



STATE OF MICHIGAN  
OFFICE OF SERVICES TO THE AGING  
LANSING

RICK SNYDER  
GOVERNOR

KARI SEDERBURG  
DIRECTOR

**MEMORANDUM**

**DATE:** April 4, 2014  
**TO:** Michigan Commission on Services to the Aging  
**FROM:** Kari Sederburg, Director *KS*  
**SUBJECT:** Approval of Fiscal Year (FY) 2015 Annual Implementation Plans (AIP)  
Approval Criteria

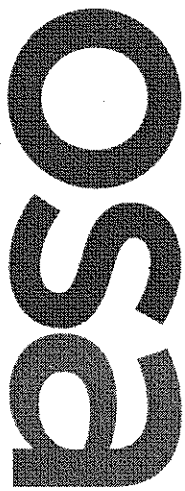
The Michigan Office of Services to the Aging (OSA) is requesting your approval for the attached FY 2015 AIP Approval Criteria. The criteria have been revised from those approved for the FY 2014 to FY 2016 Multi-Year Plans to account for program updates.

It is my recommendation that you approve the attached document.

Mr. Berke will be available at the meeting to discuss the proposed AIP Approval Criteria and answer any questions you may have.

KS/eb

Attachment



Office of Services to the Aging

## **FY 2015 ANNUAL IMPLEMENTATION PLAN (AIP)**

**Approval Criteria**

**Approved by the Michigan Commission on Services to the Aging: [date]**

FY 2015 ANNUAL IMPLEMENTATION PLAN (AIP)

<b>COUNTY/LOCAL GOVERNMENT REVIEW</b>	YES	NO	NA	Comment
<p>Did the area agency deliver a copy (either paper or electronic) of the complete AIP to each county board of commissioners, or local unit of government as appropriate, within the Planning and Service Area (PSA) by June 30, 2014? A request for approval of the AIP from each local unit of government must be included. If the area agency does not receive a response from the county or local unit of government by August 4, 2014, the AIP is deemed passively approved.</p>				
<p>Does the AIP include a description of the area agency's efforts, including use of electronic communication, to distribute the AIP to, and gain support from, the appropriate county and/or local units of government?</p>				
<p>Did the area agency notify their OSA Field Representative by <b>August 5, 2014</b> whether their counties or local units of government formally approved, passively approved, or disapproved the AIP?</p>				
<p><b>PLAN HIGHLIGHTS</b></p>	YES	NO	NA	Comment
<p>Do the plan highlights include a brief history of the area agency and respective Planning and Service Area (PSA) that provides a context for the AIP?</p>				
<p>Do the plan highlights include a summary of services to be provided under the plan which includes identification of the five service categories receiving the most funds and the five service categories with the greatest number of anticipated participants?</p>				
<p>Do the plan highlights include a description of planned program development objectives?</p>				
<p>Do plan highlights include a description of planned special projects and partnerships?</p>				
<p>Do plan highlights include a description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery?</p>				
<p>Do the plan highlights include a description of how the area agency's strategy for developing non-formula resources, including utilization of volunteers, will support implementation of the AIP?</p>				

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<b>PUBLIC HEARINGS</b>				
	YES	NO	NA	Comment
Was at least one public hearing on the AIP held in the PSA in an accessible facility?				
Was notice of the public hearing available at least thirty (30) days in advance of the scheduled hearings?				
Was e-mail and written testimony on the AIP accepted for at least thirty (30) days from the date when the summary of the AIP was made available?				
Did the hearing notice indicate the availability of the AIP at least fifteen (15) days prior to the hearing, and include information on how it could be obtained?				
Does the AIP present information regarding the public hearing held including the date, time, location and the number of attendees?				
Does the AIP include a narrative which describes the public input strategy and hearings? Does the narrative include: 1) description of the strategy/approach employed to encourage public attendance and testimony on the plan; and, 2) description of all methods used to gain public input on the plan and the resultant impact on the plan?				
Was all written testimony received on the AIP scanned and uploaded into the Annual and Multi-Year Planning System (AMPS)?				
<b>SCOPE OF SERVICES</b>				
	YES	NO	NA	Comment
Does the AIP describe changes from the approved FY 2014-2016 Multi-Year Plan (MYP), if any, to the area agency's priorities for addressing identified unmet needs within the PSA for FY 2015?				
Does the area agency describe how it responds when a customer desires services not funded under the AIP, or where they live, and the options offered?				

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<b>PLANNED SERVICE ARRAY</b>				YES	NO	NA	Comment
Is the Planned Service Array accurately completed for all service categories, including proposed regional service definitions?							
<b>TARGETING</b>				YES	NO	NA	Comment
Does the AIP describe any changes for FY 2015 to the targeting strategy for services to be provided under the plan, including planned outreach efforts with underserved populations?							
If there are changes, does the AIP indicate how specific goals or targets will be addressed in FY 2015?							
<b>REGIONAL SERVICE DEFINITIONS</b>				YES	NO	NA	Comment
Is the area agency proposing to fund a service category that is not included in the Operating Standards for Service Programs or the approved FY 2014-2016 MYP?							
Is each proposed service category identified as access, in-home or community?							
Are acceptable fund sources identified for each proposed service category?							
Are a service definition, unit of service and minimum standards identified for each proposed service category?							
Is an acceptable rationale provided explaining why the proposed activities cannot be funded under an existing service definition?							
<b>ACCESS SERVICES</b>				YES	NO	NA	Comment
Does the AIP identify and provide the requested information for each access service the area agency intends to provide directly during FY 2015?							
Has the area agency completed and uploaded a two-page direct service budget detail for FY 2015 under the Budget and Other Documents tab for each service category?							
Has the area agency specified the planned goals and activities that will be undertaken to provide the service in the appropriate text box for each access service category to be provided?							

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DIRECT SERVICE REQUEST	YES	NO	NA	Comment
Is the area agency proposing to provide directly any in-home, community or nutrition services not already approved with the FY 2014-2016 Multi-Year Plan MYP) during FY 2015?				
Does the AIP identify the basis for each service provision request?				
Does the AIP provide adequate justification for each service provision request?				
Does the AIP describe the discussion at the public hearing related to each service provision request?				
Does the AIP include a work plan and two-page budget detail for FY 2015 for each service to be provided, <i>including those already approved with the FY 2014-2016 MYP?</i>				
<b>REGIONAL SERVICE REQUEST</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comment</b>
Is the area agency proposing to provide directly any regionally defined service not already approved with the FY 2014-2016 MYP during FY 2015?				
Does the AIP provide adequate justification for each regional service provision request?				
Does the AIP describe the discussion at the public hearing related to each regional service provision request?				
Does the AIP include a work plan and two-page budget detail for each regional service to be provided, <i>including those already approved with the FY 2014-2016 MYP?</i>				
<b>PROGRAM DEVELOPMENT OBJECTIVES</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Comment</b>
Does the AIP include information for all program development objectives that will be actively addressed during FY 2015?				
Does the AIP identify staff positions and time to be allocated to each objective (expressed as total Full Time Equivalents (FTEs) per objective)?				
Does the AIP identify the desired outcome for each objective?				

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Does the AIP identify the state plan goal, if appropriate, that the objective relates to?				
<b>ADVOCACY STRATEGY</b>  Does the AIP describe the area agency's comprehensive advocacy strategy for FY 2015?  Does the AIP describe how the area agency's advocacy efforts will improve the quality of life of older adults within the PSA?	YES	NO	NA	Comment
<b>LEVERAGED PARTNERSHIPS</b>  Does the AIP include a description of the area agency's strategy to partner with providers of services funded by other resources, as indicated in the Planned Service Array?  Does the description include, at a minimum, plans to leverage resources with organizations in the following categories: community action agencies, public health, mental health, commission and/or councils on aging, and centers for independent living?  Does the description include the area agency's strategy for FY 2015 for Aging and Disability Resource Collaboration (ADRC) partnerships in the context of the access services system within the PSA?	YES	NO	NA	Comment
Does the description include how the area agency is prepared to support Aging Friendly Community/Community for a Lifetime Initiatives within the PSA?				
<b>COMMUNITY FOCAL POINTS</b>  Does the AIP include any updates or corrections for Community Focal Points?	YES	NO	NA	Comment
<b>OTHER GRANTS AND INITIATIVES</b>  Does the AIP describe other grants and/or initiatives the area agency is participating in with OSA and other partners?	YES	NO	NA	Comment

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Does the description address how these grants and other initiatives will improve the quality of life of older adults within the PSA?				
Does the description address how these grants and other initiatives reinforce the area agency's planned program development efforts?				
<b>APPENDICES</b>				
Does the AIP include all required appendices?				
Is each appendix included in the AIP fully and correctly completed?				
Has a completed FY2015 signature page with original ink signatures been submitted for the AIP?				
<b>BUDGET AND OTHER DOCUMENTS</b>				
Did the area agency submit an organizational chart with the AIP?				
Does the organizational chart include all positions listed in the area agency's operating budget, wages and salaries detail?				
Does the organizational chart include the names and titles of those persons in management positions?				
Does the AIP contain a complete and accurate FY 2015 area plan grant budget?				
Is the area plan grant budget based on the FY 2015 cost allocation plan established by OSA?				
Are proposed transfers between Title III Parts B and C, and between Title III C Parts C-1 and C-2, reflected in the area plan grant budget, and is a completed Request to Transfer Funds Appendix included in the AIP?				
Are program development expenses budgeted at no more than 20% of the original Title III Part B allotment?				
Did the area agency complete and include in the AIP a list of evidence-based programs to be funded in FY 2015? [Part D funds must be used for Evidence-Based Disease Prevention (EBDP) programs]				



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Has the maintenance of effort amount for long-term care ombudsman funding from Title III Part B been met in the budget?				
Does the area plan grant budget reflect the minimum required expenditures from the original Title III Part B allotment for priority service categories? [Legal Assistance 6.5%, Access 10% and In-Home 10%]				
If the area agency is requesting to use local resources to meet part of the minimum required expenditure for a priority service category, has a completed appendix E been included in the AIP?				
Does the area plan grant budget reflect the amount of nutrition service funds to be used by the area agency for a registered dietitian, nutritionist or individual with comparable certification as approved by OSA?				
In the Administration section, do total revenues equal total expenditures?				
Is the federal area agency administration allotment matched with local resources by an amount that is at least 25% of the total program amount?				
In the Administration section, are the match detail totals accurately carried to the Revenues section?				
Is the amount of Merit Award Trust Funds (MATF) budgeted for administration no more than 9% of the allotment?				
Are service funds matched with local resources by an amount that is at least 10% of the total program amount?				
Does the AIP contain an accurate and complete FY 2015 area agency operating budget?				
Does the area agency operating budget reflect all area agency personnel and salaries funded from all sources, including the Home and Community-Based Services Medicaid waiver?				
Are key management positions (director, deputy director, financial manager, department/division managers, etc.) specifically identified?				