



**SUA-PI-23-01**

**Program Instruction**

**November 22, 2022**

To: Area Agencies on Aging

From: Cynthia Brammeier, Administrator  
State Unit on Aging, Division of Medicaid and Long-Term Care

Subject: SFY24-27 Area Plan Instructions, and SFY24 Budgets

Content: The following Program Instruction (PI) provides guidance related to the submission of four-year area plans for SFY24-27

The instructions for Area Agency on Aging Area Plans are available on the external SharePoint partner site, including Word and Excel templates. Please submit the plan for your service area by April 3, 2023. Word and Excel files are requested, please use pdfs sparingly. Please contact the State Unit on Aging by March 15, 2023, if you will be unable to meet this date. An approved plan is required prior to subaward issuance and payment processing in FY 2024.

This four-year area plan should include:

- Federal and local goals, strategies, performance measures, and outcomes;
- Direct Service Waiver, if needed;
- Care Management plans for certification;
- Aging & Disability Resource Center plan;
- Senior Volunteer program budget narrative and plan; and
- SFY 2024 Budget

Each Area Agency on Aging is required to use the strategic goals set forth in the Administration for Community Living (ACL/AoA) Strategic Action Plan 2013-2018, and additional requirements issued in 2021.

When developing objectives and strategies - performance measurements must be included to demonstrate how the agency is addressing the overall goals during the planning period. Service definitions become part of the strategies for the goals, objectives, strategies, and outcomes. Local service area specific goals are encouraged and should be included along with the federal goals.

Documents referenced in this Program Instruction provide further detail and instructions for building the plan. Several training and informational meetings were held in the summer and fall of 2022, in preparation for this four-year area plan process.

If you have questions or would like technical assistance in developing the plan, please contact the State Unit on Aging.

This four-year Area Plan provides information regarding the description of the Area Agency on Aging, the planning process, program goals, objectives, strategies, service descriptions, attestations, and an annual budget. This 4-year timeframe meets the requirements of Federal regulations. Please refer to the Older Americans Act (OAA) Sections 306 and 315(c)(1) for more detailed information on Area Plans.

Sections of the plan should be identified as described in the following paragraphs. Headers and footers on each page should identify the agency, the section of the plan, and page numbers starting at 1 for each section.

### **External SharePoint**

Each agency has access to the site: <https://partners-dhhs.ne.gov/SUA/Pages/Area-Plan.aspx>  
Pages include:

1. Pre-Training Work – videos of all webinars & taxonomy town halls
2. December Training – binder electronic contents
3. Final Files & Guidance – all area plan template files
4. Taxonomy Files – pre-Program Reference Guide files & taxonomy town hall videos
5. Track services – each agency's projected services

Agencies should upload files for review to their AAA's Area Plan page. Files can be uploaded as they are completed or all at once.

<https://partners-dhhs.ne.gov/SUA/Pages/Home.aspx> > Your Agency Name > Area Plan

## **Area Plan Content**

### **Section A – Administrative**

Include in this order:

1. Cover page,
2. a description of the Area Agency on Aging (1/2 – 1 page),
3. the mission statement (1-2 sentence/s),
4. a brief history (1 page),
5. demographic information (1 page),
6. Planning process (<1 page),

Provide an overview of the service area, agency, planning process, how the agency is meeting the needs of the service area, and strategies.

7. services (reference the budget template, units of service tab),
8. management list (1 page, executive staff),
9. organizational charts (1 page each, titles only),
10. governing board (update in SharePoint),
11. advisory council information (update in SharePoint).

### **Section B – Program Goals, Objective, and Strategies**

Each Area Agency on Aging must identify how they are meeting the strategic goals set forth in the Administration for Community Living (ACL/AoA) Strategic Action Plan 2013-2018. Additional requirements were issued by ACL and shared with AAAs in 2021, and 2022. The four new areas include COVID-19 recovery, advancing equity, expanding access to home and community-based services (HCBS), and building a caregiving infrastructure - including support for paid and unpaid caregivers.

When developing objectives and strategies, performance measurements should demonstrate how the agency is at achieving the overall goals during the planning period. Performance measures should be specific, measurable, time-limited, and achievable for the four-year plan. Annual progress on the goals is expected during monitoring visits.

#### **ACL Strategic Goals:**

- Goal 1: Advocacy
- Goal 2: Protect Rights and Prevent Abuse
- Goal 3: Individual Self-Determination & Control
- Goal 4: Long-Term Services and Supports
- Goal 5: Effective and Responsive Management

For each performance measure, include a table to display the baseline, and subsequent updates during annual monitoring and annual updates, including percent changes. See External SharePoint for more guidance, resources, and videos.

### **Section C – Service**

This includes the service narratives. Each item with a narrative should be reflected in the composite in the budget template, and vice versa. Templates for each common service are provided. Service area-specific narratives can be written and included. See External SharePoint for more guidance, resources, and videos.

### **Section D – One-Year Budget**

An Excel workbook is included for the budget. It includes a composite page, and budgets for federal, state, and local funds. Complete the FY24 budget forms on the template provided. Do not alter the formulas or locked cells. A budget column must have a corresponding service narrative.

### **Section E – Centers**

Update senior center information on external SharePoint. Ensure the updates and data are valid in the area plan.

<https://partners-dhhs.ne.gov/SUA/Pages/Home.aspx> > Your Agency Name > Senior Centers

### **Section F – Disaster Plans**

Include a copy of the agency disaster plan. The plan should include preparation efforts, implementation of a plan, and post-disaster/emergency analysis and updates. See External SharePoint for more guidance, resources, and videos.

### **Section G – Direct Service Waiver/s (DSW)**

Documentation and training were provided in October 2022 for DSWs. These materials may be submitted early. Direct Service requests must outline what other agencies are providing the service the agency is proposing to offer directly, and justification to not utilize subawards or contracts for these services. See also OAA, Section 307(a)(8). See External SharePoint for more guidance, resources, and videos.

### **Section H – Care Management Recertification**

Recertification documentation and training was provided in September 2022 for Care Management. These materials may be submitted early. See External SharePoint for more guidance, resources, and videos.

### **Section I – Aging & Disability Resource Center (ADRC) Plan**

Application documentation was provided in August 2022 for ADRCs. Approvals will be confirmed in December 2022. These materials will be included in the final area plan.

### **Section J – Assurances**

Each page of the assurance template must be signed by an authorized representative of the agency and submitted with the plan.

**Resources:**

**Federal:**

**Goals:** [https://www.acl.gov/sites/default/files/about-acl/2016-09/ACL\\_Strategic\\_Plan.pdf](https://www.acl.gov/sites/default/files/about-acl/2016-09/ACL_Strategic_Plan.pdf)

**OAA Section references include, but are not limited to, Title III, Grants for State and Community Programs on Aging**

**Part A, General Provisions, Administration, Definitions, Allotment, Organization,**

- Section 306 – Area Plans
- Section 310 – Disaster Relief Reimbursements
- Section 311 – NSIP Nutrition Services Incentive Program
- Section 312 – Multipurpose Senior Centers
- Section 313 – Audit
- Section 314 – In-Home Services
- Section 315 – Consumer Contributions

**Part B, Supportive Services and Senior Centers**

- Section 321 – Supportive Services

**Part C, Nutrition Service**

- Section 330-339 – Nutrition Service
- Subpart 1, Congregate Nutrition Services
- Subpart 2, Home Delivered Nutrition Services

**Part D, Evidence Based Disease Prevention and Health Promotion Services**

- Section 361 – Evidence Based Disease Prevention and Health Promotion Services

**Part E, National Family Caregiver Support Program**

- Section 371-374 – National Family Caregiver Support Program

**Title VII, Vulnerable Elder Rights Protection Activities**

Chapter 1, General State Provisions

- Section 701-706 – Authorization, Allotment, Organization, State Plan Requirements, Demonstration Projects

Chapter 2, Ombudsman Programs

- Section 711-713 – State Long-Term Care Ombudsman Program

Chapter 3, Prevention of Elder Abuse, Neglect, and Exploitation

- Section 721 – Prevention of Elder Abuse, Neglect, and Exploitation

**State governance:**

• **State Statutes:**

- Aging Advisory Committee: [68-1101 - 1105](#),
  - ADRC: [68-1111 - 1119](#)
  - Transportation: [75-303.01 - .02](#),
  - CASA: [81-2201 - 2227](#)
  - Care Management: [81-2229-2235](#),
  - Ombudsman: [81-2237 – 2263](#)
  - Senior Volunteer Program: [81-2273 – 81-2283](#)
- **Nebraska Administrative Code, Title 15, [Chapters 1 - 6](#)**
  - **Nebraska Aging Services Taxonomy – [Program Reference Guide 2.0](#)**