

## Appendix 3: Program Module Review Checklist

Please complete the form provided by indicating whether each item is included in the Area Plan (Yes/No/Not Applicable).

<b>PROGRAM MODULE REVIEW CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>Table of Contents</b>			
The location of each section of the program module is accurately reflected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program and Contract Module Certification</b>			
The form is properly completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The form is signed and dated by Board President (or Designee)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The form is signed and dated by Advisory Council Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The form is signed and dated by Executive Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AAA Board of Directors</b>			
Composition details process for member selection and reflects the counties represented in the Area Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency details the anticipated meeting schedule for the board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection process and dates are provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service term reflects the term for the board as well as the term of each individual board member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AAA Board of Directors Tables</b>			
Officer table details name and terms for board officers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member table details name, title, address, phone, and term	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AAA Advisory Council</b>			
Composition details process for member selection and reflects the counties represented in the Area Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PROGRAM MODULE REVIEW CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Frequency details the anticipated meeting schedule for the Advisory Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection process and dates are provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AAA Advisory Council Table</b>			
Member table details name, title, address, phone, term, age, race, and ethnicity for board members	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Funds Administered</b>			
The form is properly completed including bid cycle information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resources Used</b>			
The form reflects the use of a variety of planning resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Executive Summary</b>			
This section describes major highlights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mission and Vision Statements</b>			
This section includes the mission and vision of the agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Profile</b>			
<b>Identification of Counties</b>			
This section identifies the counties within the PSA. Include at least one map to display the PSA and one map to identify rural areas of the PSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This section identifies the major communities within the PSA. Include at least one map to display the PSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Socio-Demographic and Economic Factors</b>			
This section includes a description of the population (characteristics including the number of low-income minority elders, elders residing in rural areas, and increases in the 85+ age group) and how the social and economic climate in the PSA affects elders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PROGRAM MODULE REVIEW CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>Indicate the location and concentration of the following characteristics within the PSA:</b>			
1. Elders with low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Socially isolated elders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Minority and culturally diverse elders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Elders in urban and rural areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis includes the use of maps and charts to illustrate data provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Economic and Social Resources</b>			
This section describes the economic and social resources available to elders in the PSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Description of Service System</b>			
This section describes the current services that are in place to meet the needs of elders including the number of registered services provided and the number of clients served in each county (includes private and public funding sources)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Role in Interagency Collaborative Efforts</b>			
This section describes collaborative efforts, partnerships, and special initiatives by the PSA and/or DOEA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Performance and Targeted Outreach</b>			
<b>Performance Analysis</b> – The purpose of the performance analysis is to describe how effective the various strategies employed by the AAA were in reaching the targeted population groups during the previous year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Targeted Outreach Plan</b> – The purpose of this three-year plan is to document the AAA’s and providers’ planned outreach activities to address the identified service needs of targeted population groups (this summary should reflect the AAA’s planned outreach activities at the county and PSA levels)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older individuals residing in rural areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older individuals with greatest economic need	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older individuals with greatest social need	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older low-income minority individuals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older individuals with severe disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older individuals with limited English proficiency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older individuals with Alzheimer’s disease and related disorders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older individuals at risk for institutional placement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other significant unserved and underserved populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methods the AAA will use to evaluate the effectiveness of any resources that will be used to meet the needs of the above consumer groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Caregivers:</b>			
Caregivers of older individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandparents or older individuals who are relative caregivers who provide care for children with severe disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caregivers who are older individuals with greatest social need	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caregivers who are older individuals with greatest economic need	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Caregivers who are older individuals who provide care to individuals with severe disabilities, including children with severe disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<u>Unmet Needs and Service Opportunities</u>			
<i>Access to Services</i>			
Abuse, neglect, and exploitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counties or communities with limited access to transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counties or communities with limited access to significant supportive services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counties or communities with limited availability of and/or access to legal assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counties or communities with limited access to social services agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis of service implications of identified unmet access needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Caregiver</i>			
Caregiver unmet needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of elder caregivers, including number of grandparents raising grandchildren	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of elder caregivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis of service implications of identified caregiver unmet needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Communities</i>			
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limited access to senior centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and safety needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment training or related assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing conditions and availability of affordable housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis of service implications of identified unmet community needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disaster preparedness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteerism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Health Care</i>			
Preventative health	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical care needs	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary health care needs (hearing aids and eyeglasses)	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of medical/health care, including mental health counseling	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis of service implications of identified unmet health care needs	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-care limitations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health promotion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Home and Community-Based Services (HCBS)</i>			
Number of People 60+ with ADL limitations not receiving services (optional)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of people 60+ with IADL limitations not receiving services (optional)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of people 60+ with mobility limitations not receiving services (optional)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of people 60+ who qualify for Supplemental Nutrition Assistance Program (SNAP) but are not receiving assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on waitlist not yet receiving any services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Existing clients needing additional services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis of service implications of identified HCBS unmet needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County-level analysis for unmet needs/gaps in service; use charts and graphics with narrative if desired.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Goals and Objectives</b>			
<b>Goal 1:</b> Empower seniors, individuals with disabilities, their families, and other consumers to choose and easily access options for existing mental and physical health and long-term care			
<b>Objective 1.1.</b> ▲ Provide streamlined access to health and long-term care options through Aging and Disability Resource Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 1.2.</b> ▲ Encourage individuals, including people under 60, to plan for future long-term care needs by providing access to information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 1.3.</b> Ensure that complete and accurate information about resources is available and accessible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 1.4.</b> Ensure that elders have access to free, unbiased, and comprehensive health insurance counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 1.5.</b> Increase public awareness of existing mental and physical health and long-term care options	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 1.6.</b> Identify and serve target populations in need of information and referral services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 1.7.</b> Provide streamlined access to Medicaid Managed Care and address grievance issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Goal 2:</b> Enable individuals to maintain a high quality of life for as long as possible through the provision of home and community-based services, including supports for family caregivers			
<b>Objective 2.1</b> Identify and serve target populations in need of home and community-based services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 2.2.</b> Ensure that efforts are in place to fulfill unmet needs and serve as many clients as possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Objective 2.3.</b> Provide high-quality services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 2.4.</b> Provide services, education, and referrals to meet the specific needs of individuals with dementia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 2.5.</b> Improve caregiver supports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Goal 3:</b> Empower seniors and their caregivers to live active, healthy lives to improve their mental and physical health status			
<b>Objective 3.1. ▲</b> Continue to increase the use of evidence-based (EB) programs at the community level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 3.2.</b> Promote good nutrition and physical activity to maintain healthy lifestyles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 3.3.</b> Promote the adoption of healthy behaviors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 3.4.</b> Promote social connectivity, community service, and lifelong learning to maintain positive mental health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 3.5.</b> Advocate for prevention and early intervention of mental health and substance abuse services for elders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Goal 4:</b> Ensure the legal rights of seniors are protected and prevent their abuse, neglect, and exploitation			
<b>Objective 4.1.</b> Collaborate and coordinate within the community and aging network to increase accessible legal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 4.2. ▲</b> Facilitate the integration of Older Americans Act elder rights programs into Aging Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 4.3. ▲</b> Improve the identification and utilization of measurable consumer outcomes for elder rights programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 4.4.</b> Promote primary prevention of elder abuse, neglect, and exploitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 4.5.</b> Reduce the rate of abuse, neglect, and exploitation recidivism through education, outreach, and the provision of services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 4.6.</b> Increase the awareness of health care fraud and other elder rights issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Goal 5:</b> Promote planning and collaboration at the community level that recognizes the benefits and needs of its aging population			



<b>Objective 5.1.</b> Foster opportunities for elders to be an active part of the community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 5.2.</b> Promote safe and affordable communities for elders that will benefit people of all ages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 5.3.</b> Promote cultural competency and awareness of a diverse population	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Goal 6: Maintain effective and responsive management</b>			
<b>Objective 6.1.</b> Promote and incorporate management practices that encourage greater efficiency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 6.2.</b> Ensure that federal and state funds are used to effectively and efficiently serve elders' needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 6.3.</b> Ensure that providers continue to strengthen the disaster preparedness plans to address specific needs of elders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 6.4.</b> Accurately maintain the Client Information and Registration Tracking System (CIRTS) data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objective 6.5.</b> Promote volunteerism by and for seniors whenever possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Program Module Comments and Recommendations**  
(to be completed by DOEA staff)

<b>Section</b>	<b>Reviewed</b>
Table of Contents	<input type="checkbox"/>
<b>Comments:</b>	
Program and Contract Module Certification	<input type="checkbox"/>
<b>Comments:</b>	
AAA Board of Directors	<input type="checkbox"/>
<b>Comments:</b>	
AAA Advisory Council	<input type="checkbox"/>
<b>Comments:</b>	
Funds Administered and Bid Cycles	<input type="checkbox"/>
<b>Comments:</b>	
Resources Used	<input type="checkbox"/>
<b>Comments:</b>	
Executive Summary	<input type="checkbox"/>
<b>Comments:</b>	
Mission and Vision Statements	<input type="checkbox"/>
<b>Comments:</b>	
Profile	<input type="checkbox"/>
<b>Comments:</b>	
Performance and Targeted Outreach	<input type="checkbox"/>
<b>Comments:</b>	

**Program Module Comments and Recommendations**  
(to be completed by DOEA staff)

<b>Section</b>	<b>Reviewed</b>
Unmet Needs and Service Opportunities	<input type="checkbox"/>
<b>Comments:</b>	
Goals and Objectives	<input type="checkbox"/>
<b>Comments:</b>	
Direct Service Waiver Requests	<input type="checkbox"/>
<b>Comments:</b>	
Assurances	<input type="checkbox"/>
<b>Comments:</b>	
Program Module Checklist	<input type="checkbox"/>
<b>Comments:</b>	

[\(Return to checklist\)](#)