

An Overview of the Assessment Process

- Annual Assessment Schedule
- Assessment Tools
- Fiscal Assessment and Financial Audit
- Assessment Tool completed by provider and sent electronically to coordinator before assessment is conducted. Past year actual outcomes and current year planned outcomes are also due in advance of the on-site assessment
- AAAWM Staff will review assessment tool, look at relevant policies and procedures, and required forms. AAAWM staff will also review client files and verify reported units for a particular period of time.
- Observation of funded services may also be part of the assessment
- A written assessment report is prepared and mailed to the provider and also the provider's board chairperson
- AAAWM staff may make recommendations in the written report.
- Any compliance issues identified during the assessment must be addressed by the provider in a timely manner.

EXAMPLES OF TECHNICAL ASSISTANCE AVAILABLE FROM AAAWM

- Review AAAWM standards as detailed in the Policies & Procedures Manual
- Help providers create required forms as detailed in P&P Manual
- Help providers establish reasonable unit rates for their funded services
- Share sample program income and cost share letters that have been successful for other providers
- Help providers network with other millage funded providers
- Marketing ideas for publicizing your services

- Tips for improving your funding request presentations
- How to prioritize clients most in need of services
- Help with fundraisers – sharing ideas, possibly volunteering at your event
- Expansion of current services – building your program
- Human Resource and Employee Issues
- Creation of new services
- Training on monthly reimbursement reports
- Training on electronic data submission