

AAVL AAA project Detailed Instructions

Below are step-by-step instructions on how to register, get the documents you need to contact the Area Agency on Aging (AAA) in your community, prepare those documents, complete the questionnaire with your AAA staff member, and return it to the Alliance on Aging and Vision Loss (AAVL).

If you wish to read the general introduction and goals of the AAA Project, please visit

<https://www.aavl-blind-seniors.org/aavl-area-agencies-on-aging>.

If you would like some general information about what AAAs are and do, please visit Area Agencies on Aging and How they Help You at

<https://www.aavl-blind-seniors.org/aavl-how-AAAs-help-you>.

Register and Get the Documents You Need

Send an email with your Name, City, State, Email address, and Phone number to anisiocorreia1@outlook.com.

Anisio will send you an email with attached files of the letter you will personalize and send to your local AAA along with the Questionnaire you will be filling out with the AAA administrator.

Preparing the Documents for Sending to the AAA

- Use this link and your zip code to find the AAA that serves your community.

<https://eldercare.acl.gov/public/index.aspx>

- Go to your community AAA website and use the info there to personalize the invitation letter/email (Director's name, etc.).
- Don't forget to fill in your contact info at the bottom of the invitation so they know how to get in touch with you to set up the meeting.

- **Open the questionnaire and use the information from the website to fill in what you can on the questionnaire — especially Questions 1, 2, and 3. Since you won't have unlimited time to meet with the staffer, it will help if you have already filled in as much information as you can. Then, the staffer can add or delete information rather than generating a long list of programs and services. This step in preparation also shows that we are respectful of their time and professional in our relationship with the AAA.**

Caution: Information changes frequently, so you may have to update the info you find once you get to the AAA meeting.

- **Save the changes to the sample letter and questionnaire.**
- **Open an email, copy the email address for the AAA into the “To” field and copy the invitation letter text into the body of the email.**

- **Attach your revised questionnaire to the email and send it.**
- **Follow up as needed to set up a meeting time via phone, Zoom, or in person (if you feel comfortable).**

The Meeting

- **Please dress professionally.**
- **Be cordial and remind the AAA rep that the intention is not to put them on the spot, but to find out the facts and see if there are ways to improve communication between the AAA and the blindness community.**
- **Complete the questionnaire, and figure out with the AAA rep where to go from here if you found areas that need improvement.**
- **If desirable, set up the next meeting with the AAA to**

move forward together.

- **Thank the AAA rep for their time and attention.**

After the Meeting

- **Save the completed Questionnaire and attach it to an email to anisiocorreia1@outlook.com.**
- **Write a thank you to the person you met with. This would be a great opportunity to remind yourself and the AAA staffer what each of you promised to do, and any follow-up meetings to make sure those promises are kept and the process continues to move forward.**
- **Put May 9 on your calendar for a follow-up AAVL event.**

Need Help?

If you have any questions or concerns, you can contact:

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