

Scenic Valley Area VIII Agency on Aging

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

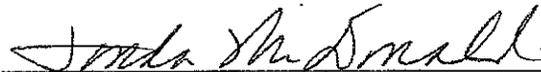
Verification of Intent

Scenic Valley Area VIII Agency on Aging (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.

3-24-2011

Date

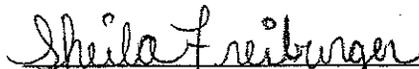


Signature of Area Agency on Aging Director

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

3-15-11

Date



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.

3-24-11

Date



Signature of Chairperson, Area Agency on Aging Board of Directors

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

Scenic Valley Area VIII Agency on Aging

Name of Area Agency

Fountain Park-Springs Building 2728 Asbury Road
Street Address

Dubuque
City

IA 52001
State & Zip

Private, Non-Profit
Type of Agency

April 1, 1977
Date of Area Agency Designation

Jmd Mc Small
Signature of Area Agency on Aging Director

3-24-2011
Signature of Area Agency on Aging Board Chair

Authorized Signatures for Funding Applications and Contracts

Jmd Mc Small
Signature of Area Agency on Aging Director

3-24-2011
Date Signed

Joyce Benzek
Signature of Area Agency on Aging Board Chair

3-24-2011
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".)

Mary Kay Patters
Signature & Title

3-24-2011
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".)

Mary Kay Patters
Signature of Area Agency on Aging Program Director/Coordinator

3-24-2011
Date Signed

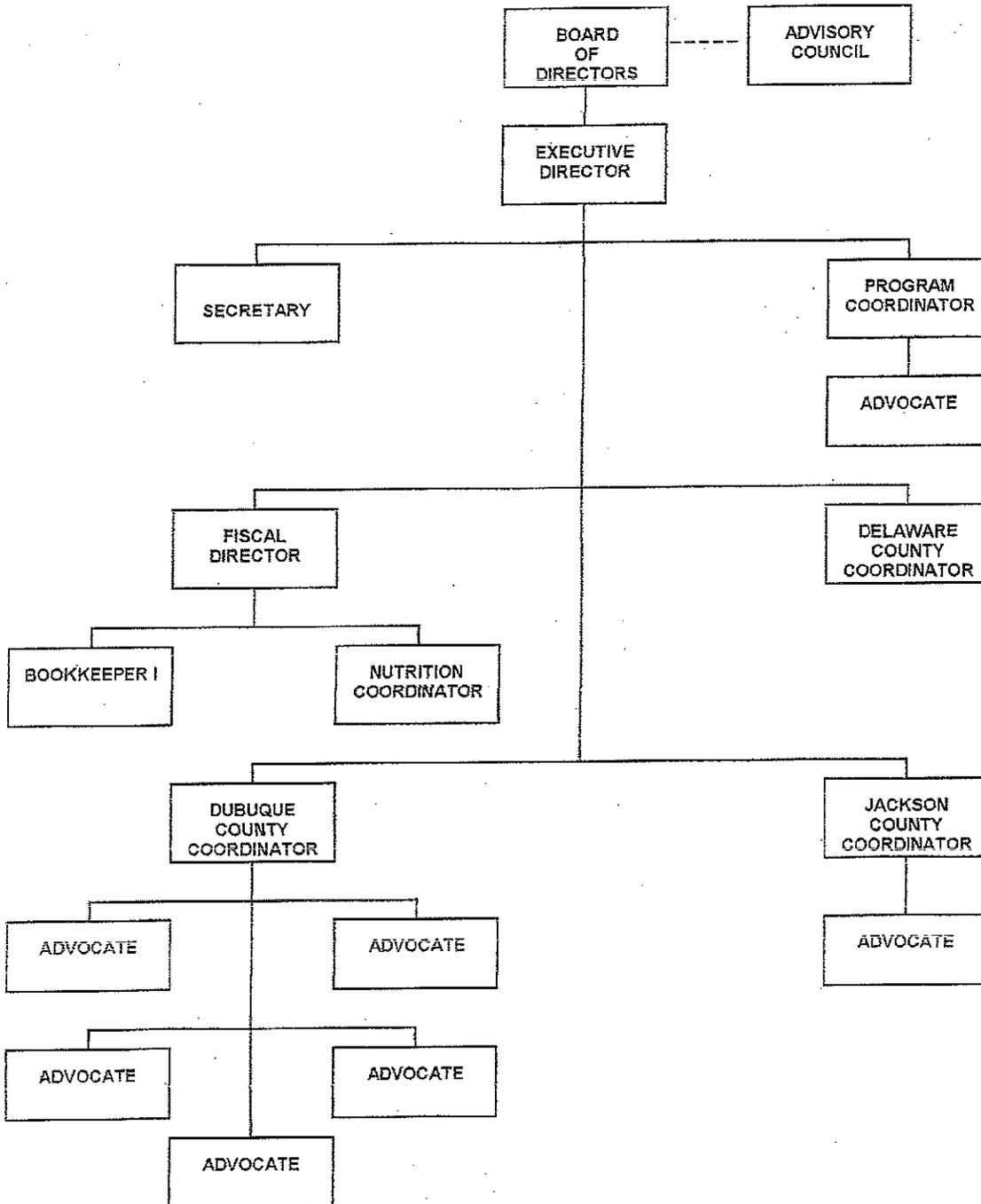
Signature of Area Agency on Aging Program Director/Coordinator

Date Signed

Section 1.2 Organizational Structure

SCENIC VALLEY AREA VIII AGENCY ON AGING

ORGANIZATIONAL CHART January, 2011



Location of the Area Agency on Aging: The administrative office is located at 2728 Asbury Road in Dubuque. Satellite offices are located at 1208 West Marion Street in Manchester and at 1000 East Quarry in Maquoketa.

Area Agency on Aging Board Officials and Members

Board officials of Scenic Valley Area VIII Agency on Aging - March, 2011

Chairperson

Name: Joyce Denczek
Town/city: Dubuque, IA

Vice-Chairperson

Name: John Bohy
Town/city: Bellevue, IA

Secretary Treasurer

Name: Linda McDonald
Town/city: Dubuque, IA

Other Board Members

Name: Bob Carr
Town/city: Dubuque, IA

Name: Bob Clemen
Town/city: Masonville, IA

Name: Wanda Cornelius
Town/city: Bellevue, IA

Name: Stephen Krumpe
Town/city: Dubuque, IA

Name: Martha Gantzer Kueter
Town/city: Maquoketa, IA

Name: Kay Miles
Town/city: Hopkinton, IA

Name: Richard Rossmann
Town/city: Preston, IA

Name: Sharla Smith
Town/city: Delhi, IA

Name: Sister Dolores Ullrich
Town/city: Dubuque, IA

Name: Betty Vaske
Town/city: Manchester, IA

Area Agency on Aging Advisory Council Members

Council members of Scenic Valley Area VIII Agency on Aging – March, 2011

NAME	MEETS CRITERIA	CITY/TOWN
Betty Allen	1,2,5,7	Dubuque, Iowa
Jean Blech	1,2,7	Manchester, Iowa
Mary Ann Clasen	2,5,7	Bellevue, Iowa
Sheila Freiburger	1,2,4,5,7	Manchester, Iowa
Mary Hamann	1,2,4,5	Maquoketa, Iowa
Dorothy Helmrich	1,2,5,7	Manchester, Iowa
Shirley Heimrichs	6,7	Manchester, Iowa
Virginia Jahnke	1,2,7	Dubuque, Iowa
Mary Lorenz	2,4,5,7	Manchester, Iowa
Jo Fifield	1,4,7	Bellevue, Iowa
Gerry Rea	1,2,3,4,5,7	Dubuque, Iowa
Diana Schmitt	2,4,5,7	Dyersville, Iowa
Bob Schroeder	2,3,4,5,7	Dubuque, Iowa
Edwin Smith	1,2,7	Maquoketa, Iowa
Norma Smith	1,2,4,5,7	Maquoketa, Iowa

Function of the Advisory Council in relation to the Area Agency: Serve as an advocate for the elderly and as an information link between the agency and providers of services, reviewing and making recommendations upon the content, formulation and administration of the Area Plan, on program priorities, community policies, programs and actions affecting older persons and employment of the Area Agency Director, and assisting in generating local support for the development of elderly programs.

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.



Signature of Area Agency Director

3-24-2011

Date

Scenic Valley Area VIII Agency on Aging
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)

John M. Small

Signature of Authorized Official of the Grantee (AAA Director)

3-24-2011

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

Scenic Valley Area VIII Agency on Aging

(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.

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Scenic Valley Area VIII Agency on Aging
Applicant (Area Agency on Aging)

3-24-2011
Date

By Jude M. Small
Signature of Authorized Official of the Grantee
(AAA Director)

Applicant's Mailing Address (Area Agency on Aging):
Fountain Park - Springs Building
2728 Asbury Road Dubuque, IA 52001

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:

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

Scenic Valley Area VIII Agency on Aging
Name of Recipient (Area Agency on Aging) (type or print) Date

Fountain Park – Springs Building 2728 Asbury Road
Street Address or P.O. Box

Dubuque IA 52001
City State Zip

FY'2012 Area Plan Update

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

 3-24-2011
Signature of Authorized Official of the Grantee 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.

Services contained in this area plan will be funded under the Older Americans Act which provides that preference in the provision of services be given to persons with the greatest economic or social need, with particular attention to low income minority individuals.

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

- X Women
- X Persons with a disability
- X Blacks
- X Latinos
- X Asians
- X Pacific Islanders
- X American Indians
- X Alaskan Native Americans
- X Other -- two or more race

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.

Enter Text Here

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

Enter Text Here

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

Enter Text Here

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

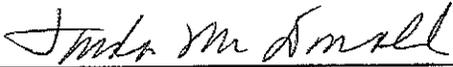
- ___ Women
- ___ Persons with a disability
- ___ Blacks
- ___ Latinos
- ___ Asians
- ___ Pacific Islanders
- ___ American Indians
- ___ Alaskan Native Americans
- ___ Other

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.
Enter Text Here

FY'2012 Area Plan Update

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



Signature of Area Agency Director

Scenic Valley Area VIII Agency on Aging
Name of Area Agency on Aging

3-24-2011

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.

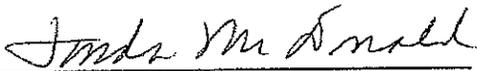
"State agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

**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.



Signature of Area Agency Director

Scenic Valley Area VIII Agency on Aging

Name of Area Agency on Aging

3-24-2011

Date

Section 1.4 Profile of Planning and Service Area (PSA)

Mission Statement

The Area Agency on Aging shall be the leader relative to all aging issues on behalf of all older persons in the planning and service area. This means that the area agency shall proactively carry out a wide range of functions related to advocacy, planning, coordination, inter-agency linkages, information sharing, brokering, monitoring and evaluating, designed to lead to the development or enhancement of comprehensive and coordinated community based systems in the planning and service area. These systems shall be designed to assist older persons in leading independent, meaningful and dignified lives in their own homes and communities as long as possible.

Vision Statement

The Area Agency on Aging Board of Directors and Advisory Council has not adopted a vision statement

Demographic Profile

Population(s) Served

Area VIII Population Characteristics: According to data provided by the Iowa Department on Aging, 27,884 persons age 60 and older live in Delaware, Dubuque, and Jackson Counties. Scenic Valley served 3,794 persons or 14 percent of the elderly in its area. Of that number served, 496 persons identified themselves as living in poverty or 22 percent of the 2,239 elderly in poverty in the area, 52 identified themselves as minorities or 41 percent of the area's 128 elderly minorities, and 2,286 persons lived in the rural area, or 30 percent of the area's 7,885 rural elderly

Diversity

About one half of one percent of the older persons living in Area VIII is a minority. The 128 older minorities include 23 Black or African Americans (18%), 30 Asians (23%), 23 persons of one race in some other category (18%), and 41 persons of two or more races (41%).

52 minority persons, or 41 percent of the 128 older minorities in Area VIII, were served in FY 2010. These persons identified their race as: 24 Black or African Americans (46%), 7 American Indian or Alaskan Native (13%), 15 Asians (29%), and 6 Native Hawaiian or Pacific Islander (12%).

The agency reaches out to the minorities it serves by working with family members, using interpreters if necessary and making home visits.

The agency reaches out to minorities it does not serve through the multicultural centers: providing information and programs and coordinating with other organizations providing services to minority groups.

Scenic Valley is not working with another Area Agency on Aging to develop regional outreach for minority populations in the near geographic region but is willing to do so.

Rural Communities

Scenic Valley maintains satellite offices in its two rural counties in order to be easily accessible to those with greatest economic or social need. These offices are staffed by full time employees and provide outreach, public information, and information and assistance in order to inform older persons and their caregivers of the availability of services under the area plan.

Growth of 65-69 Population

The age group 65-69 is projected to be the fastest growing population group in Iowa. Scenic Valley expects this group will most likely need educational programs and assistance in obtaining services available in the planning and service area. Consequently, the agency has prepared for this group by providing an office in each county staffed by area agency employees who are knowledgeable in available services.

Informal Caregiver System

Many older persons serve as a caregiver for their spouse, parents, grandchildren, siblings, or friends. According to the Administration on Aging, 22% of caregivers assist two individuals while 8% care for three or more. Almost half of all caregivers are over age 50 and one-third of these individuals describe their own health as fair to poor.

Estimates vary on the number of family and informal caregivers in the USA depending upon the definitions used for both caregiver and care recipient as well as type of care provided. The 2000 US census identified the number of grandparents raising grandchildren and that number in Area VIII is 347 older persons, or about 1 percent of the elderly population.

Scenic Valley provides supports to family and informal caregivers through the following services: Information and assistance, respite, caregiver support programs, and public information.

Targeting Plan

Scenic Valley has a formal partnership, contract, for services such as respite, emergency response, and home delivered meals with all of its local hospitals and county public health providers. Scenic Valley serves on the Board of Directors or on standing and ad hoc committees of numerous non-profit organizations and public entities, such as the Visiting Nurse Association, Step By Step, Proudly Accessible Dubuque, local community action agency, local regional transit authority, etc. Scenic Valley attends human services inter-agency meetings held in each county and is active in each county's disaster planning and long term recovery committees. Scenic Valley sends news releases and posters to churches and to church groups and congregational meal sites are located on the property of several local churches and faith based organizations. Scenic Valley has no plans for further integration but welcomes new opportunities as they arise.

The agency currently embraces two evidenced-based programs approved by the National Council on Aging: One is a medication management program and the other is a Matter of Balance. Scenic Valley intends to use Title III funds, if available, to fund these programs in the future.

The following data about Scenic Valley is from the NAPIS Percent of Population Served by AAA provided by the Iowa Department on Aging:

	Percent	Rank
Elderly population served	13.6	1 st
Age group 60 – 74 served	8.0	1 st
Age group 75-84	21.0	1 st
Age group 85 and older served	26.2	3 rd (first is 27.3%, second place is a tie at 26.9%)

Plans to increase the percentage served: Scenic Valley is seeking private funds to market the services available through the agency.

Section 1.5 Needs Assessment

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

Goal 1. Enable older Iowans 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

92% of the Area VIII data on home and community based services posted on the i4a website will be up-to-date.

Local Objective 1

Scenic Valley Area VIII Agency on Aging will update area information on home and community based services on the i4a website each month

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 achieved by the end of the fiscal year.

Key Activities: Early identification of number of services that need updating each month and allocating resources accordingly contribute to progress in achieving the performance measure.

List Current and Future Challenges/Barriers

Challenges/Barriers: No known current and future challenges or barriers affecting our progress.

Plans to Overcome Barriers: No plan needed at this time.

Table 1.1

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
% of Information Updated on Website	No Data Collected	No Data Collected	No Data Collected	99% of Information Updated	100% of Information Updated	99% of Information Updated

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

140 persons aged 60 and older will have easy access to information about home and long term care options at a public information event.

Local Objective 2

Scenic Valley Area Agency on Aging will coordinate public information events at which older persons and their families will have an opportunity to easily access information about existing home and long term care options.

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 achieved by the end of the fiscal year.

Key Activities: The public information event is scheduled for April, 2011. The event location has been selected and all pre-event promotional activities are on track.

List Current and Future Challenges/Barriers

Challenges/Barriers: No known current and future challenges or barriers affecting our progress.

Plans to Overcome Barriers: No plan needed at this time.

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
Number Served At Public Information Events	No Data Collected	No Data Collected	No Data Collected	140 Persons Served At Events	No Persons Served – Event Scheduled in April, 2011	140 Persons Served At Events

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. 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

Scenic Valley Agency on Aging will monitor case management clients on a monthly basis to determine the home and community based services needed to help clients remain at home as long as possible.

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 achieved.

Key Activities:

Low turnover in workforce resulted in timely interventions to meet the changing needs of clients.

List Current and Future Challenges/Barriers

Challenges/Barriers: A challenge expected in calendar year 2011 is learning and implementing a new CMPFE assessment instrument and software program.

Plans to Overcome Barriers:

The plan to meet this challenge is to maximize staff time spent in mastering the new assessment instrument and software program so that learning and implementation occurs as quickly as possible.

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	14	21	25	27	50	50

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. 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

Scenic Valley Agency on Aging will provide an educational support program for caregivers who are enabling a senior to remain at home and will register the caregivers who attend the program.

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 not expected to be met in 2011.

Key Activities: Activities that contributed to progress were registering caregivers participating in the educational support programs and in respite services and tracking the services they receive. In addition, all information and assistance contacts were reported each month and caregivers receiving the service were registered whenever possible.

List Current and Future Challenges/Barriers

Challenges/Barriers: Contacts to the i4a website were no longer reported to area agencies on a proportional basis during FY 2011. These contacts were included in the number Area VIII projected for FY 2011.

Plans to Overcome Barriers: The performance projection will be decreased in FY 2012 to reflect the change in reported data and the projection will now reflect only the actual Area VIII contacts.

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 & Client Contacts	13	33	27	749	812	750

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 Iowans to stay active and healthy through Older Americans Act Services including evidenced-based disease prevention programs.

Nutrition Risk Performance Measure. 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

Scenic Valley Agency on aging will partner with nutrition providers under contract to offer nutrition screening, nutrition education, and nutrition counseling services to older persons participating in congregate and home delivered meal programs.

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.

Key Activities: Nutrition education pamphlets and table displays were developed for recipients of nutrition services and are available on a daily basis. Recipients who miss monthly education programs still have access to nutrition information.

List Current and Future Challenges/Barriers

Challenges/Barriers: No known current and future challenges or barriers affecting our progress.

Plans to Overcome Barriers: No plan needed at this time.

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	88%	91%	88%	88%	88%	88%

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

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

Agency-Specific Performance Measure

Information on the proper use of medications will be provided at medication management programs to 100 persons aged 60 and older in Area VIII.

Local Objective 2

Scenic Valley Agency on Aging will provide a medication management program for seniors who want to learn how to maintain optimal health through the proper use of medications.

Needs Being Addressed – No change

Local Strategies / Action Steps – No change

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

Medication Management programs were held during the first six months of the fiscal year and the performance measure was achieved.

Key Activities: Medication Management programs continue to be provided in locations used by older persons such as congregate nutrition programs and apartment buildings geared toward older adults.

List Current and Future Challenges/Barriers

Challenges/Barriers: No known current and future challenges or barriers affecting our progress.

Plans to Overcome Barriers: No plan needed at this time.

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
Number of Persons Participating in Med Mgt	No Data Collected	No Data Collected	No Data Collected	502	457	500

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

Education and training on preventing elder victimization will be provided to 180 persons aged 60 and older in Area VIII.

Local Objective 1

Scenic Valley Area Agency on Aging will provide an educational program designed to prevent elder victimization by promoting consumer education

Needs Being Addressed – No change

Local Strategies / Action Steps – No change

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

The performance measure will be achieved by the end of the fiscal year.

Key Activities: The revised format of the educational program continues to be a success: A panel of experts addresses key points and then responds to questions during the group session or privately.

List Current and Future Challenges/Barriers

Challenges/Barriers: No known current and future challenges or barriers affecting our progress.

Plans to Overcome Barriers: No plan needed at this time.

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
Number of Persons Participating in Prevention Programs	No Data Collected	No Data Collected	No Data Collected	205 Persons	157 Persons	200 Persons

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

115 persons aged 60 and older in Area VIII will have rights and benefits ensured through the provision of legal assistance service.

Local Objective 2

Scenic Valley Area Agency on Aging will ensure access to legal advice, counseling, and representation to older persons whose rights and benefits are threatened by contracting for the provision of legal assistance services.

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 achieved by the end of the fiscal year.

Key Activities: The legal assistance contractor, Iowa Legal Aid, continues to have an office in the PSA.

List Current and Future Challenges/Barriers

Challenges/Barriers: No known current and future challenges or barriers affecting our progress.

Plans to Overcome Barriers: No plan needed at this time.

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
Number Receiving Legal Assistance	No Data Collected	No Data Collected	No Data Collected	145 persons	73 persons	135 persons

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.

Section 1.6 Required Documents

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:

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:



Signature of Area Agency Director

3-24-2011

Date

Scenic Valley Area VIII Agency on Aging
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
7 4	Congregate Meals Home Delivered Meals	Replace Commercial Dishwasher Expense will be divided between meal categories	III C-1 III C-2	\$5,415 \$4,085

**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.

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: NP (For Profit) NFP (Not For-Profit) POS (Provider Pool POS)	Cost / Unit of Service
Delaware County Senior Center	No	Congregate Meals Home Delivered Meals Nutrition Education Adult Day	NFP	\$3.92 \$3.92 \$66.67 \$17.50
Jackson County Senior Center	No	Congregate Meals Home Delivered Meals Nutrition Education Adult Day	NFP	\$4.20 \$4.20 \$66.67 \$20.28
Finley Hospital	No	Home Delivered Meals Nutrition Education	NFP	\$6.52 \$66.67
Mercy Medical Center	No	Emergency Response	NFP	\$24.50
Jackson County Health Center	No	Respite	NFP	\$42.00
Delaware County Health Center	No	Respite	NFP	\$25.00
Maquoketa Valley REC	No	Emergency Response	NFP	\$24.50
Iowa Legal Aid	No	Legal Assistance	NFP	\$55.26
Shady Rest Care Center	No	Congregate Meals Home Delivered Meals Nutrition Education	NFP	\$6.11 \$6.11 \$66.67
Stonehill Franciscan Services	No	Adult Day	NFP	\$8.25
Visiting Nurse Association	No	Respite	NFP	\$29.67
Regional Transit Authority	No	Transportation	NFP	\$4.64
Hills and Dales	No	Congregate Meals	NFP	\$6.14

Jude M Small
Signature of Area Agency Director

March 24, 2011
Date

Appendix C.

SCENIC VALLEY AREA VIII AGENCY ON AGING

**Roadmap to
Emergency Preparedness**

**Updated
August, 2010**

PLANNING & TRAINING CHECK LIST

PLANNING

Update Existing COOP

	Yes	No	Complete	Comments
Clarify AAA chain of command	X		8/2/2010	
Select AAA disaster POC	X		8/2/2010	
Update communication protocols	X		8/2/2010	
Educate staff (& family) on COOP	X		8/2/2010	
Evaluation & shelter-in-place plan	X		8/2/2010	
Develop volunteer assistance plan	X		8/2/2010	
Other				

Building Facilities & Alternate Facilities

	Yes	No	Complete	Comments
Identify alternate operations facility	X		8/2/2010	
Identify mission critical services	X		8/2/2010	
Organize service delivery plans	X		8/2/2010	
Secure IT Systems	X		8/2/2010	
Secure client files, records, data base	X		8/2/2010	
Secure financial systems	X		8/2/2010	
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		8/2/2010	
Identify Service Areas & Resources	X		8/2/2010	
Identify Current Capacity/ Meet Needs	X		8/2/2010	
Design Mechanism to get Resources to emergency managers	X		8/2/2010	
Other				

TRAINING

	Yes	No	Complete	Comments
Train AAA staff	X		8/2/2010	
Participate in training exercises	X		8/2/2010	
Test COOP	X		8/2/2010	
Promote regionally sponsored training among partners	X		8/2/2010	
Other				

NETWORKS & PARTNERSHIPS CHECK LIST

NETWORKS & PARTNERSHIPS

Identify existing local service networks				
	Yes	No	Complete	Comments
SEOC	X		8/2/2010	
County EMAs, First Responders	X		8/2/2010	
Local Law Enforcement	X		8/2/2010	
Councils of Government	X		8/2/2010	
Local Service Providers	X		8/2/2010	
Churches, Food Pantries, Soup Kitchens	X		8/2/2010	
Nursing Homes, Asst. Living Facilities	X		8/2/2010	
Long Term Recovery Committee	X		8/2/2010	
Identify existing regional networks				
	Yes	No	Complete	Comments
State Government	X		8/2/2010	
National Guard / Military	X		8/2/2010	
Other				
Identify existing national networks				
	Yes	No	Complete	Comments
Red Cross	X		8/2/2010	
VOADS	X		8/2/2010	
Federal Agencies	X		8/2/2010	
Other				
PARTNERSHIPS				
	Yes	No	Complete	Comments
Cooperative Agreements with partners Before federal declaration.	X		8/2/2010	
Cooperative Agreements with partners after federal declaration. Examples: Provision of meals to responders, translator services.	X		8/2/2010	
Capabilities / communications in place	X		8/2/2010	
Other				

COMMUNICATIONS & COORDINATION CHECK LIST

Before Disaster				
	Yes	No	Complete	Comments
Within AAA				
COOP	X		8/2/2010	
Expanded disaster roles	X		8/2/2010	
Training	X		8/2/2010	
Distribution of Information	X		8/2/2010	
With IDA				
Contacts & backup information	X		8/2/2010	
Disaster plans	X		8/2/2010	
Identification of resources	X		8/2/2010	
With Consumers				
Special needs assessment	X		8/2/2010	
Contact mechanism	X		8/2/2010	
Strategy to distribute information	X		8/2/2010	
With Partners				
Contact points with backups	X		8/2/2010	
Hand-off & interaction plans	X		8/2/2010	
Known gaps assessment	X		8/2/2010	
Roles & capabilities	X		8/2/2010	
Information sharing	X		8/2/2010	
With Vendors				
Alternate contacts	X		8/2/2010	
Contingency plans	X		8/2/2010	
Backup suppliers	X		8/2/2010	
Response to Disaster				
	Yes	No	Complete	Comments
Within AAA				
Backup contact information	X		8/2/2010	
Roles, responsibilities & backups	X		8/2/2010	
With IDA				
Access to advice & resources	X		8/2/2010	
Authority issues	X		8/2/2010	
Reporting requirements	X		8/2/2010	
With Consumers				
Establishing contact	X		8/2/2010	
Needs assessment	X		8/2/2010	

Connect with resources	X		8/2/2010	
With Partners				
Hand-offs	X		8/2/2010	
Information sharing	X		8/2/2010	
Advocacy	X		8/2/2010	
With Vendors				
Assess capabilities	X		8/2/2010	
Transmit needs	X		8/2/2010	
Recovery from Disaster				
	Yes	No	Complete	Comments
Within Agency				
Roles & responsibilities	X		8/2/2010	
Debriefing	X		8/2/2010	
Reporting	X		8/2/2010	
With IDA				
Advice & resources	X		8/2/2010	
Authority	X		8/2/2010	
Reporting	X		8/2/2010	
With Consumers				
Follow-up contacts	X		8/2/2010	
Needs reassessment	X		8/2/2010	
Resource connections & hand-offs	X		8/2/2010	
With Partners				
Hand-offs	X		8/2/2010	
Information sharing	X		8/2/2010	
Advocacy	X		8/2/2010	
With Vendors				
Status updates	X		8/2/2010	

RESPONSE CHECK LIST

Safe to Initiate Response Activity				
	Yes	No	Complete	Comments
Staff	X		8/2/2010	
Volunteers	X		8/2/2010	
Key Partners	X		8/2/2010	
Operational Location (s)	X		8/2/2010	
Activation of Plan Components				
	Yes	No	Complete	Comments
Internal COOP	X		8/2/2010	
Communications	X		8/2/2010	
Key Partners	X		8/2/2010	
Assessment of Need				
	Yes	No	Complete	Comments
Identify Needs being met by other resources	X		8/2/2010	
Identify Unmet Needs	X		8/2/2010	
Determine Role				
	Yes	No	Complete	Comments
Allocation of Resources	X		8/2/2010	
Maintenance of Response				
	Yes	No	Complete	Comments
Communication	X		8/2/2010	
Assessment of Need & Available Resources	X		8/2/2010	

RECOVERY CHECK LIST

Recovery

Update Existing COOP

	Yes	No	Complete	Comments
Clarify AAA chain of command	X		8/2/2010	
Select AAA recovery POC	X		8/2/2010	
Update communication protocols	X		8/2/2010	
Educate staff (& family) on COOP	X		8/2/2010	
Develop volunteer assistance plan	X		8/2/2010	
Other				

Building Facilities & Alternate Facilities

	Yes	No	Complete	Comments
Re-establish alternate operations facility	X		8/2/2010	
Re-establish mission critical services	X		8/2/2010	
Re-establish service delivery plans	X		8/2/2010	
Re-establish IT Systems	X		8/2/2010	
Re-establish client files, records, data base	X		8/2/2010	
Re-establish financial systems	X		8/2/2010	
Other				

Client Unmet Needs (immediate versus long term)

	Yes	No	Complete	Comments
Chore services	X		8/2/2010	
Legal services (insurance settlements, appeals)	X		8/2/2010	
Transportation services	X		8/2/2010	
Handyman services	X		8/2/2010	
Meal programs	X		8/2/2010	
Miscellaneous programs/assistance			8/2/2010	
Other				