

ASCOG Area Agency on Aging Nutrition Project Quarterly Assessment Checklist for SFY17

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|------------------------------|---|
| Assessment Date | |
| Assessment Time | |
| Name of Project | |
| Address | |
| Project Director Name | |
| Name of Assessor | Ken Jones, Director, 580.736.7972, jone_ke@ascog.org |

IN=in compliance OT=not in compliance NO=not observed NA=not applicable CDA=corrected on-site during assessment R=repeat violation

| R# | I | O | N | N | OAA Policy Factors | CDA | R |
|--|---|---|---|---|---|-----|---|
| | N | T | O | A | | | |
| Monitoring and Evaluation of Title III Projects [OAC 340:105-10-43] | | | | | | | |
| 1 | | | | | ASCOG Title III Policy Manual available | | |
| 2 | | | | | Program and fiscal reports submitted timely | | |
| 3 | | | | | Proposed service output met, units of service within 10% of goal | | |
| 4 | | | | | Proposed service output met, unduplicated persons served within 10% of goal | | |
| 5 | | | | | Expenditures by source and service | | |
| 6 | | | | | Objectives and related action steps completed by targeted dates | | |
| 7 | | | | | Findings/remedial actions from previous quarterly assessment completed | | |
| 8 | | | | | Federal, state and local laws and regulations, i.e. Civil Rights & ADA, are followed | | |
| 9 | | | | | Provider responsibilities in General Title III Standards met (OAC 340:105-10-51) | | |
| 10 | | | | | Service specific standards are being met | | |
| Title III services taxonomy [OAC 340:105-10-50.1] | | | | | | | |
| 11 | | | | | HDM and CON meals comply with dietary guidelines and daily reference intake | | |
| 12 | | | | | Transportation is solely used for transport of seniors one location to another | | |
| General Title III service standards [OAC 340:105-10-51] | | | | | | | |
| 13 | | | | | Project sponsors serve all eligible persons in the PSA | | |
| 14 | | | | | Services provided to persons 60 and older unless otherwise allowed | | |
| 15 | | | | | Project serves low income minority persons and persons in rural areas | | |
| 16 | | | | | <u>Project maintains records (fiscal and program) for at least three years?</u> | | |
| 17 | | | | | <u>Targeting activities completed according to area plan & project proposal?</u> | | |
| 18 | | | | | Contributions are voluntary and services are not denied due inability to pay | | |
| 19 | | | | | Intake shows contribution schedule review | | |
| 20 | | | | | Brochures available with written contribution policy included | | |
| 21 | | | | | Contribution policy signs posted at project site | | |
| 22 | | | | | Participant's privacy regarding contributions is protected | | |
| 23 | | | | | Project advisory council reviews and approves contribution schedule | | |
| 24 | | | | | USDA Food benefits are contributable toward the cost of meals | | |
| 25 | | | | | Contributions are safeguarded, project accounts for all contributions | | |
| 26 | | | | | Participant contributions are used to expand services | | |
| 27 | | | | | Project makes arrangements for weather, terrorist & flu related emergencies | | |
| 28 | | | | | Project assists participants in taking advantage of outside benefits or services | | |
| 29 | | | | | Project staff reports situations where participant/household in imminent danger | | |
| 30 | | | | | <u>Project has written agreements with community and Title VI services</u> | | |
| 31 | | | | | <u>Project has evidence of joint planning/info sharing w/ comm. & Title VI services</u> | | |
| 32 | | | | | Project gathers intake information in accordance with current intake forms | | |
| 33 | | | | | Projects maintain privacy of intake information | | |
| 34 | | | | | Grievance procedures posted in public area and includes ASCOG and DHS contact | | |
| 35 | | | | | Projects comply with ADA and Civil Rights Act | | |

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| IN | OT | NO | NA | | | | |
| General Title III service standards [OAC 340:105-10-51] continued | | | | | | | |
| 36 | | | | | Projects comply with open meetings act | | |
| 37 | | | | | Project conducts ongoing public information activities | | |
| 38 | | | | | Public information materials include required funding and civil rights language | | |
| 39 | | | | | All staff completed - http://www.ascog.org/supportive-services/title-iii-training/ | | |
| 40 | | | | | Project staff participates in scheduled assessments and evaluations | | |
| 41 | | | | | Project allows unscheduled and unannounced visits by AAA | | |
| 42 | | | | | Route to access services without use of stairs | | |
| 43 | | | | | Adequate number of ADA parking spaces provided | | |
| 44 | | | | | At least one van accessible parking space | | |
| 45 | | | | | Accessible parking spaces have ADA approved sign | | |
| 46 | | | | | Van accessible space has van accessible sign | | |
| 47 | | | | | Route to front door at least 36 inches wide | | |
| 48 | | | | | Ramps no steeper than 1:12 (for every inch of height, 12 inches of running space) | | |
| 49 | | | | | Ramp at least 36 inches wide | | |
| 50 | | | | | Ramps higher than six inches have handrails on each side | | |
| 51 | | | | | Handrails 34-38 inches high | | |
| 52 | | | | | Pull side of door has 18 inches clearance | | |
| 53 | | | | | Door handle easy open and ADA accessible | | |
| 54 | | | | | ADA access to all public spaces | | |
| 55 | | | | | Routes at least 36 inches wide | | |
| 56 | | | | | Objects on wall protrude no more than 4 inches or are cane detectable | | |
| 57 | | | | | Dining room tables allow for wheelchair seating with 36 inch path | | |
| 58 | | | | | Permanent rooms such as restrooms are marked with Braille and ADA | | |
| 59 | | | | | Restroom door and stall door handles easy to open and ADA | | |
| 60 | | | | | Doors at least 32 inches wide | | |
| 61 | | | | | At least one ADA stall with wide access and grab bars | | |
| 62 | | | | | Sink at correct ADA height and handles easy to use without grip | | |
| 63 | | | | | Lavatory allows space for wheelchair to pull up underneath | | |
| 64 | | | | | Paper towel dispenser, mirror and other services at wheelchair height | | |
| 65 | | | | | Other services such as water fountains ADA accessible | | |
| Political and Sales Activities of Title III Projects [OAC 340:105-10-53] | | | | | | | |
| 66 | | | | | May not influence partisan election | | |
| 67 | | | | | Participants may not be required to participate in sales or political activities | | |
| 68 | | | | | Political materials may be distributed | | |
| 69 | | | | | All candidates/sides must be offered equal time | | |
| 70 | | | | | Participants/advisory council has input into sales activities guidelines | | |
| Congregate Meals Service Standards [OAC 340:105-10-68] | | | | | | | |
| 71 | | | | | Project conducting nutrition education presentations/materials provided by AAA | | |
| 72 | | | | | Project providing meals 250 days per year minimum | | |
| 73 | | | | | All nutrition sites provide at least 25 meals per day | | |
| Congregate Meals Service Eligibility [OAC 340:105-10-69] | | | | | | | |
| 74 | | | | | Project ensures only eligible participants are counted as Title III meals | | |
| 75 | | | | | Project ensures all guests under 60 pay full price for meals | | |
| 76 | | | | | Project ensures staff eats after all other eligible participants are served | | |
| 77 | | | | | Project ensures older persons in agency/institutional care pay full cost | | |
| 78 | | | | | Project has reservation system and ensures reservation procedures are followed | | |
| 79 | | | | | Reservation procedures approved by AAA | | |

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| Congregate Meals project staffing requirements [OAC 340:105-10-72] | | | | | | | |
| 80 | | | | | Project employs full time director empowered with necessary authority | | |
| 81 | | | | | Project follows appropriate staffing patterns for nutrition sites | | |
| 82 | | | | | Project follows directions/remedial actions given by AAA registered dietitians | | |
| Congregate meals project advisory council [OAC 340:105-10-73] | | | | | | | |
| 83 | | | | | Project supports advisory council and ensures quarterly meetings | | |
| 84 | | | | | Project advisory council follows AAA approved bylaws | | |
| 85 | | | | | Council has approval authority over contributions, menus, hours and décor | | |
| 86 | | | | | Council reviews budgets and provides feedback on all other related matters | | |
| 87 | | | | | Council bylaws and minutes on file at all sites for participant/AAA review | | |
| Home delivered meals service standards [OAC 340:105-10-82] | | | | | | | |
| 88 | | | | | Meals provided at least five days per week except in rural areas approved by DHS | | |
| Home delivered meal service eligibility [OAC 340:105-10-83] | | | | | | | |
| 89 | | | | | HDM intake is completed by the outreach project before meals are served | | |
| 90 | | | | | HDM updates completed by outreach project at least annually | | |
| 91 | | | | | DHS contacted before participants removed from HDMs | | |
| Contract Requirements | | | | | | | |
| 92 | | | | | Security Risk Assessment sent to DHS Security Office by Nov (private)/ Jan (pub) | | |
| 93 | | | | | <u>OKA003 Report shows significant compliance with intake/update completion</u> | | |
| 94 | | | | | <u>OKN500 Report shows significant compliance with targeting goals</u> | | |
| 95 | | | | | <u>OKC114 Report shows significant compliance with completion and county data</u> | | |
| 96 | | | | | <u>OKC115 Report shows significant compliance with ADvantage scheduling</u> | | |
| 97 | | | | | <u>OKN514 Report shows significant compliance with group unit requirements</u> | | |
| 98 | | | | | <u>OKN508 Report shows significant compliance with monthly service requirements</u> | | |
| 99 | | | | | <u>OKN509 Report shows significant compliance with unit and UPS goals</u> | | |
| 100 | | | | | <u>OKP605 Report shows significant compliance with expense by source and service</u> | | |

R# Finding/Observation Remedial Action Due Date (2 weeks)

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| | | | |
| Assessor signature | | | |
| Site Manager signature | | | |