**NC Division of Aging and Adult Services (DAAS)**

**NC Area Agencies on Aging (AAAs)**

**Monitoring Tool for entities receiving Title III-D**

**Disease Prevention and Health Promotion Funds (ARMS Service Code 401)**

**Provider Agency:**

**Date of Assessment:** Click or tap to enter a date.

**Agency Staff Interviewed:**

**Interviewer:**

*Reference: DAAS Health Services Standards 2017: https://files.nc.gov/ncdhhs/documents/files/health\_services\_standards.pdf*

*Guidance is also available on AoA’s website:* <http://www.aoa.gov/AoARoot/AoA_Programs/HPW/Title_IIID/index.aspx>*.*

1. **METHOD OF SERVICE**

Are Title III-D funds being used appropriately using the U.S. Administration on Aging (AoA) graduated criteria known as “tiers” to define evidence-based interventions? Title III-D funds may be used to support Area Agency on Aging (AAA) staff who coordinate and support the implementation of evidence-based programs in their region.

Yes [ ]  No[ ]

Check all services that apply.

|  |  |  |
| --- | --- | --- |
| Evidence-based Program | Yes | No |
| A Matter of Balance (AMOB) | [ ]  | [ ]  |
| Arthritis Foundation Life Series Program (Exercise, Aquatics Programs) | [ ]  | [ ]  |
| Bingocize | [ ]  | [ ]  |
| Chronic Disease Self-Management Program (CDSMP/Living Healthy) | [ ]  | [ ]  |
| Chronic Pain Self-Management Program (CPSMP) | [ ]  | [ ]  |
| Diabetes Self-Management Program (DSMP/Living Healthy with Diabetes) | [ ]  | [ ]  |
| Eat Smart, Move More, Weigh Less (ESMMWL) | [ ]  | [ ]  |
| Fit and Strong! | [ ]  | [ ]  |
| Geri-Fit | [ ]  | [ ]  |
| Healthy IDEAS (Identifying Depression, Empowering Activities for Seniors) | [ ]  | [ ]  |
| Positive Self-Management Program for HIV (PSMP) | [ ]  | [ ]  |
| Powerful Tools for Caregivers | [ ]  | [ ]  |
| Tai Chi Arthritis Foundation: Tai Chi | [ ]  | [ ]  |
| Tai Chi: Moving for Better Balance | [ ]  | [ ]  |
| Tomando Control de Su Salud (Spanish CDSMP) | [ ]  | [ ]  |
| Walk with Ease | [ ]  | [ ]  |
| Other (describe)       | [ ]  | [ ]  |
| Other (describe)       | [ ]  | [ ]  |

|  |
| --- |
| **Describe exactly how Title III-D funds are being utilized.** |
|       |

Comments:

1. **CLIENT ELIGIBILITY**

Persons served are at least 60 years of age or older, or spouses and/or caregiver of any age are served (*based on attendance logs, observation, etc.)?*

 Yes [ ]  No[ ]

Are intake/demographic forms, attendance logs or other documentation detailing this information available for review?

   Yes [ ]  No[ ]

If yes, describe:

1. **PROGRAM INTEGRITY**
2. Is there evidence that Title III-D funds are being utilized to purchase medical service, prescription drugs, home safety devices or activities of daily living supply items?

 Yes [ ]  No [ ] If yes, describe:

1. Is there evidence that Title III-D funds are being utilized for services which are paid for by Medicare (*such as flu shots, mammograms, pap smears, laboratory services, durable medical equipment)?*

 Yes [ ]  No [ ] If yes, describe:

1. Is there evidence that Title III-D funds are being utilized for activities that are strictly recreational in nature? That is they are offered only for amusement (*such as movies, video games, Bingo).*

 Yes [ ]  No [ ] If yes, describe:

1. Are programs offered by appropriately trained leaders, coaches, or instructors?

 Yes [ ]  No [ ]

 I don’t know [ ] If yes, describe:

(*e.g., training certificates, training data reports)*

1. It is essential that workshops are conducted with fidelity. Are fidelity practices in place?

 Yes [ ]  No [ ]

 I don’t know [ ] If yes, describe:

(*e.g., program specific check-off lists, other reviewed documents)*

1. **CONSUMER CONTRIBUTION**

Consumer Contribution guidance provided in Administrative Letter06-11: <http://www.ncdhhs.gov/again/admltrs/2006/DAAS-06-11.pdf> and on DAAS’ Consumer Contributions Policies and Procedures web page: <https://ncdhhs.s3.amazonaws.com/s3fs-public/documents/files/consumercontributions.pdf>

Agency records show they have procedures to enable participants to contribute to services and a system for collecting, depositing, and recording program income/consumer contributions (*e.g. written policy, records of consumer contributions*)?

 Yes [ ]  No[ ]

 N/A [ ]

If yes, describe:

(Are the current procedures appropriate, effective, and properly documented?)

1. **REIMBURSEMENT METHODS**
2. Agency records show that expense forms are maintained and accurately reflect Title III-D funds utilized. Documentation shows allowable expenditures and request for reimbursement for non-unit services (*e.g., copies of support documents: invoices, purchase order, employee time records/date submitted)?*

 Yes [ ]  No[ ]

Briefly describe expenses:

*(e.g. salary/fringe, supplies, materials, license, stipend, travel, other)*

1. Agency records show that the amount of Title III-D funds spent to-date agrees with ARMS amount (*e.g. compare agency amounts with AAA ZGA370-7, Provider Reimbursement Report for Title III-D)?*

 Yes [ ]  No[ ]

Comments:

|  |
| --- |
| **Notes:** |
|       |