

IIIB Support Services Checklist

Points to Ensure Accuracy

Monthly Mon Ami

- 1. Confirm client** has a current AGNES information on file in Mon Ami and if not, be sure to enter AGNES information prior to entering service records.
 - 2. Confirm client** has either a signed paper AGNES form uploaded or the Release of Information form signed and uploaded into Mon Ami prior to entering service records.
 - 3. Enter participant's unduplicated service units** in appropriate service category (i.e., Health Services, Socialization Services, Support Services and/or Transportation Services).
 - a.** Only enter service records in the service categories that were applied for in the Title III-B Grant application.
 - 4. Enter Aggregate Unit & Participants** in appropriate aggregate service category (i.e. Information & Assistance, Outreach, Newsletters, and/or Social Media).
 - a.** One unit & number of consumers
 - 5. Refer to the Appendix C** to determine what service category should be used.
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