

**103.000 AAA Assessments**

The Division of Aging and Adult Services (DAAS) will assess the administrative, financial, and programmatic performance of each Area Agency on Aging (AAA) as required by the Older Americans Act (OAA), as well as applicable regulations governing other funding sources. Such assessments are not a substitute for audit by independent auditor as required by the OAA.

**103.001 General Authority****8-1-10**

Older Americans Act of 1965 (As Amended in 2006).

**103.100 Assessments****8-1-10**

- A. A complete on-site assessment of the administrative, financial and programmatic performance of each AAA will be conducted at least once during each area plan cycle. a year. This does not preclude other forms of monitoring such as desk audits. Neither does it preclude providing on-site technical assistance to each program area more frequently.
- B. These assessment visits will be scheduled with the AAA at least 30 days prior to the visit.
- C. Additional assessments shall be conducted as necessary.

**103.200 Assessment Reporting****8-1-10**

- A. DAAS staff who conducts the assessment will prepare a complete assessment report using the appropriate AAA assessment instrument.
- B. The assessment report will identify areas worthy of commendation, any areas of noncompliance, corrective action to be taken by the AAA and deadlines for completion of corrective action. Reports will be completed within 30 days of the assessment visit and forwarded to the AAA director.

**103.300 Assessment Follow-Up**

- A. If corrective action is required, the AAA will submit to DAAS a plan which will specify action to be taken and the time frame within which action will be completed. This plan will be reviewed by DAAS program managers.

B. AAAs will make the required changes within the designated time frame.

C. DAAS program managers will follow up to confirm that these actions have resolved the problems they were to address.

**103.400 Assessment of Area Plan Objectives**

**8-1-10**

- A. AAAs will submit to DAAS semiannual progress reports that compare the AAAs' accomplishments to the service and program objectives in their area plans. The progress report for the January through June period is due July 31 and that for July through December is due January 31.
- B. DAAS Program Managers will review these progress reports and initiate appropriate follow-up if needed.