

AAA ADRC Worksheet					Section 06-ADRC
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)
D6-ADRC-01	ADRC-TAE Website, The Lewin Group, Nov, 2012	Provide current ADRC Business Plan.	Does the organization have formal ADRC strategies for achieving long term sustainability?		Issue: Training: Outcome:
D6-ADRC-02	ADRC-TAE Website, The Lewin Group, Nov, 2012	Provide names of persons AIRS certified in the organization.	Is one or more Information and Referral/Assistance specialists in the organization AIRS certified?		Issue: Training: Outcome:
D6-ADRC-03	ADRC-TAE Website, The Lewin Group, Nov, 2012	Provide referral protocols or MOU's established with other local and statewide providers.	Does the organization have established partnerships and referral protocols with other local and statewide I&R/A providers?		Issue: Training: Outcome:
D6-ADRC-04	ADRC-TAE Website, The Lewin Group, Nov, 2012	Identify if AAA participates in Options Counseling sustainability programs. IHC and VD-HCBS.	Does the organization provide options counseling to consumers about long term care supports and services?		Issue: Training: Outcome:
D6-ADRC-05	ADRC-TAE Website, The Lewin Group, Nov, 2012	Determine through staff interview and documentation	Does the Organization's Mission Statement relate to the AoA/CMS vision for the ADRCs and developed collaboratively with staff, consumers and other stakeholders to incorporate ADRC's single access point approach?		Issue: Training: Outcome:
D6-ADRC-06	ADRC-TAE Website, The Lewin Group, Nov, 2012	Determine through staff interview and documentation	Does the organization have an advisory body with significant consumer representation that is knowledgeable about the ADRC?		Issue: Training: Outcome:
D6-ADRC-07	ADRC-TAE Website, The Lewin Group, Nov, 2012	Determine through staff interview and documentation	Are policies and procedures in place regarding new staff training of ADRC functions?		Issue: Training: Outcome:

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D6-ADRC-08	ADRC-TAE Website, The Lewin Group, Nov, 2012	Determine through staff interview and documentation	Are there procedures for updating and revising information in the resource database on a regular basis?		Issue: Training: Outcome:
D6-ADRC-09	ADRC-TAE Website, The Lewin Group, Nov, 2012	Determine through staff interview and documentation	Does the organization have written policies concerning the collection analysis and reporting of client and service data?		Issue: Training: Outcome:
D6-ADRC-10	ADRC-TAE Website, The Lewin Group, Nov, 2012	Determine through staff interview and documentation	Does the organization have at least one formal partnership (characterized by an MOU, contract, or written agreement/protocol) with another organization in the community that serves people with disabilities that supports key ADRC/single access point functions?		Issue: Training: Outcome:
D6-ADRC-11	ADRC-TAE Website, The Lewin Group, Nov, 2012	Determine through staff interview and documentation	Does the organization routinely collect feedback from all of the populations served?		Issue: Training: Outcome: