Action Request Transmittal
Aging and People with Disabilities

Jane-ellen Weidanz
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Number: APD-AR-20-073
Issue date: 7/21/2020

Due date: 11/30/2020

Topic: Other

Subject: AAA Monitoring of Contract and Fiscal Compliance

Applies to (check all that apply):

☐ All DHS employees
☒ Area Agencies on Aging: Types A and B
☐ Aging and People with Disabilities
☐ Self Sufficiency Programs
☐ County Mental Health Directors
☐ Health Services
☐ Office of Developmental Disabilities Services (ODDS)
☐ ODDS Children’s Intensive In Home Services
☐ ODDS Children’s Residential Services
☐ Stabilization and Crisis Unit (SACU)
☐ Child Welfare Programs
☐ Other (please specify):

Action required:
The Community Services and Supports Unit (CSSU) and Area Agencies on Aging (AAAs) have agreed that half of the AAAs will be monitored for contract and fiscal compliance each year, resulting in each AAA completing a self-monitoring every other year, in the fall.

AAAs that will complete monitoring in EVEN numbered years are:
 CAPECO - Community Action Program of East Central Oregon
 CCNO - Community Connection of Northeast Oregon, Inc
 Douglas County Senior & Veterans Services
 LCOG - Senior & Disability Services – Lane Council of Governments
 NWSDS – NorthWest Senior and Disability Services
 OCWCOG - Senior and Disability Services
 RVCOG - Senior and Disability Services
 Washington County Department of Disability, Aging and Veteran Services

AAAs that will complete monitoring in ODD numbered years are:
 Multnomah County Aging, Disability and Veteran Services
 Malheur Council on Aging & Community Services
 SCBEC - South Coast Business Employment Corporation
Community Action Team, Inc
Klamath and Lake Counties Council on Aging
Clackamas County Social Services
Harney County Senior & Community Services Center
Council on Aging of Central Oregon

AAAs must complete monitoring self-assessments for Contract and Fiscal compliance. Completed self-assessments must be submitted to the State Unit on Aging email at SUA.Email@state.or.us no later than **November 30, 2020**.

Monitoring self-assessment forms are posted on the State Unit on Aging website under “AAA Monitoring and Tools”: [https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SUA/Pages/Area-Agency-Aging.aspx](https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SUA/Pages/Area-Agency-Aging.aspx)

**Reason for action:**
The Department of Human Services and Area Agencies on Aging 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 and Oregon Project Independence OAR-411-032 and ORS 410.210 through 410.310.

a. AAA agrees to participate with DHS to develop a performance management framework to include objectives and metrics based on adherence to program standards as demonstrated through self-monitoring.

b. AAA agrees to report progress towards these objectives and metrics utilizing agreed upon format and intervals.

c. 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, AAA’s 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:

<table>
<thead>
<tr>
<th>Contact(s): Rodney Schroeder, Operations and Policy Analyst</th>
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