**INSTRUCTIONS FOR THE AGING UNIT SELF-ASSESSMENT | 2018**

The purpose of the aging unit self-assessment is to provide the aging unit staff and commission on aging members with a structured approach to conducting an annual review of the:

* Aging unit’s compliance with the Wisconsin Elders’ Act.
* Activities to help older people advocate for themselves.
* Aging unit’s progress on the local aging plan for older people.
* Important events or accomplishments not covered in the aging plan.

Compliance with the Wisconsin Elders’ Act is a legal requirement. The local aging plan is a contractual obligation of the county or tribe.

**PROCESS**

* The assessment will be completed on the self-assessment form that was used for your 2016 and 2017 assessments. If you do not have (or cannot find) your form from last year, your reviewer can send it to you.
* Upon opening the document, change the date in the top heading to “2018” and delete the 2017 approval date. Save the document, changing the title to indicate 2018.
* **Complete the assessment following instructions for each section below.**
* Please use a **green-colored font** for all 2018 goal progress notes.
* The self-assessment should be reviewed and approved by the commission on aging prior to submittal to GWAAR. Indicate the date it was approved on page 1 of the form AND in the body of the email you send to Rosanna with your final assessment. *(You do not need to submit minutes from the meeting during which the assessment was approved.)*
* If your COA will not be meeting before March 15, please let GWAAR know when the meeting is scheduled for; then send the completed assessment by the due date and let us know after the meeting if the assessment was approved.
* If an aging unit is out of compliance, a corrective action plan is required by April 19, 2019.
* The self-assessment covers the calendar year of **2018**. You do not need to report on completed goals from prior years.
* Send your completed, approved self-assessment to GWAAR (Rosanna.Mazzara@gwaar.org) by **March 15, 2019.**

**Part I: Compliance with the Wisconsin Elders’ Act**

Review the name of your Commission on Aging member list and update as necessary.

**Part II: Activities to Help Older People Advocate for Themselves**

Answer the questions being sure to include any new things that were done in 2018. These questions need an update each year. Advocating for older people and helping older people advocate for themselves is the major function of the aging network.

**Part III: Progress on the Aging Unit Plan for Serving Older People**

Provide a brief update on the progress made on the goals in each of the focus areas in 2018. You only need to provide an update on the 2018 goals. If a goal was not completed, explain why and whether it will be worked on in the future or if it is discontinued.

**Part IV: Progress on the Aging Unit Plan for Serving Older People - National Family Caregiver Support Program (NFCSP)**

Aging units are responsible to ensure the five minimum service requirements are available to caregivers. Please indicate which agency provides the required services.

Additionally, the aging unit is responsible for partnering with other providers on caregiver activities in the county. Indicate if the name of the coalition the aging unit belongs to and the activities conducted in the previous year. If the aging unit does not belong to a coalition, please give plan for compliance.

***[This section is not required for tribal aging units.]***

**Part V: Significant Accomplishments Not Included in the Aging Unit Plan**

Please list any additional accomplishments, events or projects that were completed in 2018 that you would like us to be aware of. *A story of how your services impacted someone you served would also be appropriate to share here.*

 ***[This section is encouraged, but not required.]***

**Part VI: Coordination Between Titles III and VI**

If the county includes part or all of a federally-recognized tribe, indicate how the county aging unit and the tribal aging unit will work together to coordinate and ensure the provision of services to tribal elders.

If the county does not include part or all of a federally-recognized tribe, please indicate: Not Applicable.