

## INTERGENERATIONAL

| Question ID | Question Text   |
|-------------|---|
| INTG-1      | Is each intergenerational session documented on activity/attendance records?  |
| INTG-2      | Do activity/attendance records document the date, and beginning and end time of the service/activity?   |
| INTG-3      | Do activity/attendance records briefly describe the activity/service (e.g. escort, tutoring, classroom visit, holiday celebration, etc.)?   |
| INTG-4      | Do activity/attendance records document the names of all participants (this includes both providers and recipients) or if the group is large, the number of persons?  |
| INTG-5      | Do participants sign the record, or a person authorized to sign for participants?   |
| INTG-6      | Are activity/attendance records signed and dated by the person supervising the activity?  |
| INTG-7      | Do activity/attendance records document that at least 2/3 of the intergenerational units reported monthly involve direct contact between generations?   |
| INTG-8      | ** If the program provides in-home intergenerational assistance, is there an Intake on file for each person who receives the assistance? (N/A if no participants receive one-to-one in-home intergenerational assistance)   |
| INTG-9      | **Does each Intake describe the reason why the person needs the service (e.g. can't do shopping; has arthritis and can't do cleaning)? (N/A if no participants receive one-to-one in-home intergenerational assistance)   |
| INTG-10     | Are all new participants who provide service oriented and trained on the needs and characteristics of the age group they will be paired with? (N/A if program provides joint activities only)   |
| INTG-11     | Are participants screened for suitability before providing service?   |
| INTG-12     | Does each participant providing in-home service provide 2 references (reference requirement is waived for volunteers known to the program or students referred to IWSP program)? (N/A if no participants provide in-home service)   |
| INTG-13     | Do participants who provide service get a written description of their tasks and responsibilities, including the responsibility to report any significant incidents that occur in the course of providing one-to-one service to a supervisor, or any significant changes in, or threats to, a service recipient's health or situation that they observe? (N/A if no one-to-one services are provided) |
| INTG-14     | Are participants who are assigned to provide assistance to specific individuals, given pertinent information about the individual? (N/A if no one-to-one services are provided)   |
| INTG-15     | Is there an on-site supervisor for each intergenerational activity at group sites, or a supervisor who maintains regular contact with both participant providers and recipients of in-home services?  |
| INTG-16     | Does each IWSP student have a school supervisor? (N/A if not an ISWP program)   |
| INTG-17     | Does the program maintain a current roster of all senior and youth participants involved in intergenerational service/activities?   |
| INTG-18     | Is there a routine or program structure for eliciting comments and suggestions from participants regarding the program?   |

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| INTG-19     | Is descriptive material about the program available?   |
| INTG-20     | Does the program maintain a weekly, monthly, or semester program calendar listing all planned intergenerational activities by day, date, and time of activity?   |
| INTG-21     | Did the program submit an Annual Plan for this fiscal year to the Intergenerational Programs Unit?   |
| INTG-22     | **Does the program's projection of intergenerational units for this fiscal year match contracted units for the year?   |
| INTG-23     | During the current fiscal year, has the program implemented the activities projected in its Annual Plan?   |
| INTG-24     | Is the correct unit definition used in reporting to DFTA?  |
| INTG-25     | Are units claimed only for time spent on activities appropriate to intergenerational service (planned interactions between individuals of different generations; training to provide service; time spent preparing participants for a particular event or activity; "reflection" time by IWSP students)? |
| INTG-26     | Are intergenerational activities reported only once -- that is, activities reported as intergenerational units are not also reported as friendly visiting, or chore service, telephone reassurance, etc?   |
| INTG-27     | **Do monthly intergenerational units reported to DFTA match the total of documented service hours for the month?   |
| INTG-28     | **During the current fiscal year, has the program submitted each quarterly report on program activities to the Intergenerational Programs Unit within ten days of the close of the quarter, (with one late submission allowed)?  |
| INTG-29     | **Do quarterly reports on service (submitted to Intergenerational Programs Unit) match each three-month total of monthly units reported on Invoices?   |
| INTG-30     | Do staff funded by the intergenerational contract devote their budgeted time to the program?   |
| INTG-31     | Do planned and implemented program activities correspond to both allocated and actual budget expenditures?   |