



Required Pre-Contract Documents, Policies and Procedures

Upon notification of Contract Award, all Area Agency on Aging 1-B (AAA 1-B) Awarded Contractors are required to submit the following documentation to AAA 1-B.

All documentation must meet the requirements of the AAA 1-B and the Bureau of Community Living and Supports (ACLS Bureau) Operating Standards Manual for Social and Nutrition Services.

AAA 1-B must receive these documents prior to releasing the contract. Only the requested documents should be submitted, in an organized manner. Unrequested documents will not be reviewed and may cause a delay in receiving funding. All documentation should be submitted via Submittable (unless noted otherwise) by **August 19, 2022**.

REQUIRED DOCUMENTS

- ☐ Revised Budget (if applicable)
- ☐ Revised Match Letter (if applicable)
- ☐ Revised Targeting Plan(s) (if applicable)
- ☐ Certificate of Insurances
- ☐ Business Associate Agreement – **submit via Concord**
- ☐ Provider Disclosure Form – **submit via Concord**
- ☐ Audit or Financial Statement (if applicable or requested by AAA 1-B)
- ☐ Adult Day Services/Dementia Adult Day Care Only – RN License, LPN, and Chauffeur License (if applicable)
- ☐ Nutrition Providers Only – Cycle Menus for All Meals, 4-Week Nutrient Analysis, and Supplement for Eldercare Funding Holiday Meals on Wheels Plan

REQUIRED POLICIES AND PROCEDURES

- ☐ Abuse
- ☐ Confidentiality
- ☐ Cost Share, if applicable
- ☐ Emergency Management
- ☐ Handling Donations/Contributions
- ☐ Participant Appeals
- ☐ Participant Complaints
- ☐ Participant Service Termination
- ☐ Prioritization and Wait List
- ☐ Private Pay, if applicable
- ☐ Referral and Coordination
- ☐ Universal Precautions – Exposure Control Plan, if applicable
- ☐ Volunteer Policy, if applicable



ADDITIONAL SERVICE SPECIFIC POLICIES AND PROCEDURES

Adult Day Services (ADS) and Dementia Adult Day Care (DADC)

- ☐ Assessment
- ☐ Eligibility Criteria
- ☐ General Personal Care
- ☐ Medication
- ☐ Screening
- ☐ Service Plan
- ☐ Transportation

Nutrition Services

- ☐ Eligibility Criteria
- ☐ Emergency Planning for uninterrupted delivery of meals to HDM participants
- ☐ Food Safety
- ☐ Home Visit Safety
- ☐ Nutrition Education