

Sarah D. Odell, SUA Manager

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**Number: APD-AR-17-013**

**Issue date: 2/17/2017**

**Topic:** Other

**Due date:** March 31, 2017

**Subject:** AAA Self Monitoring of Legal Services & Elder Rights Protection Programs

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                    | <input type="checkbox"/> County Mental Health Directors                      |
| <input checked="" type="checkbox"/> Area Agencies on Aging    | <input type="checkbox"/> Health Services                                     |
| <input type="checkbox"/> Aging and People with Disabilities   | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs            | <input type="checkbox"/> ODDS Children's Intensive In Home Services          |
| <input type="checkbox"/> County DD Program Managers           | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify):                             |
| <input type="checkbox"/> Child Welfare Programs               |  |

**Action required:**

The Department of Human Services and Area Agencies on Aging (AAAs) have agreed to approach the Older Americans Act program monitoring through a self-assessment framework.

AAAs must complete a self-assessment for Legal Services & Elder Rights Protection programs. The self-assessment tool is posted on the State Unit on Aging website under **AAA Monitoring and Tools:** <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/SUA/Pages/Area-Agency-Aging.aspx>

Completed self-assessment tools must be submitted electronically to the State Unit on Aging email at [SUA.Email@state.or.us](mailto:SUA.Email@state.or.us) no later than **March 31, 2017**.

**Reason for action:**

The contract between DHS and AAAs states:

Program Monitoring: DHS will conduct periodic monitoring and evaluation of performance management system for program activities and administrative practices conducted in accordance with Section 307(a) (4) of the Older Americans Act and OAR 411-032-0015.

- a. AAA agrees to participate with DHS to develop a performance management framework to include objectives and metrics and shall report progress towards these objectives and metrics utilizing agreed upon format and intervals.
- b. DHS agrees to notify AAA in writing of intent to conduct onsite evaluation of reported performance management data and AAA agrees to provide DHS access to its facility(ies) and staff, all related program and fiscal documentation, AAAs subrecipient reports and any other related documentation to substantiate performance management reporting data.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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