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Michael A. Ceballos  
Director

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### *Aging Needs Evaluation Summary (AGNES) FAQ Sheet*

***Question:* What is the definition of “rural” on the AGNES?**

***Answer:*** For the purpose of the AGNES, eligible participants should answer NO if they live in Casper, Cheyenne, Gillette, Laramie or Rock Springs.

***Question:* Do the Federal Poverty Levels (FPL) change every year?**

***Answer:*** Yes. The Federal Poverty Levels are updated every year by the federal government. The AGNES will be updated each year to reflect these changes.

***Question:* Is income based on gross or net?**

***Answer:*** This is not specified by the Department of Health and Human Services. The Census Bureau uses a standard definition of income for computing poverty statistics.

***Question:* Is there a Spanish AGNES available?**

***Answer:*** There currently is not a translated version of the AGNES available.

***Question:* Does an eligible participant have to complete all of the pages in the AGNES?**

***Answer:*** No. This varies depending on what program(s) the eligible participant wants to participate in. Each page of the AGNES has a footnote that identifies which programs the page corresponds to and needs to be completed for.

***Question:* How is disabled defined?**

***Answer:*** For the purpose of the Older Americans Act, the term disability means a disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in 1 or more of the following areas of major life activity: (A) self-care, (B) receptive and expressive language, (C) learning, (D) mobility, (E) self-direction, (F) capacity.

***Question:* How is Medicaid eligibility defined?**

***Answer:*** This question should be identifiable for the eligible participant. Refer to the Wyoming Department of Health, Wyoming Medicaid office for additional information.

***Question:* Does a volunteer have to complete the AGNES?**

***Answer:*** No. There is a volunteer form template that providers can choose to use, or they may develop their own volunteer form. The AGNES should only be completed by volunteers age 60 and older, if they choose to complete the form.



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***Question:* If an eligible participant completes the 1<sup>st</sup> page will the AGNES be accepted?**

***Answer:*** Yes.

***Question:* How long do providers have to complete an annual renewal on an AGNES for the Title III programs before it expires?**

***Answer:*** The AGNES should be completed within 30 calendar days of the “renewal date”.

***Question:* If the eligible participant only completes the legal name and signs the release form can they participate in the WyHS and Title III Programs?**

***Answer:*** No. At minimum, a birthdate must be provided (either verbal or written to confirm eligibility of the program).

***Question:* If the eligible participant’s completes everything except for the poverty question and question six on the Nutrition Risk Assessment, can they participate?**

***Answer:*** Yes. The minimum requirement is a birth date.

***Question:* If an eligible participant is participating in III-B and becomes ill and needs III-C2 services, can they just add the extra page to receive the extra services?**

***Answer:*** No. A new AGNES must be completed.

***Question:* If an eligible participant is on WyHS and discontinues the services but is now receiving III-C1 and III-B services, do they need to complete a new AGNES?**

***Answer:*** No as long as the AGNES is current.

***Question:* Do eligible participants need to complete the emergency contact information?**

***Answer:*** Only for III-E and WyHS because services are provided in the home.

***Question:* What are the significant changes that require a new AGNES to be completed prior to the year renewal for each program?**

***Answer:*** Review each program’s Policy and Procedures.

***Question:* How long do the AGNES documents need to be retained?**

***Answer:*** The provider should maintain records for six years after termination of the contract, or for six years after final resolution of any dispute rising from the Contract (whichever is later).

***Question:* Can someone from the grantee’s establishment assist the eligible participant in completing the AGNES?**

***Answer:*** Yes.



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***Question:* What color ink should be used when completing the AGNES? Can pencil be used?**

***Answer:*** Blue ink should be used. Pencil cannot be used.

***Question:* Where does the AGNES need to be stored?**

***Answer:*** A locked file cabinet or behind a locked door.

***Question:* Can Title III-C2 clients be served before completing the AGNES?**

***Answer:*** We allow 5 calendar days but if the client does not qualify we will not reimburse for those meals.

***Question:* Can eligible participants complete the ADL/IADL page by themselves?**

***Answer:*** No. This must be completed by an ACC or senior center staff member.

***Question:* Can a provider inform the eligible participant that if they don't complete the AGNES completely they will be required to pay the full price for a C1 or C2 meal?**

***Answer:*** No. Title III programs are non means tested.

***Question:* If an eligible participant on the C1 program becomes ill and needs the C2 program for a temporary time, is a new AGNES required?**

***Answer:*** No. Please refer to the C1 policies and procedures for this situation.