



State of South Carolina  
Office of The Lieutenant Governor

Henry McMaster  
Lieutenant Governor

Mark Plowden  
Chief of Staff

Memorandum

**To: Area Agencies on Aging Directors and Council of Government Directors**  
**Cc: Contracted Local Service Providers**

**From: Mark Plowden, Chief of Staff**

**Date: January 19, 2016**

**RE: New Assessment Policies**

New Assessment Form

Effective July 1, 2016, all client assessments conducted by aging network partners will use the new assessment form, developed with input from the Area Agencies on Aging (AAAs) and providers during the Policy Task Force meetings, and approved by the Lieutenant Governor's Office on Aging (LGOA).

To assure a smooth transition when using the new form, the LGOA plans to work closely with the AAAs and their providers to ensure that all staff conducting assessments is properly trained before July 1. LGOA staff will notify the AAAs and providers about training opportunities.

New Assessment Policy

Effective July 1, 2017, each AAA will directly conduct client assessments in their regions using the LGOA approved form. The AAAs have 18 months to make the transition, but the LGOA is hopeful the policy change is enacted sooner.

The LGOA supports a holistic approach to assessments, which identifies all of the client's aging service needs. Our agency believes this policy change will result in a person-centered assessment process that best serves the senior population in South Carolina. LGOA staff is available to assist the AAAs with guidance and technical support during this transition.

Please direct any questions regarding these policy changes to Gerry Dickinson at (803) 734-9867 or via email at [gdickinson@aging.sc.gov](mailto:gdickinson@aging.sc.gov).

Thank you for your continued support of our state's aging network.

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