



## **AAA Broadcast**

**Date:** November 22, 2021

**To:** Area Agencies on Aging Directors  
Area Agencies on Aging Executive Directors

**From:** Access and Eligibility Services Program Policy  
State Office 2115

**Subject: Area Agencies on Aging (AAA) Handbook Website Redesign**

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### **AAA Handbook Website Redesign**

Effective Nov. 28, 2021, the Health and Human Service (HHS) website will be updated. This change will bring some new enhancements to the AAA site to improve the user experience.

The changes include:

- a new user experience with updated formatting,
- breaking pages into subsections,
- facilitating handbook use on mobile devices, and
- updating Table of Contents for easier policy access.

All policy sections will remain unchanged.

**Note:** AAA 21-1 handbook updates are currently delayed due to the website redesign activities. Staff will be notified when revisions have resumed and are posted online.

## Enhancements to AES Handbooks:

1. Sub-pages will be added to left navigation to break up large sections of content to improve searchability.

The screenshot displays the Texas Health and Human Services website. The top navigation bar includes links for About HHS, Home, Services, Doing Business with HHS, Services, Laws & Regulations, Contact, Providers, and Search. The breadcrumb trail reads: Home > Laws Regulations > Handbooks > Area Agency on Aging Policies and Procedures Manual > Chapter A, Older Americans Act.

The left sidebar contains a table of contents for Chapter A, Older Americans Act, with the following items:

- Chapter A, Older Americans Act (expanded)
- A-1000, Older Americans Act
- A-1100, State Unit on Aging
- A-1200, Other Older Americans Act Sections and Programs
- A-1300, Other Programs
- Chapter B, Area Agencies on Aging
- Chapter C, Area Agencies on Aging Administration
- Chapter D, Intake and Assessment for Services
- Chapter E, Title III-B, Supportive Services and Senior Centers
- Chapter F, Title III-C, Nutrition Services
- Chapter G, Title III-D, Evidence-based Disease Prevention and Health Promotion Services
- Chapter H, Title III-E, National Family Caregiver Support Program Services
- Appendices
- Glossary
- Forms
- Revisions
- Contact Us

The main content area shows the 'A-1000 Older Americans Act' section, which includes a revision notice: 'Revision 21-0; Effective January 15, 2021'. Below this is the 'A-1010 Overview' section, also with a revision notice. The overview text states: 'The Older Americans Act (OAA), enacted in 1965, focuses on planning and policy related to aging issues. The OAA establishes the "aging network", consisting of Aging (AoA), State Agencies on Aging (more commonly known as State Units on Aging) and Area Agencies on Aging. Later amendments added a variety of services for people age 60 and over and their caregivers. Legislation authorizes grants to states for community planning and social services, research and development projects, and personnel training in the field of aging. The aging network supports a wide range of social services and programs for older people including: supportive services; congregate meals; home-delivered meals; family caregiver support, evidence-based health programs; the long-term care ombudsman program; and services to prevent the abuse, neglect, and exploitation of older persons. The Administration on Aging, within Administration for Community Living (ACL) in the U.S. Department of Health and Human Services (DHHS), administers the aging network. The aging network helps older people age well and live with dignity when aging brings challenges and is an important part of the support systems which they need to access.'

2. A new **On This Page** button will be added to the top right of the handbook section as an easy access anchor link to help the user jump to a specific section on that page.

The screenshot shows the Texas Workforce Commission website. The main content area is titled "A-110-A119" and "A-111 Pre-Application Process". It includes a revision date of "Revision 15-4, Effective October 1, 2015" and a section titled "TANF". The text describes the TANF process and lists several bullet points: TANF is temporary and has time limits; there are other alternatives and options for the applicant instead of TANF benefits; an applicant should consider jobs and other resources (such as child support) before pursuing TANF; if an applicant chooses to apply for assistance, the individual is requesting help finding a job; and even if an applicant chooses not to apply for TANF, the individual still may apply for Medicaid and the Supplemental Nutrition Assistance Program (SNAP) to support employment while working toward self-sufficiency. A blue "On this page" button is located in the top right corner of the main content area.

3. The following three sections will stay on the page when the user scrolls down the page:

- **On this Page** button;
- Left navigation toolbar; and
- Overhead toolbar.

The screenshot shows the Texas Workforce Commission website. The main content area is titled "A-118.2 Applications Sent to the Marketplace". It includes a revision date of "Revision 15-4, Effective October 1, 2015" and a section titled "Medical Programs". The text describes the process for clients who are ineligible for Texas Works Medicaid or CHIP. A blue "On this page" button is located in the top right corner of the main content area.