

## **EXHIBIT 11. MANAGEMENT PLAN FORM FOR AAA GOALS AND OBJECTIVES**

ASCOG Management Plan for SFY 2017.



<b>GOAL: #1</b>				<b>OBJECTIVE: #2</b>											
Enable people with disabilities and older adults to live in the community through the availability of and access to high-quality long-term services and supports, including supports for families and caregivers.				No later than June 30, 2015, coordinate and promote two annual public events and publicity campaigns that address existing in-home services and supports with special focus on home-delivered meals, home repairs, transportation and home health services.											
#	ACTION STEPS	DUE DATE	FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			STAFF POSITIONS ASSIGNED ACTION STEPS
			jul	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun	
1.	Schedule public events in Lawton and Duncan and Develop committee to support these events in future years.  <b>Completed: Lawton event was successfully completed on June 26. Duncan event was conducted for September 24.</b>	Jan 31							X						I&A
2.	Prepare press releases for public events. Send out press releases no later than two weeks prior.  <b>Completed for both events.</b>	Apr 30										X			I&A
3.	Facilitate public events and coordinate with event committee  <b>Completed for both events.</b>	June 30												X	Director/I&A

<b>GOAL: #1</b>				<b>OBJECTIVE: #3</b>											
Enable people with disabilities and older adults to live in the community through the availability of and access to high-quality long-term services and supports, including supports for families and caregivers.				No later than March 31, 2017, hold public forums to educate the public on potential changes and to receive input regarding said changes to long-term care services and supports in response to the Oklahoma Health Care Authority request for proposals for coordinated care.											
#	ACTION STEPS	DUE DATE	FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			STAFF POSITIONS ASSIGNED ACTION STEPS
			jul	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun	
1.	Schedule public forums in Lawton, Duncan and Chickasha.	Feb 15, 2017								X					AAA Planner
2.	Prepare press releases for public forums. Send out press releases no later than ten days prior.	Feb 28, 2017								X					AAA Planner
3.	Facilitate public forum discussion and include public Comment in area plan updates.	Mar 31 2017									X				Director/AAA Planner

GOAL: #2				OBJECTIVE: #1											
Implement management and workforce practices that support the integrity and efficient operations of programs serving people with disabilities and older adults and ensure stewardship of taxpayers' dollars.				Initiate an annual fiscal management and loss prevention training for existing service providers, no later than May 31, 2015.											
#	ACTION STEPS	DUE DATE	FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			STAFF POSITIONS ASSIGNED ACTION STEPS
			jul	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun	
1.	Schedule annual training in May in coordination with all Title III providers. <b>Completed: June 18, 2015</b>	Jan 31							X						Director/Accountant
2.	Recruit trainers for annual training to discuss fiscal Management policy and procedures and best practices. <b>Completed: Trainers included ASCOG AAA staff, Ken Jones from ODMHSAS, Red Cross staff and OSU Ext Office staff.</b>	Feb 28								X					Director/Accountant
3.	Facilitate training in coordination with providers and their Staff. <b>Completed successfully on June 18.</b>	May 31											X		Director/Accountant

GOAL: #2				OBJECTIVE: #2											
Implement management and workforce practices that support the integrity and efficient operations of programs serving people with disabilities and older adults and ensure stewardship of taxpayers' dollars.				No later than April 30, 2015, present policy changes to the ASCOG AAA Advisory Council, requiring MOUs between nutrition projects and independent senior centers where nutrition sites are co-located											
#	ACTION STEPS	DUE DATE	FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			STAFF POSITIONS ASSIGNED ACTION STEPS
			jul	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun	
1.	Draft new policy and procedures in coordination with Title III Nutrition Project <b>Completed: No new policy was needed. Added existing Policy to quarterly assessments.</b>	Jan 31							X						AAA Planner
2.	Publish policy draft to Advisory council at least ten days Prior to April AAAAC meeting. <b>Completed.</b>	Mar 31									X				AAA Planner
3.	Make changes as required by AAAAC and obtain AAAAC Approval to new policy in April meeting. <b>Completed: no changes needed in policy. Procedure Changes adopted by collaborative committee made up of AAA Staff and Title III Project Directors.</b>	Apr30										X			Director/AAA Planner

<b>GOAL: #2</b>				<b>OBJECTIVE: #3</b>											
Implement management and workforce practices that support the integrity and efficient operations of programs serving people with disabilities and older adults and ensure stewardship of taxpayers' dollars.				No later than December 31, 2016, present a code of ethics policy for Title III employees to the ASCOG AAA Advisory Council, requiring all Title III employees to sign a code of ethics prohibiting activities that would damage the integrity of Title III programs and could potentially harm participants of Title III services.											
#	ACTION STEPS	DUE DATE	FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			STAFF POSITIONS ASSIGNED ACTION STEPS
			jul	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun	
1.	Draft new code of ethics and procedures in coordination with Title III contractors.	Sept. 30 2016			X										AAA Director
2.	Publish draft of ethics and procedures to Advisory council at least ten days Prior to April AAAAC meeting.	Nov 30 2016					X								AAA Planner/I&A
3.	Make changes as required by AAAAC and obtain AAAAC Approval to new ethics and procedures in December mtg.	Dec 31 2016						X							Director/AAA Planner

GOAL: #3				OBJECTIVE: #1											
Advocate to ensure the interests of people with disabilities, older adults and their families are reflected in the design and implementation of public policies.				No later than June 30, 2015, initiate an annual policy conference for community partners in the ASCOG PSA, that will address service availability, participant safety and fraud prevention, obstacles to accessibility and fiscal management.											
#	ACTION STEPS	DUE DATE	FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			STAFF POSITIONS ASSIGNED ACTION STEPS
			jul	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun	
1.	Schedule annual conference in coordination with community Partners, stakeholders and policy makers who make up Conference committee. <b>Completed in June Expo.</b>	Jan 31							X						I&A/AAA Planner
2.	Recruit speakers and facilitators for the conference. <b>Completed in June Expo.</b>	Feb 28								X					I&A/AAA Planner
3.	Facilitate policy conference with help of community Partners and committee members. <b>Completed in June Expo.</b>	June 30												X	I&A/AAA Planner/Directo



<b>GOAL: #3</b>				<b>OBJECTIVE: #2</b>											
Advocate to ensure the interests of people with disabilities, older adults and their families are reflected in the design and implementation of public policies.				No later than April 30, 2015, establish at least five MOUs with community partners who serve older Oklahomans in the ASCOG PSA.											
#	ACTION STEPS	DUE DATE	FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			STAFF POSITIONS ASSIGNED ACTION STEPS
			jul	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun	
1.	Schedule MOU meetings with community partners. <b>Completed</b>	Jan 31							X						AAA Planner
2.	Establish written MOUs with at least five community Partners, especially with partners who work with not only Persons 60 and older but also disabled persons. <b>Completed. In January 2015, new procedure was Developed to require MOUs be signed by ED of ASCOG.</b>	Feb 28								X					AAA Planner
3.	Complete AAAAC approval and signatures of MOUs no Later than April 30, 2015. <b>Completed.</b>	Apr 30										X			AAA Planner/Director

<b>GOAL: #3</b>				<b>OBJECTIVE: #3</b>											
Advocate to ensure the interests of people with disabilities, older adults and their families are reflected in the design and implementation of public policies.				No later than September 30, 2016, participate and support in the annual Oklahoma Silver Haired Legislature event and annual meeting.											
#	ACTION STEPS	DUE DATE	FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			STAFF POSITIONS ASSIGNED ACTION STEPS
			jul	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun	
1.	Assist OSHL Executive Committee and local ASCOG OSHL group in preparing bills for the annual OSHL.	July 31 2016	X												I&A/AAA Director
2.	Assist OSHL in recruiting speakers and facilitators for the Annual OSHL.	July 31 2016	X												I&A/AAA Director
3.	Facilitate OSHL annual event in OKC.	Sep 30 2016			X										I&A/AAA Director