

AAA Senior Medicare Patrol (Medicare Fraud Prevention) Worksheet					Section 16-SMP
Review Section:	Requirement Reference	Available On-site	Review Questions	Compliance Yes/No	On-site Training Area: If "No" identify issue, list Training, and set Outcome (Outcome is what needs to be implemented)
D16-SMP-A01	VRPM Policy 2.2	Determine through staff interview and documentation	Does the AAA maintain individual volunteer personnel records that include all of the following?		
	VRPM Policy 3.38		Application		Issue: Training: Outcome:
	VRPM Policy 3.43		Background Check		Issue: Training: Outcome:
	VRPM Policy 3.42		Reference Check		Issue: Training: Outcome:
	VRPM Policy 3.37, 3.43,		Master Consent Form		Issue: Training: Outcome:
	VRPM Policy 3.37, 3.41		Volunteer Agreement		Issue: Training: Outcome:
	VRPM Policy 3.39		Interview Questions		Issue: Training: Outcome:
	VRPM Policy 2.4, 3.44		Driver's License & Auto Insurance - Verified		Issue: Training: Outcome:
	VRPM Policy 3.44, 3.56		Driver's Record - rechecked every 2 years		Issue: Training: Outcome:
	VRPM Policy 3.49		Volunteer Application Assessment Form		Issue: Training: Outcome:
	VRPM Policy 3.50		Acceptance Letter		Issue: Training: Outcome:
	VRPM Policy 3.52		Screening Documentation Checklist		Issue: Training: Outcome:
	VRPM Policy 2.16		Emergency Contact Information		Issue: Training: Outcome:
D16-SMP-A02	VRPM Policy 2.14, 2.15	Determine through staff interview and	Does the AAA keep Incident Reports on file with actions & outcomes attached?		Issue: Training: Outcome:
D16-SMP-A03	Contract Requirements 4.2, 4.3, 4.4., 4.5, 4.6 and 4.7	Determine through staff interview and documentation	Has the lead Volunteer Coordinator completed SMP Volunteer Training and achieved proficiency at delivering group education sessions and conducting one-to-one counseling?		Issue: Training: Outcome:
D16-SMP-A04	Contract Performance Measures	Determine through staff interview and documentation	Does the AAA maintain a minimum of 4 <b>trained</b> SMP volunteers?		Issue: Training: Outcome:
D16-SMP-A05	Contract 4.11	Determine through staff interview and documentation	Does the Lead Volunteer Coordinator attend monthly phone conferences?		Issue: Training: Outcome:
D16-SMP-A06	Contract 4.10	Determine through staff interview and documentation	Are monthly reports on performance measure data completed by the 15th of the following month? Reports are to include the following:		Issue: Training: Outcome:
D16-SMP-A07	Performance Measures	Determine through staff interview and documentation	Does the AAA record the number of & names of each volunteer and their volunteer status?		Issue: Training: Outcome:

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D16-SMP-A08	Performance Measures	Determine through staff interview and documentation	Verification that each volunteer has been registered on SHIBA's webapp and in SHIPtalk.		Issue: Training: Outcome:
D16-SMP-A09	Performance Measures	Determine through staff interview and documentation	Does the AAA record the number of volunteer training hours and list training completed?		Issue: Training: Outcome:
D16-SMP-A10	Performance Measures	Determine through staff interview and documentation	Does the AAA record the number of volunteer work hours		Issue: Training: Outcome:
D16-SMP-A11	Performance Measures	Determine through staff interview and documentation	Does the AAA record the number of one-on-one sessions (CCF report completed for each) (AAA I, II, IV and VI minimum 25, AAA V and CCOA minimum 25)		Issue: Training: Outcome:
D16-SMP-A12	Performance Measures	Determine through staff interview and documentation	Does the AAA record the number and type of community outreach events or media activities and are the events posted on their website.		Issue: Training: Outcome:
D16-SMP-A13	Performance Measures	Determine through staff interview and documentation	Does the AAA record the number of persons that attended community outreach events		Issue: Training: Outcome:
D16-SMP-A14	Performance Measures	Determine through staff interview and documentation	Does the AAA record the number of group education sessions for beneficiaries (PAMs report completed for each)( AAA I and II, IV and VI 80 minimum, and AAA V and CCOA 60 minimum)		Issue: Training: Outcome:
D16-SMP-A15	Performance Measures	Determine through staff interview and documentation	Does the AAA record the number of beneficiaries that attended group education		Issue: Training: Outcome:
D16-SMP-A16	Contract 4.14	Determine through staff interview and documentation	Verify that lead coordinator accepts and completes complex issues (AAA V and CCOA)		Issue: Training: Outcome: