Inventory of the Department of Aging Records

Record Group number: R101

California State Archives
Office of the Secretary of State
Sacramento, California

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Descriptive Summary
Title: Department of Aging Records
Dates: 1950-1993
Collection number: R101
Creator: California Department of Aging
Extent: 24.5 cubic feet
Repository: California State Archives
Sacramento, California

Abstract: The records of the Department of Aging and its predecessors document California’s efforts to protect and care for its ever-growing elderly population. This record group contains 25 cubic feet of text records covering the period 1950-1993 and includes administrative files, program files, correspondence, reports, speeches, research files, history files, and subject files from several prominent divisions within the department.

Physical location: California State Archives
Language: English

Access
While the majority of the records are open for research, any access restrictions are noted in the record series descriptions.

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Preferred Citation
[Identification of item], Department of Aging Records, R101,[series number], [box and folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

Acquisition Information
The California State Archives acquired the records of the Department of Aging per state law.

Agency History
The initial activities of the state in aging programs can be traced to Governor Earl Warren's administration and the "Interdepartmental Coordinating Committee on Aging." This body, first appointed in 1948, served an advisory function and did not administer any gerontological program funding.

After the first Governor's Conference on Aging in 1955, the Coordinating Committee was renamed the Citizens' Advisory Committee on Aging (AB1682, Chapter 1784). The committee consisted of eight citizen members, appointed by the Governor and approved by the State Senate; and two members each of the Senate and the Assembly, chosen by their respective Houses. The Citizens' Advisory Committee on Aging focused on four major tasks: studying the problems of aging and recommending necessary action to the Governor; giving the communities of the State technical guidance and consultation to help them develop needed programs for their senior citizens; acting as a clearinghouse for information on all aspects of aging; and giving consultation to and cooperating with State departments in developing requires programs for the elderly.

Passed by Congress in 1965, the Older Americans Act established the Administration on Aging within the United State Department of Health, Education and Welfare. The basic aims of the Older Americans Act's Title III grants were to help provide coordinated, communitywide programs for older people and training in work with the elderly. The Federal grants would pay for a certain percentage of an approved program's costs.

Following the passage of the Older Americans Act on July 14 1965, the Citizens' Advisory Committee on Aging was designated the State's administrative agency for Title III Community Grants. Assembly Bill 166 of 1965 (Chapter 122) changed the committee's name to the California Commission on Aging and attached the new Commission to the Department of Human Resources Development within the Health and Welfare Agency. The Older Americans Act, the State plan for programs on aging under Title III of this act, and section 18300-18356 of the Welfare and Institutions Code provided the statutory and administrative guidelines within which the Commission on Aging functioned. The responsibilities of the Commission on Aging were to advise the executive branch of state government as to the status of aging Californians and to recommend action, provide technical assistance and consultation to municipalities, counties, senior organizations, agencies, local committees, commission, councils, business, industry, and labor. Additionally, the Commission performed as a clearinghouse for information on the subject of aging and defined and coordinated the efforts of state government in the field of aging, thereby, permitting effective and efficient use of resources for senior Californians.

Assembly Bill 2263 (Chapter 1080) authored by Assembly Member John Burton in 1973 became known as the Burton Act for Aging. When the Burton Act for Aging took effect in January of 1974, it established the Office of Aging in the Health and Welfare Agency and retained the Commission on Aging as the principle advisory and advocacy body for older persons at the state level. In 1975, Janet Levy became the director of the Office of Aging and held this position until 1983. During Levy's directorship the Office of Aging became the Department of Aging through Chapter 157 of 1976 (AB2285, authored by the Joint Committee on Aging). Chapter 157 had an urgency clause that allowed the legislation to take effect immediately, thus creating the Department of Aging in May of 1976. After Janet Levy, the following individuals held the director position of the Department of Aging: Jim Harrell (acting), Alice Gonzales (1983-1990), Chris Arnold (interim), Gary Kuwabara (interim), and Robert Martinez (1992-1995).

In accordance with the Older Americans Act, the Department of Aging divided the state into thirty-three geographical Planning and Service Areas and designated an Area Agency on Aging in each one. With oversight by the Department, each Area Agency was responsible for developing, implementing and coordinating programs for the elderly in its Planning and Service Area.

As of April 2008, the Department of Aging is the principle state agency for the provision of services to the elderly. The Department administers Older Americans Act programs for supportive services, in-home services, congregate and home-delivered meals and a system of multipurpose senior centers. It also administers the program for community service employment; programs for advocacy and protection; and programs which provide health insurance counseling, case management, Alzheimer's Day Care Resource Center and Adult Day Health Care services. Additionally, it performs a wide range of functions related to advocacy, planning, coordination, interagency linkages, information sharing, brokering, monitoring and evaluation. In its activities, the Department works closely with private and public sector aging advocates.

**Scope and Content**

The records of the Department of Aging and its predecessors document California's efforts to protect and care for its ever-growing elderly population. This record group contains 25 cubic feet of text records covering the period 1950-1993 and includes administrative files, program files, correspondence, reports, speeches, research files, history files, and subject files from several prominent divisions within the department. The following divisions' records are included within this record group: Executive Office including the Office of the Director, Legislative Liaison and Chief Legal Counsel; Senior Employment Unit; Planning and Program Development Branch; and the Long Term Care Division including the Multipurpose Senior Services Program and the Nutrition Program.
The record group also contains records that date prior to the establishment of the Department of Aging in 1976. Records of the Office of Aging, the California Commission on Aging, and the California Citizens' Advisory Committee on Aging have been preserved with the records of the Department of Aging presumably because they were the records of former Director Janet Levy (1975-1983) who also served in various important positions for the entities mentioned above.

The bulk of the records of the Department of Aging describe the distribution and handling of federal funds to local Area Agencies on Aging and other local entities. As a result, the records contain large amounts of budget reports and analyses, contract agreements, and applications for Federal funds. A secondary topic is the federal Older American's Act of 1965 and subsequent proposed amendments because any changes to the law significantly affected the California Department of Aging. This record group contains a wealth of information on the evolution of California's social assistance for its elderly population. As the life expectancy age increased significantly throughout the second half of the twentieth century, the state office charged to serve this segment of the population had to adapt and grow quickly to maintain adequate services and programs. These records show how the State attempted to protect the elderly from abuse and negligence in long-term care facilities through licensing and diligent Ombudsmen monitoring. Moreover, the extensive correspondence in this record group show the communication between the state and the senior community which led to the development of senior programs and Adult Day Resource Centers to provide seniors with social activities and affordable and honest legal advice to enable seniors to navigate the complicated Medicare system. The records describe numerous other adaptations, accomplishments, and mistakes the Department of Aging experienced as it grew and matured over the past sixty years.

Accruals
Further accruals are expected.

Subjects
California. Dept. of Aging
Aging
Older people

Related Material
Assembly Aging and Long Term Care Committee Records
Senate Health and Human Services Committee Records -- Subcommittee on Aging and Long Term Care Records
Earl Warren Collection

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Records of the Citizens' Advisory Committee on Aging 1956-1965

ID R101.001, Box 1, Folders 1-3

Series 1 Administrative Files 1960-1970
Physical Description: 3 file folders
Arrangement
Arranged chronologically by document date.
Scope and Content Note
The Citizens' Advisory Committee on Aging focused on four major tasks: studying the problems of aging and recommending necessary action to the Governor; giving the communities of the state technical guidance and consultation to help them develop needed programs for their senior citizens; acting as a clearinghouse for information on all aspects of aging; and giving consultation to, and cooperating with, State departments in developing requires programs for the elderly. The administrative files contain correspondence, reports, newsletters, conference presentations, and meeting memoranda and minutes and highlight the budgetary and financial funding for programs to help the aging. Other subjects include retirement income, housing, and drug programs for the aging.

Records of the Commission on Aging 1966-1973
Series 1 Administrative Files 1960-1975

Physical Description: 2 file folders

Arrangement
Arranged chronologically by document date.

Scope and Content Note
The responsibilities of the Commission on Aging were to advise the executive branch of state government as to the status of aging Californians and to recommend action, provide technical assistance and consultation to municipalities, counties, senior organizations, agencies, local committees, commission, councils, business, industry, and labor. Additionally, the Commission performed as a clearinghouse for information on the subject of aging and defined and coordinated the efforts of state government in the field of aging, thereby, permitting effective and efficient use of resources for senior Californians. Administrative files contain background material, informational pamphlets, correspondence, reports, and programs from the Governor's Conference on Aging. Files include numerous publications and programs for local and federal projects to help the aging and summaries of state legislation that would affect the aging and aging programs.

Records of the Office of Aging 1974-1976

Office of the Director 1974-1976

ID R101.003, Box 1, Folders 6-11

Series 1 Administrative Files 1954-1976

Physical Description: 6 file folders

Arrangement
Arranged chronologically by document date.

Scope and Content Note
Administrative files contain correspondence, reports, reference manuals, and newsletters. The documents contain background and resource materials on the administration and regulation of federal grants and the organization of the federal and state aging entities. Some documents in this series pre-date the establishment of the Office of Aging and are presumably the files of Director Janet Levy's previous work experience in the field of care for the aging and social work.

ID R101.004, Box 1, Folders 12-14

Series 2 Speeches and Testimony 1967-1976

Physical Description: 3 file folders

Arrangement
Arranged chronologically by event date.

Scope and Content Note
Speeches and testimony presented by the director at various conferences, meetings, and legislative hearings. Topics include: licensing for nursing homes and care facilities, elderly abuse, homes for the aging, and social action for the aging. Janet Levy, the Director of the Commission on Aging and the Office of Aging, presented most of the speeches at conferences and hearings.

Records of the Department of Aging 1976-2006

Office of the Director 1976-2006
<table>
<thead>
<tr>
<th>ID R101.005, Box 1, Folders 15-19</th>
<th>Series 1 <strong>Organization and History Files 1950-1985</strong></th>
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<td>Arranged chronologically by document date.</td>
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<td><strong>Scope and Content Note</strong></td>
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<tr>
<td>This series describes the historical and legislative evolution of the Department of Aging and the Office of Aging. The correspondence, fact sheets, speeches, reports, budgets and data in this series also describe the department's organizational hierarchy and duties.</td>
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<tr>
<th>ID R101.006, Boxes 2-5, Folders 1-13</th>
<th>Series 2 <strong>Administrative Files 1953-1993</strong></th>
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<td><strong>Physical Description:</strong> 64 file folders</td>
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<td>Arranged chronologically by document date.</td>
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<td><strong>Scope and Content Note</strong></td>
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<tr>
<td>Administrative files contain memoranda, correspondence, community resource publications, presentations, newspaper clippings, reports, and conference agendas and informational materials maintained by the director in order to carry out administrative duties of the office. Files describe administrative issues and programs such as the annual budget effects on the Department of Aging programs, fiscal administration, department organization and development, division goals and objectives, and research and statistics of elderly needs. Records concerning the following subjects are identified and arranged in the following order after the general administrative files: Legislation; Long Term Care; National Council on the Aging, Inc.; State and Federal Coordination; Western Gerontological Society; and the White House Conference on Aging. Some documents in this series pre-date the establishment of the Department of Aging and are presumably the files of Director Janet Levy's previous work experience in the field of care for the aging and social work.</td>
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<tr>
<th>ID R101.007, Boxes 6-9, Folders 1-16</th>
<th>Series 3 <strong>Correspondence 1976-1993</strong></th>
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<td><strong>Arrangement</strong></td>
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<tr>
<td>Arranged into two subseries (Policy Memoranda and Correspondence). Policy Memoranda are arranged chronologically. Correspondence is arranged alphabetically by correspondent then chronologically.</td>
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<td><strong>Scope and Content Note</strong></td>
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<tr>
<td>The first nine file folders contain department policy memoranda. The Director's office distributed these memoranda to notify department staff and regional Area Agencies on Aging of procedural and policy changes. The remaining correspondence include such correspondents as the California Auditor General, California Association of Nutrition Directors, California Commission on Aging, Congress, Council on Gerontology, Governor's Office, State Health and Welfare Agency, Intertribal Council of California, State Legislature, State Agencies, and the United State Area Agency on Aging in San Francisco and Washington, D. C.</td>
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<tr>
<td>ID R101.008, Box 10, Folders 1-9</td>
<td>Series 4 <strong>Speeches and Testimony 1977-1984</strong></td>
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<td><strong>Physical Description:</strong> 9 file folders</td>
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<td>Arranged chronologically by event date.</td>
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<td><strong>Scope and Content Note</strong></td>
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<td></td>
<td>The Director of the Department of Aging presented the speeches and testimony in this series to various conferences, meetings, and hearings. Titles include &quot;Older Americans Declare their Independence,&quot; &quot;Three Phases of Aging,&quot; &quot;Minority Aging - Services Respond to their Cultural Needs,&quot; and &quot;Aging Impacts the Nation: Its Effects on our Total Society.&quot; The speeches and testimony provide a valuable summary of the department's accomplishments and future goals, as well as a social context to support the department's mission.</td>
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<tr>
<th>ID R101.009, Boxes 10-11, Folders 10-10</th>
<th>Series 5 <strong>Reports 1969-1989</strong></th>
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<td><strong>Physical Description:</strong> 19 file folder</td>
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<td><strong>Arrangement</strong></td>
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<td>Arranged chronologically by report date.</td>
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<td><strong>Scope and Content Note</strong></td>
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<td>The Department of Aging used the reports in this series to obtain administrative requirements and valuable informational background on aging trends at the national, state and local levels. The department also created reports to disseminate aging statistics and departmental accomplishments to the State Legislature and other oversight entities. Some of the reports are administrative manuals that directed the Director of the Department on policies and procedures. Informational report titles include &quot;History of the Older Americans Act,&quot; &quot;The First Fifteen Years of Progress in Gerontology,&quot; and &quot;Evaluation Report of the California Ombudsmen Program&quot; A sample of Annual Plans submitted by the County Area Agencies on Aging to the Department of Aging for approval are also included in this series.</td>
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<tr>
<th>ID R101.010, Boxes 11-12, Folders 11-1</th>
<th>Series 6 <strong>Subject Files 1970-1989</strong></th>
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<td><strong>Physical Description:</strong> 11 file folders</td>
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<td><strong>Arrangement</strong></td>
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<td></td>
<td>Arranged alphabetically by subject.</td>
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<td><strong>Scope and Content Note</strong></td>
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<td>The Director of the Department of Aging collected background materials and correspondence on issues pertinent to the aging population. Subject files contain memoranda, correspondence, notes, and background reports. Subject headings include: California Senior Legislature, Elder Abuse, Housing, Lottery, Medi-Cal and Medicare, Minority Aging, Mandatory Retirement, Older Americans Act, and Social Security. Similar to the report series, the subject files provide information on the social context in which the Department of Aging operated.</td>
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</table>
Records of the Department of Aging 1976-2006
Office of the Director 1976-2006

Inventory of the Department of Aging Records

Series 7 Program Files 1977-1989

ID R101.011, Box 12, Folders 2-14

Physical Description: 13 file folders
Arrangement
Arranged alphabetically by program title.
Scope and Content Note
Program files maintained by the Director of the Department of Aging consist primarily of correspondence between the Department Director and the Program Directors. The Department Director also received a copy of correspondence between the Health and Welfare Agency and Program Directors within the Department of Aging. In some cases, a report that is specific to a program's function or a program evaluation is attached to the correspondence. The following programs are identified in this series: Management Information Systems (MIS), Multipurpose Senior Services Program (MSSP), and Senior Community Service Employment Program. These files show operational statistics, fiscal allotments, and managerial dialogue for the programs mentioned above.

Legislative Liaison 1979-1986

ID R101.012, Boxes 12-13, Folders 15-1

Series 1 Administrative Files 1979-1986

Physical Description: 7 file folders
Arrangement
Arranged chronologically by document date.
Scope and Content Note
Administrative files contain Department of Aging Bill Summary reports, legislative proposals submitted for approval, newsletters of federal and state aging organizations, and correspondence to the legislature. Documents concerning federal aging legislation include an information paper prepared by the United States Select Committee on Aging, which reviews Medicare, Veterans' health care, social security, the Older Americans Act, volunteer programs, employment, housing, and taxation. Testimony submitted to the House Select Committee on Aging regarding the issues of reauthorization of the Older Americans Act on December 2, 1983 is also included.

ID R101.013, Boxes 13-15, Folders 2-7

Series 2 Bill Files 1981-1986

Physical Description: 41 file folders
Arrangement
Arranged chronologically by legislative session, then numerically by bill number.
Scope and Content Note
Bill files contain analyses prepared by the Department of Aging, correspondence, notes, reports, and background materials regarding state legislation that would affect programs administered by the Department of Aging. Reoccurring subjects include: senior housing, nutrition programs, adult day health care centers, and budget changes to any Department of Aging program.

1981-1982: ACR89 (1ff) Box 13/2
1983-1984: AB45-AB3974, ACR32-ACR119, AJR103-AJR122, AB3X-AB36X (7ff) Box 13/3 - 13/9
1983-1984: Preprint SB8, SB26-SB2313, SJR3-SJR43, SR38, SB9X (5ff) Box 13/10 - 13/14
1985-1986: Preprint SB4, SB8-SB2585 (12ff) Box 14/13 - 15/7

Legal Counsel 1966-1992
Series 1 **Subject Files 1966-1992**

**Physical Description:** 56 file folders

**Arrangement**
Arranged alphabetically by subject heading.

**Access Information**
This series is restricted according to Evidence Code Sections 952 and 954 and Government Code Sections 6254 and 6262.

**Scope and Content Note**
Subject files created by the Chief Counsel's office contain correspondence, reports, background materials, newspaper clippings, speeches, hearing testimony, memoranda, and legal opinions. Subjects include adult day health centers, Alzheimer's disease, attorney general legal advice, elder abuse, interstate funding formula, legal services for seniors, life sustaining procedures, Medicare, long-term care, nursing homes, Older Americans Act, Ombudsmen, On Lok, proposed legislation, public guardians, and regulation procedures.

In 1978, a private citizen sued the Department of Aging for employment discrimination on the grounds of age discrimination. The United States District Court in San Francisco heard the case and found the Department of Aging liable for damages. The files retained by the Legal Unit regarding this law suit are also included in this series and are filed under the subject heading, Age Discrimination.

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**Senior Employment Unit 1984-1993**

**Series 1 Correspondence 1990-1992**

**Physical Description:** 24 file folders

**Arrangement**
Arranged chronologically by correspondence date.

**Scope and Content Note**
The Senior Community Service Employment Program (Title V) provides part-time subsidized employment for low-income persons over age 55. Files contain monthly and quarterly activity reports sent to and from the Department of Aging and other State and Federal agencies regarding the Title V participants working in each agency. These reports provide program statistics and objectives for each reporting period. Correspondence to and from the Deputy Director of the Program and Administrative Division to program administrators is also included in this series.

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**Series 2 Administrative Files 1984-1993**

**Physical Description:** 23 file folders

**Arrangement**
Arranged chronologically by document date.

**Scope and Content Note**
Administrative files contain memoranda, correspondence, assessment reports, and applications for grant funds from counties. These files contain the procedural documents to allocated the funds to the counties and provide more administrative information on grants. Statistical charts in this series compare the program activity between each county. Meeting notes and reports identify positive results of effective coordination activities conducted by the Senior Community Service Employment Program and the Job Training Partnership Act Older Worker Program administered by the Employment Development Department.

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**Planning and Program Development Branch 1959-1991**
### Series 1 Research Files 1959-1991

Physical Description: 11 file folders  
Arrangement  
Arranged chronologically by document date.  
Scope and Content Note
Research files contain publications collected and used by the Planning and Program Development Branch to keep abreast of the latest statistics on the elderly populations and advances in elderly care. Publications include: "Maturity" the Citizens' Advisory Committee on Aging's quarterly newsletter; "Adult Leadership" produced by the Adult Education Association of the United States of America; and the Newsletter of the Gerontological Society. The Planning and Development Branch also reviewed and retained reports and articles written by health professionals regarding the treatment, rehabilitation, and transportation of elderly patients. Research files also contain background reports on the California Health and Welfare Agency, California's Area Agencies on Aging. Two files contain reports, surveys, and professional articles concerning the topic of developmental disabilities.

### Series 2 Administrative Files 1980-1991

Physical Description: 4 file folders  
Arrangement  
Arranged chronologically by document date.  
Scope and Content Note
Administrative files contain reports, program memoranda, news clippings, summaries, background information, public hearing announcements, meeting agendas, and correspondence regarding the establishment and evolution of the Department of Aging and its programs. Subjects mentioned specifically in the administrative files include amendments to the Older American's Act of 1965, agency regulation changes, and the administration of Medi-Cal programs.

### Long Term Care Division 1975-1989

#### Series 1 Administrative Files 1981-1989

Physical Description: 6 file folders  
Arrangement  
Arranged chronologically by document date.  
Scope and Content Note
Administrative Files contain correspondence, memoranda, legislative analyses, and reports. The records discuss the proposed state plan for long term care, which ultimately consolidated long term care programs into the new Division of Long Term Care within the Department of Aging through the passage of AB2226 of 1984. Discussion of the Legislature's first attempt to consolidate long term care programs (AB2680, 1982) is found throughout this series. The records also contain annual reports and correspondence regarding the California Long Term Care Ombudsman Program, which managed professional staff and trained volunteers that investigate and resolve complaints made by or on behalf of residents of long term care facilities. Other Long Term Care programs also discussed include Linkages, Adult Day Health Care Branch, and the Multipurpose Senior Services Program.
**Multipurpose Senior Services Program Branch (MSSP) 1978-1989**

**Scope and Content Note**
Since 1980, California's Multipurpose Senior Services Program (MSSP) has provided social and health case management to assist persons aged 65 and over, eligible for Medi-Cal and certifiable for skilled nursing care, to remain safely at home. MSSP is administered at the state level by the Department of Aging, although its funding comes through the Department of Health Services. Multipurpose Senior Services Programs are run by county departments of health and social services, other county and city government agencies, Area Agencies on Aging, hospitals, and private nonprofit agencies.

**Series 1** **Correspondence 1983-1987**
- **Physical Description:** 18 file folders
- **Arrangement**
  - Arranged chronologically by correspondence date.
- **Scope and Content Note**
  - Series includes letters received, copies of letters sent, reports, memoranda, informational packets, meeting summaries and policy changes sent from the Multipurpose Senior Services Program Director to all MSSP sites. Topics discussed include Medi-Cal, Long Term Care, client services, case management, budget, and fiscal allocations.

**Series 2** **Administrative Files 1978-1988**
- **Physical Description:** 11 file folders
- **Arrangement**
  - Arranged chronologically by document date.
- **Scope and Content Note**
  - Administrative files contain correspondence, meeting summaries, memoranda, notes, reports, and sample applications and contracts created and maintained by the MSSP Director. Researchers will find reports that describe the purpose, functions, and history of the MSSP and reports (or surveys) conducted by the University of California that evaluated and compared the MSSP to other assistance models. MSSP Site Directors meeting summaries highlight the issues discussed at their monthly meetings, which include proposed improvements for the program. The director frequently distributed important program memoranda to site directors that described new administrative policies to be implemented at program sites, numerous program memoranda are located in this series.

**Series 3** **Reports 1984-1989**
- **Physical Description:** 5 file folders
- **Arrangement**
  - Arranged chronologically by report date.
- **Scope and Content Note**
  - The reports series includes annual reports from the Department of Aging to the State Legislature on the Multipurpose Senior Services Program (MSSP). Each report provides background information on MSSP, the eligibility criteria to place clients in either a skilled nursing facility or in an immediate care facility, clientele and operational costs and compares the current annual costs to the previous year's costs. Monthly activity reports highlight the MSSP branch's operational activities and program accomplishments each month. A report entitled "An Empirical Evaluations of the California Multipurpose Senior Services Project" that analyzes the MSSP, and the Department of Aging's response to this report are included in this series.

**Nutrition Branch 1978-1988**

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**Inventory of the Department of Aging Records**

R101 11
ID R101.023, Boxes 24-25, Folders 13-7

Series 1 Administrative Files 1978-1988

Physical Description: 14 file folders

Arrangement

Arranged chronologically by document date.

Scope and Content Note

The Nutrition Branch distributes funds annually to local programs that provide seniors with nutritious meals in a group setting (congregate meals) and prepare and deliver nutritious meals to homebound seniors (home delivered meals). Administrative files maintained by the nutrition branch contain correspondence, memoranda, contract requests, and reports concerning the management and fiscal operations of the local governments and non-profit organizations that administer the nutrition programs to the elderly. Also included are some applications for Title VII grant funds, which document funding requests and describe how federal and state monies are allocated within a local program to purchase and distribute nutritious food to the elderly.