

Fall Monitoring Checklist

This checklist is intended to serve as a guideline to help prepare your agency for the AAA monitoring visit. This checklist is not all inclusive and Area Agency on Aging staff reserve the right to request additional information as needed, in order to complete the monitoring process. Please review this list carefully and have ready all applicable items for your monitoring visit; This will increase the efficiency and accuracy of the visit. Thank you for your cooperation.

	Congregate	Home Delivered	In Home Aide	I & A	H & HI	Transportation	ADC/ADH	Senior Ctr Operation	
Client Files	X	X	X	X	X	X	X		
Sub-Contracts	X	X	X			X	X		
Sub Recipient Monitoring	X	X	X			X	X		
Training History	X	X		X		X			
Health & Fire Inspection	X							X	
Vehicle Inspection						X			
Policies & procedures	X	X	X	X	X	X	X	X	
Sign In Sheets/ Log Sheets	X	X		X			X	X	
Driver Log Sheet						X			
Food Temps	X	X							
Consumer Contributions Deposit slips/ procedures	X	x	X	X	X	X	X	X	
Certifications/ Licensures			X	X			X	X	
Receipts				X	X			X	
Provider Assurance (Cons. Contrib)		X	X	X	X		X		
Site/ Route Visit	X	X							
IHA competence (Attach. A)			X						
IHA supervisory visit (attach B)			X						

- Client files for each service have service specific requirements. Please see service standards to ensure that all files are in compliance