

PREPARATION AND ADMINISTRATION OF THE AREA PLAN
VIRGINIA DEPARTMENT FOR THE AGING
SERVICE STANDARD

Definition

Encompasses the overall planning and implementation of the Area Plan and management of the agency, as well as the lead role for providing a coordinated and comprehensive system for older persons to locate and access needed services.

Service/Administrative Elements

Preparation and Administration of the Area Plan includes all of the following components:¹

- Monitoring, evaluating, and commenting on policies, programs, hearings, levies, and community actions that affect older persons and their families.
- Soliciting comments from the public on the needs of older persons and their caregivers.
- Representing and advocating for the interests of older persons to local level and executive branch officials, public and private agencies and organizations.
- Coordinating plans and activities with all other public and private organizations with responsibilities affecting older persons and their caregivers.
- Promoting new or expanded benefits and opportunities for older persons and their caregivers.
- Planning, including such responsibilities as needs assessment; plan development, budgeting analysis, inventory, standards development and policy analysis.
- Development includes such responsibilities as resource development, training and education, and research and development activities.
- Administration includes such responsibilities as bidding, contract negotiation, reporting, accounting, auditing, program monitoring, and quality assurance.

Staffing Elements

Staff Qualifications:

- **Knowledge:** Should have an awareness of the basic principles including budget preparation and administration; current issues, trends, and problems in aging; service planning; advocacy strategies; consumer rights; community resources; public benefits eligibility and principles of record management.
- **Skills:** Should have skills in establishing and sustaining productive relationships; leading and effectively managing personnel; negotiating with consumer and service providers; coordinating the provision of services by diverse public and private providers.
- **Ability:** Agency managers should have the ability to communicate with persons of different socio-economic and ethnic backgrounds; work independently, performing position duties under general supervision; work as a team member, maintaining effective inter- and intra-agency working relationships; and communicate effectively, verbally and in writing.

Job Descriptions

For each paid and volunteer position funded by Title III of the Older Americans Act, an Area Agency on Aging shall maintain:

¹ Older Americans Act of 1965, as amended, Section 304(d)(1)(A)

- A current and complete job description which shall cover the scope of duties and responsibilities of the position; and
- A current description of the minimum entry-level standards of each job.²

Quality Assurance

Staff Training

- Administration staff should receive in-depth orientation on agency policies and procedures, client rights, community characteristics and resources, and procedures for conducting the allowable activities under this service.
- Administration staff should receive at least annual in-service training, the content of which to be based on the need for professional growth and upgrading of knowledge, skills and abilities.
- Administration staff must attend training provided by the Virginia Department for the Aging

Program Evaluation

The agency should conduct regular systematic analysis of the persons served and the impact of the service.

Records

Record keeping and documentation should comply with guidelines established by the Virginia Department for the Aging.

Units of Service

Not applicable

Reports

- Aging Monthly Report (AMR) to VDA by the twelfth (12th) of the following month. If the Area Agency on Aging provides this service, this report must be updated and submitted even if no expenditures or units of service occurred.

Allowable Costs

Cost for Preparation and Administration of the Area Plan may not exceed the limits prescribed by 45 CFR 1321.

² 22 VAC 5-20-250, Grants To Area Agencies On Aging, Department for the Aging Regulations, Virginia Administrative Code