

REGION 9 AAA - GENERAL ASSESSMENT FOR ALL SERVICES/SITES
(SENIOR CENTER)

Agency _____ **Site** _____

Agency Staff _____

AAA Staff _____ **Date** _____

GENERAL:

Yes No

(Reference to sections of the OSA II A. General Requirements for all Service Programs)

- | | | | |
|----|---|-------|-------|
| 1. | Does program comply with the following laws and verify that there is no discrimination against employees, applicants or recipients of services pursuant to the Federal Civil Rights Act (1964) and Americans with Disabilities Act and is notice of compliance posted? (Part S, W) | _____ | _____ |
| 2. | Does the program comply with equal employment opportunity and affirmative action principles? (Part T) | _____ | _____ |
| 3. | Is there a written and posted complaint resolution procedure for participants? (Part P) | _____ | _____ |
| 4. | Is there a written and utilized appeals procedure for individuals determined ineligible or for service termination? (Part P) | _____ | _____ |
| | a) Is the appeals procedure posted? | _____ | _____ |
| | b) Is the appeals procedure on file with AAA? | _____ | _____ |
| 5. | Are there written procedures in place that protect client confidentiality and is information maintained in controlled access files? (Part F) | _____ | _____ |
| 6. | Is client information released only with appropriate informed consent, unless court ordered or for necessary program monitoring? (Part F) | _____ | _____ |
| 7. | Does program demonstrate working relationships with other community agencies for referrals and resource coordination to ensure that participants have maximum possible choice? (Part G) | _____ | _____ |
| 8. | Have all funded programs been publicized at least one time in the past year? (Part H) | _____ | _____ |
| 9. | Is there a written procedure in place to bring to the attention of appropriate officials for follow-up, conditions or circumstances that place the older person, or the household of the older person, in imminent danger? (e.g. situations of abuse or neglect) (Part I) | _____ | _____ |

| | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 10. Does center provide directly or coordinate for provision of the following? If so, list D (direct) or C (coordinate) in the yes column. | | |
| a) Nutrition Program | _____ | _____ |
| b) Transportation | _____ | _____ |
| c) Information and Referral | _____ | _____ |
| d) Outreach | _____ | _____ |
| e) In-Home Services | _____ | _____ |
| f) Legal Assistance | _____ | _____ |
| g) Social/Recreational Services | _____ | _____ |
| h) Education Services | _____ | _____ |
| i) Volunteer Community Opportunities | _____ | _____ |
| 11. Can the program demonstrate an organizational structure including established lines of authority? (Part M) | _____ | _____ |
| 12. Does each program conduct, prior to employment or engagement, a criminal background review through the Michigan State Police for all paid and volunteer staff? (Part M) | _____ | _____ |
| 13. Is a copy of the current Personnel Policies on file at AAA? | _____ | _____ |
| a) Dated _____ | | |
| 14. Have paid staff received the following: | | |
| a) Copy of Personnel Policies | _____ | _____ |
| b) Written job descriptions | _____ | _____ |
| c) Initial orientation (Part O) | _____ | _____ |
| d) Job evaluations in the last 12 months | _____ | _____ |
| 15. Are there volunteers working in the program? (Part L) | _____ | _____ |
| a) Are there written procedures regarding recruitment, training and supervision of volunteers? | _____ | _____ |
| b) Have volunteers received the following: | | |
| 1. written job descriptions | _____ | _____ |
| 2. initial orientation | _____ | _____ |
| 3. job evaluations | _____ | _____ |
| 16. Is there a written and enforced policy that except for program income, no paid or volunteer staff may solicit contributions from program participants, offer for sale any type of merchandise or service, or seek to encourage the acceptance of any particular belief or philosophy by any program participant? (Part E #3) | _____ | _____ |

| | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 17. Are there written by-laws? | _____ | _____ |
| a. When was last date of revision? _____ | | |
| b. Are they on file at the AAA? | _____ | _____ |
| 18. Does each site have representation on CCOA board? | _____ | _____ |
| 19. Does CCOA board advise on the following: | | |
| a. Grant applications | _____ | _____ |
| b. Evaluations of program effectiveness | _____ | _____ |
| c. Existing and proposed services | _____ | _____ |
| d. Expenditures, revenues and budget | _____ | _____ |
| e. Overall project operations | _____ | _____ |
| 20. How often and when does the board meet? _____ | | |
| 21. Are board meetings open to visitors? | _____ | _____ |
| 22. Are meetings scheduled at times and locations convenient to members that are CCOA participants? | _____ | _____ |
| 23. Are the minutes of CCOA board meetings recorded and available for review by CCOA participants and part of the permanent records of the CCOA? | _____ | _____ |
| a. Are the minutes posted? | _____ | _____ |
| 24. Is a member of the CCOA board also a member of the AAA Advisory Council? | _____ | _____ |
| 25. Does CCOA council have: | | |
| a. A written statement of its purposes consistent with the Senior Center Philosophy | _____ | _____ |
| b. A written statement of its goals based on its purposes and on the needs and interests of older people in its service area | _____ | _____ |
| c. A relevant code of ethics? | _____ | _____ |
| These statements shall be used to govern the character and direction of its operation and program. | | |
| 26. Does the provider employ a mechanism for obtaining and evaluating the views of service recipients about the quality of services rendered (may include client surveys)? (Part R) | _____ | _____ |

Yes No

27. Per contract, are monthly financials submitted on a timely basis (by the 5th working day of the following month)? _____

28. Did the CCOA have any citations as part of the most recent fiscal assessment? _____

If yes, what steps have they taken to correct the compliance items?

29. HIPAA Information Section:

Does the CCOA have the following in place:

Privacy Policies and Procedures (including breach notification)? _____

Notice of Privacy Policies? _____

Authorization to Release Information? _____

Business Associate Agreement? _____

Most recent staff training date on privacy-related topics: _____

If none or only some of the above are in place, what is the CCOAs plan for development and implementation of HIPPA compliance requirements?

Subcontractor Staff Signature