

Planning

Best Practices

Area Plan Achievement

Review Process to Modify Area Plan Goals and Objectives (2006)– PSA 4

The Area 4 Agency on Aging reviews Area Plan goals and objectives mid-year. The Area Plan Committee reviews the goals and objectives for any changes and/or modifications and makes recommendations to the Advisory Council. To understand the suggested changes, the Advisory Council works with the Area Plan Committee. The Advisory Council forwards changes to the Governing Board for final approval.

Tracking Area Plan Goals and Objectives (2006) – PSA 6

The San Francisco Department of Aging and Adult Services uses a spreadsheet to monitor Area Plan goals and objectives. The user friendly spreadsheet identifies the goal or objective, responsible staff, and progress/status of the goal.

Service Provider Involvement in Area Plan Goals and Objectives (2007) – PSA 24

In Imperial County, Exhibit “D”, included as part of the service provider contract, is a form designed to assist both the service provider and the AAA to develop specific contract objectives for the program provided. This helps the AAA achieve its overall goals and keeps the service provider involved in the progress required to achieve its objectives. Should program improvement objectives be necessary, the service provider is encouraged to confer with the AAA and the Advisory Council’s appropriate standing committee before submission to the AAA.

Tracking System (2006) – PSA 25

The City of Los Angeles Department of Aging tracks Area Plan Goals and Objectives on a grid which identifies the Area Plan Goal and Objective, Activity, Date Completed, Milestone, Performance Measure, Lead Program Staff, and Planning Staff assigned to monitor. DOA tracks the progress of each Area Plan Goal and Objective using this method.

Area Plan Matrix (2008) – PSA 26

When developing the Area Plan at the Lake and Mendocino County AAA, goals and objectives are identified and put into a matrix format. The matrix has columns that include Objective, Projected Start & End Dates, Persons Responsible, How, Progress, and Status. During the year the Matrix is used to track progress and update AAA staff, Governing Board members, and Advisory Council members. When the Area Plan Update is due, documenting the progress and status of goals and objectives is already complete and the matrix only needs to be transferred into the new document. This format is clear, concise, and keeps AAA staff informed and on track to accomplish their goals.

Targeting:Needs Assessment and Telephone Survey (2006) - PSA 6

The San Francisco Department of Aging and Adult Services conducted an exemplary Community Needs Assessment and Telephone Survey. Both surveys sought to identify unmet needs, reach seniors with the greatest economic and social need, and considered LGBT community needs. To develop the survey questions, DAAS held several focus groups, used college interns, and found new sources of data from various agencies including Adult Protective Services, Emergency Medical Services, and Department of Health Services.

Needs Assessment Highlight Brochure (2005) – PSA 21

As a result of the Riverside County Office on Aging's 2005-2009 Strategic Plan, *Strength in Aging*, a Needs Assessment Highlight brochure was developed that summarized the demographics and needs information of the adult population over age 60 living in Riverside County.

Geo Mapping (2007) – PSA 19

The Los Angeles County Community and Senior Services uses maps to geographically measure senior population density. This allows AAA staff the ability to quickly identify the most and least populated senior communities by ZIP Code. Maps also identify concentrations of ethnic groups across Los Angeles County. This information assists the AAA in planning for the development of future needs assessments and ongoing outreach efforts.