

(Identify the AAA here)

Policies, Technical Guidance and Forms				Section 21-PTF
Review Section:	Requirement Reference	Additional Information	Requirement	Finding
PTF-01	PO.AD.01 Participant Appeals		_____ The AAA attempts to resolve any participant appeals at the local AAA level before contacting the ICOA.	
PTF-02	PO.AD.01 Participant Appeals		_____ When the dispute remains unresolved, the participant files the complaint with the ICOA within 30 days so the ICOA can establish a complaint file.	
PTF-03	PO.AD.01 AAA Appeals		_____ The AAA attempts to resolve any disagreement with the ICOA informally first by email, phone, or a face to face visit.	
PTF-04	PO.AD.01 AAA Appeals		_____ If the complaint is unresolved after the informal complaint, the AAA submits an appeal letter along with any supporting documentation to ICOA within 30 days from when the administrative decision was made.	
PTF-05	PO.AD.04.1.A Withdrawal of AAA Designation OAA Sections 305(b) (5) (C) ((i) through (iv)		_____ The AAA meets the requirements of the OAA of 1965, as amended.	
	PO.AD.04.1.A Withdrawal of AAA Designation OAA Sections 305(b) (5) (C) ((i) through (iv)		_____ The Area Plan or amendments to the plan are approved by the ICOA.	
	PO.AD.04.1.A Withdrawal of AAA Designation OAA Sections 305(b) (5) (C) ((i) through (iv)		_____ The AAA provides and administers the approved Area Plan to comply with any provisions, policies and procedures established by the ICOA.	
	PO.AD.04.1.A Withdrawal of AAA Designation OAA Sections 305(b) (5) (C) ((i) through (iv)		_____ The activities of the AAA are consistent with the statutory mission described in the OAA and are not in conflict with the requirement that it functions as an AAA.	
PTF-06	PO.AD.05.1 AAA Policies and Procedures OAA Sections 305(b) (5) (C) (ii) through (iv)		_____ The AAA develops and maintains written policies and procedures for programs and services for contract management, and agency functions and responsibilities.	
PTF-07	PO.AD.05.2 AAA Policies and Procedures, PO.AD.05.3 AAA Policies and Procedures, PO.AD.05.4 AAA Policies and Procedures, PO.AD.05.5 AAA Policies and Procedures OAA Sections 305(b) (5) (C) (iii) through (iv)		_____ The AAA serves as the regional focal point for aging programs and services. _____ The AAA develops and implements an ICOA-approved Area Plan. _____ The AAA administers programs and services through contract agreements or directly provide services as described in the AAA Area Plan. _____ The AAA makes records of services rendered and monies expended in the provision of those services available at the request of the _____	
	PO.AD.08.1 Confidential Records IDAPA 15.01.01 IDAPA 15.01.02		_____ During the course of an Adult Protection investigation, the AAA keeps information and records obtained confidential.	
	PO.AD.09 Public Records Request		_____ The AAA grants or denies a public records request within 3 working days of the receipt of the records request. The agency responds in a timely, accurate, and courteous manner.	

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	PO.NU.01 NSIP Meal Counts in SAMS State Code: 67-5007		____ The AAA completes all meal counts in SAMS database by the November 1st cutoff date.	
PTF-08	PO.NU.02 Congregate Meal Site Reimbursement IDAPA 15.01.01.021 OAA Section. 339.(2)(H)and (I)		____ The AAA enters the required data into the ICOA's management information system in order to ensure the Congregate Meal Sites are reimbursed for all meals for eligible	
PTF-09	TG.AD.01 Cost Sharing for Respite IDAPA 15.01.01.025		____ The AAA implements Cost Sharing for Respite.	
	TG.AD.02.1 State and Federal Cost Sharing IDAPPA 15.01.01.025.03 and.08		____ The AAA follows the State requirements for Cost Sharing.	
	TG.AD.02.2 State and Federal Cost Sharing OAA Section. 315		____ The AAA follows the Federal requirements for Cost Sharing.	
	TG.AD.02.3 State and Federal Cost Sharing IDAPPA 15.01.01.025.08		____ The AAA maintains accounting records of all cost sharing payments and contributions and of all monies expended from these sources.	
PTF-10	TG.AD.03 Authorized ADRC Logo Usage		____ The AAA features the ADRC logo on all print, electronic and advertising materials.	
PTF-11	TG.AD.04 Allowable Cost for Sub-Granting		____ The AAA follows the allowable costs to achieve project goals for ICOA discretionary grants (SMP, MIPPA, VD-HCBS).	
	TG.AD.05 Appeals from Denials of Subcontract with AAA IDAPA 15.01.20.042.04		____ The AAA develops a fair and impartial hearing procedure that provides the opportunity for a hearing to any individual or entity that has been denied a subcontract.	
	TG.NU.01 Home Delivered Meal Program Compliance		____ The AAA notifies the client or client representative that due to food safety and sanitary issues a meal cannot be left at the HDM address if no one is home.	
	TG.NU.01 Home Delivered Meal Program Compliance		____ The AAA notifies the HDM client or representative that they are required to call to cancel a meal if they will not be home to receive it.	
PTF-12	TG.NU.01 Home Delivered Meal Program Compliance		____ The AAA develops a fair and equitable policy as to how many times a provider can attempt to deliver a meal before an action is taken.	
PTF-13	TG.NU.01 Home Delivered Meal Program Compliance		____ The AAA includes the meal delivery policy in the HDM provider's scope of work to ensure there are no conflicts or confusion regarding provider reimbursement.	
	GU.NU.01.A Voluntary Contributions/ Donations		____ The AAA ensures each Nutrition Provider provides program participants with the opportunity to make voluntary donations or contributions to the Nutrition Services Program.	

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	GU.NU.01.B Voluntary Contributions/ Donations		_____The AAA ensures that each Nutrition Provider adheres to the minimum requirements regarding voluntary donations or contributions.	
	GU.NU.02. Eligible and Ineligible Participants		_____The AAA follows the examples that describe the eligible and ineligible participants.	
PTF-14	GU.NU.03.1 Commodity/ Donated Food Program		_____The AAA ensures that whatever practice they use to offer participants the opportunity to contribute, there is no reference to a suggested monetary donation that relates to the meal cost.	
PTF-15	GU.NU.03.2 Commodity/ Donated Food Program		_____The AAA ensures that if a Nutrition Provider accepts donated foods from a donated food program, they may not charge a fee to any eligible participant but may charge a non-eligible participant the cost of the meal.	
	GU.AD.01 Sliding Fee Scale (2015)		_____The AAA fills out the Sliding Fee Scale Form.	
	GU.AD.02 Poverty Guidelines		_____The AAA follows the Poverty Guidelines as established by the Department of Health and Human Services.	
	GU.AP.09 Idaho AP Standards		_____The AAA follows the Idaho AP Standards for Consistency in Investigative Determinations.	
PTF-16	FO.AD.03 Release of Information Form		_____The AAA fills out the Release of Information Form.	
PTF-17	FO.AD.04 Standard Income Declaration		_____The AAA fills out the Standard Income Declaration Form.	
	FO.AP.07: SLUMS Exam: Cognitive Vulnerability		_____The AAA fills out the SLUMS Exam: Cognitive	
	FO.AP.08 Report to Licensing and Certification SNF		_____The AAA fills out the Report to Licensing and Certification SNF.	
	FO.AP.09 Report to Licensing and Certification RALF		_____The AAA fills out the Report to Licensing and Certification RALF.	
PTF-18	FO.AP.10 Report to Licensing and Certification CFH		_____The AAA fills out the Report to Licensing and Certification	
PTF-19	FO.NU.03 Meal Frequency Waiver		_____The AAA fills out the Meal Frequency Waiver.	
PTF-20	FO.OM.10 Statewide Facility Visit Checklist		_____The AAA fills out the Statewide Facility Visit Checklist.	
PTF-21	FO.AD.10 Contract Approval Form		_____The AAA fills out the Contract Approval Form.	
PTF-22	RP.AP.02 AAA Substantiated Case Report		_____The AAA fills out the Substantiated Case Report.	
PTF-23	RP.AD.02 AAA Developmental Accomplishments and Staff Profile Annual Report		_____The AAA fills out the Developmental Accomplishments and Staff Profile Annual Report.	
PTF-24	RP.AP.01 Report to Law Enforcement Form		_____The AAA fills out the Report to Law Enforcement Form.	