



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**

Aging Services Division

**Annual Assessment**



|                            |                |
|----------------------------|----------------|
| Area Agency on Aging (AAA) | Date completed |
|----------------------------|----------------|

**340:105-10-30. Designation of Area Agencies on Aging**

For an entity to be designated as an AAA, the agency's single purpose is to administer programs for older persons OR a separate organizational unit within a multipurpose agency which functions only for purposes of serving as the AAA. Please describe how the AAA you represent functions either as a single purpose OR within a multipurpose agency?

**340:105-10-31. Responsibilities of Area Agencies on Aging**

Explain how the AAA develops or enhances a comprehensive and coordinated community-based system of services in the planning and service area (PSA)?

**340:105-10-32. Area Agency on Aging advisory council**

What is the composition of the AAA advisory council?

What is the function of the AAA advisory council?

How does the AAA support the efforts of the advisory council?

**340:105-10-33. Area Plan on Aging**

What activities are performed by the AAA staff to develop the Area Plan?

**340:105-10-34. Amendments to the Area Plan**

Explain any circumstances that have caused the AAA to amend the Area Plan in the past year.

**340:105-10-35. Area Plan Management Plan**

What activities are performed by the AAA staff to develop the Management Plan?

**340:105-10-36. Area Plan administration (Title III compliance monitoring)**

How does the AAA carry out its responsibilities under the Area Plan on Aging?

**340:105-10-37. Coordination and resource development**

What steps does the AAA take to coordinate with other entities to maximize the availability of services to older persons in the PSA and reduce duplication of effort?

**340:105-10-38. Targeting resources to older persons in greatest economic or social need**

To what groups of older persons does the AAA target resources for special consideration?

What activities does the AAA perform to target resources to older persons with the greatest economic or social need, with particular attention to low income minority persons?

**340:105-10-39. Advocacy**

What activities does the AAA perform to serve as a public advocate for the development or enhancement of comprehensive and community-based systems throughout the PSA?

**340:105-10-40. Funding local sponsors for the provision of direct Title III services**

What activities does the AAA staff, advisory council, and board of directors perform prior to the awarding of Title III funds?

**340:105-10-41. Direct services waivers**

Has the AAA been granted a waiver to provide direct services this fiscal year? If so, name the service and the provision for which Aging Services Division (ASD) granted the waiver.

**340:105-10-42. Designation of community focal points**

Explain what procedures the AAA uses to designate community focal points?

**340:105-10-43. Monitoring and evaluation of Title III projects**

What monitoring and evaluation activities does the AAA perform at all funded Title III projects to ensure services are provided in accordance with federal and state policy and the objectives of the service grant are met?

**340:105-10-44. Provision of technical assistance and training to Title III projects**

What type of technical assistance and training does the AAA provide to Title III projects?

**340:105-10-45. Area Agency disaster planning**

In case of weather related emergencies and other disasters, what arrangements has the AAA made to ensure availability of needed services to older persons?

**340:105-10-50.1. Title III services taxonomy**

What services is the AAA funding this fiscal year?

**340:105-10-51. General Title III service standards**

How does the AAA ensure the Title III service standards are implemented?

**340:105-10-52. Title III Project Advisory Council**

How does the AAA ensure the Title III projects establish and maintain an advisory council to advise the project on all matters relating to the delivery of project services?

**340:105-10-53. Political and sales activities at Title III projects**

What written policy has the AAA developed regarding the political and sales activities at Title III project sites?

**340:105-10-54. Supportive services**

How does the AAA ensure providers of supportive services to older persons comply with policy standards?

**340:105-10-56. Senior centers**

If the AAA still has monitoring responsibilities of multipurpose senior centers that received acquisition or construction grants, what has the AAA implemented to ensure the funded locations are used appropriately?

**340:105-10-57. Outreach service standards**

How is the AAA ensuring that outreach services are seeking out and identifying older persons and assisting them in gaining access to needed services?

**340:105-10-58. Outreach service eligibility**

What special targeting objectives has the AAA developed to reach persons eligible for outreach services?

**340:105-10-59. Outreach service assessment**

What procedures are used by the AAA to ensure each person receiving outreach services completes a uniform assessment process specified by ASD?

**340:105-10-60. Outreach methods**

What methods are used to ensure the maximum participation of eligible older persons in Title III projects and all other programs that may benefit them?

**340:105-10-61. Information and assistance services**

What type of information and assistance services (I&A) does the AAA provide?

**340:105-10-62. Information and assistance eligibility**

For what type of eligible persons does the AAA target I&A services?

**340:105-10-63. Information and assistance (I&A) methods**

What methods does the AAA use to establish and maintain I&A services in sufficient numbers to ensure all eligible persons within the PSA have reasonably convenient access to such services?

Explain the AAA's protocol for handling Senior Info-Line calls.

**340:105-10-64. Legal services**

How does the AAA ensure providers of legal services comply with policy standards?

**340:105-10-65. Legal services eligibility**

What procedures are used by the AAA to ensure eligible persons receive legal services?

**340:105-10-66. Legal services methods**

What service delivery methods does the AAA monitor when assessing the legal services provider?

**340:105-10-68. Congregate meals service standards**

How does the AAA ensure congregate meals service providers comply with policy standards?

**340:105-10-69. Congregate meals service eligibility**

How does the AAA ensure only eligible persons receive congregate meals service?

How does the AAA ensure an effective reservation system is used by congregate meals service providers?

**340:105-10-70. Congregate meals service assessment**

How does the AAA ensure the congregate meals service providers perform an assessment on each person who wants to participate in the congregate meals program?

**340:105-10-71. Congregate meals service facilities**

Explain how the AAA ensures congregate meals service providers secure and maintain adequate facilities for preparation and delivery of the meals service, nutrition education, and funded supportive services?

**340:105-10-72. Congregate meals staffing requirements**

Explain how the AAA ensures the congregate meals provider's staffing pattern is sufficient to carry out the required service activities.

**340:105-10-73. Congregate meals project advisory council**

How does the AAA ensure the congregate meals project advisory councils are established and maintained to advise the project on all matters relating to the delivery of project services?

**340:105-10-74. Nutrition education**

How does the AAA ensure the congregate and home delivered meals programs provide formal nutrition education to project participants?

**340:105-10-75. Congregate meals planning**

Explain how the AAA ensures congregate meals projects implement appropriate meal planning for the congregate meals service.

**340:105-10-76. Congregate meals food procurement**

How does the AAA ensure all food procurement for the meals programs complies with applicable provisions of state or local laws?

**340:105-10-77. Congregate meals food preparation and service**

How does the AAA ensure all preparation and serving of food by the congregate meals providers meet applicable state and local fire, health, sanitation, and safety regulations?

How does the AAA ensure the congregate meals provider's food preparation and delivery are performed in the most cost efficient manner possible?

**340:105-10-78. Food stamp benefit assistance for project participants**

What procedures does the AAA implement to ensure the nutrition projects reach the maximum number of older persons within the PSA to benefit from the United States Department of Agriculture (USDA) Food Stamp Program?

**340:105-10-79. Nutrition Services Incentive Program (NSIP)**

What procedures does the AAA implement to ensure nutrition projects are properly reimbursed for NSIP?

**340:105-10-80. Supportive social services for nutrition projects**

What type of supportive services do the nutrition projects provide that the AAA monitors?

**340:105-10-82. Home delivered meals service standards**

How does the AAA ensure home delivered meals service providers comply with policy standards?

**340:105-10-83. Home delivered meals service eligibility**

How does the AAA ensure only eligible persons receive home delivered meals service?

**340:105-10-84. Home delivered meals planning**

Explain how the AAA ensures the home delivered meals providers implement appropriate meal planning for the home delivered meals service.

**340:105-10-85. Home delivered meals packaging and delivery**

How does the AAA ensure the home delivered meals providers package and deliver meals at proper temperatures and prevent contamination and spillage?

**340:105-10-86. Congregate and home delivered meals site change of status**

What procedures does the AAA implement when a congregate or home delivered meals program requests to change the status at any site?

**340:105-10-89. Disease prevention and health promotion services**

What type of services do the disease prevention and health promotion projects provide?

**340:105-10-90.1. National Family Caregiver Support Program**

How does the AAA ensure family caregiver support program providers implement the policy standards?

**340:105-10-91. Homemaker service standards**

If the AAA funds homemaker services, how does the AAA ensure the homemaker service provider implements policy standards?

**340:105-10-92. Chore service standards**

If the AAA funds chore services, how does the AAA ensure the chore service provider implements policy standards?

**340:105-10-93. Personal care service standards**

If the AAA funds personal care services, how does the AAA ensure the personal care service provider implements policy standards?

**340:105-10-97. Priority supportive services waiver**

Has the AAA been granted a waiver in providing any of the required priority supportive services? If so, name the service and describe the procedures taken to implement the waiver.

**340:105-10-101. Request for proposal procedures**

Explain the procedures the AAA implements in awarding Older Americans Act funds in an open, competitive, and fair manner via the request for proposal process.

**340:105-10-102. Appeal procedures for Title III service providers**

What appeals procedures does the AAA have in place should a Title III service provider or applicant be denied, suspended, or terminated?

**340:105-10-103. Budget revisions for Area Agencies and Title III projects**

Under what conditions has the AAA requested Title III projects to revise budgets?

**340:105-10-105.1. Commercial and contractual activities of Area Agencies on Aging and Title III projects**

Describe any commercial or contractual activities the AAA is engaged in.

**340:105-10-117. Employment policies and procedures**

What procedures does the AAA implement to comply with this policy?

**340:105-10-120. Area Agency on Aging and Title III project job descriptions**

How does the AAA develop job descriptions to meet minimum requirements set by the State Agency?

What procedures does the AAA implement to ensure Title III projects develop job descriptions that meet the minimum requirements set by the State Agency?

**340:105-10-121. Area Agency on Aging and Title III project salaries**

How does the AAA determine salaries for AAA staff in compliance with State Agency policy?

What procedures does the AAA implement to ensure Title III projects develop staff salaries in compliance with State Agency policy?

**340:105-10-122. Fair labor practices for Area Agencies and Title III projects**

What procedures does the AAA implement when complying with fair labor practices?