Title III-E Monitoring

**Date:** Select a date

**Area Agency on Aging:** Select an agency

**SUA Reviewer:** Select a Reviewer

**AAAs – Please have the following documents available for review and note the information below:**

* Five (5) Title III-E Caregiver Services client files, including any assessments performed for the caregiver and/or care, recipient
* 15 timesheets for Title III-E Caregiver Services provided to clients in July 2023
* Copy of Service Priority Procedures

Staff completing this tool should be the program staff responsible for the day-to-day work. Please list individuals who participated in completing this tool:

**Staff**:

**SUA will meet with program staff individually during the onsite visit and will review the State Program Report, program budgets, and units of service, and ask questions as needed.**

1. **What Title III-E Caregiver Services are provided? Please describe what services are available and whether they are provided directly or contracted.** OAA 373(b)
2. **How are clients given the opportunity to contribute to the cost of Title III-E Services (i.e. monthly statement)?** CFR 45 Sec. 1321.67(a)(1)

*Please provide five monthly contribution requests for review, representing examples of all ways clients are given the opportunity to contribute (including a request for services provided directly AND contracted services)*

1. **Please provide a description of the process and procedures for how Title III-E client data and service units are entered into PeerPlace and reviewed for accuracy.**
2. **How does your agency verify client data and service units for III-E services provided by Senior Centers or by sub-recipients and contractors?**
3. **What policies are in place to prioritize the recipients of III-E services, particularly clients caring for individuals with Alzheimer’s or related disorders? (OAA 372(b))**
4. **What community resources does your agency utilize to provide support to family caregivers with the greatest social and economic needs with a focus on LGBTQ+, minority, and rural caregivers?** (support groups, resources, advocacy)
5. **How are respite care programs utilized to enable caregivers to be temporarily relieved from the caregiving responsibilities and how are clients determined to be eligible to receive these services? (OAA 373(b)(4)), (OAA373(c)(1)(B)**
6. **How does your agency screen for traumatic brain injuries and fall prevention services?** (OAA Sec. 321 (a)(8))