



***NON – METRO AREA AGENCY ON AGING
GUIDELINES and GENERAL INSTRUCTIONS
FOR
FOUR – YEAR AREA PLAN
2012-2016***

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**NON – METRO AREA AGENCY ON AGING
AREA PLAN DEVELOPMENT GUIDE FOR FOUR AREA PLAN
July 1, 2012 – June 30, 2016**

INTRODUCTION

In accordance with the Older American's Act of 1965, as amended, and US Administration on Agency regulations, the New Mexico Aging & Long-Term Services Department, as the designated State Unit on Aging, requires each New Mexico area agency on aging to prepare and develop an area plan for a four-year period for the planning and service area(s) it administers. Annual amendments to the plan are required if substantive changes occur in the area agency organization or in the planning and services area(s) administered.

GENERAL INSTRUCTIONS

Area Plans for the period encompassing 2012 through 2016 are to be submitted to the Non – Metro AAA on or before close of business on February 24, 2012.

All bidders will be required to utilize federal and state funds for priority services identified in the Older Americans Act or set-forth by Non –Metro Area Agency on Aging. Recreation is not considered a priority service by Non – Metro AAA policies. Service definitions are available at www.ncnmedd.com and as part of the Request for Proposal.

A checklist is included with area plan forms to assist you in ensuring that the complete forms are submitted.

AREA PLAN FORMAT

1. Two (2) copies of the Plan, with original signatures on the Verification of Intent and Statement of Assurances must be sent if area plan is being mailed. Area plan(s) should be sent to:
Non - Metro Area Agency on Aging
Attention: Nancy Arias/Jenny Martinez
P.O. Box 5115
Santa Fe, NM 87502-5115
2. Area Plans submitted by email should be in MSWORD, MS EXCEL, and/or Adobe PDF format. Send to: aaa@ncnmedd.com
3. Plans must be word-processed on 8 ½" x 11" white paper, using at least a 12 pt. Times Roman.
4. Plans are to be organized according to the table of contents and section instructions that follow the general instructions.
5. Plans must have a table of contents and consecutive page numbers.
6. Plans must address all required areas listed, in the order requested.
7. The use of bullets and brief narrative is encouraged.
8. Charts & graphs may be utilized to demonstrate or support content.
9. The attached forms must be used.

NEW MEXICO AREA AGENCY ON
NON-METRO
Agging

Area Plan Development Overview

This guide is to be used by bidders to prepare and submit four-year area plans to Non – Metro Area Agency.

Purpose

An area plan describes an agency's comprehensive and coordinated system of supportive services, nutrition services and senior centers, and the process used to determine the need for additional services or changes in services, within the geographical area administered by the agency. The plan must describe how the agency will implement, directly or through contractual or other arrangements, programs and services to meet identified needs of elders within the area(s) administered.

Planning efforts and service delivery must address the needs of older individuals with greatest economic need and with greatest social need, including minority individuals with low incomes, individuals with limited English proficiency, individuals residing in rural areas, Native American Indian elders, individuals with disabilities and individuals at risk of institutional placement.

The plan must describe how the agency will meet the following requirements of the Older Americans Act:

- Conducting periodic evaluations to assess the effectiveness of services provided to individuals and the use of resources in meeting needs, including the efforts of voluntary organizations in the community.
- Facilitating area-wide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers, consistent with self-directed care, including:
 - Collaborating, coordinating and consulting with local public and private agencies and organizations responsible for administering programs, benefits and services related to providing long-term care.
 - Conducting analyses and making recommendations with respect to strategies for modifying the local system(s) of care to be responsive to local needs and preferences, to facilitate service provision and to target services to older individuals at risk of institutional placement to enable them to remain in their own homes and communities.
 - Implementing, evidence-based programs to assist older individuals and family caregivers in learning about and making behavioral changes intended to reduce the risk of injury, disease and/or disability.
 - Providing for the availability and distribution of information about the need to plan for long-term care, resources available (both public and private), and options for long-term care.
- Collaborating and coordinating with New Mexico's Aging & Disability Resource Center.
- Establishing effective and efficient procedures for coordination with other Older Americans Act-funded entities conducting programs (such as Title VI programs) within the planning and service area(s) administered by the area agency, with entities conducting other federal programs (such as volunteer programs) for older individuals and with the state-designated mental health authority.
- Working in coordination with the New Mexico Behavioral Health Collaborative to increase

awareness of mental health disorders, remove barriers to mental health diagnosis and treatment, and coordinate mental health services provided in the community.

- Coordinating activities and developing long-range emergency preparedness plans in collaboration with local and state governments and other entities that have responsibility for disaster relief service delivery.
- Establishing an advisory body consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are participants, or are eligible to participate in programs; family caregivers of such individuals; members of the business community; local elected officials; providers of veterans' health care (if applicable); and the general public. The advisory body will provide advice to the agency on all matters programs and operations conducted.
- Using trained volunteers to provide direct services to older individuals and individuals with disabilities; working in coordination with organizations that have experience in training, placing and managing volunteers (such as organizations sanctioned by the Corporation for National and Community Service).
- Serving as an advocate and focal point for older individuals within the community, in cooperation with other agencies, organizations and individuals, through monitoring, evaluating and commenting upon policies, programs and actions which affect older individuals.
- Making recommendations to government officials; collaborating with such officials to build capacity to meet the following needs of older individuals, including, but not limited to,:
 - health & human services;
 - transportation;
 - housing;
 - land use;
 - workforce & economic development;
 - civic engagement;
 - education;
 - recreation;
 - public safety; and
 - emergency preparedness.

Funding Sources

FEDERAL FUNDS

The allocation of federal funds is based on current budget levels as amended through the Title III Intrastate Funding Formula in the approved *Statewide Plan for Aging & Long-Term Services* October 1, 2009 to September 30, 2013.

Title III-B Funding

In accordance with the mandates of the Older Americans Act, the Aging & Long-Term Services Department has established the following minimum percentages for Title III-B funding to be directed toward priority services:

- Access Services - 43%
- In-Home Services - 7%

Current providers who will be responding to the Four (4) Year Area Plan are encouraged to budget the same amount of federal fund for these services to ensure the minimum percentages are met.

Title IIIB Federal funds must be budgeted to provide supportive services that may include adult day care, case management, chore, health promotion activities, homemaker, transportation, assisted transportation, and respite.

Title III- C1 Funding

Title IIIC-1 Federal funds must be used to provide congregate services.

Title IIIC-2 Funding

Title IIIC-2 Federal funds must be used to provide home delivered services.

Title III-D Funding

Title III-D Federal funds may be used for health promotion activities that include a variety of services.

Title III-E Funding

To allow flexibility, area agencies have the ability to award Title III-E funding to their contract providers in lump sums rather than for particular Title III-E services. Contract providers receiving Title III-E funding must report the services provided, by service category, to the area agency when reporting expenditures.

Nutrition Services Incentive Program (NSIP)

The NSIP supplements funding for food used in the preparation of meals served that satisfy the requirements of Title III-C of the Older Americans Act. The program is administered by the US Administration on Aging. The NSIP funding allocation is a proportional share of a state's federal fiscal year appropriation. New Mexico's allocation is based on the number of meals served by the state in the previous year in proportion to the total number of meals served by all states in that same year.

STATE FUNDS

The allocation of state funds is based on current funding levels. The state is required to provide a match for federal funds based on the funding formulas. As state funding in New Mexico exceeds the federal match requirement, the additional funds are considered to be "excess state dollars". Excess state dollars can be used to provide services that supplement Older Americans Act services. Maintenance of effort should take priority when budgeting excess state dollars. Excess state dollars may also be used to serve population groups and provide services not covered through the Older Americans Act.

SENIOR EMPLOYMENT –STATE FUNDS

The Senior Employment Program (SEP) is a state funded program to assist individuals the age of fifty

–five (55) years of age or older with employment opportunities. Eligibility is determined by total gross family income that meets eligibility requirements specified in the Older Americans Act section 518 Paragraphs (3) and (4) as implemented at 20 CFR Part 641 (as amended).

Funding for this program is not currently available throughout all communities. An allocation chart is provided in the supplemental section of this plan for your use.

PROGRAM CONTRIBUTIONS

The Older Americans Act (OAA) allows for soliciting of voluntary contributions for services for which funds are received, provided that the method of soliciting is non – coercive. The revenue generated from contributions must be utilized to expand and enhance services.

LOCAL FUNDS

Revenues derived from Counties, Cities, or other Community organizations/foundations such as United Way. Bidders utilizing local revenue must submit a letter of commitment reflecting the funds that are being committed. A sample of the letter of commitment is included in the supplemental section of this document.

ALLOCATION CHART

The funding chart included in the supplemental section of this document is for the purpose of providing information to potential bidders. The chart will reflect “current” level of funding, geographical areas where services are “currently” being provided and also listed are the current providers/vendors. This assists in fairly representing all information to all potential bidders. The chart is reflected by individual planning and service areas.

SERVICE CHART

A chart is included that will provide you with the information to assist you in responding and in preparing the Area Plan. The services reflected are the “current” services that are being provided in those communities. The Area Plan must be reflective of the needs identified by targeted population. The chart is reflected by the individual planning and service areas. This information is provided in the supplemental section of this document.

Service Guidelines

Service Priorities:

The Older Americans Act mandates that an Area Agency will, through a comprehensive and coordinated system, provide for supportive services, nutrition services and the establishment, construction and maintenance of senior centers within the planning & service area(s) administered by the area agency.

Caregiver Support Program:

Per the Older Americans Act, Title III-E federal funds must be directed towards building a multifaceted system of caregiver support services. Providers must ensure the development and implementation of a system of services for caregivers that shall include at a minimum:

- Counseling
- Respite Care
- Supplemental Services
- Information
- Access Assistance

Programs may serve the following populations:

- Adult family caregivers who are informal providers of care to older individuals;
- Grandparents or older relatives who are caregivers of children or disabled younger adults.

Competitive Bid Requirements:

The State Procurement Code requires state agencies to use a competitive bid process to afford the public the opportunity to bid for service delivery. The General Appropriations Act gives the NM Aging & Long-Term Services Department an exception, which allows the Department to award state funds to designated area agencies. As a condition of this exception, the Department agreed that an open, competitive process would be conducted, where practical and feasible, by area agencies. A competitive bid process is designed to identify interested service providers; it encourages existing providers to deliver cost effective and efficient services and allows area agencies to determine whether existing providers are delivering services at reasonable costs. A competitive bid process must be used when new services are being implemented or new service providers are sought. Area Agencies may conduct a competitive bid process at any time. Area Agencies are encouraged to conduct a competitive bid process when it is determined to be in the best interest of service recipients, when existing providers are not operating adequately, or to seek better or improved service delivery.

A competitive bid process is to include the following:

- Publication of request for proposals in local newspapers.
- Creation and distribution of identical application packages to all interested bidders.
- Use of uniform rating processes and criteria to arrive at an award decision.
- Document of the methods used to arrive at an award decision.
- Written notice to all applicants of the final decision including reasons for non-acceptance.

A bidding process may include multi-year requests for proposals for the term of the area plan, provided that such requests clearly identify the multi-year period and state that contracts will be issued only on an annual basis, with continuation contracts dependent upon satisfactory performance by the successful bidder.

Serving American Indian Elders:

In areas that include significant numbers of American Indian elders, agencies/providers must conduct outreach efforts to assist in identifying eligible participants. The existence of the Navajo and Indian Area

Agencies on Aging does not diminish the responsibility of the other agencies/providers to increase Indian elders' access to all aging programs and benefits funded by the Aging & Long-Term Services Department, including programs and benefits under Title III, if applicable.

Cost Sharing and Sliding Fee Scales:

Proposed cost sharing and sliding fee scales related to Older Americans Act services must meet the requirements of the Act. The Older Americans Act includes a provision for cost sharing, such as implementation of a sliding fee scale, with regard to certain services provided with federal funds. In making application to apply cost sharing to services, area agencies and programs must consider the intent of the Older Americans Act to serve targeted populations and must ensure that the application of cost sharing does not prevent the provision of services to the following targeted population groups: low-income, minority, socially isolated, rural, limited English proficient and at-risk of institutionalization. Additionally, area agencies shall solicit the views of older individuals, providers and other stakeholders in each planning and service area prior to implementation of cost sharing.

Providers/vendors may contract to purchase services for which a sliding fee is charged; such a fee must be based on the recipient's income and the cost of delivering services. Services contracted for in this manner may include, and, if Older Americans Act funds are used, are limited to:

- Transportation/Assisted Transportation
- Shopping Assistance
- Homemaker/Housekeeping
- Adult Day Care/Day Health Care
- Personal Care
- Home Health
- Respite Care
- Home Repair
- Chore
- Escort
- Recreation
- Physical Fitness/Exercise
- Education/Training
- Home Safety/Accident Prevention

A fee is defined as a charge allowed by law for a service. A sliding fee scale is a graduated series of fees to be paid based upon the income of the recipient of a service. If a sliding fee scale is implemented, area agencies and providers must protect the privacy and confidentiality of older individuals. The individuals to be served must be informed that the service is provided on a fee-for-service basis and be notified of the sliding fee scale.

With regard to any fees charged for Older Americans Act services, determination of a recipient's fee for a service shall be based on the recipient's self-declaration of income, and spouse's income (if applicable), without verification. Older Americans Act services may not be denied due to the income of an individual or an individual's failure to make a cost sharing payment.

If a sliding fee scale is to be used, the scale must be posted in high visibility areas. Such postings must include a statement that no services will be denied for failure to pay any fee. Assets, savings or other property owned may not be considered in determining the fee for a service. Revenues generated by fees for Older Americans Act services must be spent to enhance the service that generates such fees.

The basis for a sliding fee scale is to be the US Administration on Aging's annual issuance of "*Estimated Poverty and Near Poverty Thresholds*", revised annually in the month of February. Near-poverty is defined as 125% of poverty. Individuals and families whose income is at or below the near-poverty threshold may not be charged for services. Each and any specific sliding fee scale must be annually reviewed and approved by Non –Metro AAA and the NM Aging & Long-Term Services Department.

Proposed sliding fee scales must meet the following requirements:

- Be reviewed in a public hearing prior to implementation.
- Be fully described in its area plan.
- Be approved by the Non –Metro AAA prior to implementation.
- Be implemented based on established policies and procedures. (These policies and procedures must address the circumstances that allow a provider to waive the fee and also address the use of net income vs. gross income when determining fees).
- Be administered according to uniform procedures.

Fees are to be based on the actual cost of providing a service and cannot exceed the actual cost, as determined by a provider, submitted to an area agency.

Voluntary Contributions:

Proposed voluntary contributions must meet the requirements of the Older Americans Act. Providers/Vendors shall be allowed to, and may, solicit voluntary contributions for all services for which funds are received, provided that the method of solicitation is non-coercive. Providers/Vendors shall not means test for any service for which contributions are accepted or deny services to any individual who does not contribute.

Americans with Disabilities Act:

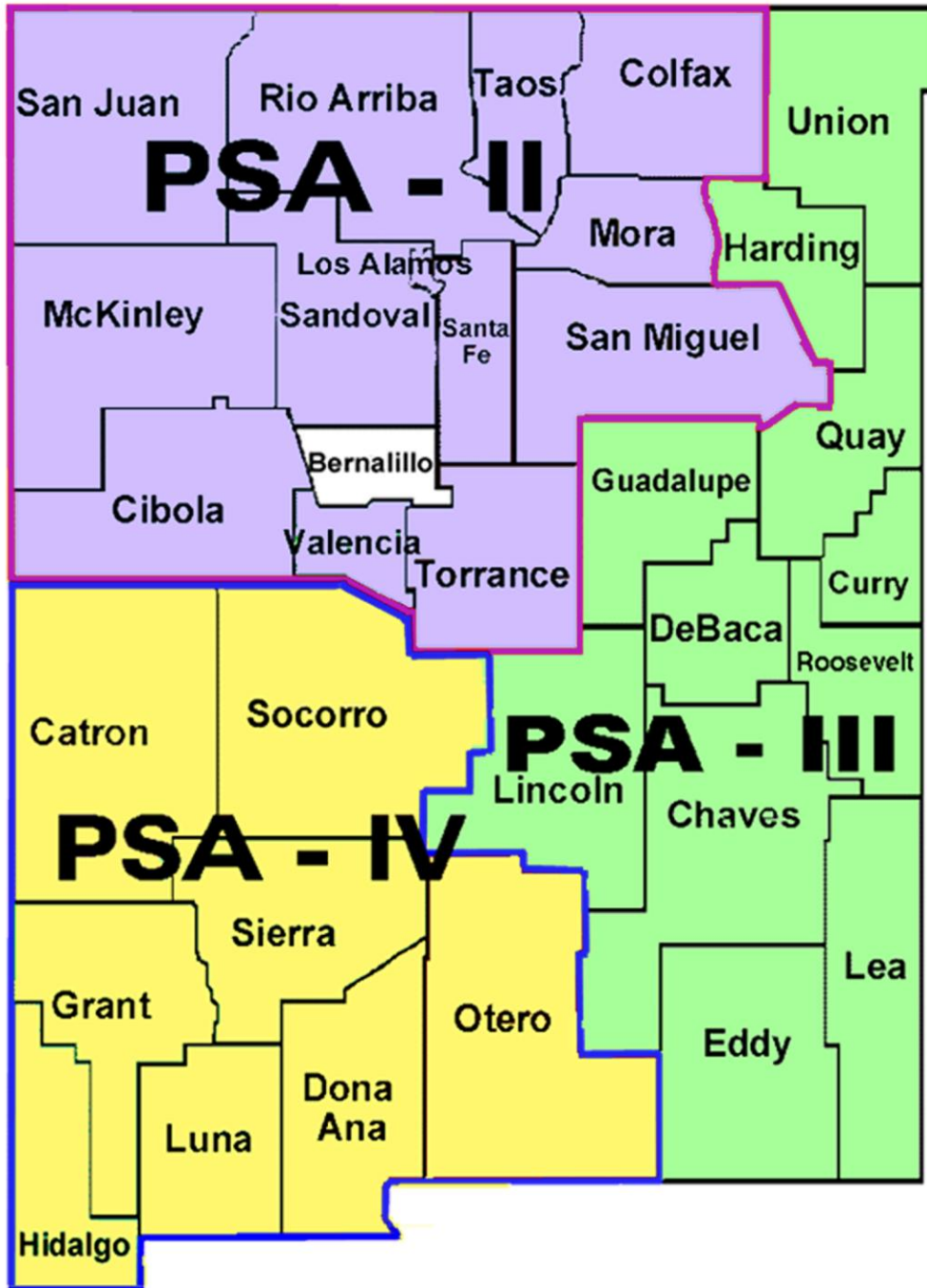
Each Provider/Vendor must comply with the Americans with Disabilities Act (ADA) in the development of an area plan and in all planning efforts, including capital requests for renovation of buildings to meet ADA compliance and purchase of handicap-accessible transportation vehicles. Transportation programs are to have vehicles capable of transporting persons with disabilities; such vehicles are to comprise at least 50% of the fleet.

SUPPLEMENTAL INFORMATION

(Pages 12-27 are samples of forms that are in Excel format located at <http://www.ncnmedd.com/aaaAreaPlanGuidelinesInstructions.html>)

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NON – METRO AREA AGENCY ON AGING SERVICE DELIVERY MAP





North Central Area Health Economic Development District
 1000 W. 4th Ave., Suite 200, Fort Worth, TX 76102
 PSA - II

County	Current Provider	III-B	III-C-1	III-C-11	III-D	III-E	TOTAL FEDERAL FUNDS	H&B	NSIP	Revised Total
Clallam County	City of Grants	\$40,302	\$30,157	\$10,067	\$0	\$0	\$80,566	\$19,755	\$24,476	\$255,758
Colfax County	Colfax County	\$43,943	\$12,080	\$40,962		\$0	\$36,615	\$305,791	\$36,308	\$354,125
Lowell County	Lowell County Health Center Organization	\$22,013	\$18,289	\$14,687	\$0	\$0	\$55,589	\$119,570	\$13,869	\$189,118
McKinley County	Peas McKinley County	\$19,256	\$26,840	\$8,144			\$54,894	\$110,782	\$4,095	\$174,516
	Share Your Care, Gallego					\$38,170	\$38,170	\$74,041		\$112,211
More County	City of Gallup Senior Program	\$20,294	\$25,287	\$12,202		\$0	\$76,783	\$140,450	\$30,952	\$257,189
	Waza Valley Community Health Services, Inc.	\$17,584	\$22,577	\$12,490		\$0	\$55,649	\$118,432	\$11,290	\$185,311
Rio Arriba County	Rio Arriba County	\$46,105	\$72,872	\$33,867	\$0	\$0	\$156,891	\$601,364	\$52,980	\$960,813
	Adidas Health Care	\$0	\$0	\$0		\$39,720	\$39,720	\$163,048		\$202,768
	Marilla Apache Nation	\$0	\$0	\$0		\$0	\$0	\$22,481		\$22,481
San Juan County	Medicaid New Mexico Services, Inc.	\$44,465	\$71,378	\$48,595	\$0	\$0	\$148,438	\$373,762	\$22,420	\$814,650
Sandoval County	Sandoval County	\$50,094	\$111,368	\$30,129	\$0	\$28,301	\$220,592	\$250,890	\$102,200	\$573,306
	Share Your Care, Inc.					\$88,743	\$88,743	\$79,068		\$167,811
	Janeway Family Services					\$0	\$0	\$76,762		\$76,762
Bernalillo County	City of Bernalillo	\$108,892	\$72,488	\$31,189	\$0	\$70,240	\$283,709	\$340,206	\$141,955	\$771,487
	Bernalillo County		\$48,754	\$21,811			\$71,185	\$287,342	\$29,743	\$278,250
	Green Hands, Inc.	\$0	\$0	\$47,287		\$8,588	\$55,893	\$127,862		\$183,755
San Miguel County	San de New Mexico San Niguel	\$31,816	\$73,258	\$39,741			\$144,815	\$304,893	\$49,178	\$898,100
Texas County	Andanos, Inc.	\$48,089	\$63,520	\$43,021	\$0	\$39,365	\$194,004	\$316,057	\$38,712	\$544,773
Tuamaca County	PHS Tuamaca County	\$29,720	\$28,207	\$7,833			\$65,760	\$237,678	\$18,868	\$328,677
Valencia County	Valencia County Senior Citizens	\$42,540	\$76,285	\$21,714			\$140,539	\$230,007	\$27,709	\$447,100
	La Vida Feliz, Inc.	\$3,238				\$0	\$3,238	\$41,272		\$44,510
TOTAL		\$588,838	\$773,510	\$355,188	\$47,287	\$518,943	\$2,089,774	\$4,381,985	\$747,481	\$7,312,658



North Central New Mexico Economic Development District
 HONORIFIED AREA AGENCY ON AGING
 FSA - III

County	Current Provider	#-B	III-C-1	III-C-4	III-D	III-E	TOTAL FUNDING	AB2	MSIP	Reimbursed Total
Chaves County	Chaves County JCY Centers, Inc.	\$65,832	\$91,790	\$52,744	\$9,606	\$92,269	\$112,951	\$734,210	\$77,368	\$1,733,818
Harding County	Harding County	\$10,932	\$9,080	\$4,246		\$0	\$24,258	\$66,137	\$6,163	\$98,558
Quay County	Village of San Jon City of Tucuman	\$3,273 \$5,556		\$16,888	\$3,553		\$5,876	\$12,924	\$32,364	\$19,750
Curry County	Curry Residents Senior Needs Assn. Village of Brady	\$0 \$0	\$41,802 \$1,691	\$14,159 \$1,242			\$55,951	\$40,352	\$51,003	\$247,318
Lincoln County	Magrath Senior Citizens, Inc. City of Yonkers	\$6,261 \$4,963	\$1,011	\$9,024		\$0	\$19,298	\$32,088	\$3,061	\$36,456
Doña Ana County	Clavis Home Care Inbedline Health Care	\$21,662				\$0	\$0	\$103,106		\$103,106
Doña Ana County	FL Blanner Village of FL Blanner Community Development Corp	\$5,086	\$10,962	\$5,201		\$0	\$21,249	\$31,325	\$6,966	\$29,969
Lincoln County	Lincoln County 75+ Senior Centers Village of Rudisco	\$43,941	\$19,944	\$10,807			\$74,696	\$321,345	\$33,715	\$459,457
Leon County	City of Eunice City of Joli	\$10,855 \$0	\$19,086 \$9,265	\$2,187 \$1,219			\$27,532	\$42,469	\$11,193	\$81,193
Leon County	City of Hobbs City of Lovington	\$0 \$12,906	\$35,913 \$0	\$14,756 \$5,887			\$60,669	\$39,393	\$25,080	\$195,142
Leon County	Town of Tatum	\$4,913	\$0				\$4,913	\$140,737	\$5,402	\$185,011
Eddy County	City of Artesia Southwest New Mexico Community Action Corp.	\$16,241 \$78,184	\$77,000	\$47,708	\$2,531	\$0	\$209,233	\$486,148	\$76,008	\$785,387
Roosevelt County	La Casa de Buena Salud, Inc. Community Service Center	\$14,537 \$0	\$28,237	\$8,495	\$6,452		\$21,909	\$39,403		\$80,452
Roosevelt County	Village of Dona Village of Elida	\$1,960 \$1,700					\$1,960	\$7,340	\$16,712	\$184,765
Roosevelt County	Village of Floyd	\$2,775					\$2,775	\$6,829		\$9,604
Guadalupe County	City of Santa Rosa Guadalupe County	\$6,974 \$0,843	\$13,478 \$8,207	\$3,889 \$4,954			\$24,144	\$50,255	\$1,136	\$95,551
Guadalupe County	Town of Vaughn	\$7,315	\$4,214	\$4,165	\$0		\$15,724	\$48,391	\$4,220	\$34,279
Union County	Town of Clayton Village of Des Moines	\$0 \$1,822	\$3,653	\$4,952	\$0		\$8,605	\$8,343	\$9,620	\$32,569
Union County		\$23,190	\$410,842	\$412,319	\$25,542		\$1,053,099	\$3,071,858	\$388,758	\$4,633,209
TOTAL										



North Central New Mexico Economic Development District
NON-METRO AREA AGENCY ON AGING
P&A - RY

County	Current Provider	MB	HC-1	HC-1F	MD	ME	TOTAL FEDERAL FUNDS	MSIP	Revised Total
Grant County	Grant County	\$51,871	\$10,182	\$25,081	\$0	\$0	\$148,104	\$40,600	\$478,911
Grant County	Grant County Commission on Aging	\$19,025	\$29,249	\$11,373	\$7,159	\$16,467	\$51,696	\$21,900	\$525,266
Deer Park County	City of Las Cruces	\$7,757	\$36,785	\$14,310	\$12,843	\$16,603	\$138,272	\$138,750	\$881,820
	BER of New Mexico Dona Ana	\$18,189	\$23,285	\$35,025			\$124,736	\$25,173	\$553,420
El Paso County	Midland Medical Services	\$20,715	\$21,346	\$27,426	\$0	\$0	\$68,837	\$142,734	\$231,003
El Paso County	Quintanilla Commission on Aging	\$27,611	\$38,849	\$33,585	\$2	\$30,250	\$134,444	\$226,492	\$417,193
El Paso County	City of Alamogordo	\$25,408	\$25,436	\$21,887	\$0	\$0	\$90,220	\$216,345	\$485,288
	Sacramento Mountain Senior Services	\$11,284	\$17,365	\$2,272		\$0	\$34,526	\$42,916	\$142,637
	Trinidad Older American Center	\$12,611	\$26,502	\$9,800	\$0	\$16,262	\$92,376	\$13,151	\$189,150
	La Verdad Center, Inc.					\$19,388	\$0,000	\$42,957	\$82,308
Santa County	Santa Fe Area Office on Aging	\$23,523	\$41,516	\$24,545	\$0	\$0	\$81,811	\$10,868	\$378,481
Socorro County	Socorro County	\$41,099	\$65,530	\$18,513		\$0	\$96,453	\$174,777	\$288,763
TOTAL		\$510,881	\$470,794	\$219,086	\$23,102	\$51,603	\$1,131,976	\$2,912,284	\$3,065,872

SENIOR EMPLOYMENT “CURRENT” FUNDING CHART

PROGRAM/COUNTY	AMOUNT AVAIABLE	POSITIONS
Ancianos/Taos County	\$ 34,724	4
Catron County	\$17,362	2
Chaves	\$86,810	10
Colfax	\$34,724	4
Community Service Center Clovis/Curry	\$ 8,701	1
Deming	\$23,544	3
Grady	\$ 8,701	1
Grants/Cibola	\$26,043	3
Grant County	\$ 17,362	2
Lincoln County	\$24,750	3
Mora	\$ 8,701	1
Northwest New Mexico Seniors San Juan	\$43,405	5
Rio Arriba County	\$34,724	4
Sandoval County	\$43,405	5
Santa Fe, City	\$34,724	4
SER de New Mexico, Inc. San Miguel	\$26,043	3
SER de New Mexico, Inc Dona Ana	\$26,043	3
Sierra Joint Office on Aging, Inc Sierra County	\$26,043	3
Southeast NM Community Action Corp. Eddy County	\$48,438	6
Valencia County	\$26,043	3



**NCNMEDD, NON-METRO AREA AGENCY ON AGING
PLANNING SERVICE AREA II
SERVICE CHART**

COUNTY	SERVICE AREAS	CURRENT SERVICES
Gibola	City of Grants, Milan, San Rafael, Seboyeta, Cubero, San Fidel, Bluewater Village, San Mateo	Congregate Meals, Home Delivered Meals, Transportation, Assisted Transportation, Homemaker
Coffax	Maxwell, Raton, Springer, Cimarron, Eagle Nest	Congregate Meals, Home Delivered Meals, Transportation, Chore, Homemaker
Los Alamos	City of Los Alamos	Congregate Meals, Home Delivered Meals, Transportation, Adult Day Care
McKinley	Ramah, Thoreau	Congregate Meals, Home Delivered Meals, Transportation
Mora	Mora, Wagon Mound	Congregate Meals, Home Delivered Meals, Transportation, Homemaker
*Rio Arriba	Alcalde Chama, Coyote, Gallina, Dixon, El Rito, Espanola, Tierra Amarilla, Truchas	Congregate Meals, Home Delivered Meals, Transportation, Adult Day Care
	Rio Arriba County and Northern Santa Fe	Homemaker, Respite
	Dulce, Lumberton	Congregate Meals, Home Delivered Meals
San Juan	Aztec, Blanco, Bloomfield, Farmington, Fruitland	Congregate Meals, Home Delivered Meals, Transportation, Homemaker, Respite

COUNTY	SERVICE AREAS	CURRENT SERVICES
* Sandoval	Bernalillo, Corrales, Cuba, Jemez, Pena Blanca, Placitas, Rio Rancho	Congregate Meals, Home Delivered Meals, Respite
	Rio Rancho	Respite
	Rio Rancho	Health Promotion, Education, Physical Fitness Case Management
* Santa Fe	City of Santa Fe	Congregate Meals, Home Delivered Meals, Assisted Transportation, Homemaker, Respite
* Santa Fe	Chimayo, Edgewood, El Rancho, Santa Cruz, El Dorado	Congregate Meals, Home Delivered Meals
San Miguel	City of Las Vegas, Pecos, San Miguel	Congregate Meals, Home Delivered Meals, Transportation
Taos	Amalia, Cosilla, Chamisal, Questa, Taos	Congregate Meals, Home Delivered Meals, Transportation Homemaker, Respite
Torrance	Estancia, Morality, Mountainair	Congregate Meals, Home Delivered Meals, Transportation
* Valencia	Belen, Bosque Farm, Del Rio, Los Lunas, Meadow Lake	Congregate Meals, Home Delivered Meals, Transportation
	Los Lunas	Homemaker

* Indicates more than one provider at the current time within communities.



**NCNMEDD, NON-METRO AREA AGENCY ON AGING
PLANNING SERVICE AREA III
SERVICE CHART**

COUNTY	SERVICE AREAS	CURRENT SERVICES
Chaves	City of Roswell, Lake Arthur, Hagerman, Midway, Dexter	Congregate Meals, Home Delivered Meals, Transportation Homemaker, Adult Day Care, Health Promotion, Respite, Caregiver Support Services
* Curry	City of Clovis	Congregate Meals, Home Delivered Meals, Transportation,
	Grady	Congregate Meals, Home Delivered Meals,
	Melrose	Congregate Meals, Home Delivered Meals, Transportation, Homemaker
	Texico	Chore, Homemaker
	Curry County, Roosevelt County, Quay County, Chaves County, Lincoln	Respite
	City of Clovis & Surrounding Areas	Homemaker
De Baca	Village of Ft. Sumner	Congregate Meals, Home Delivered Meals, Transportation
	Village of Ft. Sumner	Homemaker

COUNTY	SERVICE AREAS	CURRENT SERVICES
* Eddy	Artesia	Transportation
	Artesia, Carlsbad, Loving	Congregate Meals, Home Delivered Meals, Transportation
		Adult Day Care, Homemaking, Health Promotion
* Guadalupe	Guadalupe County	Congregate Meals, Home Delivered Meals, Transportation
	City of Santa Rosa	Congregate Meals, Home Delivered Meals, Transportation
	Town of Vaughn	Congregate Meals, Home Delivered Meals, Transportation
Harding	Roy, Mosquero	Congregate Meals, Home Delivered Meals
* Lea	City of Eunice	Congregate Meals, Home Delivered Meals, Transportation
	City of Jal	Congregate Meals, Home Delivered Meals,
	City of Hobbs	Congregate Meals, Home Delivered Meals, Transportation
	City of Lovington	Congregate Meals, Home Delivered Meals, Transportation
	Town of Tatum	Assisted Transportation, Health Promotion
Lincoln	Carrizozo, Corona, Ruidoso Downs, Hondo Valley, Capitan	Congregate Meals, Home Delivered, Transportation
* Quay	City of Tucumanari, House, Logan	Congregate Meals, Home Delivered Meals, Transportation

COUNTY	SERVICE AREAS	CURRENT SERVICES
	San Jan	Health Promotion
* Roosevelt	Portales, Clovis	Transportation, Health Promotion
	Elida	Transportation
	Floyd	Transportation
	Dora	Transportation
Union	Clayton	Congregate Meals, Home Delivered Meals, Transportation
	Des Moines	Congregate Meals, Home Delivered Meals, Transportation

* Indicates more than one provider at the current time within communities.



**NCNMEDD, NON-METRO AREA AGENCY ON AGING
PLANNING SERVICE AREA IV
SERVICE CHART**

COUNTY	SERVICE AREAS	CURRENT SERVICES
Cocon	Reserve, Quemado, Glenwood	Congregate Meals, Home Delivered Meals, Transportation, Homemaker, Health Promotion, Respite, Caregiver Support Services
Grant	Gila, Hurley, Mimbres, Santa Clara, Silver City	Congregate Meals, Home Delivered Meals, Transportation
• Dona Ana	City of Las Cruces	Congregate Meals, Home Delivered Meals, Homemaker, Health Promotion, Grandparent Raising Grandchildren, Respite, Caregiver Support Services
	Dona Ana County, Mesilla, Anthony, Sunland, Hatch	Congregate Meals, Home Delivered Meals, Transportation, Homemaker
Hidalgo	Lordsburg, Hidalgo County	Congregate Meals, Home Delivered Meals, Transportation
Luna	Deming, Luna County	Congregate Meals, Home Delivered Meals, Transportation, Homemaker, Adult Day Care, Respite, Caregiver Support Services
• Chero	City of Alamogordo	Congregate Meals, Home Delivered Meals, Transportation, Homemaker
	Sacramento, High Rolls, Cloudcroft, Mayhill	Congregate Meals, Home Delivered Meals, Transportation, Homemaker

COUNTY	SERVICE AREAS	CURRENT SERVICES
	Village of Tulare	Congregate Meals, Home Delivered Meals, Transportation
Sierra	Truth or Consequences, Elephant Butte, Williamsburg, Arroyo, Animas	Congregate Meals, Home Delivered Meals, Transportation, Homemaker, Respite
Socorro	Socorro, Magdalena, Vegita	Congregate Meals, Home Delivered Meals, Transportation

* Indicates more than one provider at the current time within communities

Time Study Instructions

1. Prepare a time study for each staff position. This determines what services are being provided by each individual.
2. The time studies needs to done for a minimum of two (2) weeks for each staff position.
3. Each staff position has a total of ten (10) daily time studies, one for each day of the week (M-F).
 - a. Each employee must check off in fifteen (15) minute increments the service being provided (i.e. transportation, congregate meals, home delivered, etc.).
 - b. Add total for each service for each day.
 - c. Add totals for all ten (10) days.
4. Prepare a time study summary for each staff position (employee).
 - a. Carry the total forward from the individual time study for each staff position (employee) to the individual summary.
 - b. Add totals on the individual summary by service.
 - c. Divide the total of each service column by the grand total.

TIME STUDY WORK SHEET- INDIVIDUAL SUMMARY

Employee/ Position: _____

	Congregate Meals	Home-Del. Meals	Transportation	Assisted Transportation	Case Mgmt	Adult Day Care	Churo	Homemaker	Health Promotion	Respite	Grand Total
WEEK 1											
Monday											0
Tuesday											0
Wednesday											0
Thursday											0
Friday											0
WEEK 2											
Monday											0
Tuesday											0
Wednesday											0
Thursday											0
Friday											0

TOTAL	0	0	0	0	0	0	0	0	0	0	0
PERCENT	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

