Evidence of Program Requirements Checklist

Requirement	Evidence Required to Meet Requirement	Met
Policies and procedures (P&P)	Policy and procedures documented	
Deemed staff member responsible for overseeing health education activities	Contact name, title, and contact information	
Material meets appropriate readability and suitability levels for older population not above an eighth grade reading level	List of credible and reliable sources or websites. This shows the group knows where to find appropriate material. List of websites can be either on P&P or listed separately. If group cannot show proof of use of credible sources, three sample materials will be requested.	.
Material available in threshold languages	Proof of ability to provide this material such as listing of available vendor/agency to utilize when needed. This can be listed in P&P.	
Material available in alternative format	Proof of ability to provide this material such as listing of available vendor/agency to utilize when needed. This can be listed in P&P.	
Availability of translation services	Demonstrate awareness of health plan or other services. Group may show procedure sheet for accessing services.	
Risk-reduction educational intervention for tobacco use and cessation	Pamphlet, flyer, class description or class schedule: Separate for of the eight requirements	
Risk-reduction educational intervention for weight control, nutrition or physical activity		
Risk-reduction educational intervention for alcohol and drug use		
Risk-reduction educational intervention for fall or injury prevention		
Self-care and management education intervention for asthma or COPD		
Self-care and management education intervention for diabetes		
Self-care and management education intervention for hypertension		
Self-care and management education intervention- CHF		
Staff training regarding health education requirements and resource availability	Designated health education staff are to be trained on Health Education requirements including cultural competencies and health literacy.	