Action Request Transmittal
Aging and People with Disabilities

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Number: APD-AR-20-090
Issue date: 10/15/2020

Topic: Other

Subject: AAA Monitoring of Nutrition, Legal, and Health Promotion Programs

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 DD program managers
- Support Service Brokerage Directors
- ODDS Children’s Residential Services
- Child Welfare Programs
- County Mental Health Directors
- Health Services
- Office of Developmental Disabilities Services (ODDS)
- ODDS Children’s Intensive In Home Services
- Stabilization and Crisis Unit (SACU)
- Other (please specify):

Action required:
AAAs must complete monitoring self-assessments for the Nutrition, Legal Services, and Health Promotion/Disease Prevention Programs. Completed self-assessments should be submitted to the Community Services and Supports (formerly State Unit on Aging) email at SUA.Email@state.or.us no later than January 31, 2021.

The self-assessment tools are on the Community Services and Supports website under AAA Monitoring and Tools: http://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 ODHS and AAAs states:

Program Monitoring. ODHS 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 ODHS 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. ODHS agrees to notify AAA in writing of intent to conduct onsite evaluation of reported performance management data and AAA agrees to provide ODHS 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:

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