CARES Instructions for Completing Revised In Home Aide Monitoring Tool

This tool has not been modified for monitoring for CARES funding. What follows is instructions for documenting service flexibilities offered during the time of the COVID-19 pandemic.

Part I Program Administration

1. Under the Levels/Funding section an additional column with the title Other has been added. To document the use of CARES funds place a mark in the appropriate checkbox and document CARES in the comment section below.
2. Complete steps 2-4 as usual.
3. Step 5 Aide Supervisory contact standards (Attachment B) address the waiver of any in-person visits allowed by EO130 due to the COVID-19 pandemic and Major Disaster Declaration by documenting the methods of virtual visit used, either audio (telephone) or video (computer or smartphone) under the area titled Comments for 5A 1-2 and again in Comments for 5B 1-7 and the reason is COVID-19.
   a. These visits include: the 2 visits due in the 1st month of employment for a new aide, the quarterly supervisory visits, as well as the 60-day visits required for HM levels III & IV.
   b. Make sure to document this information on the actual Attachment B form as well.
4. Step 7. Purchase of service Provider agency responsibilities (sub-contracts) List the alternative (C 1) client assessment and (C 4) supervisory visit methods used during COVID-19 under Documentation for 7C 1-10 and document the reason for using alternative methods under Comments for 7C 1-10. Address the type and methods of supervisory visits/alternatives that are expected/allowable under this contractual arrangement during COVID-19 in the Comment section for 7E.
5. The Fiscal Verification tool to use for non-unit CARES code 941 is attached following General Comments (Best Practices)

Part II Unit Verification

1. Check funding source(s) reported of the form
2. Complete provider attestation (CARES) statement
3. Name of client sampled (this will auto-populate from Attachment A)
4. Document the ARMS code from the drop-down box

Part III Client Record Review

1. Use the drop-down box to select the level of care
2. Complete the Funding box by selecting the funding source> When selecting Other please list the source of the funds ex: CARES.