

# Action Request Transmittal Aging and People with Disabilities



Kristi Murphy

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**Number: APD-AR-18-021**

**Issue date: 3/8/2018**

**Topic:** Other

**Due date:** July 13, 2018

**Subject:** AAA Monitoring of Family Caregiver Support and OPI 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: Types A and B | <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 ( <i>please specify</i> ):                     |
| <input type="checkbox"/> Child Welfare Programs                           |                                                                               |

## **Action required:**

AAAs must complete self-assessments for the Family Caregiver Support Program and Oregon Project Independence (OPI). Completed self-assessments 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 **July 13, 2018**.

The self-assessment tools, including a link to the OPI SurveyMonkey tool that AAAs must use to complete a review of selected cases, are 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>

## **Additional information:**

- As part of the OPI assessment, the SUA will be sending each AAA a list of OPI (including pilot) consumers that the AAA will need to review, using the SurveyMonkey survey to report on key items for each selected consumer. The SUA will be randomly selecting 15% of current OPI consumers for each AAA to review, with a minimum of 2 consumers for any AAA. Review by the AAA cannot be completed by the person who did the OPI CAPS assessment.
- A webinar reviewing the OPI assessment – including use of the SurveyMonkey tool to complete the review of selected OPI cases – will be held Tuesday, March

20, 9:30-10:30. Please register at: Registration URL:

<https://attendee.gotowebinar.com/register/6698542984313925122> The webinar will be recorded and posted with the monitoring tools on the SUA website within one week after it is held.

- OPI guidelines and materials are on the SUA website:  
<http://www.oregon.gov/DHS/SENIORS-DISABILITIES/SUA/Pages/OPI.aspx>
- Family Caregiver Support Program Standards are on the SUA website:  
<http://www.oregon.gov/DHS/SENIORS-DISABILITIES/SUA/Pages/Family-Caregiver-Program.aspx>

**Reason for action:**

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. 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.

- 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.
- 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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