**Legal Assistance AAA Self-Assessment Tool**

**I. Area Agency on Aging Information**

Region:

AAA Name:

C.O.G. Executive Dir.:

AAA Director:

**II. AAA Contact Information**

A. Provide the following information for the person completing the self-assessment:

Signature:

Printed Name:

Title:       Date:

Email:       Phone:

B. Provide the following information for your AAA:

Who is in charge of monitoring the legal service provider(s) in your region?

How long have they performed this role?

**III. DAAS Contact Information**

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Kathryn Lanier, Section Chief

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| --- | --- | --- | --- |
| **IV. Legal Services Provider(s)**  A. Provide the following information for the region you serve:  Legal Services Provider(s) Name:  Contact Person(s):  Phone # for Contact Person(s):  Email Address for Contact Person:  B. How long has the contact person been involved in legal services?  C. Are there new attorneys providing services in your region? Y/N  D. Are you aware of any attorney who provides services under Title III-B in your region being disbarred or reprimanded by the NC State Bar? Y/N | | | |
| E. Complete the following about the listed legal service provider(s) above\*:  Counties Served: Funding per County Unit Rate Last Monitored Date | | | |
| ex: |  |  |  |
| Durham | $14,148.23 | $50.00/hour | 3/8/2019 |

Please use additional space to list each legal service provider in your region and each county in your region\*

F. If a county in your region does not have a legal service provider, explain:

G. If a county in your region has a legal service provider and the Division of Aging & Adult Services’ reimbursement system, ARMS, shows zero claims for reimbursement in that county, from July 1, 2020 until June 30, 2021, please explain:

H. Does your legal service provider respond to requests from the AAA in a timely fashion? Y/N

I. Is the AAA aware of the legal service provider’s policies regarding client conflicts of interest?

**V. Services Provided by Legal Services Provider(s)**

A. Number of Persons 60/60+ Served

1. How many persons 60/60+ received legal assistance funding by the Title III-B program during the fiscal year starting July 1, 2020, and ending June 30, 2021, in your region?

2. Does your legal service provider(s) submit redacted identification showing date of birth if requested during the monitoring season to show the client served was 60/60+?

B. Units of Service

1. How many units of service were provided during the fiscal year starting July 1, 2020, and ending

June 30, 2021?

2.Explain your AAA’s process for verifying units of service when monitoring?

a. What documents do you review to verify units of service?

How does the AAA monitor and legal service provider(s) preserve attorney/client privilege while

also verifying units?

3. Do you or your provider limit the number of units per client?

a. If yes:

How?

Why?

C. Outreach

1. Do your legal service provider(s) conduct presentations or seminars? Y/N:

If yes, do you require the providers to supply you with an outreach plan for the year with scheduled events and agenda information? Please explain or attach a schedule. If

attaching a schedule, please provide topic, general date of presentation, where presented

and approximate number of attendees.

D. Funding

1. How much funding did the AAA allocate for legal assistance in your region for the fiscal year starting July 1, 2021, and ending June 30, 2021?

2. Was the amount allocated to legal services from the Older Americans Act funding at least two (2)% or higher? Y/N:

3. Were all allocated funds used for legal assistance? Y/N:

1. If yes, approximately how many weeks after the start of the fiscal year, July 1, 2021, did it take before legal funding ran out (July 1, 2020):       Weeks

4. Does your AAA allocate any funding other than Title III-B legal assistance funds for legal services?

1. If yes, please explain.

E. Targeting persons 60/60+ in the greatest need

1. Legal service providers are required to outreach and attempt to target persons 60/60+ who identify as low income, a racial minority, limited English proficiency, residing in rural areas, isolated and/or homebound/institutionalized. How is this accomplished? Please list distinct example(s)- e.g. attend Spanish speaking festivals, making house visits, etc.:

Please attach any statement or plan prepared by the legal service provider and list distinct example(s) for each type of group served above.

**VI. Documents**

Thank you for your responses. Please email a copy of this self-assessment tool in addition to copies of your most recent monitoring report for the legal service providers to [misty.piekaar@dhhs.nc.gov](mailto:misty.piekaar@dhhs.nc.gov).