

Area Plan: W4A Staff Training Day, June 13, 2007

JEOPARDY: Questions and Answers

Categories:

1) Leadership Opportunities/Community Partnerships

- ◆ Name four community entities your AAA could partner with in developing the Area Plan
 - ◆ Community Action Agency
 - ◆ Local Transit Agency
 - ◆ Food Bank
 - ◆ Native American Nations/Tribes
 - ◆ Other AAAs
 - ◆ Local Hispanic organizations

- ◆ How can your AAA involve the local newspaper(s) in the AP process?
 - ◆ Get to know the appropriate reporter– provide useful information
 - ◆ Set up an informational meeting to give basics of aging issues, provide helpful handouts
 - ◆ Send reporter invites to AP activities/events
 - ◆ Always be available for reporters' questions

- ◆ Name two ways to involve Native American Nations/Tribes in the AP process:
 - ◆ Invite Title VI Coordinator to AP activities
 - ◆ Distribute AP needs assessment surveys at Tribal meal sites
 - ◆ Invite Tribal Chair to AP activities
 - ◆ Invite Tribal newspaper reporters to activities

- ◆ What is the purpose of the Area Plan?
 - ◆ Opportunity to educate the community about aging issues
 - ◆ Community input
 - ◆ Keep funds (from the state) flowing

2) Elder Ready Communities:

- ◆ What are the 4 topic areas associated with “Elder Ready” Communities?
 - ◆ Basic Needs,
 - ◆ Physical and Mental Health and Well-Being,
 - ◆ Independence for Frail and Disabled,
 - ◆ Social and Civic Engagement

- ◆ What is the AdvantAge Initiative?
 - ◆ A national project to determine how Elder Ready our communities are
 - ◆ A community building effort focused on creating Elder Ready communities
- ◆ What city in Washington was included in the initial surveying and development of the Elder Ready model?
 - ◆ Puyallup, WA
- ◆ What AAA Staff Member (Program Specialist) in Washington State is now famous due to his work with the AdvantAge Initiative?
 - ◆ David Hanson

3) **Area Plan Toolbox**

- ◆ Yours is a huge region, there is limited staffing available and there is no additional funding. Given these limitations, describe one approach to completing a needs assessment of your region.
 - ◆ Survey booklet disseminated through senior centers, meetings, meal sites, to clients, etc.
 - ◆ Telephone interviews conducted by volunteers
- ◆ Who writes the Area Plan instructions at Aging and Disability Services Administration?
 - ◆ Aaron Van Valkenburg
 - ◆ Susan Engels
 - ◆ Susan Shephard
 - ◆ Brent Apt
 - ◆ Anna Glaas
- ◆ Name four ways to involve advisory board members in the AP development process:
 - ◆ Conduct client telephone interviews
 - ◆ Complete AP needs assessment survey
 - ◆ Invite to all AP activities, meetings, and public hearings
 - ◆ Provide update presentations at advisory board meetings

4) **Area Plan Objectives**

- ◆ What is the purpose of Objectives in the Area Plan document?
 - ◆ Objectives form the action plan for the next four years
- ◆ Name one way to keep Objectives alive after submission of the AP
 - ◆ Assign responsibility for each Objectives to specific staff
 - ◆ Keep a file folder for each Objective, add to it whenever you document relevant activities or information.

- ◆ Have Objectives meetings every six months
- ◆ What is the minimum number of objectives that each Area Plan must have?
 - ◆ 5 (one for each required issue area)
- ◆ How many people does it take to write an AP objective?
 - ◆ This is unknown, depends on the AAA.

5) **Surveys and Interviews**

- ◆ What is an acceptable return rate for surveys?
 - ◆ 10%
- ◆ What role do survey and interview results play in the AP?
 - ◆ Provide substantiation/refutation for trends and literature review results
- ◆ Your AAA has few funds, no extra staffing, how can you successfully develop/distribute/process a survey?
 - ◆ Develop a survey with few questions (e.g., 4 or less), distribute by hand, computer, tabulate by hand
 - ◆ Develop a survey, ask other entities to distribute, tabulate by hand
- ◆ Name two ways that AAAs reach out to minority communities in the AP survey process?
 - ◆ Translate surveys into other languages & distribute
 - ◆ Use Native American art on surveys for Tribal members
 - ◆ Hold targeted forums for specific groups
 - ◆ Hold a forum in locations that specific groups frequent

6) **Miscellaneous**

- ◆ What is the format required for writing AP Issue Papers?
 - ◆ Profile, resources, problems, goals, objectives
- ◆ What is the due date for the Area Plan document?
 - ◆ October 1, 2007
- ◆ Name 3 ways to make the AP development process fun
 - ◆ Have meetings outside
 - ◆ Give prizes to staff
 - ◆ Bring food to meetings for all to share
 - ◆ Challenge yourself to establish one new community contact

- ◆ Where is it mandated that AAAs must write an Area Plan?
 - ◆ It is mandated by the Older Americans Act, Title III, Section 306

- ◆ When was the first Area Plan written and submitted in Washington State?
 - ◆ October 1971