



The California Department of Aging
Administration - Governing Board
FY 2025-2026 Monitoring Tool

AAA Complete:

CDA Staff Complete:

PSA #: Click or tap here to enter text.	Dates of Monitoring: Click or tap here to enter text.
Agency Name: Click or tap here to enter text.	Date of Interview: Click or tap here to enter text.
AAA Staff Completing Tool: Click or tap here to enter text.	CDA Staff Reviewing Tool: Click or tap here to enter text.

Purpose:

The California Department of Aging (CDA) monitors Area Agencies on Aging (AAA) to evaluate compliance with applicable federal and State statutes, regulations, policies, and performance standards that promote the independence and well-being of older adults, adults with disabilities, and their caregivers. The purpose of this tool is to guide the CDA monitoring process during a review of the AAA's multiple program areas.

Regulations/Standards:

- [Older Americans Act \(OAA\) as Amended in 2020](#)
- [California Code of Regulations \(CCR\), Title 22, Division 1.8](#)
- [Memorandum of Understanding \(MOU\) FY 2024-2029](#)
- [CDA Program Guide \(current fiscal year\)](#)
- [California Welfare and Institutions Code](#)
- [45 Code of Federal Regulations \(CFR\), Part 1321](#)



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Review Elements <i>Question & associated regulations (CCR, CFR, AAA MOU)</i>	AAA Comments <i>Avoid "Yes" or "No" responses. Please provide explanations.</i>	CDA Notes <i>For CDA use.</i>
1. What is the process for the AAA's Governing Board to provide input on priorities determined by the AAA through the needs assessment?		
22 CCR 7300(a)(1)(C)(3)(b) 2. What is the Governing Board's involvement in determining and establishing the qualifications for the AAA Director position?		



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Review Elements Question & associated regulations (CCR, CFR, AAA MOU)	AAA Comments Avoid "Yes" or "No" responses. Please provide explanations.	CDA Notes For CDA use.
3. Does the AAA's Governing Board review and approve area plans, budgets and contracts as required by the Department? Please explain how the process works. 22 CCR 7302		
4. How does the Governing Board designate/appoint members to the Advisory Council? 22 CCR 7302(12)(F)		
5. Did the Governing Board formally adopt the AAA's grievance procedure/process? 22 CCR 7400 (c)(1)		



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6. Has a community member ever presented a complaint or concern at an open board meeting?		
22 CCR 7400 (d) 7. Does the Board have a Joint Powers Agreement (JPA)? Does the JPA contain a "Conflict of Interest" provision? What is the JPA process for filling vacancies on the board?		
22 CCR 7360(d)(1) 8. What is the procedure for assigning new members to the governing board?		



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Review Elements Question & associated regulations (CCR, CFR, AAA MOU)	AAA Comments Avoid "Yes" or "No" responses. Please provide explanations.	CDA Notes For CDA use.
9. If the PSA consists of multiple counties, how does the governing board ensure representation for all counties?		
10. If Applicable: If the AAA is County run, is the governing board separate from the county board of supervisors?		
11. What is a goal that the governing board has prioritized for the current area plan term?		
12. Does the governing board hold PSA-specific meetings to identify and address issues specific to older adults?		
13. How does the governing board determine strategic priorities for AAA execution across the PSA?		