

MEMORANDUM

TO: All State Agency Heads

**FROM: Marilyn B. Tavenner
Secretary of Health and Human Resources**

DATE: September 14, 2007

**RE: State Agency Reporting Requirements Pursuant to HB 2624 (2007)
*Addressing the Impact of the Aging of Virginia's Population***

Agency heads will recall that the 2006 Session of the General Assembly enacted **HB 110** and **HB 854**, in part, as a response to House Document 10 (2006): *Impact of an Aging Population on State Agencies*. This document, prepared by JLARC, found that most state agencies were not prepared to deal with the impact of the “baby boomer” population. The bills enacted last year required agencies to (i) designate staff to review agency policies and programs and identify opportunities to make those policies and programs more accommodating to seniors and persons with disabilities; (ii) include in agency strategic plans, under Va Code § 2.2.-5510, an analysis of how the aging of the population impacts the agency and how the agency is responding, and (iii) report to the Governor and the General Assembly on the agency’s progress in addressing the impact of the aging of the population. As required, I issued guidance last year for the initial reports that were to be submitted to the Office of the Governor and the Division of Legislative Automated Services by October 1, 2006.

In the 2007 Session, the General Assembly enacted **HB 2624**, amending §2.2-5510 to modify the reporting requirements. Agencies are no longer directed to submit their reports to the Governor and the General Assembly. Rather, state agencies are to report their progress in addressing the impact of the aging of the population to the **Department for the Aging** by **November 15** of each year. Again, guidance for the reporting falls to the Secretary of Health and Human Resources. Under the 2007 amendments, the Department for the Aging will prepare a summary of these reports and submit that to the Governor and the General Assembly.

Revised Reporting Requirements

The information requested of the agencies remains essentially the same as was requested last year, but with the addition of one data request, developed in conjunction with the Department of Human Resource Management and relating to the aging of the state workforce and agency succession planning (see item 5 below). Accordingly, in addition to amending its strategic plan as may be necessary, each agency shall submit **by November 15 of each year to the Virginia Department for the Aging**, a report that includes, at a minimum, the following information:

1. To the extent such data is available, the number of persons who received services from the agency in the past fiscal year who fell into each of the following age ranges: 65-74; 75-84; and 85 and older. If the agency can provide data that compares such numbers to numbers of senior citizens served in the past, please do so. If the agency lacks specific information about the numbers of senior citizens it serves, but has other evidence indicating that it is serving more or fewer senior citizens than it has in the past, please describe the basis for that estimation.
2. Identify the agency services that are utilized by senior citizens 65 and older in significant numbers. Indicate whether the agency has the capacity at present to serve all interested seniors or whether the demand for certain services exceeds the agency's capacity. If so, does the agency maintain waiting lists for services?
3. Identify current agency programs, specifically designed to serve seniors 65 and older, that fall into any of the following six categories: Health Care/Wellness; Education; Public Safety; Recreation; Financial Security (including Housing); and Transportation.
4. Identify the extent to which your agency provides "consumer-oriented" publications and websites online that are designed to be "senior-friendly." If the information you currently provide is not readily accessible to seniors, identify any steps your agency is taking to improve accessibility.
5. Describe the effect that the aging of the agency's own workforce will have on its ability to deliver services. Consider the number of retirements expected in the next two years, the effect these retirements might have (e.g., loss of leadership or institutional knowledge in certain programs), how losses might be replaced (e.g., promotions or transfers, recruitment, use of wage staff, including retirees, re-engineering, outsourcing), and the costs or savings from the replacements (e.g., staff development cost, salary savings). This item might be addressed by summarizing relevant portions of the agency's workforce plan.
6. Describe any other services or programs that the agency has implemented or plans to implement in the future to address the impact of the aging of Virginia's population.

Reporting Format

The Department for the Aging requests that agency reports be prepared as Microsoft Word documents. The documents should be single spaced (with paragraphs separated by a double space), on 8 ½" x 11" paper with 1" margins on all sides and a font size of not less than (twelve) 12. Each page in the report should include a header with the agency's name and the date of the report. All pages should be numbered.

Each agency's report should include the following:

1. **Cover Page** – The cover page should contain the following wording: *Report on the Response of the (agency name) to the Impact of the Aging of Virginia's Population*. The report should also include the date of submission.
2. **Signature Page** – The Signature Page should include the following statement: *Pursuant to legislation enacted by the Virginia General Assembly of Virginia, the (agency name) submits this report of its progress in addressing the impact of the aging of Virginia's population*. This page should be signed by the agency head and include the submission date. Digital signatures should be used, if possible.
3. **Executive Summary** – The Executive Summary should not exceed two (2) pages. The summary should include a short statement of the major issues and any recommendations or strategies from the body of the report.
4. **Agency Description** – This section should provide a brief overview of the agency's mission, roles, and responsibilities.
5. **Data Requested** – This section should address the six (6) issues listed under Reporting Requirements above.

Report Submission

Reports should be submitted **by e-mail**, by **Thursday, November 15, 2007**. Reports should be emailed to Bill Peterson at: bill.peterson@vda.virginia.gov

Questions should be directed to:

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