

POLICY 201

AREA PLAN DEVELOPMENT

To ensure that its mission is effectively carried out, the Agency will develop a strategic Area Plan every four (4) years, with operational elements to the area plan that are updated annually, for the administration of programs funded under the OAA. Both plans must be submitted to the Ohio Department of Aging for approval. Both the strategic plan and the operational elements reflect the Agency's intent to provide for the development of a comprehensive and coordinated service delivery system for services to older Ohioans in Planning and Service Area Four (PSA 4). The Area Plans will also reflect the intent to plan for and fund a broad spectrum of quality services for both frail and well elderly persons aged 60 and older.

PROCEDURE A AREA PLAN

The Agency will complete the following tasks, in the development and implementation of its Area Plan:

- a. Assess the needs of seniors through surveys, interviews, community forums, questionnaires, census data, or other studies and reports.
- b. Evaluate the effectiveness of existing contracted services/programs through the evaluation/monitoring of all current Service Providers.
- c. Identify the gaps in services and the corrective action(s) needed to improve and/or expand services.
- d. Determine how the service delivery system in northwestern Ohio can streamline services and operate efficiently and cost-effectively.
- e. Research and investigate potential "new" funding sources.
- f. Conduct public hearings on each new multi-year Strategic Area Plan to collect and review community input.
 1. The Agency will hold, at a minimum, one (1) public hearing on the Strategic Area Plan to elicit input from seniors, public officials, Service Providers and other interested parties. This hearing will be conducted prior to the submission of the Area Plan to the ODA for final approval.
 2. Notice of hearings will be made at least two (2) weeks in advance of the hearing dates, by issuing a public notice(s) to the general public.
 3. Specific bodies such as the Area-wide Advisory Board and Agency

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Board of Directors will receive copies of the plan to review. The plan will also be available at the agency for the public to review. Arrangements for review shall be made in advance with the Department of Planning and Program Development or Executive Director of the Agency.

4. Revisions may be made to the Plan following the hearings, considering the appropriateness of the material. In addition, revisions may also be made throughout each multi-year period, annually following self-assessments by the Agency and evaluation results from the ODA.

PROCEDURE C TRAINING

The Agency shall coordinate a comprehensive plan for the use of federal money to train service personnel in the aging network, as required under law. Such training may be directed to staff, direct Service Providers, administrators, or volunteers, as well as the general public. Quarterly Service Provider meetings, set by the Agency, for purposes of providing updated information, require mandatory participation. Details of planned training are outlined in the Agency's current Area Plan.

PROCEDURE D COORDINATION OF SERVICE DELIVERY

The Agency shall develop a comprehensive and coordinated service delivery system for the seniors of northwestern Ohio. The Agency will effectively establish cooperative arrangements to coordinate with other organizations within northwest Ohio. Details of these coordination efforts are outlined in the Agency's current Area Plan.

PROCEDURE E MONITORING, EVALUATION AND TECHNICAL ASSISTANCE

The Agency, according to federal and state regulations, will ensure adequate performance of all contracted Service Providers through monitoring, evaluating and providing technical assistance as outlined in Policy 312.