

## QUALIFYING A PROVIDER FOR THE WEBSITE

### POLICY:

This policy pertains to screening providers for inclusion on the website. A provider (nonprofits and for profits alike) must meet certain requirements before they can be listed on the Aging Projects Inc. Aging at Home Directory website.

### PROCEDURE:

1. The first step is to determine basic eligibility. All basic eligibility requirements must be met in order to proceed to step #2 and can be discussed by phone or in person with a representative from the Aging Projects Inc. organization.
  - a. Meets **geographic** requirements: Agencies and companies providing service(s), or a component of their service, in Henderson County, Buncombe County, Polk County, Transylvania County or listed future expanded counties in NC may be eligible to list on the Aging Projects, Inc. website even if the agency is not based in the county or counties currently served. Agencies and companies that do not provide services or a portion of their services in Henderson, Buncombe, Polk or Transylvania Counties or listed future expanded counties are not eligible for inclusion on the Aging Projects, Inc. website.
  - b. Meets **service-type** requirements: Services that support the Aging Projects, Inc. criteria may be eligible for inclusion on the Aging Projects, Inc. website.
  - c. Meets **service disclosure** requirements: Provided that agencies and companies disclose the required information about their businesses (e.g., permit #s, license #s, etc.) they may be eligible for inclusion on the Aging Projects, Inc. website
  - d. Agrees to review and confirm their initial information and review/update their information at least once a year thereafter. Providers who do not regularly and periodically update their information are subject to removal from the website.
2. Those providers that have met the basic eligibility requirements should then submit their application to be considered as a provider in *one* of the following ways:
  - Mail your signed completed application and supporting documentation to Aging Projects, Inc., P.O. Box 5043, Hendersonville, NC, 28792
  - Email a scanned signed completed application and supporting documentation to [info@AgingProjectsInc.org](mailto:info@AgingProjectsInc.org)
  - Provide your signed completed application and supporting documentation to an Aging Projects, Inc. representative.
3. An Aging Projects Inc. representative then confirms verifiable permits, licenses and credentials.
4. The Board then reviews all of the provider's material submitted to determine if it is complete and in compliance with this policy and procedure while understanding that it is not the Board's role to qualify the provider. Once a provider's application and supporting material is in order, the provider's information is posted to the Aging Projects, Inc. website when it is practical. If a provider's application and supporting material is not in order, feedback is given to the provider on a timely basis by a representative of the Aging Projects Inc Board.

**REFERENCES & TOOLS:** See the *Aging Projects, Inc. Website Provider Application Form*.