



Aging Division, Community Living Section  
2300 Capitol Avenue, 4<sup>th</sup> Floor  
Hathaway Building • Cheyenne, WY 82002  
Phone (307) 777-7995 • 1-800-442-2766  
Fax (307) 777-5340 • wyaging@wyo.gov  
www.health.wyo.gov



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Stefan Johansson  
Interim Director

Mark Gordon  
Governor

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

***Question:* Who can sign the “Use of Information” section on the AGNES document?**

***Answer:*** Since there is information that is considered protected health information on this document, an appropriate signature would be either 1) the individual, who has the capacity to consent for themselves; or 2) another acting on behalf of the individual and possessing healthcare decision-making authority for the individual.

***Question:* What if a participant is unable to sign the AGNES document for themselves and has no one else acting as a healthcare decision-making authority?**

***Answer:*** If a participant is unable to sign for themselves but verbalizes or gestures consent, then a program staff member can record this consent by documenting as such and providing their own signature, date, and time.

***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:*** When applicable, the Community Living Section (CLS) will provide an electronic copy of a Spanish version for the AGNES document. This will be available for download on the CLS website, or you can contact CLS for the most recent copy. The Spanish version will follow the same question sequence as the English version for ease of entry into the A&D data system.

***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:* 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. This is to determine eligibility.

**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 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.

**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).



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

***Answer:*** Yes.

***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:* 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:* Can I qualify for Social Security Disability benefits if I get veteran's benefits?**

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

***Question:* Can I qualify for Social Security Disability benefits if I get veteran's benefits?**

***Answer:*** The Department of Veterans Affairs (VA) and the Social Security Administration (SSA) each have disability programs. It is possible to receive disability benefits from both; however, the criteria for receiving disability benefits through Social Security are different from the criteria for receiving disability benefits from the VA, and you must file separate applications. For more



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information about whether you qualify and how to apply for disability benefits, see [Social Security Protection If You Become Disabled](#)

**Question: If the eligible participant does not complete the Race and Ethnicity questions, can they participate in Title III-B services?**

**Answer:** Yes. These are optional questions. The minimum requirement for Title III-B services is a birth date.

**Question: What are the definitions for each “Race” category?**

**Answer:** See table below:

Race		Self-identification with a national origin or sociocultural group. (Source: U.S. Census Bureau/OMB)
	American Indian or Alaska Native	Having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
	Asian or Asian American	Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	Black or African American	Having origins in any of the black racial groups of Africa.
	Native Hawaiian or Pacific Islander	Having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	White	Having origins in any of the original peoples of Europe, the Middle East, or North Africa.



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**Question: What are the definitions for each “Ethnicity” category?**

**Answer:** See table below:

Ethnicity		Self-identification of;
	Hispanic or Latino	Of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
	Not Hispanic or Latino	Not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Question: Where can I obtain interpreter services?**

**Answer:** Most of the public services agencies and medical facilities do offer interpreter services. You may also contact Wyoming 211 for interpreter resources near you.

**Question: Can AGNES’ be completed over the phone?**

**Answer:** Yes, but *only during the pandemic* or this time of a Major Disaster Declaration (MDD). When that declaration is lifted, this ability to complete an AGNES over the phone will be removed, and this question will be subsequently removed from the FAQ document. From that point on, all AGNES’ will need to be completed in person.

**Question: Why does the AGNES show Gender and Gender Identity?**

**Answer:** New reporting guidelines from the federal Administration on Community Living (ACL) who funds most of our programs requires us to ask all eligible participants to identify not just their biological gender, but the gender that they identify with. ACL guidelines indicate that the phrase “*one’s inner sense of one’s own gender*” can be used to help explain the addition and how to answer it. If you enter Male or Female in gender, you do not necessarily need to add anything in gender identity (A&D will automatically populate the match for Male and Female in identity). For anyone who chooses “other”, they have the option of outlining a specific identity that can be added to A&D in a separate question which will be shown underneath the gender question in the AGNES assessment A&D entry. These gender identity criteria are all optional, but we strongly advise all eligible participants to fill in the Gender portion (Male, Female, other).