

2023-2025 Multi Year Plan  
**FY 2024 ANNUAL IMPLEMENTATION PLAN**  
Area Agency on Aging Region III-A



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**Planning and Service Area**  
Kalamazoo County

**Area Agency on Aging Region III-A**  
Kalamazoo County Health & Community  
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Region 3-A Area Agency on Aging

FY 2024

**Table of Contents**

County/Local Unit of Government Review.....	1
Executive Summary.....	3
Public Hearings .....	7
Access Services .....	9
Gap Filling Services Waiver .....	12
Program Development Objectives.....	13
Area Plan Grant Budget .....	18
Organizational Chart.....	28
Supplemental Documents .....	36
Signature Page.....	39
Field Representative Approval .....	40
Director Approval Letter .....	45

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2025 Multi Year Plan

Region 3-A Area Agency on Aging

FY 2024

**County/Local Unit of Government Review**

**COUNTY/LOCAL UNIT OF GOVERNMENT REVIEW**

The Area Agency on Aging (AAA) must send a request to the chairperson of each County Board of Commissioners. Notification can be sent via U.S. Mail or by electronic means, with delivery and signature confirmation, no later than June 30, 2023. For a Planning and Service Area (PSA) comprised of a single county or portion of the county, approval of the AIP is to be requested from each local unit of government. If the AAA does not receive a response from the county and/or local unit of government by July 20, 2023, the AIP is deemed passively approved. The AAA must notify their Bureau of Aging, Community Living, and Supports (ACLS Bureau) Field Representative by July 21, 2023, whether their counties and/or local units of government formally approved, passively approved, or disapproved the AIP.

The AAA may use electronic communication, including email and website-based documents, as an option for acquiring local government review and approval of the AIP. To employ this option, the AAA must do the following:

- A.) Send a letter through the U.S. Mail, with delivery and signature confirmation, or an email requiring a response confirming receipt to the chief elected official of each appropriate local government advising them of the availability of the final draft AIP on the AAA's website. Instructions for how to view and print the document must be included.
- B.) Offer to provide a printed copy of the AIP via U.S. Mail, or an electronic copy via email, if requested.
- C.) Be available to discuss the AIP with local government officials, if requested.
- D.) Request email notification from the local unit of government of their approval of the AIP or their related concerns.

**Instructions**

Describe the AAA's efforts, including use of electronic communication, to distribute the AIP to the appropriate county and/or local units of government to gain support.

**TRIBAL NOTIFICATION**

The Michigan Department of Health and Human Services (MDHHS) has an established relationship of working directly with the Federally Recognized Sovereign Indian Tribes of Michigan (Tribes). As part of this work, MDHHS recognizes the importance of Tribal notification including consultation of the complete AIP for each AAA within their PSA to encourage and foster collaboration between Title III and Title VI programming as outlined in the Older Americans Act (OAA).

AAAs, please send an official notification of your complete AIP for any Tribe(s) within your PSA for their review and consultation. If there are no Tribes within the PSA, please indicate that in your response and if a Tribe crosses more than one PSA, each AAA is still expected to send their AIP. Notification can be sent via U.S. Mail or by electronic means, with delivery and signature confirmation,

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2025 Multi Year Plan

Region 3-A Area Agency on Aging

FY 2024

no later than June 30, 2023. The AAA will notify their ACLS Field Representative by July 21, 2023, of any comments or feedback received from their Tribe(s). If no comments or feedback received, please indicate that in your response.

The AAA may use electronic communication, including email and website-based documents, as an option for Tribe notification and consultation of the AIP. To employ this option, the AAA must do the following:

- A.) Send a letter through the U.S. Mail, with delivery and signature confirmation, or an email requiring a response confirming receipt to the Chairperson of the Tribal Council advising them of the availability of the final draft AIP on the AAA's website. Instructions for how to view and print the document must be included.
- B.) Offer to provide a printed copy of the AIP via U.S. Mail, or an electronic copy via email, if requested.
- C.) Be available to discuss the AIP with Tribal elders and/or Tribal officials, if requested.
- D.) Request email notification from the Tribe of their comments and feedback of the AIP or their related concerns.

**Instructions**

Describe the AAA's efforts, including use of electronic communication, to distribute the AIP to the appropriate Tribe(s) within your PSA for notification and consultation. Describe any current and future collaborative efforts with Tribe(s) within your PSA. If no collaborative efforts planned, note that in your response.

To obtain local unit of government review, R3A has sent a certified letter via USPS to each of the 24 municipalities' elected officials in Kalamazoo county. This letter includes information on how to access and print the draft MYP from R3A's website, how to request a hard copy via USPS, and the deadline for feedback submission, which is 7/20/2023. Officials are encouraged to review, provide comments, and approve or disapprove the draft AIP. The certified letters will be sent by 6/30/2023.

Moreover, by 6/15/2023, R3A will submit the draft AIP to the Kalamazoo County Board of Commissioners for their review, input, and approval/disapproval at the 7/18/2023 Board of Commissioners Meeting. The municipalities and the Board of Commissioners are also informed that R3A is available to provide a formal presentation of the AIP and address any concerns via USPS, email, phone call, or in-person meeting.

R3A reached out to its local identified Tribe directly through the agency, as well as through the Consultation Firm completing the Community Needs Assessment to ensure data and representation was collected as part of the needs assessment and AIP. Information and contact request sent, without response. R3A also worked through the identified state representative for confirmation of contact information. Ongoing efforts for communication and representation will be continued throughout the Multi-Year Plan.

### Executive Summary

**Include a summary that describes the AAA and the implementation plan including a brief description of the PSA (to include older adults in greatest economic need, minority, and/or non-English speaking), the AAA's mission, and primary focus for FY 2024.**

#### **Instructions**

**Please include in the Executive Summary a brief description of the following: The PSA and any significant changes to the current area plan.**

**A.) Any significant new priorities, plans or objectives set by the AAA for the use of (OAA) and state funding during FY 2024. If there are no new activities or changes, note that in your response.**

**B.) Any permanent changes to the AAA's operations based on the COVID-19 pandemic. In addition, please describe how the AAA is utilizing its American Rescue Plan Act (ARPA) funding.**

**C.) Current information about contingency planning for potential reduced federal funding (if plans include the pursuit of alternative funding, identify specific funding sources).**

**D.) A description of progress made through advocacy efforts to date and focus of advocacy efforts in FY 2024.**

**E.) A brief description of AAA's successes over the past year and any anticipated challenges for FY 2024.**

The Area Agency on Aging Region 3A (R3A) plays a crucial role in the Public Health sector of Kalamazoo County. As one of only two Area Agencies in Michigan that are connected to a County Government Health Department, R3A occupies a unique position in supporting the Aging Community. Operating as part of Kalamazoo County Health and Community Services (KCHCS), our primary objective is to enhance the health of all Kalamazoo County residents. Our overarching vision is to create a community where social, mental, physical, and environmental health equity is attainable for every resident. Kalamazoo County encompasses a diverse range of urban, suburban, and rural communities, and the R3A's person-centered approach to addressing individual needs greatly benefits the population. AAA3A fulfills these needs by aligning with the mission and vision of KCHCS, thereby serving the aging population through the provision of services, advocacy, and community empowerment.

**A:** The Kalamazoo County Area Agency on Aging Region 3A (R3A) is committed to meeting the evolving needs of its service area. In early 2023, R3A conducted its Community Needs Assessments, with the following (5) priority needs identified - with a brief highlight of activities:

**Awareness of Community Resources:** R3A will increase marketing and advocacy efforts, utilizing both ARP and Local Senior Millage funding.

**Adequate and Affordable Housing:** R3A has increased its provider pool related to housing stabilization to make housing more accessible and long-term age friendly.

**Community Connectedness:** R3A is supporting local Senior Centers and Community Focal Points to increase community connectedness with aging-related service providers. Additionally, R3A is collaborating with the County Public Information Office to provide education on senior resources.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
**FY2023-2025 Multi Year Plan**

---

**Region 3-A Area Agency on Aging**

**FY 2024**

**Transportation:** R3A has grown its available contracted service providers for transportation services using Senior Millage funding.

**Workforce Recruitment & Retention:** R3A is addressing the DCW shortage through outreach events and implementing a DCW Hazard Pay reimbursement for non-OAA funded care managed Direct Care Workers, utilizing its local Senior Millage.

**B:** The COVID 19 pandemic has prompted R3A to adopt new programs and procedures that facilitate remote communication and more efficient use of care managers' time. These innovations have not only enabled R3A to compete more effectively for licensed Social Workers and registered nurses, but also to leverage ARPA funding to increase outreach efforts and enhance Home Injury Control services. The latter will create new opportunities for safety modifications, Ramp Building, and other household upgrades.

**C:** R3A is fortunate to have access to a local Senior Millage that can be used to extend the reach of OAA services and address service gaps in the PSA. Recent evaluations of property taxes have led to an increase in the annual revenue of the local Senior Millage, which will provide additional support for these efforts.

**D:** In 2023, R3A has taken the lead to address local issues of elder abuse by reconvening the Kalamazoo County Elder Abuse Prevention Coalition, a group comprising of over 20 local organizations. The coalition provides education and recommendations for system changes to reduce Elder Abuse. R3A also continues to facilitate the Elder Death Review Multi-Disciplinary team and the Elder Abuse Multi-Disciplinary Team, which offer focused feedback and review of complex cases referred by community-based organizations.

**E:** R3A has played a vital role as an essential component of the local county government's health department, particularly during the COVID-19 pandemic. R3A's contribution in providing knowledge, statistics, development, and direct services to the aging community has been instrumental in supporting the local public health efforts. As a community-based and community-focused organization, R3A has advanced the mission of Area Agencies on Aging in building stronger connections within the service area. However, R3A faces the challenge of expanding services, staffing, and meeting the increased expectations of federal, state, and local (millage) funding, within the parameters of being only a division within the Health Department.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2025 Multi Year Plan

Region 3-A Area Agency on Aging

FY 2024

**Public Hearings**

At least one public hearing on the FY 2024 AIP must be held in the PSA. Hearing(s) must be made accessible to all. Persons need not be present at the hearing(s) to provide testimony. E-mail and written testimony must be accepted for at least a 30-day period beginning when the summary of the AIP is made available.

The AAA must post a notice of the public hearing(s) in a manner that can reasonably be expected to inform the public about the hearing(s). Acceptable posting methods include, but are not limited to: paid notice in at least one newspaper or newsletter with broad circulation throughout the PSA; as well as news sources geared toward communities of color, tribal, Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+), immigrant communities and/or other underrepresented groups; presentation on the AAA's website, along with communication via email and social media referring to the notice; press releases and public service announcements; and a notice to AAA partners, service provider agencies, older adult organizations, and local units of government. See *Operating Standards for AAAs, Section B-2 #3*. The public hearing notice should be available at least 30 days in advance of the scheduled hearing. This notice must indicate the availability of a summary of the AIP at least 14 days prior to the hearing, along with information on how to obtain the summary. All components of the AIP should be available for the public hearing(s).

**Instructions**

Complete the chart below regarding your public hearing(s). Include the date, time, number of attendees and the location and accessibility of each public hearing. Please scan any written testimony (including emails received) as a PDF and upload on this tab.

In addition, the AAA should also upload into AMPS a copy of your official notice and/or press release(s) for a public hearing. Please describe the strategy/approach employed to encourage public attendance and testimony on the AIP. Describe all methods used to gain public input and any impacts on the AIP. Describe how the AAA factored the accessibility issues of the service population and others in choosing the format of the meeting.

Date	Location	Time	Barrier Free?	No. of Attendees
06/14/2023	Ecumenical Senior Center	03:30 PM	Yes	16

R3A held its public hearing for the 2023 - 2024 AIP at Ecumenical Senior Center on June 14, 2023, at 3:30pm. This date and time also corresponded to R3A's Advisory Council meeting. This allowed opportunity for Council Members as well as members of the community, to hear and provide insight and recommendations to R3A's area plan. Ecumenical senior center was selected as it is also a Senior Center that meets ACLS standard requirements, which in turn ensured that it was an accessible facility to the public and met ADA requirements. Face-to-face was selected as the center did not have capabilities to livestream the event.



STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
**FY2023-2025 Multi Year Plan**

---

Region 3-A Area Agency on Aging

FY 2024

**Questions and Comments regarding the presentation of the AIP was recorded:**

**Question:** How much Title III-D money was contracted out to another agency?

**Answer:** \$17,516

**Question:** Where is the need for R3A's staff reorganization stemming from? The State, County, or R3A?

**Answer:** Originated internally within R3A and will follow County procedures.

**Question:** In regard to R3A offering counseling – How is R3A working with Community Mental Health to ensure no duplication of counseling services?

**Answer:** This service will only be available to R3A enrolled clients, so we would know if they are receiving counseling elsewhere, which would make them ineligible – This includes veterans. Additionally, if a client's needs were too large/extensive for R3A to successfully resolve, a referral out to a different entity would be made. Additionally, R3A is unique as our counselor will go into the client's home to provide service – other agencies don't do this as much. It is also very hard to find counselors who specialize in older adults. Lastly, R3A initially tried to contract this service out, but no organizations bid for it. R3A will follow ACLS Bureau standards for the implementation of the counseling program. R3A clinicians providing this service are licensed through the State of Michigan to provide this service.: In regard to R3A offering counseling – How is R3A working with Community Mental Health to ensure no duplication of counseling services ?

**Question:** How will R3A reach the small towns in Kalamazoo where a senior center, etc. doesn't exist?

**Answer:** R3A has plans to significantly increase outreach and marketing throughout Kalamazoo County. Plans include establishing on-site municipality hours where a targeted town/area can have direct regular access to an R3A staff member to obtain resource information. R3A welcomes insight on locations where outreach would be effective or needed.

**Insight/Comment:** Don't forget to reach out to your churches. There are a lot of seniors that gather there.

**Insight/Comment:** Mt. Zion is building a senior housing complex on the North Side of Kalamazoo. It would be good for R3A to connect with this.



STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2025 Multi Year Plan

Region 3-A Area Agency on Aging

FY 2024

**Access Services**

Access services may be provided to older adults directly through the AAA without a direct service provision request. These services include Care Transition Coordination & Support; Care Management; Case Coordination and Support; Options Counseling; Disaster Advocacy and Outreach Programs; Information and Assistance; Outreach, with specific attention to outreach with underserved populations, and Merit Award Trust Fund/State Caregiver Support-funded transportation. If the AAA is planning to provide any of the above noted access services directly during FY 2024, complete this section.

**Instructions**

Select from the list of access services those services the AAA plans to provide directly during FY 2024, and provide the information requested. Specify, in the appropriate text box for each service category, the planned goals and activities that will be undertaken to provide the service.

The Area Plan Grant Budget that is uploaded and saved in AMPS must include each access service to be provided directly in the Direct Service Budget details tab. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and state funds) identified in the Area Plan Grant Budget's Support Services Detail tab. The method of provision must be specified in the Service Summary tab.

**Care Management**

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2024
Total of Federal Dollars	\$171,244.00	Total of State Dollars	\$175,690.00

Geographic area to be served  
Entire PSA

**Specify the planned goals and activities that will be undertaken to provide the service.**

**Goal:** Continuity of care

**Action:** Continue review and standardization of onboarding procedures and ongoing trainings with new and current staff members to ensure quality and consistency of service implementation.

**Action:** Provide professional licensure supervision to agency social workers to facilitate professional learning, growth, and competency.

**Action:** Update internal procedures to streamline programmatic funding sources and reporting practices, resulting in care manager access to multiple funding sources and increased continuity of care with participants.

**Action:** Complete bi-annual review of 10% of care management participant files.

Number of client pre-screenings:	Current Year:	156	Planned Next Year:	175
Number of initial client assessments:	Current Year:	58	Planned Next Year:	31
Number of initial client care plans:	Current Year:	58	Planned Next Year:	31

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
**FY2023-2025 Multi Year Plan**

**Region 3-A Area Agency on Aging**

**FY 2024**

Total number of clients (carry over plus new):	Current Year:	143	Planned Next Year:	174
Staff to client ratio (Active and maintenance per Full time care)	Current Year:	1:40	Planned Next Year:	1:40

**Case Coordination and Support**

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2024
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Total of Federal Dollars	\$1,200.00	Total of State Dollars	\$0.00
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Geographic area to be served  
Entire PSA

**Specify the planned goals and activities that will be undertaken to provide the service.**

**Goal:** Continuity of care

**Action:** Continue review and standardization of onboarding procedures and ongoing trainings with new and current staff members to ensure quality and consistency of service implementation .

**Action:** Provide professional licensure supervision to agency social workers to facilitate professional learning, growth, and competency.

**Action:** Update internal procedures to streamline programmatic funding sources and reporting practices, resulting in care manager access to multiple funding sources and increased continuity of care with participants.

**Action:** Complete bi-annual review of 10% of Case Coordination and Support participant files.

**Goal:** Maximize enrollment to program

**Action:** Incorporate trainings with new and current staff members to recognize participants who qualify for Case Coordination and Support Program to facilitate enrollment.

**Information and Assistance**

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2024
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Total of Federal Dollars	\$58,300.00	Total of State Dollars	\$0.00
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Geographic area to be served  
Entire PSA

**Specify the planned goals and activities that will be undertaken to provide the service.**

**Goal:** Continuity of care

**Action:** Continue review and standardization of onboarding procedures and ongoing trainings with new and current staff members to ensure quality and consistency of service implementation .

**Action:** Provide professional licensure supervision to agency social workers to facilitate professional learning, growth, and competency.

**Action:** Update internal procedures to streamline programmatic funding sources and reporting practices to increase continuity of care with participants.

**Action:** Update internal procedures to streamline resource vetting for additions to I&A resource database.

**Outreach**

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2024
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Total of Federal Dollars	\$1,200.00	Total of State Dollars	\$0.00
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STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2025 Multi Year Plan

---

**Region 3-A Area Agency on Aging**

**FY 2024**

Geographic area to be served

Entire PSA

**Specify the planned goals and activities that will be undertaken to provide the service.**

**Goal:** Build Outreach program

**Action:** Identify community organizations that specifically target underserved populations and provide aging related information.

**Action:** Establish partnerships with community organizations to facilitate consistent on-site outreach and professional relationship building.

**Action:** Establish formal marketing campaign to target increased service utilization from all municipalities within PSA.



Approved Robert Schlueter, Commission Chair

(print)

Approved \_\_\_\_\_

(sign)

Date \_\_\_\_\_

10/20/23

STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES

LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

**DATE:** October 13, 2023

**TO:** Michigan Commission on Services to the Aging (CSA)

**FROM:** Scott Wamsley, Director, Bureau of Aging, Community Living, and Supports

**SUBJECT:** Request for Approval of a Blanket Waiver to Allow for Gap Filling Services to be Added to Area Implementation Plans (AIP) for Fiscal Year (FY) 2024

The Michigan Department of Health and Human Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau), requests CSA approval of a blanket waiver for area agencies on aging (AAA) to amend AIPs to include the Gap Filling Regional Service that will allow oral nutrition supplements (ONS) to be included as a service within this service definition. This blanket waiver will not require that the AAA add this service but will allow them the option to add this service if they plan to continue serving ONS to individuals outside of or in addition to a meal.

Allowing ONS to be offered in addition to a meal or separately from a meal enhances options for serving individuals based on personal preferences. Additionally, this provides an avenue to report "Other Nutrition Services" such as food boxes and groceries that are not considered meals. These services support individuals who are considered most at risk for malnutrition.

The Gap Filling Service would ensure that a reporting mechanism is in place to allow for accurate reporting. Acceptable Older Americans Act (OAA) funding sources will include Title III-C funds, and on a limited basis Title III-B and Title III-E funds. Approval of this request would bridge the gap for ONS and supplemental food services in FY 2024, allowing ACLS Bureau time to develop a service definition that will allow for consumable supplies to be implemented in FY 2025.

Based on this information, I request that a blanket waiver for Gap Filling Services be approved for the remainder of FY 2024, to include AAAs who are providing ONS and have not already opted into this service.

Kristina Leonardi, Director of the Aging and Community Services (ACS) Division, will be available at the October meeting to answer questions.

SW:mp

- c: Meghan Groen, Senior Deputy Director, Behavioral Health and Physical Health and Aging services Administration
- Kristina Leonardi, Director, ACS Division
- Sophia Hines, Manager, Health Promotion & Active Aging Section
- Tammy Lemmer, State Assistant Administrator, ACLS Bureau
- Marla Price, Nutrition Specialist, HPAA Section
- Operations & Aging Network Support Division

**Approved MYP Program Development Objectives**

Program development goals and objectives previously set by the AAA and approved by the CSA in this multi-year planning cycle are included as read-only. For each of these established program development objectives, a text box is included for the AAA to provide information on progress toward the objectives to date. This text box is editable.

**Instructions**

Please provide information on progress to date for each established objective under the section tab entitled "Progress."

For the Diversity, Equity, and Inclusion (DEI), the ACLS Bureau Operating Standards for AAAs have long required that preference be given to serving older persons in greatest social or economic need with particular attention to low-income minority elderly.

Please refer to Operating Standards for AAAs sections C-2 and C-4 along with the Document Library for the ACLS Bureau training completed on Embedding Diversity, Equity & Inclusion (DEI) within Aging Services across Michigan for the MYP 2023-2025 Cycle.

Within the progress tab, ensure to address, at a minimum, the below DEI Program Development Objectives that correlate to the MYP DEI Goal:

***Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ Individuals.***

**Objective 1-** Increase services provided to Black, Indigenous (tribal) and People of Color (BIPOC) and LGBTQ+ seniors served in your region. ***Please include how the AAA is measuring this progress including how you will ensure that programming and outreach is culturally sensitive and welcoming to all.***

**Objective 2-** Increase the number of AAA staff, providers, caregivers, and volunteers trained in implicit bias, cultural competencies, and root causes of racism. ***Please include a brief description of how the AAA tracks to ensure the number of individuals trained has increased.***

**Objective 3-** Increase availability of linguistic translation services and communications based on the cultural needs in the region in which you serve. ***Please include the top 3 requested linguistic translation services for your PSA. How does the AAA ensure that linguistic translation services are meeting the needs of the older adults within their PSA?***

See Document Library for training PPT and recording of ACLS DEI training completed for the 2023-2025 MYP Cycle.

**Area Agency on Aging Goal**

- A. Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ Individuals.**

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
**FY2023-2025 Multi Year Plan**

---

**Region 3-A Area Agency on Aging**

**FY 2024**

Objectives

1. Ensure staff training on diversity, equity, and inclusion (DEI) to ensure effective outreach and interactions with all communities.

Timeline: 10/01/2022 to 09/30/2025

Progress

R3A recognizes the critical importance of promoting DEI within its organization and the wider community. To further this goal, R3A has assigned two representatives to the DEI committee within the Local Health Department, which has made significant progress in identifying and implementing DEI-related education opportunities.

R3A's staff members have taken a leadership role in developing a Juneteenth Learning Luncheon, which was attended by R3A, Health Department, and County Government leadership positions. The event provided a valuable opportunity for attendees to learn more about the historical significance of Juneteenth and to deepen their understanding of DEI issues more broadly. In 2023, Kalamazoo County Government Recognized Juneteenth as an official local holiday.

R3A's staff members continue to be actively involved in the DEI Committee, which regularly reports recommendations to the local Health Officer and the DEI Director of the County. Through its participation in the committee, R3A continues its commitment to promoting DEI and working collaboratively with other stakeholders to effect meaningful change in the community.

R3A continues to track all trainings for staff members, additionally ensuring that training related to DEI is present and increasing. Additionally, as part of vendor/provider assessments, detailed records are inquired with each provider for all trainings for staff members, including DEI related trainings.

R3A, in coordination with the Kalamazoo Health & Community Services health department, have identified the most common languages as Spanish, French, and Arabic. HCS and R3A are in the process of increasing translation service availability, including working with the HCS Public Information Office for translation of printed documents and social media posts, as well as utilizing a telephonic translator services for face-to-face visits as needed/requested. Older adults are asked about preferred language use upon initial screening/interaction for AAA services.

R3A continues to update screening tools to ensure services are accessible and effective within the PSA. Currently R3A is updating its primary, ongoing screening survey that is provided through Information & Assistance. This includes messaging effectiveness, resource availability, and likeliness to reach out again for R3A related services. DEI considerations are taken into consideration for this screening, including the need for translating the document. Data is collected to measure ongoing progress related to services rendered to BIPOC and LGBTQ+ older adults in the region. R3A expects to see an increasing, or consistently high satisfaction reported amongst these screening fields.

Lastly, as of May 2023, R3A is working to establish ongoing drop-in hours at OutFront Kalamazoo - a local organization serving the LGBTQ+ Community.

2. Ensure internal policies and procedures support the outreach and delivery of services for People of Color,

**Region 3-A Area Agency on Aging**

**FY 2024**

Immigrants, and LGBTQ+ individuals.  
Timeline: 10/01/2022 to 09/30/2025

Progress

R3A has two representatives assigned to the Diversity, Equity, and Inclusion committee within the Local Health Department. This committee has advanced this goal through the ongoing evaluation of programmatic policies and procedures of the Local Health Department - the Department in which R3A is located. This year, R3A has made advancements in accessibility by increasing its physical presence in the community. Outreach initiatives include "on-site" AAA office hours within community organizations that service the diverse population of the PSA. Additionally, R3A continues to work with local organizations and participate in outreach events that represent People of Color, Immigrants, and the LGBTQ+ community.

**B. Maintain and increase staffing to support the Aging Community.**

Objectives

1. Support external staffing needs of community partners and services (Direct Care Workers).  
Timeline: 10/01/2022 to 09/30/2025

Progress

R3A's commitment to advocating for the needs of its direct care worker community has been a top priority. As part of this effort, R3A has established a strong partnership with the Kalamazoo County Advocates for Senior Issues, which has enabled them to coordinate their efforts and advance their common goals. Together, the organizations are developing a comprehensive outreach and recognition event aimed at raising awareness and support from both local and state leaders for the DCW workforce.

R3A's participation in this event has been instrumental, as they have provided valuable data and insights to ensure the event's ongoing planning and success. This collaboration serves as a powerful testament to R3A's unwavering dedication to supporting the DCW community and advocating for their rights and needs. As of now, the event is scheduled for Fall of 2023, and R3A remains committed to making it a resounding success that will bring much-needed attention to the important role of direct care workers in our society.

Lastly, R3A is committed to supporting its direct care workers and ensuring that they receive the compensation they deserve for the valuable services they provide. To this end, R3A has begun the process of utilizing its local Senior Millage to expand upon the Older Americans Act (OAA) DCW Reimbursement program. This approach will ensure that all DCWs are reimbursed for their services, regardless of the funding source.

2. Increase and maintain internal staffing of AAALIA to ensure delivery of services and community support.  
Timeline: 10/01/2022 to 09/30/2025

Progress

As a part of local county government, R3A has been actively engaged in efforts to improve the wages and longevity of its employees. R3A participated in a County Government-wide initiative aimed at making wages more competitive, which has involved providing valuable position-related insights and recommendations to ensure the success of the initiative. Through its involvement, R3A has demonstrated its commitment to ensuring that its employees are well-compensated and valued for their contributions, resulting in high-quality services being rendered to the PSA.



In addition to its participation in the county-wide initiative, R3A is currently in the process of reorganizing its staffing to better meet its long-term service needs. This initiative is a reflection of R3A's commitment to ensuring that its services are always delivered with the highest level of quality and efficiency. R3A is working closely with its staff and stakeholders to identify the best strategies for meeting its long-term goals while ensuring that its staffing needs are met. Through the Multi-Year plan, R3A remains committed to continuously improving its operations and services for the benefit of its employees and the community it serves.

**C. Empower community with Aging resources and knowledge.**

Objectives

1. Increase methods in which Aging resources can be accessed.

Timeline: 10/01/2022 to 09/30/2025

Progress

R3A understands the critical needs of the community in the aftermath of the Public Health Emergency and the COVID-19 Pandemic. Despite the challenges presented by the pandemic, R3A remained committed to providing essential services to the community, which were implemented at a high rate. However, R3A's needs assessment and service data trends during the pandemic reinforced the need for services to be more widely available in multiple areas of the PSA.

To address this need, R3A has taken proactive steps to develop on-site office hours within trusted community organizations. This approach is designed to increase awareness of services and reestablish the value of face-to-face availability, particularly in areas where access to services may be limited. By partnering with trusted community organizations, R3A is enhancing its ability to reach underserved populations and provide the critical support they need.

In addition to these efforts, R3A has already begun planning and implementing its local "Senior Expo" - its largest outreach event. This year's event is particularly significant, as it marks the return of the Senior Expo after a hiatus during the COVID-19 pandemic. The event is expected to draw in over 2000 participants and over 100 service providers in the area, making it a crucial opportunity for R3A to connect with the community and showcase its services. The Senior Expo is currently scheduled for October 3, 2023, and R3A is committed to ensuring that it is a resounding success that will help to meet the critical needs of the community.

**D. Ensure continuity of care across all services and funding sources.**

Objectives

1. Review and update internal processes and procedures to ensure services received are accessible, continuous, and effective.

Timeline: 10/01/2022 to 09/30/2025

Progress

R3A is collaborating closely with the Kalamazoo County Government Finance department to streamline the allocation of funds for service implementation. This effort involves maximizing the utilization of available resources, such as the local senior millage budget, by increasing services in proportion to estimated revenue

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
**FY2023-2025 Multi Year Plan**

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**Region 3-A Area Agency on Aging**

**FY 2024**

growth. Furthermore, R3A aims to fully leverage ARP funding for FY 2023-2024 to ensure that care managers can access all available funding sources, thus expanding service availability for all clients.

Additionally, R3A is assessing the funding availability to enhance its Information & Assistance program to meet the growing needs of the community. This process will expedite the delivery of information or resources to individuals accessing the program and ensure appropriate follow-up. Augmenting staffing will allow for more frequent resource updates, including identifying new resources and updating current ones for those within the service area

**E. Expand supportive and advocacy related services.**

Objectives

1. Complete a new Senior Needs Assessment for the Service Area to identify needs, gaps in services, and available providers.

Timeline: 10/01/2022 to 09/30/2025

Progress

As of May 2023, R3A is nearing completion of the 2023 Senior Needs Assessment and is preparing to release it. The needs identified through this assessment have already provided guidance for the allocation of funding and the development of new services. As a result, R3A has expanded its provider pool, with a nearly double increase in the number of contracted services funded by the local senior millage and Older Americans Act.

Moreover, R3A is in the final stages of seeking approval from the local Board of Commissioners to broaden its services to veterans aged 60 and above. This initiative will be funded by the local senior millage and carried out in partnership with the Local Veteran Service Office (VSO), which is part of the local health department. Through this collaboration, R3A aims to address unmet dental, hearing, and vision needs of senior veterans.

2. Review staffing needs to support new programmatic initiatives.

Timeline: 10/01/2022 to 09/30/2025

Progress

R3A is currently undergoing a major program reorganization to address various needs, such as reducing the waitlist for Care Management services, accommodating a higher acuity of newly enrolled clients, and managing the increasing costs of services. Additionally, the reorganization will help to manage the growing volume of service contracts and quality assurance assessments. This initiative will expedite the delivery of new programmatic initiatives, such as the R3A's Senior Expo, on-site outreach, MMAP educational events, and Caregiver Support Day.

3. Review and update advocacy efforts to be in line with ACLS expectations.

Timeline: 10/01/2022 to 09/30/2025

Progress

R3A is actively collaborating with County Government Administration to identify suitable opportunities for advocacy efforts. Furthermore, R3A maintains close partnerships with the local Senior Advocacy Group and receives valuable feedback from its Older Adult Services Advisory Council (OASAC). R3A is also working towards reinstating the local Elder Abuse Prevention Coalition, which had been temporarily put on hold due to staffing limitations.

**FY 2024 AREA PLAN GRANT BUDGET**

Rev. 5/23/23

Agency: Kalamazoo County Health & Community Services

Budget Period: 10/01/23 to 09/29/24

PSA: Region IIIA

Date: 05/08/23

Rev. No.: 0 Page 1 of 3

SERVICES SUMMARY			
FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	230,154		230,154
2. Fed. Title III-C1 (Congregate)		284,335	284,335
3. State Congregate Nutrition		5,050	5,050
4. Federal Title III-C2 (HDM)		225,597	225,597
5. State Home Delivered Meals		250,563	250,563
8. Fed. Title III-D (Prev. Health)	17,516		17,516
9. Federal Title III-E (NFCSP)	108,790		108,790
10. Federal Title VII-A	10,089		10,089
10. Federal Title VII-EAP	8,564		8,564
11. State Access	15,074		15,074
12. State In-Home	368,556		368,556
13. State Alternative Care	58,937		58,937
14. State Care Management	137,109		137,109
15. St. ANS	23,507		23,507
16. St. Nursing Home Ombs (NHO)	30,216		30,216
17. Local Match			
a. Cash	413,221	85,064	498,285
b. In-Kind	6,000	-	6,000
18. State Respite Care (Escheat)	52,048		52,048
19. MATF	63,046		63,046
19. St. CG Support	7,779		7,779
20. TCM/Medicaid & MSO	22,269		22,269
21. NSIP		126,088	126,088
22. Program Income	500	45,000	45,500
<b>TOTAL:</b>	<b>1,573,375</b>	<b>1,021,697</b>	<b>2,595,072</b>

ADMINISTRATION			
Revenues	Local Cash	Local In-Kind	Total
Federal Administration	96,266	70,371	166,637
State Administration	16,786		16,786
MATF Administration	6,235	-	6,235
St. CG Support Administration	769	951	1,720
Other Admin	38,400		38,400
<b>Total AIP Admin:</b>	<b>158,456</b>	<b>71,322</b>	<b>229,778</b>

Expenditures		
	FTEs	
1. Salaries/Wages	1.63	111,700
2. Fringe Benefits		47,600
3. Office Operations		70,478
<b>Total:</b>		<b>229,778</b>

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
Federal Admin	68,505	1. Federal Admin	
State Admin	1,866	2. Federal Admin	-
St CG Support Match	951	3. Federal Admin	-
		MATF Administration Match	-
		St CG Support Match	-
			-
			-
			-
			-
<b>Total:</b>	<b>71,322</b>	<b>Total:</b>	<b>-</b>

BGP Allocation Amount      2,203,743

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

*Henrica Ulrich*  
Signature

Financial Operations Manager  
Title

05/08/23  
Date

FY 2024 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Kalamazoo County Health & Cc  
 PSA: Region IIIA

Budget Period: 10/01/23  
 Date: 05/08/23

to 09/29/24  
 Rev. No.:

Rev. 5/23/23  
 page 2 of 3

Operating Standards For AAA's

Op Std	SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII/EAP	Title VII A OMB	State Access	State In-Home	St. Alt. Care	State Care Mgmt	State NHO	St. ANS	St. Respite (Escheat)	MATF	St. CG Suppt	TCM-Medicaid MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
<b>A Access Services</b>																				
A-1	Care Management	116,454		54,790			15,074			137,109		23,507				9,000	-	235,966	-	591,900
A-2	Case Coord/supp	1,200		-			-			-		-					-	5,331	-	6,531
A-3	Disaster Advocacy & Outreach Program	-		-			-			-		-					-	-	-	-
A-4	Information & Assis	11,300		47,000			-			-		-					-	53,015	-	111,315
A-5	Outreach	1,200		-			-			-		-					-	1,200	-	2,400
A-6	Transportation	7,000		-			-			-		-					-	778	-	7,778
A-7	Options Counseling	-		-			-			-		-					-	-	-	-
A-8	Care Transition/Coordination and Support	-		-			-			-		-					-	-	-	-
<b>B In-Home</b>																				
B-1	Chore	-		-			-			-		-					-	-	-	-
B-2	Home Care Assis	-		-			-			-		-					-	-	-	-
B-3	Home Injury Cntrl	3,000		-			-			-		-					-	334	-	3,334
B-4	Homemaking	8,000		-			-	130,963	12,037	-		-					-	16,779	-	167,779
B-6	Home Health Aide	-		-			-	-	-	-		-					-	-	-	-
B-7	Medication Mgt	8,000		-			-	-	-	-		-					-	889	-	8,889
B-8	Personal Care	-		-			-	99,796	16,000	-		-					-	1,778	-	117,574
B-9	Assistive Device&Tech	-		-			-	-	26,700	-		-					-	2,967	-	29,667
B-10	Respite Care	5,000		-			-	137,797	4,200	-		-	51,048	28,046	3,279		-	22,091	-	251,461
B-11	Friendly Reassure	-		-			-	-	-	-		-					-	-	-	-
C-10	Legal Assistance	15,000		-			-	-	-	-		-					500	2,683	5,000	23,183
<b>C Community Services</b>																				
C-1	Adult Day Services	-		-			-	-	-	-		-	1,000	35,000	4,500		-	-	-	40,500
C-6	Disease Prevent/Health Promtion	-	17,516	-			-	-	-	-		-					-	1,947	-	19,463
C-7	Health Screening	-		-			-	-	-	-		-					-	-	-	-
C-8	Assist to Hearing Impaired & Deaf Cmty	-		-			-	-	-	-		-					-	-	-	-
C-9	Home Repair	-		-			-	-	-	-		-					-	-	-	-
C-11	LTC Ombudsman	3,000		-		10,089	-	-	-	-	30,216	-				13,269	-	41,839	-	98,413
C-12	Sr Ctr Operations	-		-			-	-	-	-		-					-	-	-	-
C-13	Sr Ctr Staffing	-		-			-	-	-	-		-					-	-	-	-
C-14	Vision Services	-		-			-	-	-	-		-					-	-	-	-
C-15	Prevtnt of Elder Abuse,Neglect,Exploitation	-		-		8,564	-	-	-	-		-					-	-	-	8,564
C-16	Counseling Services	5,000		1,500			-	-	-	-		-					-	19,900	-	26,400
C-18	Caregiver Supplmt Services	-		5,500			-	-	-	-		-					-	612	1,000	7,112
C-19	Kinship Support Services	-		-			-	-	-	-		-					-	-	-	-
C-20	Caregiver E,S,T	-		-			-	-	-	-		-					-	-	-	-
*C-8	Program Develop	46,000		-			-	-	-	-		-					-	5,112	-	51,112
<b>Region Specific</b>																				
a.		-		-			-	-	-	-		-					-	-	-	-
b.		-		-			-	-	-	-		-					-	-	-	-
c.		-		-			-	-	-	-		-					-	-	-	-
	Ombudsman 3B & 3C	*4437		-			-	-	-	-		-					-	-	-	-
	7. CLP/ADRC Services	-		-			-	-	-	-		-					-	-	-	-
Sp Co	8. MATF Adm	-		-			-	-	-	-		-		6,235			-	-	-	6,235
Sp Co	9. St CG Sup Adm	-		-			-	-	-	-		-			769		-	-	-	1,720
<b>SUPPRT SERV TOTAL</b>		230,154	17,516	108,790	8,564	10,089	15,074	368,556	58,937	137,109	30,216	23,507	52,048	69,281	8,548	22,269	500	414,172	6,000	1,581,330

**FY 2024 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL**

Rev. 5/23/23

Agency: Kalamazoo County Health & Con Budget Period: 10/01/23 to 9/29/24  
 PSA: Region IIIA Date: 05/08/23 Rev. Number 0

page 3 of 3

**FY 2024 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL**

Op Std	SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Title III-E	Program Income	Cash Match	In-Kind Match	TOTAL
	<b>Nutrition Services</b>										
C-3	Congregate Meals	283,335		5,050		31,588	-	22,000	32,044	-	374,017
B-5	Home Delivered Meals		225,597		250,563	94,500	-	23,000	52,908	-	646,568
C-4	Nutrition Counseling	-	-	-	-	-	-	-	-	-	-
C-5	Nutrition Education	1,000	-	-	-	-	-	-	112	-	1,112
B-12	Carry-out Meal (COM)										
	AAA RD/Nutritionist*	-	-	-	-						
	<b>Nutrition Services Total</b>	284,335	225,597	5,050	250,563	126,088	-	45,000	85,064	-	1,021,697

\*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by AASA.

**FY 2024 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL**

Op Std	SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
	<b>LTC Ombudsman Ser</b>									
C-11	LTC Ombudsman	3,000	10,089	-	30,216	13,269	-	41,839	-	98,413
C-15	Elder Abuse Prevention	-		8,564			-	-	-	8,564
	Region Specific	*4437	-		-		-	-	-	-
	<b>LTC Ombudsman Ser Total</b>	3,000	10,089	8,564	30,216	13,269	-	41,839	-	106,977

**FY 2024 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL**

Op Std	SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
B-1	Chore	-	-	-	-	-	-	-	-	-
B-4	Homemaking	-	-	-	-	-	-	-	-	-
B-2	Home Care Assistance	-	-	-	-	-	-	-	-	-
B-6	Home Health Aide	-	-	-	-	-	-	-	-	-
B-10	Meal Preparation/HDM	-	-	-	-	-	-	-	-	-
B-8	Personal Care	-	-	-	-	-	-	-	-	-
	<b>Respite Service Total</b>	-	-	-	-	-	-	-	-	-

**FY 2024 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL**

Op Std	SERVICE CATEGORY	Title III-B	Title III-E				Program Income	Cash Match	In-Kind Match	TOTAL
	<b>Kinship Ser. Amounts Only</b>									
C-18	Caregiver Sup. Services	-	5,500				-	612	1,000	7,112
C-19	Kinship Support Services	-	-				-	-	-	-
C-20	Caregiver E,S,T	-	-				-	-	-	-
	<b>Kinship Services Total</b>	-	5,500				-	612	1,000	7,112

**Planned Services Summary Page for FY 2024**

**PSA: Region IIIA**

Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
<b>ACCESS SERVICES</b>					
Care Management	\$ 591,900	22.74%			X
Case Coordination & Support	\$ 6,531	0.25%			X
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 111,315	4.28%			X
Outreach	\$ 2,400	0.09%			X
Transportation	\$ 7,778	0.30%	X		
Option Counseling	\$ -	0.00%			
Care Transition Coordination and Support	\$ -	0.00%			
<b>IN-HOME SERVICES</b>					
Chore	\$ -	0.00%			
Home Care Assistance	\$ -	0.00%			
Home Injury Control	\$ 3,334	0.13%		X	
Homemaking	\$ 167,779	6.45%	X		
Home Delivered Meals	\$ 646,568	24.84%	X	X	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ 8,889	0.34%	X		
Personal Care	\$ 117,574	4.52%	X		
Personal Emergency Response System	\$ 29,667	1.14%	X		
Respite Care	\$ 251,461	9.66%	X		
Friendly Reassurance	\$ -	0.00%			
<b>COMMUNITY SERVICES</b>					
Adult Day Services	\$ 40,500	1.56%	X		
Congregate Meals	\$ 374,017	14.37%		X	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ 1,112	0.04%		X	
Disease Prevention/Health Promotion	\$ 19,463	0.75%		X	
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%			
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 23,183	0.89%		X	
Long Term Care Ombudsman/Advocacy	\$ 98,413	3.78%			X
Senior Center Operations	\$ -	0.00%			
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ -	0.00%			
Programs for Prevention of Elder Abuse,	\$ 8,564	0.33%			X
Counseling Services	\$ 26,400	1.01%			X
Carry-Out Meal (COM)	\$ -	0.00%			
Caregiver Supplemental Services	\$ 7,112	0.27%		X	
Kinship Support Services	\$ -	0.00%			
Caregiver Education, Support, & Training	\$ -	0.00%			
AAA RD/Nutritionist	\$ -	0.00%			
<b>PROGRAM DEVELOPMENT</b>	<b>\$ 51,112</b>	<b>1.96%</b>			<b>X</b>
<b>REGION-SPECIFIC</b>					
a.	\$ -	0.00%			
b.	\$ -	0.00%			
c.	\$ -	0.00%			
Ombudsman 3B & 3C	\$ -	0.00%			
<b>CLP/ADRC SERVICES</b>	<b>\$ -</b>	<b>0.00%</b>			
<b>SUBTOTAL SERVICES</b>					
	<b>\$ 2,595,072</b>				
<b>MATF &amp; ST CG ADMINISTRATION</b>					
	<b>\$ 7,955</b>	<b>0.31%</b>			
<b>TOTAL PERCENT</b>		<b>100.00%</b>	<b>24.26%</b>	<b>40.99%</b>	<b>34.75%</b>
<b>TOTAL FUNDING</b>		<b>\$ 2,603,027</b>	<b>\$631,426</b>	<b>\$1,067,011</b>	<b>\$904,590</b>

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or (-) \$1 are not considered material.

**FY 2024 Annual Implementation Plan  
Direct Service Budget Detail #1**

AAA: Kalamazoo County Health & Community Services

FISCAL YEAR: FY 2024

SERVICE: Care Management

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	99,335	5,221	101,914		136,878			343,348
Fringe Benefits	41,298	2,170	42,370		56,906			142,744
Travel	779	41	799		1,074			2,693
Training	269	14	276		370			929
Supplies	1,827	96	1,875		2,518			6,316
Occupancy	0	0	0		0			0
Communications	3,977	209	4,080		5,480			13,746
Equipment	0	0	0		0			0
Other:	0	0	0		0			0
Service Costs	23,759	1,249	24,376		32,740			82,124
Purchased Services (CM only)								0
								0
<b>Totals</b>	<b>171,244</b>	<b>9,000</b>	<b>175,690</b>	<b>0</b>	<b>235,966</b>	<b>0</b>	<b>0</b>	<b>591,900</b>

SERVICE AREA: \_\_\_\_\_

(List by County/City if service area is not entire PSA) \_\_\_\_\_

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe: \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES #1**

FY 2024

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Local Resources	235,966				
<b>Totals</b>	<b>235,966</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Difference 0 OK 0 OK 0 OK 0



**FY 2024 Annual Implementation Plan  
Direct Service Budget Detail #2**

AAA: Kalamazoo County Health & Community Services

FISCAL YEAR: FY 2024

SERVICE: Long Term Care Ombudsman

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	1,637	5,506	23,730		22,832			53,705
Fringe Benefits	695	2,336	10,070		9,689			22,790
Travel	19	63	273		263			618
Training	3	9	39		38			89
Supplies	11	36	156		150			353
Occupancy	0	0	0		0			0
Communications	78	263	1,131		1,089			2,561
Equipment	0	0	0		0			0
Other:	0	0	0		0			0
Service Costs	557	1,876	8,086		7,778			18,297
Purchased Services (CM only)								0
								0
<b>Totals</b>	<b>3,000</b>	<b>10,089</b>	<b>43,485</b>	<b>0</b>	<b>41,839</b>	<b>0</b>	<b>0</b>	<b>98,413</b>

SERVICE AREA: \_\_\_\_\_

(List by County/City if service area is not entire PSA) \_\_\_\_\_

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe: \_\_\_\_\_

Explanation for Other Expenses: \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES #2** **FY 2024**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Local Resources	41,839				
<b>Totals</b>	<b>41,839</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Difference 0 0 0 0

OK OK OK

**FY 2024 Annual Implementation Plan  
Direct Service Budget Detail #3**

AAA: Kalamazoo County Health & Community Services

FISCAL YEAR: FY 2024

SERVICE: Elder Abuse Prevention

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries		4,673						4,673
Fringe Benefits		1,983						1,983
Travel		54						54
Training		8						8
Supplies		31						31
Occupancy		0						0
Communications		223						223
Equipment		0						0
Other:		0						0
Service Costs		1,592						1,592
Purchased Services (CM only)								0
								0
<b>Totals</b>	<b>0</b>	<b>8,564</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,564</b>

SERVICE AREA: \_\_\_\_\_

(List by County/City if service area is not entire PSA) \_\_\_\_\_

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe: \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES #3** **FY 2024**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Difference      0      0      0      0

OK                      OK                      OK

**FY 2024 Annual Implementation Plan  
Direct Service Budget Detail #4**

AAA: Kalamazoo County Health & Community Services

FISCAL YEAR: FY 2024

SERVICE: Outreach

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	500				500			1,000
Fringe Benefits	200				200			400
Travel	50				50			100
Training	0				0			0
Supplies	350				350			700
Occupancy	0				0			0
Communications	50				50			100
Equipment	0				0			0
Other:	50				50			100
Service Costs	0				0			0
Purchased Services (CM only)								0
								0
<b>Totals</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>2,400</b>

SERVICE AREA: \_\_\_\_\_

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?  Yes  No

If yes, please describe: \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES #4** **FY 2024**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Local Resources	1,200				Advertising
<b>Totals</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Difference      0      0      0      0

OK                      OK                      OK

**FY 2024 Annual Implementation Plan  
Direct Service Budget Detail #5**

AAA: Kalamazoo County Health & Community Services

FISCAL YEAR: FY 2024

SERVICE: Information & Assistance

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	31,110				28,290			59,400
Fringe Benefits	13,355				12,145			25,500
Travel	0				0			0
Training	105				95			200
Supplies	2,462				2,238			4,700
Occupancy	0				0			0
Communications	1,205				1,095			2,300
Equipment	0				0			0
Other:	0				0			0
Service Costs	10,063				9,152			19,215
Purchased Services (CM only)								0
								0
<b>Totals</b>	<b>58,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,015</b>	<b>0</b>	<b>0</b>	<b>111,315</b>

SERVICE AREA: \_\_\_\_\_

(List by County/City if service area is not entire PSA) \_\_\_\_\_

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe: \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES #5** **FY 2024**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Local Resources	53,015				
<b>Totals</b>	<b>53,015</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Difference      0      0      0      0

OK      OK      OK

**FY 2024 Annual Implementation Plan  
Direct Service Budget Detail #6**

AAA: Kalamazoo County Health & Community Services

FISCAL YEAR: FY 2024

SERVICE: Case Coordination & Support

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	496				2,204			2,700
Fringe Benefits	220				980			1,200
Travel	0				0			0
Training	0				0			0
Supplies	0				0			0
Occupancy	0				0			0
Communications	18				82			100
Equipment	0				0			0
Other:	0				0			0
Service Costs	466				2,065			2,531
Purchased Services (CM only)								0
								0
<b>Totals</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,331</b>	<b>0</b>	<b>0</b>	<b>6,531</b>

SERVICE AREA: \_\_\_\_\_

(List by County/City if service area is not entire PSA) \_\_\_\_\_

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe: \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES #6** **FY 2024**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Local Resources	5,331				
<b>Totals</b>	<b>5,331</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Difference      0      0      0      0

OK                      OK                      OK

**FY 2024 Annual Implementation Plan  
Direct Service Budget Detail #7**

AAA: Kalamazoo County Health & Community Services

FISCAL YEAR: FY 2024

SERVICE: Caregiver Counseling

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	1,026				1,574			2,600
Fringe Benefits	434				666			1,100
Travel	0				0			0
Training	0				0			0
Supplies	0				0			0
Occupancy	0				0			0
Communications	40				60			100
Equipment	0				0			0
Other:	0				0			0
Service Costs	0				0			0
Purchased Services (CM only)								0
								0
<b>Totals</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,300</b>	<b>0</b>	<b>0</b>	<b>3,800</b>

SERVICE AREA: \_\_\_\_\_

(List by County/City if service area is not entire PSA) \_\_\_\_\_

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe: \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES**

**FY 2024**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Local Resources	2,300				
<b>Totals</b>	<b>2,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Difference      0      0      0      0

OK                      OK                      OK

**FY 2024 Annual Implementation Plan  
Direct Service Budget Detail #8**

AAA: Kalamazoo County Health & Community Services

FISCAL YEAR: FY 2024

SERVICE: Counseling

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	3,341				11,759			15,100
Fringe Benefits	1,438				5,062			6,500
Travel	0				0			0
Training	0				0			0
Supplies	0				0			0
Occupancy	0				0			0
Communications	221				779			1,000
Equipment	0				0			0
Other:	0				0			0
Service Costs	0				0			0
Purchased Services (CM only)								0
								0
<b>Totals</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,600</b>	<b>0</b>	<b>0</b>	<b>22,600</b>

SERVICE AREA: \_\_\_\_\_

(List by County/City if service area is not entire PSA) \_\_\_\_\_

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe: \_\_\_\_\_

**SCHEDULE OF MATCH & OTHER RESOURCES**

**FY 2024**

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Local Resources	17,600				
<b>Totals</b>	<b>17,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Difference      0      0      0      0

OK                      OK                      OK

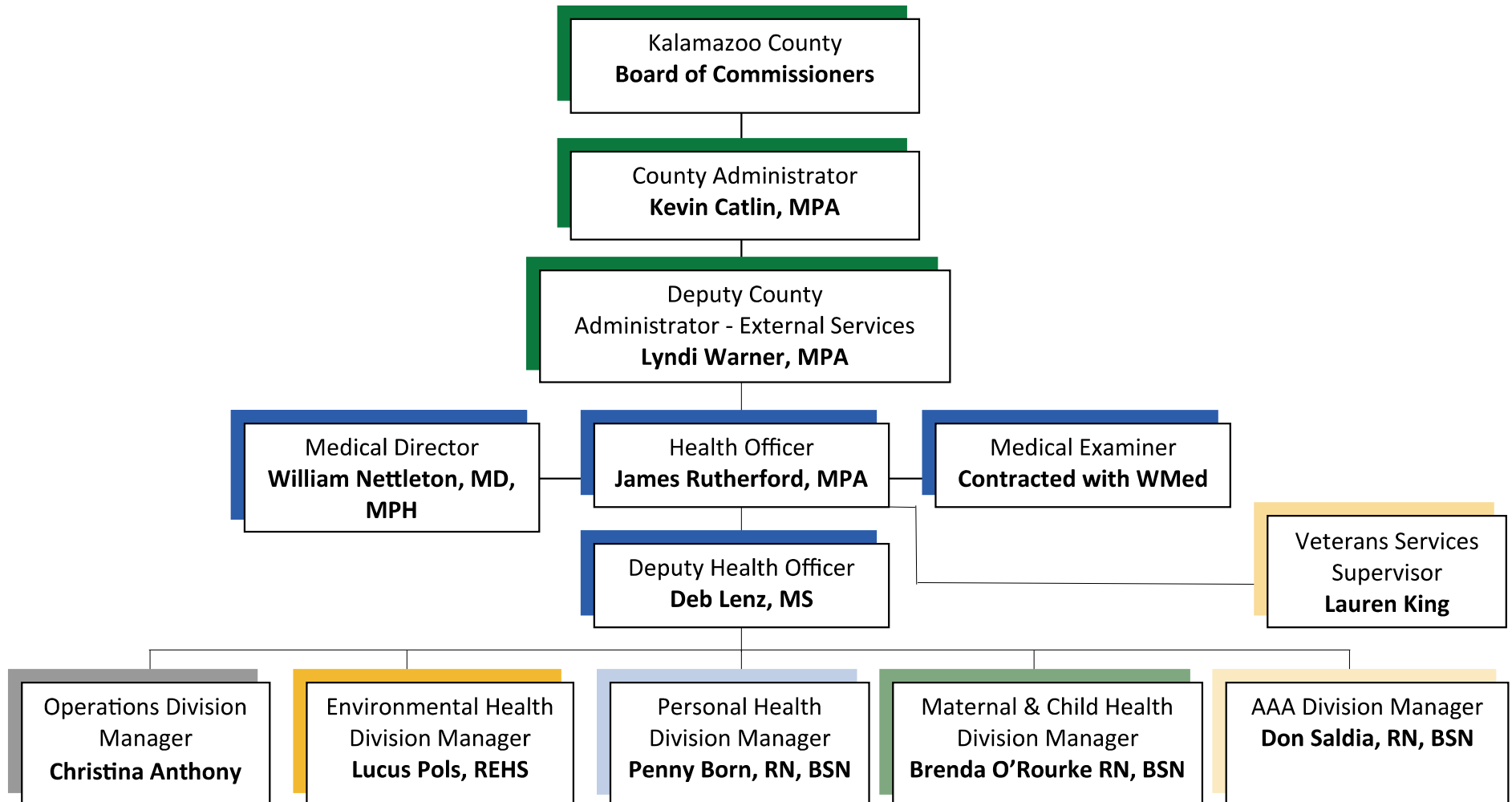


# Organizational Chart: Leadership

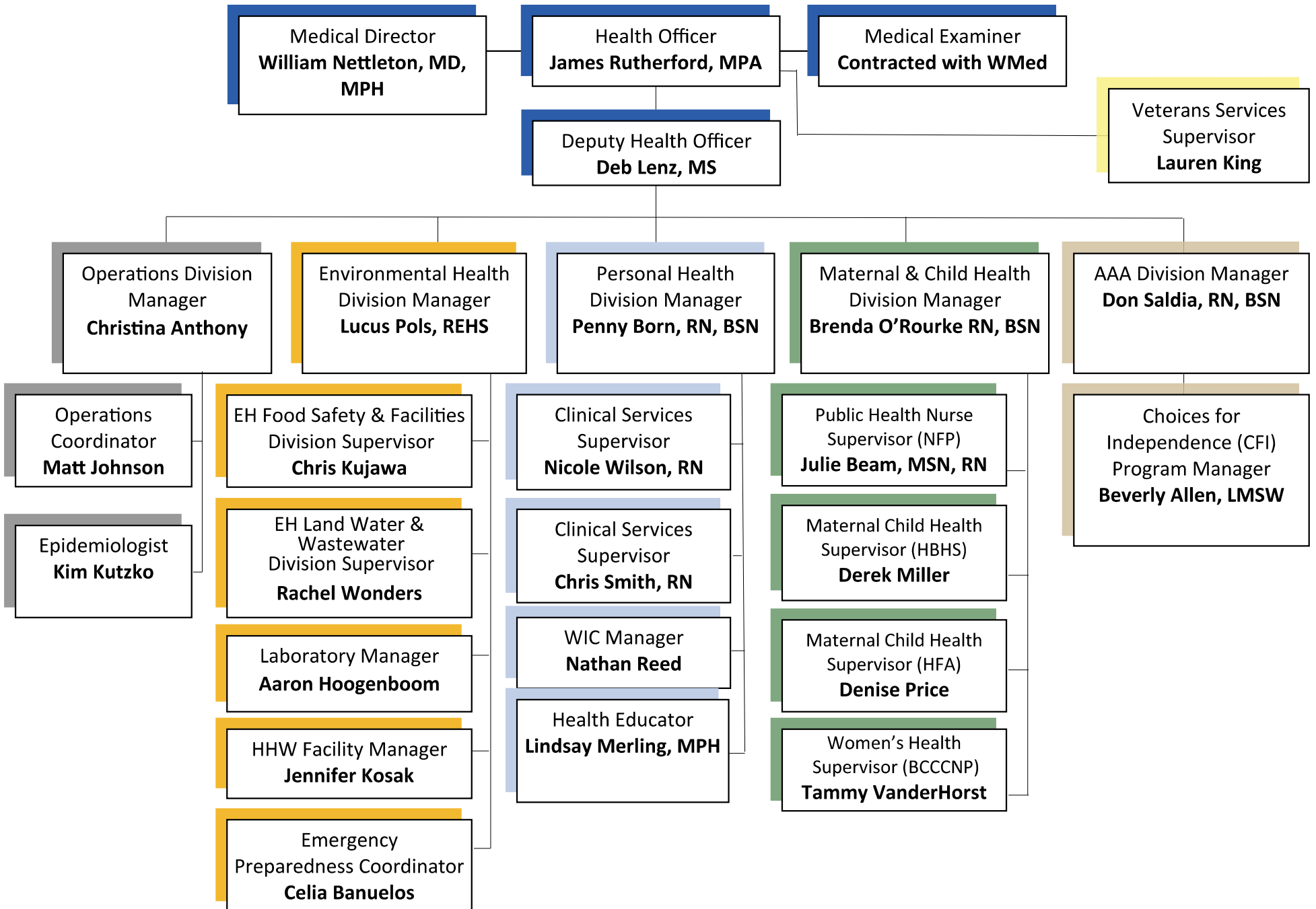
Last Revision: March 2023



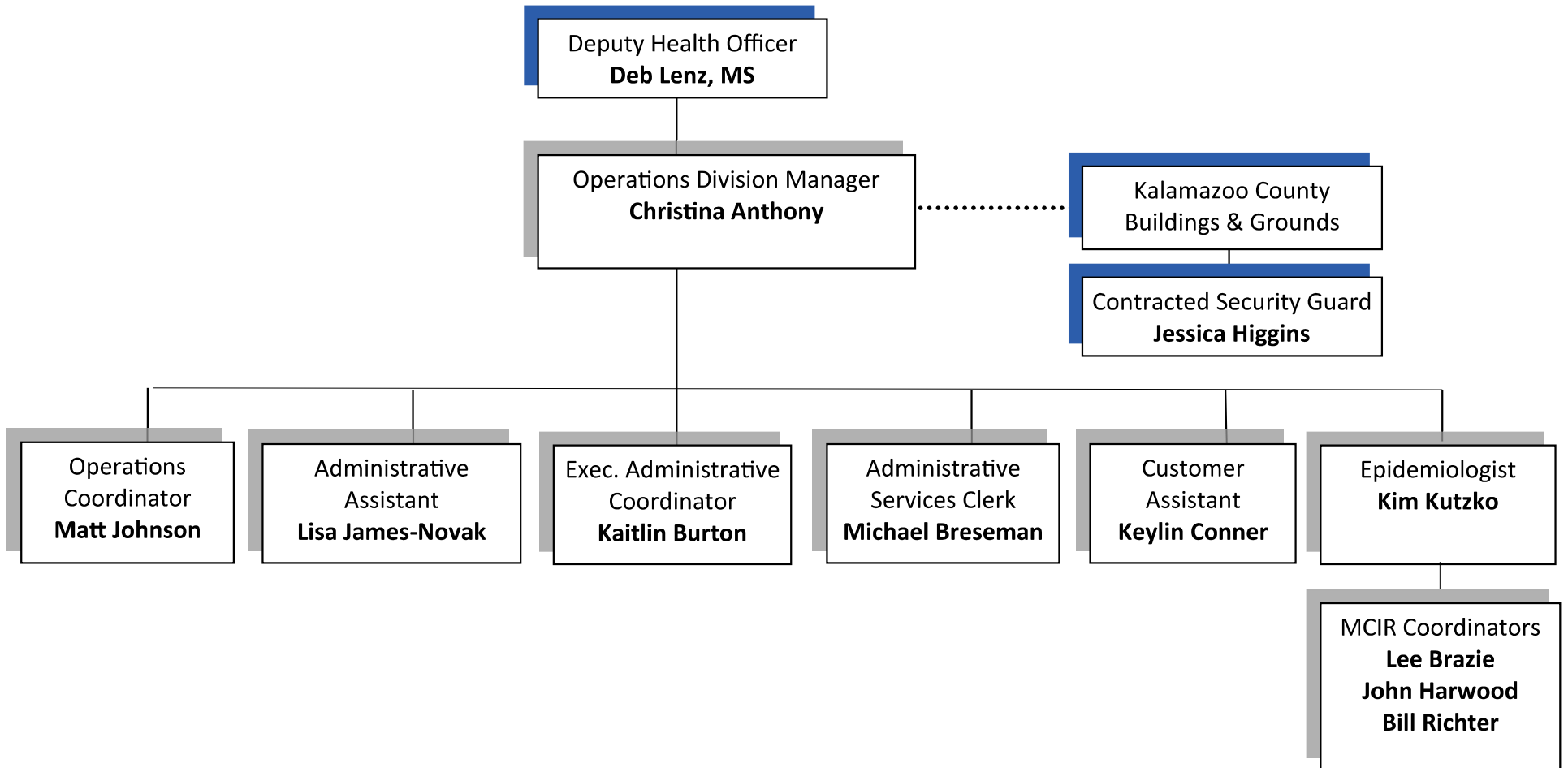
**KALAMAZOO**  
**COUNTY GOVERNMENT**  
Health & Community Services Department



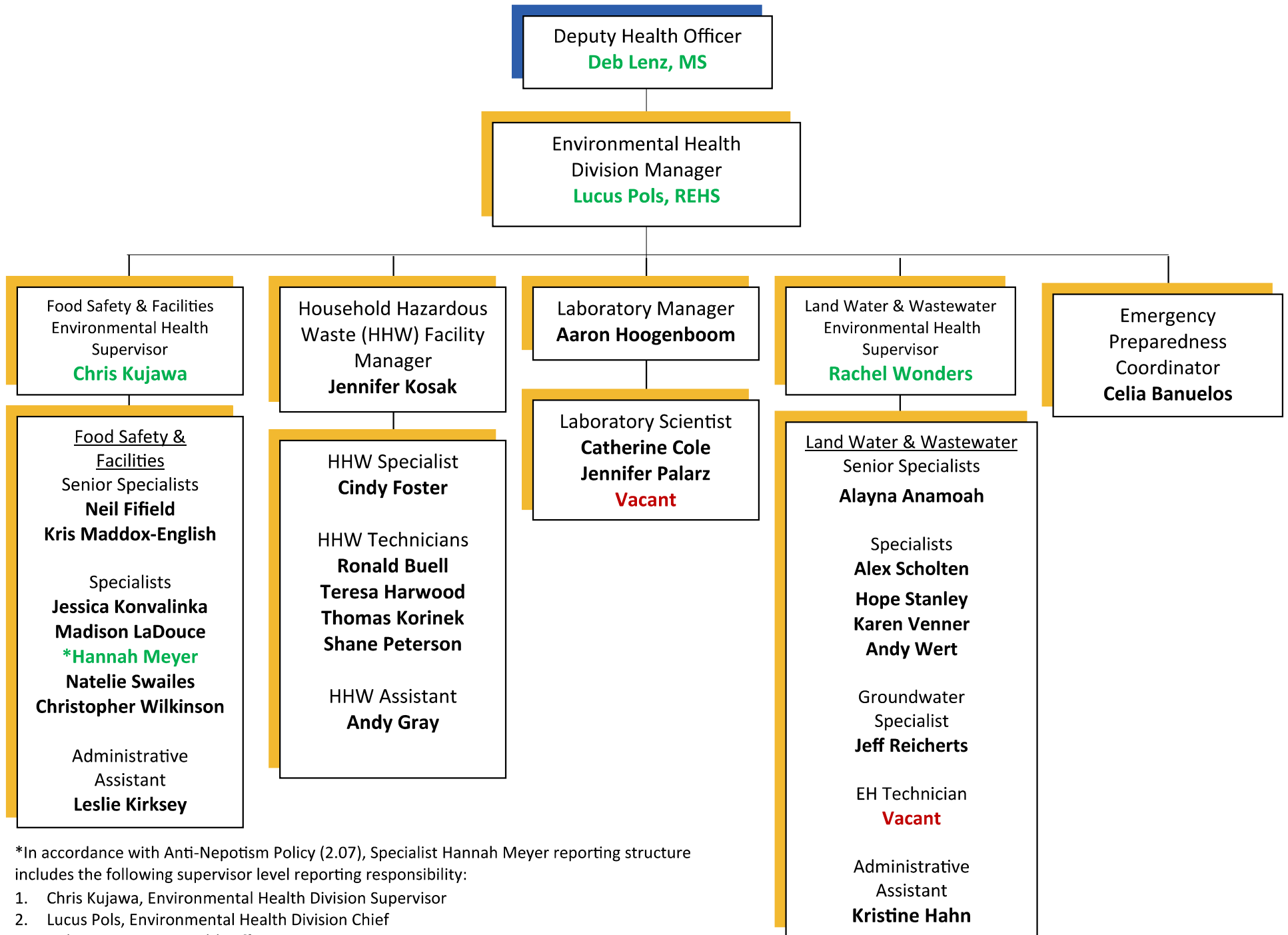
# Organizational Chart: Mid-Leadership



# Administration & Operations Division



# Environmental Health Division



\*In accordance with Anti-Nepotism Policy (2.07), Specialist Hannah Meyer reporting structure includes the following supervisor level reporting responsibility:

1. Chris Kujawa, Environmental Health Division Supervisor
2. Lucas Pols, Environmental Health Division Chief
3. Deb Lenz, Deputy Health Officer

At no point in time, can Hannah Meyer report to Rachel Wonders.

# Personal Health Division

Deputy Health Officer  
**Deb Lenz, MS**

Personal Health Division  
Manager  
**Penny Born, RN, BSN**

Administrative Assistant  
**Shannon Brown**

Clinical Services Supervisor  
**Nicole Wilson, RN**

Public Health  
Nurse Specialist  
**Ashlei Fisher**  
**Tanya Haun**  
**Ashley Huver**  
**Janet Johnson**  
**Samantha Rogers**

Public Health Specialist  
**Julie Gower**

Childhood Lead Prevention  
Public Health Specialist  
**Patty Kirsch**

Hearing & Vision Technicians  
**Kiera Harter**  
**Chasity Harter-Laws**  
**Annette Powell**

Clinical Services Supervisor  
**Chris Smith, RN**

Public Health Technician  
**Chantal Aguero**  
**Jasmine Alcocer**  
**Kim Oakley**  
**Patricia Vazquez**

Public Health Nurse  
**Shaquilla Brinkley**  
**Kristine Bruce**  
**Kellie Peters**  
**Vacant**

STD Disease Intervention  
Specialist  
**Alannie Hester**  
**Karen Gray**  
**Britney Johnson**

HIV/AIDS Prevention  
Specialist  
**Garrie Smith**  
**Erwin Willhite**

WIC Manager  
**Nathan Reed**

Nutritionists  
**Kelly Bell**  
**Cynthia Carlton**  
**Leslie Clark**  
**Lenee Hall**  
**Tionna Parker**  
**Vanessa Thames**

WIC Technicians  
**Holisa Easley**  
**Amanda Estrada**  
**Linda Hawkins**  
**Cristina Salas**

Peer Counselor  
**Katherine Pearson**  
**Kristen Wimsatt**  
**Anicka Woods**

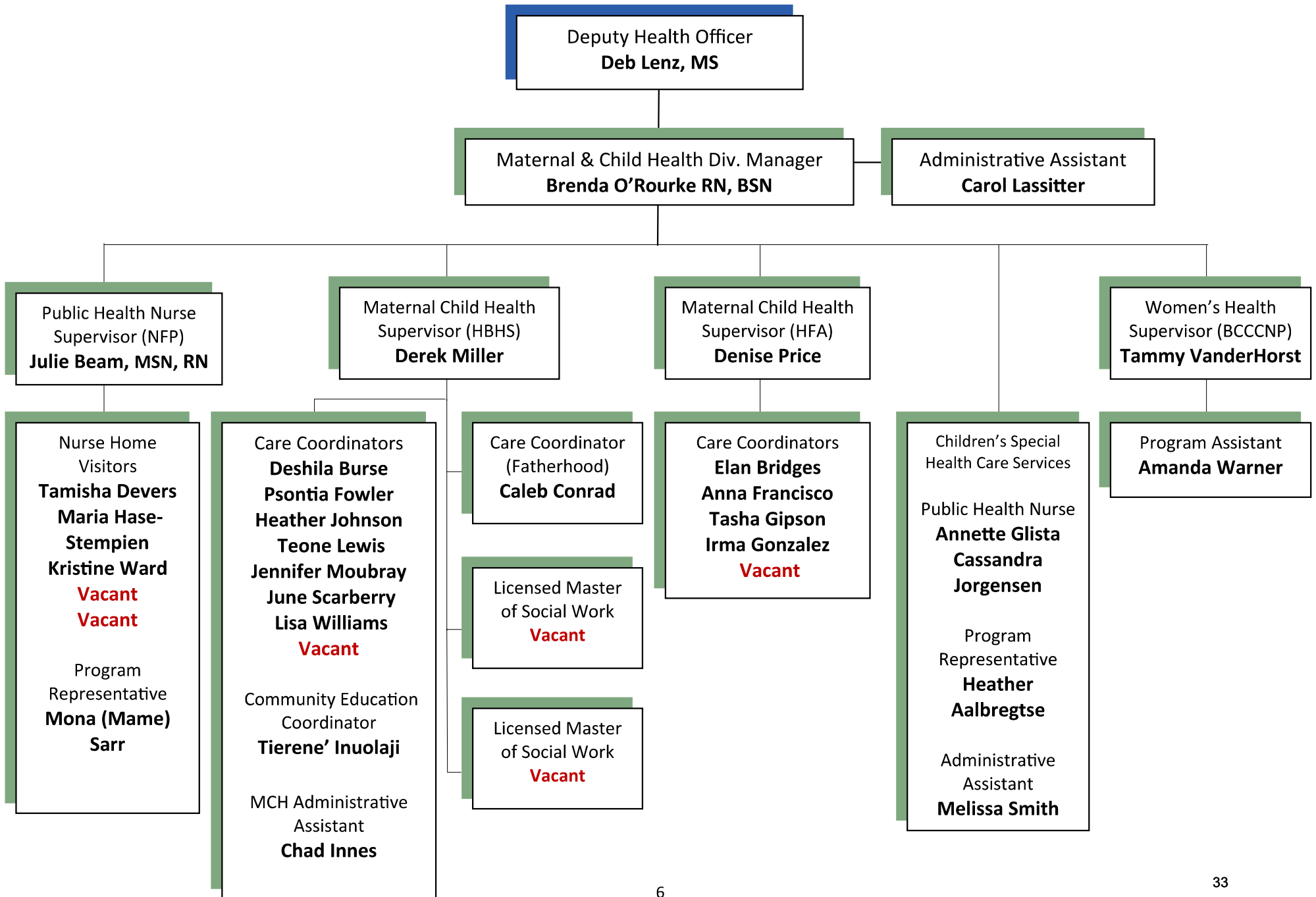
Registered Dietitian  
Team Lead  
**Elizabeth McDonough**  
**Martha Ongley**  
**Veronica Pearson**

Health Educator  
**Lindsay Merling, MPH**

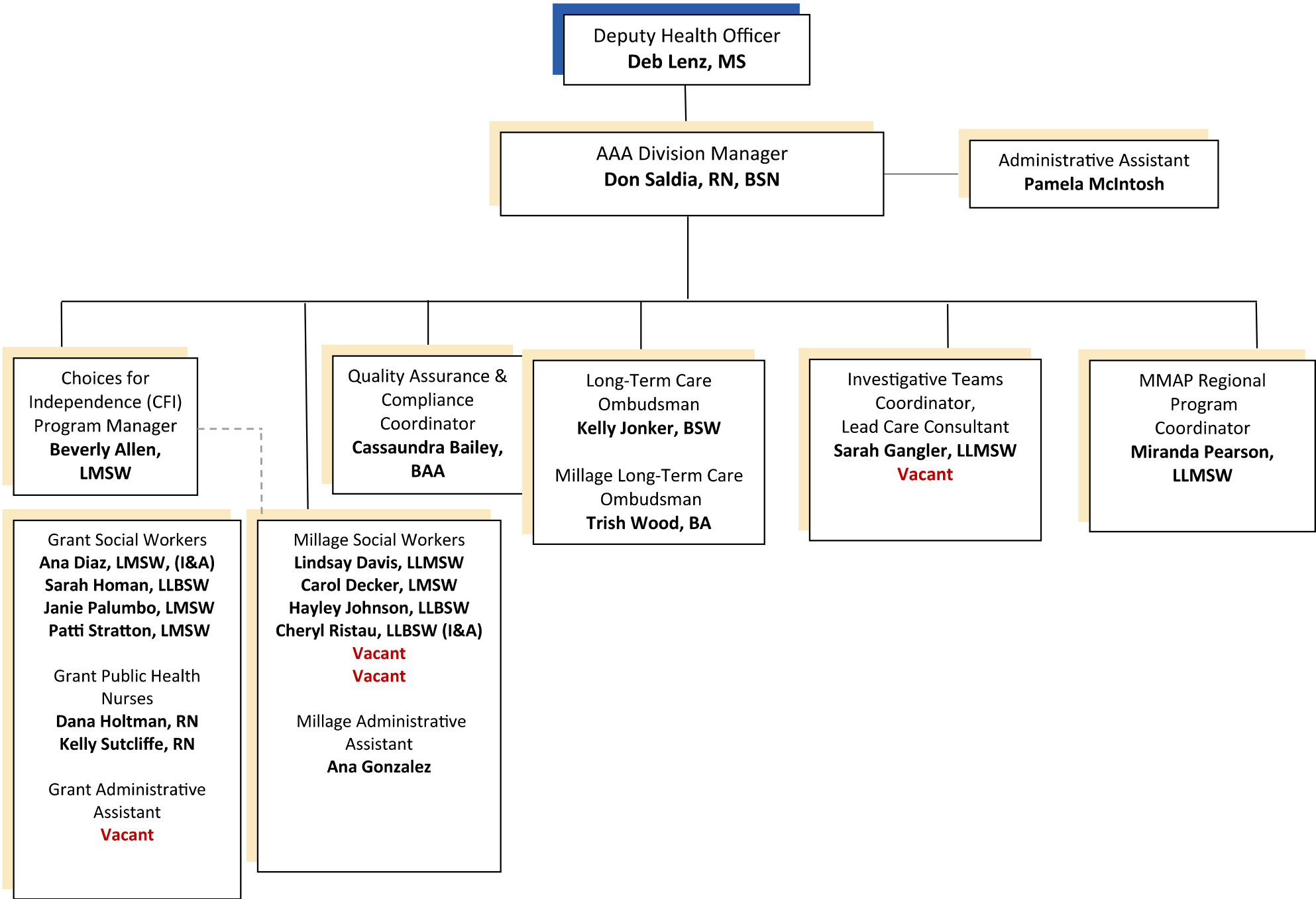
Family Planning  
Physician Assistant  
**Autumn Hopkins**

Family Planning  
Medical Assistant  
**Brenda Simonson**

# Maternal & Child Health Division

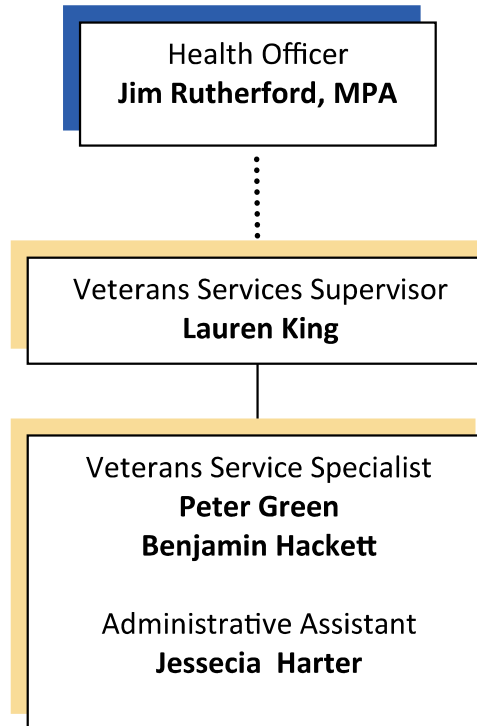


# Area Agency on Agency IIIA Division





# Veterans Service Office



STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2025 Multi Year Plan

Region 3-A Area Agency on Aging

FY 2024

**SUPPLEMENTAL DOCUMENT A**  
**Board of Directors Membership**

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	2	0	1	0	5	9
Aged 60 and Over	0	0	0	0	0	1	4

Board Member Name	Geographic Area	Affiliation	Membership Status
Tami Rey	Kalamazoo Co. District 1	Kalamazoo Co. Board of Commissioners	Elected Official
Jen Strebs	Kalamazoo Co. District 2	Kalamazoo Co. Board of Commissioners	Elected Official
Monteze Morales	Kalamazoo Co. District 3	Kalamazoo Co. Board of Commissioners	Elected Official
Abigail Wheeler	Kalamazoo Co. District 4	Kalamazoo Co. Board of Commissioners	Elected Official
John Taylor	Kalamazoo Co. District 5	Kalamazoo Co. Board of Commissioners	Elected Official
John Gisler	Kalamazoo Co. District 6	Kalamazoo Co. Board of Commissioners	Elected Official
Jeff Heppler	Kalamazoo Co. District 7	Kalamazoo Co. Board of Commissioners	Elected Official
Wendy Mazer	Kalamazoo Co. District 8	Kalamazoo Co. Board of Commissioners	Elected Official
Dale Deleeuw	Kalamazoo Co. District 9	Kalamazoo Co. Board of Commissioners	Elected Official

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2025 Multi Year Plan

Region 3-A Area Agency on Aging

FY 2024

**SUPPLEMENTAL DOCUMENT B**  
**Advisory Board Membership**

	Asian/ Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	4	0	0	0	10	13
Aged 60 and Over	0	2	0	0	0	5	7

Board Member Name	Geographic Area	Affiliation
Kelly Quardokus, Chair	Kalamazoo County	Q Elder Law, Lending Hands, OASAC Chair
Tim Charron, Vice-Chair	Kalamazoo County	OASAC Vice-Chair
Dr. Ruth Bates-Hill	Kalamazoo County	Western Michigan University, OASAC Member
Doreen Gardner	Kalamazoo County	OASAC Member
Ann Brissette	Kalamazoo County	Kalamazoo Right to Life, OASAC Member
ReElla Burrell	Kalamazoo County	OASAC Member
Abby Finn	Kalamazoo County	Shepherd's Center, MOW Assoc, OASAC Member
Dr. Angela Groves	Kalamazoo County	Ecumenical Senior Center, OASAC Member
Dr. Margaret Hale-Smith	Kalamazoo County	Borgess Pat./Fam. Adv. Council, OASAC Member
Richard Kline	Kalamazoo County	Gryphon Place, MHCSN, MSS, OASAC Member
Kimberly Middleton	Kalamazoo County	Portage Senior Center, OASAC Member
Stan Runyon	Kalamazoo County	OASAC Member
Commissioner Wendy Mazer	Kalamazoo County	Kalamazoo Co. Commissioner, OASAC Member

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2025 Multi Year Plan

Region 3-A Area Agency on Aging

FY 2024

**SUPPLEMENTAL DOCUMENT D**

**Agreement for Receipt of Supplemental Cash-In-Lieu of Commodity Payments for the Nutrition Program for the Elderly**

The above identified agency, (hereinafter referred to as the GRANTEE), under contract with the Aging and Adult Services Agency (AASA), affirms that its contractor(s) have secured local funding for additional meals for senior citizens which is not included in the current fiscal year (see above) application and contract as approved by the GRANTEE.

**Estimated number of meals these funds will be used to produce is:**

**7,000**

These meals are administered by the contractor(s) as part of the Nutrition Program for the Elderly, and the meals served are in compliance with all State and Federal requirements applicable to Title III, Part C of the Older Americans Act of 1965, as amended.

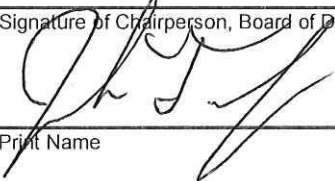

Therefore, the GRANTEE agrees to report monthly on a separate AASA Financial Status Report the number of meals served utilizing the local funds, and in consideration of these meals will receive separate reimbursement at the authorized per meal level cash-in-lieu of United States Department of Agriculture commodities, to the extent that these funds are available to AASA.

The GRANTEE also affirms that the cash-in-lieu reimbursement will be used exclusively to purchase domestic agricultural products, and will provide separate accounting for receipt of these funds.

### SIGNATURES

This document covers Fiscal Year 2024. This document becomes valid upon approval by the Michigan Commission on Services to the Aging. It may be conditionally approved subject to all general and/or special conditions established by the Commission on Services to the Aging. This signature page may substitute for required signatures on documents within the documents if those documents are specifically referenced on this signature page.

The signatories below acknowledge that they have reviewed the entire document including all budgets, assurances, and appendices and they commit to all provisions and requirements of this Annual Implementation Plan.

Signature of Chairperson, Board of Directors 	Date  7.5.23
Print Name  John Taylor	
Signature of Area Agency on Aging Director 	Date  7.6.2023
Print Name  Don Saldia	
Area Agency on Aging  Kalamazoo County Area Agency on Aging 3A	
<p>Documents referenced by the signature page:</p> <ul style="list-style-type: none"> <li>▪ FY 2024 Area Plan Grant Budget</li> <li>▪ FY 2024 Direct Service Budgets</li> <li>▪ Request to Transfer Funds</li> <li>▪ Waiver for Direct Service Provision</li> <li>▪ Assurances and Certifications</li> <li>▪ Assurance of Compliance with Title VI of Civil Rights Act of 1964</li> <li>▪ Regional Service Definitions (If Applicable)</li> <li>▪ Agreement for Receipt of Supplemental Cash-in-Lieu of Commodity Payments for the Nutrition Program for the Elderly (If Applicable)</li> <li>▪ Waiver of Minimum Percentage for a Priority Service Category (If Applicable)</li> </ul>	

## AIP/MYP Approval Criteria

AAA: Region 3-A Area Agency on Aging

FY: 2024

Approved By : Charboneau Lacey

Approved On : 08/21/2023

Approval Item	Status
<b>County/Local Unit of Government Review</b>	
Did the area agency deliver a copy (either paper or electronic) of the complete AIP to each county board of commissioners and/or local unit of government as appropriate, within the Planning and Service Area (PSA) by June 30, 2023? 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 July 20, 2023, the AIP is deemed passively approved.	Yes
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?	Yes
Did the area agency notify their Michigan Department of Health and Human Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau) Field Representative by July 21, 2023, whether their counties and/or local units of government formally approved, passively approved, or disapproved the AIP?	No
Did the AAA have a Tribe that they sent notification to of their complete AIP? If no Tribe in PSA, mark "NA".	No
Did the AAA summarize the feedback and/or comments received within AMPS from the Tribe(s)? If written comments were received, did they upload them into AMPS?	No
<b>Executive Summary</b>	
Does the summary include a brief description of the PSA along with the AAA's mission statement and primary focus for FY 2024?	Yes
Does the description of the PSA outline older adults in greatest economic need, minority, and/or non-English speaking within PSA?	Yes
Does the AAA include changes, if any, to the access, in-home and community-based services and supports provided within the plan? Are there any significant new priorities, plans or objectives set by the area agency for the use of Older Americans Act and state funding? Field Reps if there are no new activities or changes, note that in the comments box.	N.A.
Does the summary address any permanent changes the AAA has incorporated related to COVID-19?	Yes
Does the summary include information about utilization of ARPA funding?	Yes
Does the summary address the contingency plan for potential reduced federal funding?	Yes
Does the summary include progress made through advocacy efforts to date and a focus of advocacy efforts in FY 2024?	Yes
Does the summary include a brief narrative of successes over the past year and any anticipated challenges in FY 2024?	Yes
<b>Public Hearings</b>	
Was at least one public hearing held on the AIP in the PSA in an accessible facility or virtually following Michigan's Open Meetings Act and/or the area agency's requirements?	Yes
Did the hearing notice include accessibility information for participants seeking to attend either in person or virtually?	No
Did the area agency consider the accessibility issues of the service population and others in choosing a format for the meeting (in-person, virtual, and/or hybrid)?	Yes
Was the public hearings' notice available at least thirty days in advance of the scheduled hearings?	Yes
Was e-mail and written testimony on the AIP accepted for at least thirty days from the date when the summary of the AIP was made available?	Yes
Did the hearing notice indicate the availability of an AIP summary at least fourteen days prior to the hearing, and include information on how it could be obtained?	Yes

Does the AIP present information regarding the public hearings including the date , time, location, accessibility, and the number of attendees?	Yes
Does the AIP include a narrative describing the hearings?	Yes
Was the notice of the public hearing(s) placed in local news outlets and social media?	Yes
Does the narrative include a description of the strategy/approach employed to encourage public attendance and testimony on the AIP?	No
Was a copy of the official press release/notice for a public hearing uploaded into AMPS?	Yes
Does the narrative include a description of the strategy used specifically to inform communities of color, immigrant communities and/or other underrepresented groups?	Yes
Does the plan include a summary of oral and written testimony and its impact on the plan, if any?	Yes
Was all written testimony received on the AIP (if any) scanned and uploaded into the Annual and Multi-Year Planning System (AMPS)?	N.A.
Were the results of the public hearing presented and approved at an AAA Policy Board meeting?	Yes
<b>Access Services</b>	
Does the AIP identify and provide the requested information for each access service the area agency intends to provide directly during FY 2024? Field Reps list in the comment box the access services the AAA will provide directly.	Yes
Has the AAA specified in the appropriate text box for each access service category the planned goals and activities and activities that will be undertaken to provide each service?	Yes
Has the area agency completed the Direct Service Budget Detail tab for FY 2024 within the Area Plan Grant Budget for each service category? The funding identified in this tab should correspond to the funding (Federal Older Americans Act Title III or VII and State funds) identified in the Area Plan Grant Budget, Direct Service Budget details.	Yes
Is the method of provision for each access service identified in the Area Plan Grant Budget on the Service Summary tab?	Yes
<b>Direct Service Request</b>	
Is the area agency proposing to provide any new in-home, community or nutrition services directly during the AIP cycle? Field Reps list any new direct service requests in the comments box.	N.A.
Does the AIP identify the basis for each new direct service provision request?	N.A.
Does the AIP provide adequate justification for each new direct service provision request?	N.A.
Does the AIP describe the discussion, if any, at the public hearings related to each new direct service provision request?	N.A.
For each service to be provided directly (including new for FY 2024), does the AIP include planned goals and activities and a completed Direct Service Budget Detail tab within the Area Plan Grant Budget ?	N.A.
Does the funding correspond to the funding (Federal OAA Title III or VII and State funds) identified on the Support Services Detail page?	N.A.
<b>Regional Service Definitions</b>	
Is the area agency proposing to fund a service category that is not included in the Operating Standards for Service Programs? Field Reps list any new regional service definitions in the comments box.	N.A.
Is each new proposed service category identified as access, in-home or community?	N.A.
Are acceptable fund sources identified for each proposed new service category?	N.A.
Is a service definition, unit of service and minimum standards identified for each new proposed service category?	N.A.
Is an acceptable rationale provided explaining why the proposed activities cannot be funded under an existing service definition?	N.A.

<b>Regional Direct Service Request</b>	
Is the AAA submitting a new regional service request that was not previously approved in this multi-year planning cycle. Field reps list any new regional direct service requests in the comment box.	N.A.
Does the AIP identify the basis for each new regional direct service provision request?	N.A.
Does the AIP provide adequate justification for each new regional direct service provision request?	N.A.
Is the area agency proposing to provide any regionally defined service(s) directly during the AIP cycle?	N.A.
Does the AIP include planned goals and activities for each regional direct service request?	N.A.
Was the new regional direct service request(s) presented at the public hearing and any comments recorded and addressed?	N.A.
Does the AIP describe and adequately address any discussion at the public hearing related to each new regional direct service request?	N.A.
Regional Direct Service Budget details for FY 2024 are to be included under the appropriate tab in the Area Plan Grant Budget. Does the AIP include a completed Direct Service Budget Detail tab within the Area Plan Grant Budget for each new regional service to be provided directly?	N.A.
Does the funding identified in this tab correspond to the funding ( Federal OAA Title III or VII and state funds) identified in the Area Plan Grant Budget, Support Services Detail page?	N.A.
<b>Program Development Objectives</b>	
Does the AIP include information for all new program development goals that will be actively addressed during FY 2024?	N.A.
Does the AIP identify the state plan goal(s), if appropriate, that AAA new program development goals relate to?	N.A.
Does the AIP provide a narrative for each new program development goal?	N.A.
Does the AIP include program development objectives for each new goal that identify the timeline , planned activities, and expected outcomes?	N.A.
Does the AIP include information for all program development goals that will be actively addressed during the AIP cycle?	N.A.
<b>Budget &amp; Other Documents</b>	
Does the AIP contain a complete and accurate FY 2024 Area Plan Grant Budget?	Yes
Is the Area Plan Grant Budget based on the FY 2024 allocation planning amounts established by the ACLS Bureau in the Estimated Cost Allocation worksheet?	Yes
In the administration section, do total revenues equal total expenditures?	Yes
Is the federal AAA administration allotment matched with local resources by an amount that is at least 25% of the total program amount?	Yes
In the administration section, are the match detail totals accurately carried to the revenues section?	Yes
Are program development expenses budgeted at no more than 20% of the original Title III-B allotment?	Yes
Are all AAA direct services budget details included under the appropriate tab in the Area Plan Grant Budget , and correspond to the funding identified in the Area Plan Grant Budget, Support Services Detail page?	Yes
Has the maintenance of effort amount for long-term care ombudsman funding from Title III-B been met in the budget? Field Reps. – note the AAA's required amount from TL #2021-431 in the comments box.	Yes
Does the Area Plan Grant Budget reflect use by the AAA of nutrition service funds for a registered dietitian , nutritionist or individual with comparable certification as approved by ACLS Bureau ?	No
Does the Area Plan Grant Budget reflect the minimum required expenditures from the original Title III -B allotment for priority service categories (Legal Assistance 6.5%, Access 10% and In-Home 10%)?	Yes
Is the amount of Merit Award Trust Funds (MATF) and State Caregiver Support (SGS) funding budgeted for administration no more than 9% of the allotment?	Yes
Are service funds matched with local resources by an amount that is at least 10% of the total program amount?	Yes



Does the AAA request use of local resources to meet part of the minimum required expenditure for the priority service category? If yes, the AIP requires the Waiver of Minimum Percentage of a Priority Service Category document for CSA approval.	No
In the Administration section, do total revenues equal total expenditures?	Yes
Are any proposed transfers between Title III-B and III-C and between Title III-C, Parts C-1 and C-2 reflected in the Area Plan Grant Budget, and if so, is a completed Request to Transfer Funds form included in the AIP?	No
Is the federal area agency administration allotment matched with local resources by an amount that is at least 25% of the total program amount?	Yes
Does the AAA have an approved FY2024 Cash-In-Lieu-Of-Commodity agreement? If yes, the AIP requires a Cash-In-Lieu-Of-Commodity agreement for CSA approval.	Yes
In the Administration section, are the match detail totals accurately carried over to the Revenues section?	Yes
Does the AIP contain an accurate and complete FY 2024 area agency Operating Budget?	N.A.
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 the ACLS Bureau?	No
Does the AIP contain a complete and accurate FY 2024 Area Plan Grant Budget?	Yes
<b>Supplemental Documents</b>	
Did the area agency submit an organizational chart with the AIP?	Yes
Does the organizational chart include all positions listed in the AAA's operating budget?	N.A.
Are key management positions (director, deputy director, financial manager, department/division managers, etc.) specifically identified?	Yes
Does the organizational chart include the names and titles of those persons in management positions?	Yes
Did the area agency complete and include in the AIP a list of evidence-based programs to be funded in FY 2024 (Part D funds must be used for Evidence-Based Disease Prevention programs approved at highest level by Administration on Aging/Administration for Community Living)?	Yes
Did the area agency complete and include a completed Emergency Management and Preparedness document?	Yes
Did the area agency complete and include a listing of Policy Board members?	Yes
Did the area agency complete and include a listing of Advisory Council members?	Yes
Is a Proposal Selection Criteria included? Only include if there are new or changed criteria for selecting providers.	N.A.
Is a Cash-in-Lieu-of-Commodity Agreement included? Only include if applicable.	Yes
Is a completed Waiver of Minimum Expenditure form included? Only include if the area agency is requesting to use local resources to meet part of the minimum required expenditure for a priority service category.	No
Is a Request to Transfer Funds included? Only include if applicable.	No
Is a FY 2024 Signature Page, signed by the area agency director and the area agency board chairperson, included?	Yes
<b>Approved MYP Program Development Objectives</b>	
Does the AIP include information specifically regarding the ACLS Bureau's Diversity, Equity, and Inclusion (DEI) goal?	Yes
Does the AIP include information on ways the area agency is working to increase services provided to black, indigenous and people of color and the (LGBTQ+) communities. Does the AAA address how they are measuring that services have been increased?	Yes
Does the AIP include information on ways the area agency is working to increase the number of area agency staff, providers and caregivers trained in implicit bias, cultural competencies, and root causes of racism. Does the AAA describe how they track and ensure the number of individuals trained has increased?	Yes

Does the AIP include information on ways the area agency is working to increase availability of linguistic translation services and communications based on the cultural needs in the region in which they serve. Does the AAA indicate what the top 3 requested linguistic translation services are for their PSA? Does the AAA indicate how the ensure that linguistic translation services are meeting the needs of the older adults in their PSA?	Yes
Are all the program development goals and objectives previously set by the AAA and approved by the CSA in this multi-year planning cycle provided in this section? Does the AIP identify the state plan goal(s), if appropriate, that program development goals relate to?	Yes
For each of these previously approved objectives, has the AAA provided a narrative on progress to date for each objective?	Yes

Comments

Missed 7/21/23 deadline for notifying ACLS Bureau of local government approval, received by FR 7/28/23. Attempted to reach local tribe, but was not successful in making connection.



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

ELIZABETH HERTEL  
DIRECTOR

September 20, 2023

Don Saldia, Director  
Area Agency on Aging Region IIIA  
Kalamazoo County Health & Community Services Department  
311 E. Alcott Street  
Kalamazoo, MI 49001

Dear Mr. Saldia:

On August 18, 2023, the Commission on Services to the Aging approved the Fiscal Year (FY) 2024 Annual Implementation Plan (AIP) for Region IIIA Area Agency on Aging (AAA).

The following general conditions were placed on each FY 2024 AIP. They are not considered time-specific until further instructions are issued.

General Conditions

1. The FY 2024 budget and planned services summary form will be revised as necessary to reflect the final federal and state allotments, and to reflect carry-over amounts and transfers. Budget revisions will be accepted until August 1, 2024.
2. The AAA grant budget must reflect amounts in the FY 2024 Estimated Cost Allocation Worksheet established by the Michigan Department of Health and Human Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau).
3. The AAA will work with the ACLS Bureau to implement recommendations and resolve compliance issues identified through program and fiscal monitoring and assessment efforts and audit findings.
4. The AAA will maintain and update a plan that adequately addresses the needs of older adults in the event of disaster.
5. The AAA will provide accurate information and referrals from agency to agency to ensure information or assistance received is consistent with the mission of the AAA, and as specified by the ACLS Bureau's *Operating Standards for AAAs*.

6. The AAA will comply with all indicators of compliance as identified in the *Operating Standards for AAAs*.
7. The AAA will provide the ACLS Bureau, within specified time frames and format, all records, reports, documents, and other information as may be requested, pertinent to AAA operations and implementation of the AIP. Exceptions to specified time frames may be requested when circumstances warrant.

Special Conditions

None

Supplemental Documents Approved for FY 2024

Supplemental Document D "Cash-In-Lieu-Of-Commodity Agreement"

New Regional Service Definitions Approved

None

New Direct Service Provision Approved

None

If you have questions regarding your FY 2024 AIP, please contact Technical Assistance & Quality Improvement (TAQI) Section Field Representative Lacey Charboneau, at charboneaul2@michigan.gov or 517-294-9191.

Sincerely,



Cindy Masterson, Director  
Operations & Aging Network Support Division

CM:lc

- c: Kelly Quardokus, Chair, Older Adult Services Advisory Council, AAA Region IIIA  
Beverly Allen, Choices for Independence Program Manager, AAA Region IIIA  
Cassie Bailey, Quality Assurance & Compliance Coordinator, AAA Region IIIA  
Scott Wamsley, Director, ACLS Bureau  
Jen Hunt, Manager, TAQI Section  
Lacey Charboneau, Field Representative, TAQI Section  
Financial Quality & Grant Support Section