

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-20-065

Issue date: 6/26/2020

Topic: Other

Due date:

Subject: AAA Monitoring of Nutrition, Legal Services, and Health Promotion 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"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

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

Draft monitoring self-assessment forms are 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> The Community Services & Supports Unit is posting these draft forms now to enable AAAs to plan ahead, and doesn't anticipate major changes in the final versions of these forms. ***Final versions of these forms will be posted by October 16, 2020.***

Monitoring self-assessment forms are similar to those used for past monitoring. However, in recognition of the added workload AAAs are experiencing in responding to COVID-10, the Community Services & Supports Unit is not requiring the usual on-site observation of congregate and home-delivered meal routes in completing the nutrition monitoring self-assessment.

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.

If you have any questions about this information, contact:

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