

ICOA Website Worksheet					Section 19-Web
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)
<b>APPEARANCE</b>					
D19-WEB-A01	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #43	Determine through staff interview and AAA Website	Scalable font size		Issue: Training: Outcome:
D19-WEB-A02	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #43	Determine through staff interview and AAA Website	Simplicity (avoid clutter)		Issue: Training: Outcome:
D19-WEB-A03	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #43	Determine through staff interview and AAA Website	Color selection (use three primary colors that blend well)		Issue: Training: Outcome:
D19-WEB-A04	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment	Determine through staff interview and AAA Website	Consistent formatting		Issue: Training: Outcome:
D19-WEB-A05	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment	Determine through staff interview and AAA Website	Quality photographs and graphics		Issue: Training: Outcome:
D19-WEB-A06	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40, 45	Determine through staff interview and AAA Website	Check all pages for the appropriate use of materials. All possible copyrighted, patented, and/or trademarked materials must be properly authorized and cited.		Issue: Training: Outcome:
<b>CONTENT</b>					
D19-WEB-A07	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40	Determine through staff interview and AAA Website	Office hours posted on website		Issue: Training: Outcome:

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D19-WEB-A08	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40	Determine through staff interview and AAA Website	Current information about organization: address, email, telephone, toll-free I & A phone number, fax, contact info, directions, hours, and services available on website		Issue: Training: Outcome:
D19-WEB-A09	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40	Determine through staff interview and AAA Website	Current Congregate Meal sites information: address, phone number, meal times		Issue: Training: Outcome:
D19-WEB-A10	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment	Determine through staff interview and AAA Website	Area Plan accessibility		Issue: Training: Outcome:
D19-WEB-A11	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #45	Determine through staff interview and AAA Website	Schedule/Calendar of program events updated on regular basis		Issue: Training: Outcome:
D19-WEB-A12	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment	Determine through staff interview and AAA Website	ICOA recognition (identify state and federal funding awarded through ICOA)		Issue: Training: Outcome:
D19-WEB-A13	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #26	Determine through staff interview and AAA Website	Front page (ADRC recognition, logo, links)		Issue: Training: Outcome:
D19-WEB-A14	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #26	Determine through staff interview and AAA Website	Identify as local ADRC on Website		Issue: Training: Outcome:

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D19-WEB-A15	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #26	Determine through staff interview and AAA Website	Consumer accesses ADRC services on website		Issue: Training: Outcome:
D19-WEB-A16	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40	Determine through staff interview and AAA Website	Specifies population served		Issue: Training: Outcome:
D19-WEB-A17	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment # 26, #44 & #46	Determine through staff interview and AAA Website	Access to OAA and SSA services and eligibility requirements		Issue: Training: Outcome:
D19-WEB-A18	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40	Determine through staff interview and AAA Website	Identify service area		Issue: Training: Outcome:
D19-WEB-A19	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #44, #46	Determine through staff interview and AAA Website	Searchable database of resources and services for all target populations in service area		Issue: Training: Outcome:
<b>FUNCTIONALITY</b>		Determine through staff interview and AAA Website			
D19-WEB-A19	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #45	Determine through staff interview and AAA Website	Hyperlinks, contact forms, site search, event registration should function as expected		Issue: Training: Outcome:
D19-WEB-A20	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment	Determine through staff interview and AAA Website	Utilize correct grammar and punctuation		Issue: Training: Outcome:

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D19-WEB-A21	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40	Determine through staff interview and AAA Website	Every component of site should work quickly and correctly		Issue: Training: Outcome:
D19-WEB-A22	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment	Determine through staff interview and AAA Website	Double-check facts and figures		Issue: Training: Outcome:
<b>WEBSITE USABILITY</b>					
D19-WEB-A22	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #41	Determine through staff interview and AAA Website	Website visits and hits tracked/monitored		Issue: Training: Outcome:
D19-WEB-A23	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #42	Determine through staff interview and AAA Website	Information on website is accessible to ethnic and linguistically diverse populations		Issue: Training: Outcome:
D19-WEB-A24	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #43	Determine through staff interview and AAA Website	Universally accessible for people with visual disabilities		Issue: Training: Outcome:
D19-WEB-A25	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #43	Determine through staff interview and AAA Website	Universally accessible for people with auditory disabilities		Issue: Training: Outcome:
D19-WEB-A26	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #43	Determine through staff interview and AAA Website	Universally accessible for people with motor disabilities		Issue: Training: Outcome:

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D19-WEB-A27	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #43	Determine through staff interview and AAA Website	Universally accessible for people with cognitive disabilities		Issue: Training: Outcome:
<b>ACCESS TO OUTSIDE RESOURCES</b>					
D19-WEB-A28	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #46	Determine through staff interview and AAA Website	Website users can access decision-support tools to help them identify needs and appropriate services and supports		Issue: Training: Outcome:
D19-WEB-A29	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment	Determine through staff interview and AAA Website	Additional Features of the website		Issue: Training: Outcome: