

(Identify the AAA here)

AAA Senior Medicare Patrol (Medicare Fraud Prevention) Worksheet				Section 16-SMP
Review Section:	Requirement Reference	Additional Information	Requirement	Finding
SMP-01	VRPM Policy 3.13		_____ The AAA maintains individual volunteer personnel records that include all of the following:	
SMP-02	VRPM Policy 3.38		_____ A standard application form is completed by all prospective SMP Volunteers	
SMP-03	VRPM Policy 3.43		_____ Background checks: Social Security numbers of volunteer applicants are destroyed at the time the acceptance decision is made.	
SMP-04	VRPM Policy 3.42		_____ Reference Checks: At least three personal and/or professional references are checked for prospective volunteers who may be placed in a position of trust at SMP.	
SMP-05	VRPM Policy 3.37, 3.43, 3.44		_____ Master Consent Form: Volunteer applicants sign an agreement allowing the SMP to complete their screening inquiries.	
SMP-06	VRPM Policy 3.37, 3.41		_____ Volunteer Agreement	
SMP-07	VRPM Policy 3.39		_____ Interview Questions	
SMP-08	VRPM Policy 2.4, 3.44		_____ Driver's License & Auto Insurance - Verified Annually	
SMP-09	VRPM Policy 3.44, 3.56		_____ Driver's Record - rechecked every 2 years	
SMP-10	VRPM Policy 3.49		_____ Volunteer Application Assessment Form	
SMP-11	VRPM Policy 3.50		_____ Acceptance Letter	
SMP-12	VRPM Policy 3.52		_____ Screening Documentation Checklist	
SMP-13	VRPM Policy 2.16		_____ Emergency Contact Information	
SMP-14	VRPM Policy 2.14, 2.15		_____ The AAA keeps Incident Reports on file with actions and outcomes attached.	
SMP-15	Contract Requirements 4. 2, 4. 3, 4.4., 4.5, 4.6 and 4.7		_____ The lead Volunteer Coordinator has completed SMP Volunteer Training and achieved proficiency at delivering group education sessions and conducting one-to-one counseling.	
SMP-16	Performance Measures		_____ The AAA maintains a minimum of 2 trained SMP volunteers.	
SMP-17	Contract 4.Phase II(12)		_____ Monthly reports on performance measure data completed and submitted to ICOA by the 15th of the following month.	
SMP-18	Performance Measures		_____ The AAA records the number of and names of each volunteer and their volunteer status. Reported on Monthly Report forms.	

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SMP-19	Performance Measures		_____Each volunteer completes the SHIBA volunteer application forms and is registered on SHIBA's online reporting system.	
SMP-20	Performance Measures		_____The AAA records the number of volunteer training hours and maintains a record of completed training.	
SMP-21	Performance Measures		_____The AAA accurately records and reports all work conducted by SMP volunteers through the SHIBA online reporting system and on monthly reports to the SMP Director.	