



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF AGING AND ADULT SERVICES

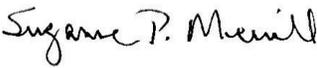
ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

SUZANNE P. MERRILL, MSW
DIRECTOR

November 20, 2017

TO: Council of Government Executive Directors
Area Aging on Agency Directors

FROM: Suzanne P. Merrill, Director 

RE: **FY 2017-2018 Area Agency on Aging Self-Assessment**

It's time to review the annual Division of Aging and Adult Services (Division) "*Self-Assessment Guide for Monitoring of Area Agencies on Aging*." This is the basic monitoring tool used to evaluate programs administered by and subcontracted through the Area Agency on Aging (AAA). Once completed, the self-assessment is used to help the Division determine, by program, those areas where an on-site monitoring visit is deemed necessary. This process is the same as in previous years. Site visits will be scheduled with each AAA director in late January 2018. Division staff will conduct an on-site visit to each AAA to comply with the Older Americans Act (OAA) monitoring requirements. Site visits will begin in February 2018 and continue through May 2018.

The self-assessment documents are available for download at:
<http://www.ncdhhs.gov/aging/monitor/selfasmt.htm>. The AAA director is responsible for completing all sections of the self-assessment and securing signatures as needed. ***The following self-assessment documents are to be completed and submitted electronically*** to jennifer.a.powell@dhhs.nc.gov.

- I. Elder Rights and Special Initiatives
 - a. Legal Services
 - b. Ombudsman Program
- II. Title V Senior Community Service Employment Program (SCSEP)
- III. Service Operations
- IV. Fiscal - Part A and Part B Worksheets

The completed self-assessment and corresponding attachments are due to the Division no later than December 12, 2017. Please contact Jennifer Powell at (919) 855-3448 if you have questions.

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Attachments