

ASCOG Area Agency on Aging Supportive Services Project Quarterly Assessment Checklist for SFY17

Assessment Date	
Assessment Time	
Name of Project	
Address	
Project Director Name	
Name of Assessor	Ken Jones, Director, 580.736.7972

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					Taxonomies units provided match policy		
12					Units provided are accurately entered into AIM		
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 lanugage		
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					Project may not require participants 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 activity guidelines		
Title III Project Advisory Council [OAC 340:105-10-52]							
71					Bylaws for advisory council comply with Title III policy		
72					Membership and minutes reflect bylaws were followed		
73					Advisory council convened within the first quarter of the project year		
74					Project provides orientation to new council members		
75					Project assists council in developing bylaws		
76					Project submits bylaws and amendments to ASCOG for approval		
77					Project schedules meetings at least quarterly and provides staff assistance.		
78					Project seeks input from council on all matters related to Title III funded services		
79					Minutes are maintained at project office and are available for review by AAA		

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R#	I N	O T	N O	N A	OAA Policy Factors	CDA	R
Outreach service eligibility [OAC 340:105-10-58]							
80					Special targeting of rural areas		
81					Special targeting of greatest economic need with focus on low income minority		
82					Special targeting of greatest social need with focus on low income minority		
83					Special targeting of those with severe disabilities		
84					Special targeting of those with limited English speaking ability		
85					Special targeting of those with Alzheimer's and related disorders		
86					Special targeting of those living alone		
87					Special targeting of those with ADL and IADL impairments		
Outreach service assessment [OAC 340:105-10-59]							
88					Outreach project using approved intake and update forms & forms are complete		
Outreach methods [OAC 340:105-10-60]							
89					Funding is focused to areas covered in OAC 340:105-10-58		
90					Project is carrying out objectives outlined in OAC 340:105-10-58		
91					Interpreters fluent in language of common predominant non-English seniors		
92					Maintaining current resource information		
93					Publicizing the availability of outreach services		
94					Providing auxiliary aids and interpreters for persons with disabilities		
95					Using a variety of outreach methods		
96					Developing community resources to fill gaps via volunteers, civic clubs, etc.		
97					Using ADvantage income guidelines to automatically request ADvantage referral		
Disease prevention and health promotion services [OAC 340:105-10-89]							
98					Only using AAA approved health promotion program activities for this service		
National Family Caregiver Support Program [OAC 340:105-10-90.1]							
99					Caregiver information gathered on approved intake form		
100					Conducts caregiver reassessments annually		
101					Ensures safety and protection of participants		
102					In-service training each year to increase knowledge of participants/programs		
103					Targets services to oldest caregivers in greatest social and economic need		
104					Priority given to family caregivers for persons with Alzheimer's/related disorders		
105					Priority given to grandparents of relative grandchildren with severe disability		
106					May not use funds to supplant any other funded programs for same purposes		
Chore service standards [OAC 340:105-10-92]							
107					Serves 60+ with difficulty in heavy housework, yard work or sidewalk maint.		
108					Project confirms impairment and unavailability of informal support network		
109					Project ensures safety and protection of participants		
110					Project limits funding to \$150 per household per year		
111					Semi-annual in-service training provided for all chore staff		
112					References checked for all chore staff		
Contract Requirements							
<u>113</u>					<u>Security Risk Assessment sent to DHS Security Office by Nov (private)/ Jan (pub)</u>		
<u>114</u>					<u>OKA003 Report shows significant compliance with intake/update completion</u>		
<u>115</u>					<u>OKN500 Report shows significant compliance with targeting goals</u>		
<u>116</u>					<u>OKC114 Report shows significant compliance with completion and county data</u>		
<u>117</u>					<u>OKC115 Report shows significant compliance with ADvantage scheduling</u>		
<u>118</u>					<u>OKN514 Report shows significant compliance with group unit requirements</u>		
<u>119</u>					<u>OKN508 Report shows significant compliance with monthly service requirements</u>		
<u>120</u>					<u>OKN509 Report shows significant compliance with unit and UPS goals</u>		

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<u>121</u>				OKP605 Report shows significant compliance with expense by source and service		
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R#	Finding/Observation	Remedial Action	Due Date (2 weeks)

Assessor signature	
Site Manager signature	