

MEMORANDUM

To: All State Agency Heads and
Agency staff designated pursuant to HB 854

From: Marilyn B. Tavenner
Secretary of Health and Human Resources

Date: August 25, 2006

Re: **HB 110 Reporting Requirements**

HB 110 (2006 Session) amended Va. Code § 2.2-5510 to require that each state agency include in its strategic plan “*an analysis of the impact that the aging of the population will have on its ability to deliver services and a description of how the agency is responding to these changes.*” The bill provides further that “*(b)ased on guidance from the Secretary of Health and Human Resources, each agency shall report by October 1 of each year to the Governor and to the General Assembly its progress for addressing the impact of the aging of the population in at least five specific actions.*”

Each agency, in addition to amending its strategic plan as may be necessary, shall submit by October 1 of each year to the Governor and to the General Assembly, 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 any other services or programs than the agency has implemented or plans to implement in the future to address the impact of the aging of Virginia's population.

Please note that Va. Code § 30-34.15 provides that reports submitted to the General Assembly shall be submitted to the Division of Legislative Automated Systems.

Each agency was previously directed to designate pursuant to HB 854 (2006 Session) a current employee who is responsible for reviewing policy and program decisions with respect to their impact on senior citizens and adults with disabilities (*Leadership Communique*, May 31, 2006). If your agency has not done so, please provide the employee's name and contact information immediately to Bill Peterson, Virginia Department for the Aging, email: bill.peterson@vda.virginia.gov. It will be expected that the person so designated will be involved with preparing the report due on October 1.

If you have any questions regarding what should be provided in your agency's report under HB 110, you may contact Assistant Secretary of Health and Human Resources Heidi Dix at heidi.dix@governor.virginia.gov, or (804) 692-2577. The Office of the Secretary of Health and Human Resources will work closely with the Virginia Department for the Aging to answer any questions you may have in formulating the report and to evaluate the reports that are provided.