**ELIGIBILTY ASSESSMENTS**

The standards referenced in this exhibit govern eligibility assessments and reassessments, also referred to as intakes, are supported by the Older Americans Act, and are minimum requirements for services provided through Young at Heart Resources funding.

Eligibility for services provided by Title III of the Older American’s Act is limited to those individuals 60 years of age or older or as specified in the service standards (CSR).

The organization must clearly establish its ability to provide accurate and comprehensive eligibility assessments throughout the year.

**SERVICES REQUESTED**

Eligibility assessments shall consist of gathering and inputting into the AgingIS database, at a minimum, the following data collection elements contained in the client registration section:

For Congregate Clients:

Name

Address

General demographic information

Marital status

Perceived health status

Annual income

Medicaid eligibility

Other contact information

Nutritional risk assessment screening

For Home Delivered Clients:

Name

Address

General demographic information

Marital status

Perceived health status

Annual income

Medicaid eligibility

Other contact Information

Nutritional risk screening

Activities of Daily Living screening

Instrumental Activities of Daily Living screening

Identification of a qualifying condition for home delivered

Assessments

Assessments are expected to be completed for congregate clients the first time they come to the center. Home delivered assessments are required annually.

For Congregate Clients:

To protect the integrity of the data base it is recommended that organizations review and update ALL general information including contact information in the data base annually.

For Home Delivered Clients:

Review and update ALL the general information including contact information in the AgingIS database annually:

Reassess the nutritional risk assessment in full

Reassess the activities of daily living in full

Reassess the instrumental activities of daily living in full

Review and update the qualifying conditions as needed

**Process**

For Congregate Clients:

Initial assessments must be completed on new congregate clients the first time they come in to eat at a congregate site. It is strongly recommended that reassessments should be conducted annually on clients who receive congregate services to protect the integrity of the information.

For Home Delivered Clients:

Initial assessments must be completed in the **client’s home, face to face,** prior to the beginning of service. Unless it is an emergency situation, for example, an individual comes home from the hospital and needs meals over the weekend, meals may be distributed but the assessment must be done within five days. If an emergency, it should be noted in the AgingIS program as to why the meals were distributed prior to the assessment. Reassessments must be conducted annually for clients who continue to receive services. Although assessments must be completed annually in the client’s home, depending on the client’s reason for eligibility, more frequent reassessment may be necessary. An example would be a temporary eligibility such as surgery, sickness, etc., versus a long-term eligibility rating such as chronic disease, inability to get out, etc. Assessment training is mandatory.