

Action Request Transmittal Aging and People with Disabilities



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Number: APD-AR-22-042

Issue date: 9/7/2022

Topic: Other

Due date: 11/30/2022

Subject: AAA Monitoring of Contract and Fiscal Compliance

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:

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 be 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
- WCDAMS - Washington County 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@dhsosha.state.or.us no later than **November 30, 2022**.

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>

In addition to the monitoring tool, each AAA participating in the monitoring for the specific year will provide the financial records that support the expenditures requested in the 148/150 for the quarter prior to the completed monitoring. For example, the monitoring is due no later than November 30, 2022 this year. AAAs participating should include detailed financial records for OAA and OPI expenditures requested on the 148/150 for the preceding quarter – July 1, 2022 through September 30, 2022.

Additionally, a new section to monitor those Aging and Disability Resource Connection area(s) participating in Oregon Medicaid Administrative Claiming (OMAC) has been added as part of the Contract and Fiscal Monitoring Tool. Those ADRCs that participate in OMAC should also complete this section (Part 3) of the monitoring tool. Those entities that do not participate in OMAC can skip the OMAC section of the monitoring tool.

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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