**Area Agency on Aging /Contractor:** Click here to enter text. **AAA/Contractor Staff Interviewed:** Click here to enter text. **SUA Reviewer:** Click here to enter text. **Date:** Click here to enter a date.

15 NAC, Chapter 5

**AAAs/Contractors – Have the following documents available for review and note the information below:**

|  |  |
| --- | --- |
| * Insurance policy | * Volunteer files |
| * Timesheets | * Volunteers’ annual appraisals |
| * Reports | * Other Documents |

**Use the Tab key to move from field to field. Press Shift + Tab to move backwards. You can also select a field by clicking on the field you would like to edit.**

Staff completing this tool should be the program staff responsible for the day-to-day work. Please list individuals who participated in completing this tool:   
Click here to enter text.

SUA will meet with program staff individually during the monitoring visit.

Number of volunteers: Click here to enter text.

1. **Explain the efforts being made to recruit and assign volunteers from minority groups, handicapped, and hard-to-reach individuals.**

Title 15 NAC 5 004.02(B)

Click here to enter text.

1. **List the background checks conducted on volunteer**

Title 15 NAC 5 003.01(C)

APS/CPS  Criminal Background Check (State Patrol)

Department of Motor Vehicles  Sex Offender Registry  Other (please specify): Click here to enter text.

1. **Please specify the frequency with which each background check is conducted:**

SUA-21-PI-07

Click here to enter text.

1. **Explain new promotional and marketing strategies used to recruit volunteers in general.**

Title 15 NAC 5 004.02(B)

Click here to enter text.

1. **What are the most common services provided by senior volunteers to clients?**

Title 15 NAC 5 003.03 and SUA-21-PI-07

Click here to enter text.

1. **Do volunteers provide service to the volunteer station/local SVP? If so, please describe how this directly benefits the local SVP and how it is tracked.**

Click here to enter text.

1. **What financial and in-kind support is provided to fulfill the project’s local share commitment?**

Title 15 NAC 5 005.02(C)

Click here to enter text.

1. **Explain how senior volunteers are provided liability insurance. Provide a copy of the insurance policy.**

Title 15 NAC 5 004.02(D)

Click here to enter text.

1. **Explain how the recognition of volunteers is conducted.**

Title 15 NAC 5 004.02(E)

Click here to enter text.

1. **How are personnel practices and service policies including grievance and appeal procedures communicated to volunteers and project staff?**

Title 15 NAC 5 004.02(F)

Click here to enter text.

1. **Explain how new and existing volunteer training is conducted at the start of service and quarterly. Training plan, meeting schedule, newsletters, etc. will be reviewed during the monitoring visit.**

Title 15 NAC 5 004.02(H)

Click here to enter text.

1. **Explain the arrangements for provision of direct benefits such as transportation, meals, physical examinations, and insurance.**

Title 15 NAC 5 004.02(I)

Click here to enter text.

1. **Review the Certificate of Insurance to ensure that volunteers are included under the service provider’s insurance policies while volunteering.**

Title 15 NAC 5 003.02(D)

Click here to enter text.

1. **Explain the program’s transportation plan.**

Title 15 NAC 5 004.02(K)

Click here to enter text.

1. **Is liability insurance maintained for provider-owned or hired vehicles used in the program? Review insurance policy if applicable.**

Title 15 NAC 5 004.02(J)

Yes  No  N/A

1. **How have the program’s policies and procedures, as well as the provision of services from volunteer to client, changed or transitioned throughout the COVID pandemic. Have any procedures or services that were discontinued during COVID been able to be safely resumed?**

Title 15 NAC 5 003.03 and SUA-21-PI-07

Click or tap here to enter text.

1. **Review of volunteer’s file with all required documents as well as monthly timesheets with units of services provided will occur on-site.**

Title 15 NAC 5 004.02(G)

Click or tap here to enter text.

**Thank you for your time and assistance**