



**North Carolina Department of Health and Human Services
Division of Aging and Adult Services**

2101 Mail Service Center • Raleigh, North Carolina 27699-2101

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Dennis W. Streets
Director

—MEMORANDUM—

TO: LRO Executive Directors
AAA Administrators

FROM: Dennis W. Streets

A handwritten signature in black ink that reads "Dennis W. Streets".

DATE: November 30, 2011

RE: FY 2011-2012 AAA SELF-ASSESSMENTS

The annual Division of Aging and Adult Services “*Self-Assessment Guide for Monitoring of Area Agencies on Aging*” is the basic monitoring tool used to evaluate programs administered by and subcontracted through the AAA. Once completed, the self assessment is used to help us determine, by program, those areas where an on-site monitoring visit is deemed necessary. Site visits will be scheduled with each AAA Administrator in late January and early February, 2012. We will be conducting an on-site visit to each AAA to comply with the U.S. Administration on Aging’s monitoring requirements. Site visits will begin in February and continue through May 2012.

The self assessment documents are available for download at <http://www.dhhs.state.nc.us/aging/monitor/mtools.htm>. The AAA Administrator is to assume responsibility for completing all sections of the self-assessment and secure signatures as needed. The following self-assessment documents are to be completed and submitted electronically to kim.jacobs@dhhs.nc.gov:

Section I - Elder Rights and Special Initiatives (Ombudsman Program)

- a. Legal Services
- b. Title V SCSEP (Regions B, C, F, L, and N)

Section II - Planning and Administration

Information previously submitted in the Area Plans (Exhibits 16 and 17) will be used to determine risk levels for Planning and Administration. Therefore, there is no planning self-assessment to complete.

Note: Please send electronic copies of your Area Plans to Heather Burkhardt if you have not already done so.

Section III – Service Operations

Note: Due to organizational changes within DAAS, the Service Operations Self-Assessment now also includes information for the Family Caregiver Support Program.

Section IV - Fiscal - Part A and Part B Worksheets

The (Fiscal Part A) Self-Assessment should be submitted along with all other self-assessments by December 30, 2011.

The Fiscal Part B Self-Assessment (Interim Report) should be submitted along with all other self-assessments by December 30, 2011.

The Fiscal Part B (Final Report) is due March 31, 2012.

The completed self assessments and corresponding attachments are due to the Division no later than Friday, December 30, 2011. Attachment pages are to be submitted electronically and then by mail to our office. Thank you for your assistance. Please contact Kim Jacobs if you have any questions.

DS/kj