

(Identify the AAA here)

ICOA Website Worksheet

Section 19-Web

Review Section:	Requirement Reference	Additional Information	Requirement	Finding
APPEARANCE				
WEB-01	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40, 45		_____ All pages have the appropriate use of materials. All possible copyrighted, patented, and/or trademarked materials are properly authorized and cited.	
CONTENT				
WEB-02	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40		_____ Current information about organization, including address, email, telephone number, toll-free I&A phone number, fax, contact info, directions, hours and services are available on ICOA website.	
WEB-03	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40		_____ Information for Congregate Meal sites (eg. Address, phone number, and meals times) is listed on the website.	
WEB-04	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment		_____ Area Plan is accessible	
WEB-05	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #45		_____ All listings in the MIS resource database included on the website are updated on a regular basis (including a schedule/calendar of program events).	
WEB-06	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment		_____ AAA recognizes ICOA and ACL as funding agencies.	
WEB-07	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment # 26, #44 & #46		_____ Access to OAA and SSA services and eligibility requirements is available.	
WEB-08	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #40 (27)		_____ Office is located in a convenient place and accesible to all people in the organization's service area.	
FUNCTIONALITY				
WEB-09			_____ Hyperlinks, contact forms, site searches, and event registration functions as expected.	
WEB-10			_____ Correct grammar and punctuation is utilized.	
WEB-11			_____ Every component of site works quickly and correctly.	
WEB-12			_____ Facts and figures are double-checked.	
WEBSITE USABILITY				

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WEB-13	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #41		_____Website visits and hits are tracked and monitored.	
WEB-14	ADRC Five Year Plan, Goal 1, Objective 2 and 3 ADRC Readiness Assessment #42		_____The information on the website is accessible to ethnic and linguistically diverse populations.	