursuant to subsection 84.5(a) of the regulation (45 CFR84.5(a), the recipient gives this Assurance in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts (except procurement contracts of insurance or guaranty), property, discounts, or other federal financial assistance extended by the Department of Health and Human Services after the date of this Assurance including payments or other assistance made after such date on applications for federal financial assistance that were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representation and agreements made in this Assurance and that the United States will have the right to enforce this Assurance through lawful means. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

This Assurance obligates the recipient for the period during which federal financial assistance is extended to it by the Department of Health and Human Services or, where the assistance is in the form of real or personal property, for the period provided for in subsection 84.5(b) of the regulation (45 CFR84.5 (b).

The recipient: (Check (a) or (b))

a. () employs fewer than fifteen persons

b. (X) employs fifteen or more persons and, pursuant to subsection 84.7(a) of the regulation (45 CFR 84.7(a), has designated the following person(s) to coordinate its efforts to comply with the HHS regulations:

Connie Hurst, Interim Executive Director

Name of Designee(s) (Director, Area Agency on Aging) (type or print)

3/21/11

Date

Northwest Aging Association

Name of Recipient (Area Agency on Aging) (type or print)

Date

714 10th Avenue East, PO Box 213

Street Address or P.O. Box

Spencer

City

IA

State

51301

Zip

FY'2012 Area Plan Update

I certify that the above information is complete and correct to the best of my knowledge.

Connie Hurst, Interim Director

Signature of Authorized Official of the Grantee

3/21/11

Date

Assurance of Compliance with the Minority Impact Statement

Pursuant to Iowa Code, Section 8.11, all grant applications submitted to the State of Iowa due January 1, 2009 and forward, shall include a Minority Impact Statement. This is the State's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

Statement One: The proposed grant projects, programs or policies could have a disproportionate or unique positive impact on minority persons.

Describe the positive impact expected from this project below.

Indicate which group below is impacted by typing an "X" before the group's name.

- ___ Women
- ___ Persons with a disability
- ___ Blacks
- ___ Latinos
- ___ Asians
- ___ Pacific Islanders
- ___ American Indians
- ___ Alaskan Native Americans
- ___ Other

Statement Two: The proposed grant projects, programs or policies could have a disproportionate or unique negative impact on minority persons.

Describe the negative impact expected from this project below.

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted by typing an "X" before the group's name.

- ___ Women
- ___ Persons with a disability
- ___ Blacks
- ___ Latinos
- ___ Asians
- ___ Pacific Islanders
- ___ American Indians
- ___ Alaskan Native Americans
- ___ Other

Statement Three: The proposed grant project programs or policies are not expected to have a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

There has been no change on the 4 year area plan that will impact how we provide services to the minority population. Currently there are only 170 minorities out of the 31,695 sixty plus individuals served by this agency. Only 47 or 0.1% of this sixty plus population is below poverty level. Programs and services continue to be in place to serve these individuals.

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I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Connie Hunt, Interim Director

Signature of Area Agency Director

Northwest Aging Association

Name of Area Agency on Aging

3/21/11

Date

Definitions

"Minority persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, Subsection 5, paragraph "b", subparagraph (1):B. as used in this subsection means:

- (1) "**Disability**" with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"State agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

**Assurance of Compliance with the
State of Iowa Laptop/Tablet Data Protection Standard
Associated with CMPFE**

The Area Agency on Aging assures that laptop and/or tablet computers used to access IDA's database system associated with the Case Management Program for Frail Elders (CMPFE) meet all requirements of the State of Iowa Laptop/Tablet Data Protection Standard.

FY'2012 Area Plan Update

The area agency director and/or governing body has reviewed and approved this assurance.

Connie Hurst, Interim Director

Signature of Area Agency Director

Northwest Aging Association

Name of Area Agency on Aging

3/21/11

Date

Section 1.4 Profile of Planning and Service Area (PSA)

Mission Statement

Northwest Aging Association serves as the gateway to programs and services that will assist older adults to maintain independence and quality of life.

Vision Statement

The vision of Northwest Aging Association is to be recognized as the resource center for older adults and caregivers to obtain information regarding programs and services that will enable the elderly to remain independent in their homes and preserve their dignity and quality of life.

Demographic Profile

Population(s) Served

All nine counties of Northwest Aging Association are considered rural. Of the 31,695 individuals sixty plus, only 6.7% of this population are considered as below poverty.

Northwest Aging Association also serves Elderly Waiver case managed clients that do not fall within the Area Plan. State Medicaid funding is utilized to provide services to the frail elderly most in need thru the Case Management program. Tracking of these seniors is done through the state Seamless program.

Diversity

The nine counties of NAA consists of 31,695 individuals sixty plus. Of that population less than .5% of the population is considered a minority. There was an increase of 9 minority individuals served by Northwest Aging. The majority of these 25 individuals are being case managed (5 American Indian, 4 Black American, and 16 Asian). Translation services where needed are provided by the families or other donated services.

Northwest Aging continues to publish The Patchwork Quilt and current PSA/News Releases in all local newspapers to reach out the older adult population of all diverse groups. The staff also has been provided Rosetta Stone/Spanish to allow for training to possible upcoming needs.

At the present time, NAA has not started working with another AAA to develop a regional outreach to minorities but is open to future opportunities to do so.

Rural Communities

Northwest Aging is 100% rural as defined by AoA's definition of rural communities. Continued contact with County Council members, Advisory Council members, service providers and community individuals allows NAA to persistently advocate for those older adults who may be in great economic or social need of services.

Growth of 65-69 Population

The services required by the 65-69 population will differ from those of the frail elderly, 85-90 year old senior. Changes will need to be developed in the area of nutrition, health and wellness and information and assistance. Northwest Aging Association is beginning to redesign appropriate menus to increase attendance at congregate sites that will be attractive to the younger senior. More changes will be made in the area of dispersing information, particularly in the area of exercise and wellness programs.

Targeting Plan

(1) Northwest Aging Association continues to pursue partnership opportunities with community providers and businesses to expand information sharing and utilization of services. Through the reallocation of funding, NAA worked with local hospitals and home health agencies in all counties to upgrade outdated emergency response systems being used by seniors. As funding allows, each year this project will be continued to make certain all individuals needing this service will be able to have the best technology available.

(2) Currently Northwest Aging Association has no evidence-based program grants. A grant application with the Wellmark Foundation was implemented but due to scheduling and staff issues was not realized. It would be a goal of NAA to reapply for this grant to utilize Title III funding in the area of health and wellness.

(7) Northwest Aging Association served 11.2% of the nine county population. Lunch and Learn programs are being scheduled at congregate meals sites to inform participants of services and providers available and how those services can be accessed.

Section 1.5 Needs Assessment

FY'2012 Progress Update on Goal 1 / Local Objective 1

Goal 1. Enable older lowans and their families to make informed decisions about, and be able to easily access, existing home and long-term care options.

Agency-Specific Performance Measure

Northwest Aging Association will maintain the number of contracts with HCBS providers in all nine (9) counties.

Local Objective 1

Consumer access to Home and Community Based Services through contracts with HCBS providers in all nine (9) counties.

Needs Being Addressed

No Change

Local Strategies / Action Steps

No Change

List Major Accomplishment(s) Achieved Since Last Area Plan Submission

The performance measure is being met as all current contracts and providers continue to be maintained at the contracted levels.

Monitoring of provider expenditures monthly has allowed for appropriate utilization of funding.

Key Activities:

List Current and Future Challenges/Barriers

(1) Meeting increased demand for more home and community based services particularly in the area of respite and home delivered meals.

(2) Lack of adequate resources which include volunteer base necessary to provide some services, especially respite.

Challenges/Barriers:

Plans to Overcome Barriers:

Working with HCBS providers to search for additional funding sources

Establishing relationships with faith-based organizations to increase volunteer connection.

Table 1.1 maintain consumer access to HCBS through contracts with HCBS provider in the nine county area.

Agency-Specific Activity Being Measured	FY'07 Baseline Data	FY'08 Actual Data	FY'09 Actual Data	FY'2010 Actual Data	FY'2011 YTD Data	FY'2012 Performance Projection
State the Activity Measured	AAA Provides Data if Available	AAA Provides Data if Available	AAA Provides Data	AAA Provides Data	AAA Provides Data	AAA Provides Projection
Number of HCBS contracts in nine(9) counties	68	61	57	56	56	56

Note: For some agency-specific measures, the columns for FY '07 Baseline Data and FY '08 Actual Data will be reported as "N/A" because the AAA was not yet collecting data for the activity when the agency-specific measure was originally submitted to IDA on April 1, 2009. Therefore, FY '09 Actual Data may be the first year data was collected and thus reported to IDA in the Data Table.

FY'2012 Progress Update of Goal 1 / Local Objective 2

Goal 1. Enable older lowans and their families to make informed decisions about, and be able to easily access, existing home and long-term care options.

Agency-Specific Performance Measure

Increase consumer access to Chore services in the nine (9) county areas.

Local Objective 2

Continue to ensure consumer access to Chore services in the nine (9) county areas.

Needs Being Addressed

No Change

Local Strategies / Action Steps

No Change

List Major Accomplishment(s) Achieved Since Last Area Plan Submission

The performance measure was reached for FY10.

Reallocation of funding into chore services allowed for adjustment to contract with CAP agency enabling older adults to have more consumer choice as to their chore provider.

Key Activities:

List Current and Future Challenges/Barriers

- (1). Challenge continues to be finding providers of chore services for needed areas, particularly in the smaller rural communities
- (2). Reimbursement rate continues to be low

Challenges/Barriers:

Plans to Overcome Barriers:

Continue to work with other volunteer based organizations and entities will allow NAA to slightly increase the performance target projection.

Utilize consumer secured options to reach possible unrecognized chore providers.

Table 1.2

Agency-Specific Activity Being Measured	FY'07 Baseline Data	FY'08 Actual Data	FY'09 Actual Data	FY'2010 Actual Data	FY'2011 YTD Data	FY'2012 Performance Projection
State the Activity Measured	AAA Provides Data if Available	AAA Provides Data if Available	AAA Provides Data	AAA Provides Data	AAA Provides Data (7/10-1/11)	AAA Provides Projection
# of clients utilizing Chore Services	140	142	159	172	177	180

Note: For some agency-specific measures, the columns for FY '07 Baseline Data and FY '08 Actual Data will be reported as "N/A" because the AAA was not yet collecting data for the activity when the agency-specific measure was originally submitted to IDA on April 1, 2009. Therefore, FY '09 Actual Data may be the first year data was collected and thus reported to IDA in the Data Table.

FY'2012 Update of Goal 2 / Local Objective 1

Goal 2. Enable older lowans to remain in their own homes with high quality of life for as long as possible through the provision of home and community-based services, including supports for family caregivers.

Case Management (CMPFE) Performance Measure. 34 months; The average number of months a client's independent living status is maintained because of CMPFE before being discharged from the program due to institutionalization or death. (Section 306(a) (8) of the Older Americans Act, as amended 2006, requires an area agency on aging to include case management as a measure in the area plan.)

Local Objective 1

Verify quarterly that case managed clients are receiving services that allow them to remain in their own home.

Needs Being Addressed

No Change

Local Strategies / Action Steps

No Change

List Major Accomplishment(s) Achieved Since Last Area Plan Submission

The performance measure is expected to be met by end of fiscal year.
Increased number of client contacts per month was obtained for current year.

Key Activities:

List Current and Future Challenges/Barriers

- (1) Training of personnel and utilization of new Sigmund software will affect progress toward increased client contacts.
- (2). Demand, client case loads and lack of adequate reimbursement for Elderly Waiver case managed clients may present a future challenge.

Challenges/Barriers:

Plans to Overcome Barriers:

Continued updating of needed technology for case managers
Appropriate training of all case managers on software will assist in the ability to obtain the performance measure.

Table 2.1:

Activity Being Measured	FY'07 Baseline Data	FY'08 Actual Data	FY'09 Actual Data	FY'2010 Actual Data	FY'2011 YTD Data	FY'2012 Performance Projection
Average Number of Months Independent Living Status is Maintained	Provided by IDA Refer to Instructions Appendix E 13	Provided by IDA Refer to Instructions Appendix E 17	Provided by IDA Refer to Instructions Appendix E 21	Provided by IDA Refer to Instructions Appendix E 30	Provided by IDA Refer to Instructions Appendix E 31	AAA Provides Projection 31

FY'2012 Update of Goal 2 / Local Objective 2

Goal 2. Enable older lowans to remain in their own homes with high quality of life for as long as possible through the provision of home and community-based services, including supports for family caregivers.

Caregiver Performance Measure. Increase the number of client contacts and the number of registered clients that receive assistance from the National Family Caregiver Support Program. (Section 306(a) (7) of the Older Americans Act, as amended 2006, requires an area agency on aging to include caregiver as a measure in the area plan.)

Local Objective 2

Provide one form of public information quarterly in all nine counties of PSA. Public information will include; speaking to groups, articles in newspapers, PSA's on radio and cable TV, and information on cable roll-ups.

Needs Being Addressed

No Change

Local Strategies / Action Steps

No Change

List Major Accomplishment(s) Achieved Since Last Area Plan Submission

The performance measure has been achieved for FY10 and is expected to be met for FY11. A quarterly Caregiver Newsletter is developed and mailed to caregivers in all nine (9) counties of the PSA, addressing the needs of local caregivers.

Key Activities:

List Current and Future Challenges/Barriers

- (1) Decrease in Respite services providers that allow caregivers to participate in support groups or public information presentations.
- (2) Lack of volunteers willing and trained to deliver respite services.

Challenges/Barriers:

Plans to Overcome Barriers

Work with providers and faith based organizations to establish more accessible respite services.

Table 2.2:

Activity Being Measured	FY'07 Baseline Data # of Registered Clients Only	FY'08 Actual Data # of Registered Clients Only	FY'09 Actual Data # of Registered Clients Only	FY'2010 Actual Data # of Registered Clients & Client Contacts	FY'2011 YTD Data # of Registered Clients & Client Contacts	FY'2012 Performance Projection
# of Registered Clients OR # of Registered Clients & Client Contacts	Provided by IDA Refer to Instructions Appendix E 82	Provided by IDA Refer to Instructions Appendix E 7	Provided by IDA Refer to Instructions Appendix E 9	Provided by IDA Refer to Instructions Appendix E 3741	Provided by IDA Refer to Instructions Appendix E 1485	AAA Provides Projection 1500

Note: FY'07 through FY'09 data reflects only the number of registered clients that received assistance from the National Family Caregiver Support Program. From FY'2010 forward, data reflects the number of client contacts and the number of registered clients receiving assistance from the program.

FY'2012 Update of Goal 3 / Local Objective 1

Goal 3. Empower older lowans to stay active and healthy through Older Americans Act Services including evidenced-based disease prevention programs.

Nutrition Risk Performance Measure. Decrease the percent of clients determined to be at high nutritional risk that receive congregate meals, home delivered meals and nutritional counseling and maintain or improve their nutritional risk scores. (Section 306(a) (1) of the Older Americans Act, as amended 2006, requires an area agency on aging to include nutritional services in the area plan.)

Local Objective 1

Provide monthly access to programming targeted at decreasing nutritional risk utilizing programs such as Chef Charles or reading labels etc.

Needs Being Addressed

No Change

Local Strategies / Action Steps

No Change

List Major Accomplishment(s) Achieved Since Last Area Plan Submission

The performance measure was met for FY10 and is expected to be achieved in FY11.
Continue to pursue avenues to inform older adults of the nutritious meals served at congregate meals sites.

Key Activities:

List Current and Future Challenges/Barriers

- (1). Participation at congregate meals sites continues to decrease due to age of participates and lack of desire of younger seniors to attend due to menu options and requirements.
- (2). Cost of developing attractive menus may become prohibitive without some requirement changes on the state level.

Challenges/Barriers:

Plans to Overcome Barriers:

Continue to develop new menus opportunities with consultation of a contracted registered licensed dietitian
Develop resource list of interested businesses and health care providers to present "Lunch and Learn" presentations and discussion groups.

Table 3.1

Activity Being Measured	FY'07 Baseline Data	FY'08 Actual Data	FY'09 Actual Data	FY'2010 Actual Data	FY'2011 YTD Data	FY'2012 Performance Projection
% of Clients that maintain or improve Risk Scores	Provided by IDA Refer to Instructions Appendix E 86	Provided by IDA Refer to Instructions Appendix E 83	Provided by IDA Refer to Instructions Appendix E 81	Provided by IDA Refer to Instructions Appendix E 81	Provided by IDA Refer to Instructions Appendix E 77	AAA Provides Projection 80

FY'2012 Progress Update of Goal 3 / Local Objective 2

Goal 3. Empower older lowans to stay active and healthy through Older Americans Act Services including evidenced-based disease prevention programs.

Agency-Specific Performance Measure

Provide nutrition counseling monthly to 6 older persons for at least three months that will enable them to achieve healthier aging.

Local Objective 2

Empower older lowans to better prepare for healthy aging by offering one hour of nutrition counseling monthly.

Needs Being Addressed

No Change

Local Strategies / Action Steps

No Change

List Major Accomplishment(s) Achieved Since Last Area Plan Submission

The performance measure has not been met for FY10.

Within the nine (9) county area, there have been not been any participants requesting nutrition counseling for current fiscal year.

Key Activities:

List Current and Future Challenges/Barriers

Lack of interest on behalf of senior population to seek out nutrition counseling.
Service is not as accessible due to limited availability of a licensed dietitian.

Challenges/Barriers:

Plans to Overcome Barriers:

Continue to pursue avenues to increase awareness of the benefits of nutritional counseling on the health and well being of older adults.
Contract with local hospital to conduct nutrition counseling on a on-call basis, dependent on requests.

Table 3.2

Agency-Specific Activity Being Measured	FY'07 Baseline Data	FY'08 Actual Data	FY'09 Actual Data	FY'2010 Actual Data	FY'2011 YTD Data	FY'2012 Performance Projection
State the Activity Measured	AAA Provides Data if Available	AAA Provides Data if Available	AAA Provides Data	AAA Provides Data	AAA Provides Data (7/1/10-12/31/10)	AAA Provides Projection
Nutrition Counseling for Older Iowan	N/A	N/A	N/A	1	0	2

Note: For some agency-specific measures, the columns for FY '07 Baseline Data and FY '08 Actual Data will be reported as "N/A" because the AAA was not yet collecting data for the activity when the agency-specific measure was originally submitted to IDA on April 1, 2009. Therefore, FY '09 Actual Data may be the first year data was collected and thus reported to IDA in the Data Table.

FY'2012 Progress Update of Goal 4 / Local Objective 1

Goal 4. Ensure the Rights of Older Iowans and Prevent Their Abuse, Neglect, and Exploitation.

Agency-Specific Performance Measure

Publishing and distributing four elder abuse newsletters and present 18 public information programs on elder abuse, neglect and exploitation across the nine county PSA.

Local Objective 1

Support public information/education for area stakeholders regarding strategies to prevent elder abuse, neglect and exploitation by offering quarterly newsletters and bi-annual public presentations in the nine counties.

Needs Being Addressed

No Change

Local Strategies / Action Steps

No Change

List Major Accomplishment(s) Achieved Since Last Area Plan Submission

The performance measure has been met for FY10 and is expected to be achieved for FY11.

Two (2) free billboards for entire FY10

Hiring of new EAI coordinator with background in social services that has allowed for the development of a more concise referral system within the agency.

Key Activities:

List Current and Future Challenges/Barriers

- (1). Referrals continue to increase thus acknowledging the necessity of continuance of the program.
- (2). Limitations of services due to shortage of funding.
- (3). Project Lifesaver Program moved to local and county law officials leading to less involvement with assistance for older adults who may have the tendency to wander.

Challenges/Barriers:

Plans to Overcome Barriers:

Work cooperatively with Case Management in an effort to increase referrals between the two programs. Encourage financial reimbursement from outside organizations for presentations on the vulnerability of at risk older adults.

Table 4.1

Activity Being Measured	FY'07 Baseline Data	FY'08 Actual Data	FY'09 Actual Data	FY'2010 Actual Data	FY'2011 YTD Data	FY'2012 Performance Projection
Agency-Specific Activity Being Measured	AAA Provides Data if Available	AAA Provides Data if Available	AAA Provides Data	AAA Provides Data	AAA Provides Data 7/11-12/11	AAA Provides Projection
Newsletters	4	4	3	4	3	4
Public Info	1177	1424	1015	1485	750	1500

Note: For some agency-specific measures, the columns for FY '07 Baseline Data and FY '08 Actual Data will be reported as "N/A" because the AAA was not yet collecting data for the activity when the agency-specific measure was originally submitted to IDA on April 1, 2009. Therefore, FY '09 Actual Data may be the first year data was collected and thus reported to IDA in the Data Table.

FY'2012 Progress Update of Goal 4 / Local Objective 2

Goal 4. Ensure the Rights of Older Iowans and Prevent Their Abuse, Neglect, and Exploitation.

Agency-Specific Performance Measure

Provide Mandatory Reporter Trainings to 250 individuals

Local Objective 2

Provide mandatory reporter trainings for area mandatory reporter professionals as requested in all nine counties to include long term care facility staff and trainings for permissive reports in five communities.

Needs Being Addressed

No Change

Local Strategies / Action Steps

No Change

List Major Accomplishment(s) Achieved Since Last Area Plan Submission

The performance measure was not met for FY10 due to change in coordinator but there is expectation that the measure will be met in FY11.

New EAI coordinator was brought on staff with background in social work.

Key Activities:

List Current and Future Challenges/Barriers

(1) Increase of elder abuse client referrals causes a decrease of staff time available to present trainings.

Challenges/Barriers:

Plans to Overcome Barriers:

Continued to work collaboratively with facilities that require mandatory reporter trainings on a regular basis. Encourage financial cost sharing with facilities that utilize the mandatory training sessions.

Table 4.2

Agency-Specific Activity Being Measured	FY'07 Baseline Data	FY'08 Actual Data	FY'09 Actual Data	FY'2010 Actual Data	FY'2011 YTD Data	FY'2012 Performance Projection
State the Activity Measured	AAA Provides Data if Available	AAA Provides Data if Available	AAA Provides Data	AAA Provides Data	AAA Provides Data (7/11-12/11)	AAA Provides Projection
# Mandatory reporter trainings	307	379	171	417	100	250

Note: For some agency-specific measures, the columns for FY '07 Baseline Data and FY '08 Actual Data will be reported as "N/A" because the AAA was not yet collecting data for the activity when the agency-specific measure was originally submitted to IDA on April 1, 2009. Therefore, FY '09 Actual Data may be the first year data was collected and thus reported to IDA in the Data Table.

Request for Direct Service Waiver

The Request for Direct Service Waiver form is a mandatory form, which is required to be included in the AAA's submission of the Area Plan Update. Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by the Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions listed below. IAC 17-6.12(231) requires AAAs to submit a request to provide direct services as part of the area plan. Refer to the Instructions Template for a list of services exempt from the requirements in subrule 6.12(3).

1. Service Selection:

a. The area agency does not request a Direct Service Waiver in FY2012.

b. A waiver is required once every four years for each service provided directly by the area agency if the waiver is maintained for the entire four-year period of the area plan.

The area agency declares that each service it provides in FY2012 is the same service directly provided since FY2010. The services are:

Congregate Meals, Home Delivered Meals, Nutrition Counseling, Nutrition Education, and Caregiver Counseling

If option "a" or "b" is selected by the area agency, it is not necessary to complete the remaining portion of the Request for Direct Service Waiver Form.

2. The service for which the area agency seeks a Request for Direct Service Waiver is:

Please select the basis for which the waiver request is required (more than one may be selected). Use the left mouse to double click on the box to open the box and insert an "x."

c. Provision of the service(s) by the area agency on aging is necessary to assure an adequate supply of such services.

d. Such service(s) are directly related to area agency on aging administrative functions.

e. The service(s) is provided more economically, and with comparable quality, by the area agency on aging.

3. Justification for Direct Service Waiver: For each direct service requested, provide the following:

4. Public Hearing Documentation:

Cornice Huret Interim Director
Signature of Area Agency Director

3/21/11
Date

Northwest Aging Association
Name of Area Agency on Aging

Equipment and Real Property Acquisitions

The *Equipment and Real Property Acquisitions* form is a mandatory form, which is required to be included in the AAA's submission of the Area Plan Update.

If the area agency is not reporting equipment and/or real property acquisitions, insert an "x" in the box to the left. Using the left Mouse, double click on the box to open and insert an "x."

If the area agency is reporting equipment and/or real property, insert an "x" in the box to the left. The area agency is required to: (1) List planned purchases of equipment equal to or greater than \$5,000 and (2) real property valued at \$10,000 or more. In addition, all property valued at \$10,000 or more [real property acquisitions] must be explained in an attached narrative, including sources of funding, amount required, and expected life.

Tax #	Service Support or Delivery Category (1) List planned purchases of equipment equal to or greater than \$5,000; and (2) Real property valued at \$10,000 or more.	Description	Source	Amount
	Allocable Costs	Vehicle Replacement Fund	SLP Base	\$ 1,472
	Allocable Costs	Vehicle Replacement Fund	LPF	\$ 5,836
	TOTAL EQUIPMENT:			\$ 7,308

List of Contracts with For-Profit, Not For-Profit or Provider Pool POS

Organizations & Contract Notice

The *List of Contracts* form is a mandatory form, which is required to be included in the AAA's submission of the Area Plan Update each year of the four-year area plan. The form must be signed and dated.

If the area agency is not reporting contracts with For-Profit, Not For-Profit or POS provider organizations, insert an "x" in the box to the left.

(Using the left Mouse, double click on the box to open the box and insert an "x.")

Name & Address of: For-Profit Not For-Profit Provider Pool POS <small>[List(s) of Providers may be attached to the Appendix Section of the Area Plan Update]</small>	Provider ✓ Medicare /Medicaid Payment Denial* (Yes/No)	List OAA Service(s) to be Provided	Indicate Provider Type by Using: FP (For Profit) NFP (Not For- Profit) POS (Provider Pool POS)	Cost / Unit of Service
Cabernet Catering 422 1 st Avenue East/PO Box 1433 Spencer, IA 51301	No	Congregate & Home Delivered Meals	FP	\$4.70
Kara Corporation dba Central Catering 607 1 st Street Hawarden, IA 51023	No	Congregate & Home Delivered Meals	FP	\$4.70
Chit Chat Café 211 Main Street Hospers, IA 51238	No	Congregate & Home Delivered Meals	FP	\$3.95
Graettinger Drive-up Café 107 East Robinson Ave. Graettinger, IA 51342	No	Congregate & Home Delivered Meals	FP	\$3.95
Jackson Hometown Café 122 Main Street Webb, IA 51366	No	Congregate & Home Delivered Meals	FP	\$3.95
Jay's Restaurant Congregate & Home Delivered Meals Hwy 18 Sanborn, IA 51248	No	Congregate & Home Delivered Meals	FP	\$3.95
Red's Café & Catering 162 S. Central Ave. Hartley, IA 51346	No	Congregate & Home Delivered Meals	FP	\$4.75
Sandan's Catering 204 Olive Street Graettinger, IA 51342	No	Congregate & Home Delivered Meals	FP	\$4.50

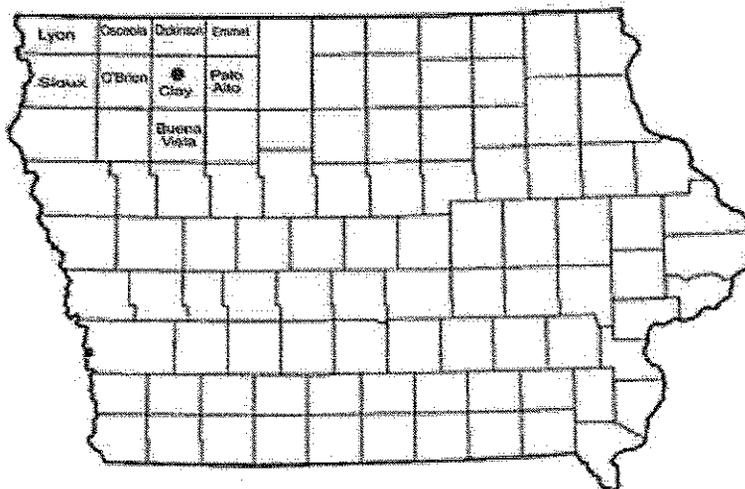
Name & Address of: For-Profit Not For-Profit Provider Pool POS <small>[List(s) of Providers may be attached to the Appendix Section of the Area Plan Update]</small>	Provider ✓ Medicare /Medicaid Payment Denial* (Yes/No)	List OAA Service(s) to be Provided	Indicate Provider Type by Using: FP-(For Profit) NFP (Not For- Profit) POS (Provider Pool POS)	Cost / Unit of Service
Alta MOW 404 West 9 th Street Alta, IA 51002	No	Home Delivered Meals	NFP	\$.50
Hartley MOW 231 N 8 th Ave./PO Box 188 Hartley, IA 51346	No	Home Delivered Meals	NFP	\$.50
George Good Samaritan Center 324 1 st Ave. N./PO Box 608 George, IA 51237	No	Home Delivered Meals	NFP	\$.50
Hull MOW 409 Center Street Hull, IA 51239	No	Home Delivered Meals	NFP	\$.50
MOW of Dickinson County 800 21 st Street Spirit Lake, IA 51360	No	Home Delivered Meals	NFP	\$.50
Orange City/Alton MOW 1000 Lincoln Circle SE Orange City, IA 51041	No	Home Delivered Meals	NFP	\$.50
Palo Alto MOW PO Box 451 Emmetsburg, IA 50536	No	Home Delivered Meals	NFP	\$.50
Iowa Legal Aid 520 Nebraska Street, Ste 337 Sioux City, IA 51101	No	Legal Assistance	NFP	\$65.00
Upper Des Moines Opportunity, Inc. 101 Robbins/PO Box 519 Graettinger, IA 51342	No	Chore	NFP	\$10.55

Connie Hurst, Interim Director
Signature of Area Agency Director

3/21/11
Date

Northwest Aging Association
Name of Area Agency on Aging

Northwest Aging Association



Roadmap to Emergency Preparedness

A Collaboration between
Iowa's Area Agencies on Aging and the
Iowa Department on Aging
August, 2009

Planning & Training The purpose of Planning & Training is to ensure that plans are developed, trained, and exercised to strengthen nonprofit emergency preparedness, and to engage similarly focused nonprofit and government partners.

Training The purpose of emergency training is to prepare AAA staff, local, and state emergency personnel, community volunteers, and leaders to respond in a comprehensive, coordinated effort to an emergency, to promote safety and the well being of citizens in the affected community, to establish and strengthen relationships among responders, and to ensure a safe and sustainable community.

PLANNING & TRAINING CHECK LIST				
PLANNING				
Update Existing COOP				
	Yes	No	Complete	Comments
Clarify AAA chain of command	X		Y	Outlined in agency disaster plan
Select AAA disaster POC	X		Y	Executive director
Update communication protocols	X		Y	Reviewed periodically, at least annually
Educate staff (& family) on COOP	X		Y	Annual inservice
Evaluation & shelter-in-place plan	X		Y	Done by county emergency management coordinators
Other				
Building Facilities & Alternate Facilities				
	Yes	No	Complete	Comments
Identify alternate operations facility	X		Y	Utilize space made available by partners
Identify mission critical services	X		Y	Case management; nutrition, especially HDM; fiscal
Organize service delivery plans	X		Y	Depending on need and demand, mobilize necessary program components
Secure IT Systems	X		Y	server security
Secure client files, records, data base	X		Y	Server back-up off site
Secure financial systems	X		Y	Server back-up offsite
Other				

Gaps in Services / Products				
Have VOADS cataloged this information? Is it available to AAA				
	Yes	No	Complete	Comments
Identify unmet needs before disaster strikes (special needs shelters; mental health)	X		Y	Working with disability community and emergency responders
Identify Service Areas & Resources	X		Y	Per area plan
Identify Current Capacity/ Meet Needs	X		Y	As funding and resources allow; determine funding sources that allow flexibility in time of disaster
Design Mechanism to get Resources to emergency managers	X		Y	Work with county emergency management coordinators
Other				
TRAINING				
	Yes	No	Complete	Comments
Train AAA staff	X		Y	Yearly; also monthly with reports from safety officer and committee
Participate in training exercises	X		Y	As requested
Test COOP	X		Y	Table exercises
Promote regionally sponsored training among partners				Work with emergency management coordinators who are the experts
Other				

Networks & Partnerships The purpose of Networking and Partnerships is to encourage and strengthen collaborative planning among local and regional partners including business and industry, government and private sector partners to enable outreach for disaster events and to ensure the provision of goods and services.

NETWORKS & PARTNERSHIPS CHECK LIST				
NETWORKS & PARTNERSHIPS				
Identify existing local service networks				
	Yes	No	Complete	Comments
SEOC	X			State command center
County EMAs, First Responders	X		Y	
Local Law Enforcement	X		Y	Collaborations with sheriff departments
Councils of Government	X		Y	County boards of supervisors
Local Service Providers	X		Y	All contracted partners
Churches, Food Pantries, Soup Kitchens	X		X	
Nursing Homes, Asst. Living Facilities	X		X	
Long Term Recovery Committee		X		Not aware of this committee
Identify existing regional networks				
	Yes	No	Complete	Comments
State Government	X		X	
National Guard / Military	X		X	
Other				
Identify existing national networks				
	Yes	No	Complete	Comments
Red Cross	X		X	Local chapter
VOADS		X		Needs further investigation
Federal Agencies	X		X	FEMA
Other				
PARTNERSHIPS				
	Yes	No	Complete	Comments
Cooperative Agreements with partners before federal declaration.		X		No formal signed 28 E agreements
Cooperative Agreements with partners after federal declaration. Examples: Provision of meals to responders, translator services.		X		No formal agreements; emergency management personnel aware of agency capabilities
Capabilities / communications in place	X		X	Communication network established
Other				

Communications & Coordination The purpose of Communications & Coordination is to provide an orderly flow of information before, during and after a disaster. The plan should facilitate necessary interactions and minimize unnecessary contacts during and after a disaster through careful planning, training and drilling. Backups and redundancies (both human and technological) are essential.

COMMUNICATIONS & COORDINATION CHECK LIST				
Before Disaster				
	Yes	No	Complete	Comments
Within AAA				
COOP	X		X	To be established in designated areas depending on location of disaster
Expanded disaster roles				
Training	X		X	Yearly for staff and board
Distribution of Information	X		X	Plan sent to all emergency management coordinators and updated yearly
With IDA				
Contacts & backup information	X		X	Department has info
Disaster plans	X		X	
Identification of resources	X		X	Will work with Department to allocate resources
With Consumers				
Special needs assessment	X		X	
Contact mechanism	X		X	
Strategy to distribute information	X		X	
With Partners				
Contact points with backups	X		X	
Hand-off & interaction plans				
Known gaps assessment	X		X	
Roles & capabilities	X		X	
Information sharing	X		X	
With Vendors				
Alternate contacts	X		X	On file
Contingency plans	X		X	
Backup suppliers	X		X	

Response to Disaster				
	Yes	No	Complete	Comments
Within AAA				Have not had to put plan into use. Have done parts of it when an impending disaster is approaching.
Backup contact information	X		X	
Roles, responsibilities & backups	X		X	
With IDA				
Access to advice & resources	X		X	
Authority issues	X		X	
Reporting requirements	X		X	
With Consumers				
Establishing contact	X		X	
Needs assessment	X		X	
Connect with resources	X		X	
With Partners				
Hand-offs				
Information sharing	X		X	
Advocacy				
With Vendors				
Assess capabilities	X		X	
Transmit needs	X			
Recovery from Disaster				
	Yes	No	Complete	Comments
Within Agency				Have not had to do any of the recovery items
Roles & responsibilities	X		X	
Debriefing				
Reporting	X		X	
With IDA				
Advice & resources				
Authority				
Reporting				
With Consumers				
Follow-up contacts				
Needs reassessment				
Resource connections & hand-offs				
With Partners				
Hand-offs				
Information sharing				
Advocacy				
With Vendors				
Status updates				

Response The purpose of Response is to ensure that plans are implemented effectively to react to the community need as appropriate in relation to older adults and to take action within the scope and role of the AAA.

RESPONSE CHECK LIST				
Safe to Initiate Response Activity				
	Yes	No	Complete	Comments
Staff	X		X	
Volunteers	X			
Key Partners	X		X	
Operational Location (s)	X			
Activation of Plan Components				
	Yes	No	Complete	Comments
Internal COOP	X			
Communications	X		X	
Key Partners	X		X	
Assessment of Need				
	Yes	No	Complete	Comments
Identify Needs being met by other resources	X			
Identify Unmet Needs	X			
Determine Role				
	Yes	No	Complete	Comments
Allocation of Resources	X		X	Will depend on need and magnitude of need
Maintenance of Response				
	Yes	No	Complete	Comments
Communication	X		X	
Assessment of Need & Available Resources	X		X	

Recovery The purpose of Recovery is to assure that needed services are identified, funding for the services is obtained, and service is provided. This means that the range of activities will vary from advocacy to the direct provision of services.

RECOVERY CHECK LIST				
Recovery				
Update Existing COOP				
	Yes	No	Complete	Comments
Clarify AAA chain of command	X		X	
Select AAA recovery POC	X		X	
Update communication protocols	X		X	
Educate staff (& family) on COOP	X		X	
Develop volunteer assistance plan		X		
Other				
Building Facilities & Alternate Facilities				
	Yes	No	Complete	Comments
Re-establish alternate operations facility				Have plan but never tried it
Re-establish mission critical services	X		X	
Re-establish service delivery plans				
Re-establish IT Systems	X		X	
Re-establish client files, records, data base	X			
Re-establish financial systems	X		X	
Other				
Client Unmet Needs (immediate versus long term)				
	Yes	No	Complete	Comments
Chore services	X		X	CAP agency
Legal services (insurance settlements, appeals)	X		X	Legal Aid
Transportation services	X		X	
Handyman services	X		X	
Meal programs	X		X	
Miscellaneous programs/assistance				
Other				