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| J:\Mydocuments\SCDOA Seals\SCDOA Logo BLACK.png **AAA Monitoring Tool: III-D**  **(p. 1 – 3)**  |
| AAA |   | **QA Monitor**  |   |
| Person(s) Interviewed  |   | **Monitoring Date(s)** |   |
| This tool is to be used by SCDOA and AAA QA staff to ensure that the AAA and its Providers contracted for EBP services are compliant with applicable state and federal laws and regulations as well as SCDOA contract and policy requirements. Space is provided below to monitor for additional areas of identified risk. Because program implementation varies by district, AAA management and QA staff should review this tool and note areas where the AAA may have elected to delegate responsibilities to the provider(s). Where responsibilities are delegated, QA staff should be sure to check for compliance of provider(s) with these responsibilities during provider monitoring. |

| Monitoring Question | C | NC | NA | Notes | Monitoring Guidance and Standard Documentation |
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| 1. Do contracts with service providers contain a clear scope of service for the provision of Evidenced-Based Health Promotion Disease Prevention Programs? SCDOA PP CH. 400 P. 84, CH. 500, P. 150 | [ ]  | [ ]  | [ ]  | \_\_\_ Is programming offered in all counties and at all sites?\_\_\_Does the frequency of classes match the design and intent of the program? (example: 2-3 x’s per week for 6 weeks)\_\_\_Are there various programs being offered? | Check to ensure that contracts include the provision of Evidenced Based programs. Review regional plans for target service areas and program planning.MUA Map: <https://data.hrsa.gov/maps/quick-maps?config=mapconfig/MUA.json>Data Source: <https://data.hrsa.gov/tools/shortage-area/mua-find> |
| 2. Are Evidenced-Based Health Promotion and Disease Prevention Programs carried out by current certified trainers?SCDOA PP. CH 500, P. 149 | [ ]  | [ ]  | [ ]  |  | Review records for valid and current certifications (and/or license).  |
| 3. Are providers of Evidenced Based Health Promotion and Disease Prevention services accurately entered into the AIM system by the 10th day of the month.SCDOA PP. CH 500, P. 149 | [ ]  | [ ]  | [ ]  |  | Review AIM reports for correct EBP Group Activity input- Required Fields: Date of workshop/class, Number of participants, total time in increments of 15 minutes (15, 30, 45, 60), County of the EBP, donations received, name of EBP, Trainer name and certification expiration date (mm/yyyy). Sign in sheets (or electronic records if software program used) match AIM data input. |
| 4. What process/procedure is utilized to determine unit rates for EBP? | [ ]  | [ ]  | [ ]  | \_\_\_\_Unit cost methodology detailing program cost and unit rate calculation is on file and was approved by the AAA | Supporting documentation to review includes EBP Group Rates in AIM compared to contractual agreements. |
| 5. Does the AAA have monitoring measures to accurately audit each providers’ evidenced based programs to ensure integrity before reimbursement?SCDOA PP CH. 500 P. 149 | [ ]  | [ ]  | [ ]  | \_\_\_\_Reimbursements are reasonable and necessary for operation and administration of the program. | Review AAA procedures regarding approval for EBP. Ensure that billing invoices are submitted by providers, included with PRFs, and amount requested match.  |
| 6. Are evidenced based programs included on activity calendars?SCDOA PP. CH. 500 P. 151 | [ ]  | [ ]  | [ ]  | \_\_\_What other marketing efforts are used to publicize the programs being offered? | Review activity calendars for record of program provided. The EBP activity should be listed specifically – i.e. no generic listings such as, “Exercise”. |
| 7. Do providers obtain feedback from clients regarding satisfaction with Evidenced Based Programs offered? SCDOA PP CH. 500, P. 151 | [ ]  | [ ]  | [ ]  |  | Review process for collecting client feedback and report summary. Planning for programs should take into consideration the feedback received from the survey. |
| 8. Do the AAA and its providers have a system of controls to ensure the safeguarding of voluntary contributions? Are contributions used to expand services?SCDOA PP CH. 500, P. 151 | [ ]  | [ ]  | [ ]  |  | Review that the AAA and its providers have a documented system of internal controls- policies and procedures- and that practice is followed. Review how contributions are used to expand services |
| 9. Equipment is in good working order and replaced as necessary. Materials such as participant handbooks or guides are provided as outlined in program instruction. | [ ]  | [ ]  | [ ]  |  | Review program instruction manual to ensure all of the equipment needed to run the program has been purchased and is in acceptable condition. If additional materials are needed for participants- such as mini guides/pedometers, etc. ensure that these items have been obtained/distributed as appriopriate. |
| 10. Have previous findings been resolved? | [ ]  | [ ]  | [ ]  |  |  |
| AAA-Identified Monitoring Items |
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