

Pre-Monitoring Timeline

This Program Monitoring project management timeline is designed to assist AAAs in effectively managing their pre-monitoring process.

By providing a week-by-week breakdown, this timeline offers guidance on the tasks AAAs may prioritize, starting from the initial *Monitoring Announcement Package* through final submission to the CDA.

Week 1: Planning

Lay the groundwork for an easy pre-monitoring. Review the *Monitoring Announcement Package*, note critical submission deadlines, and orient the internal AAA team to the scope of the pre-monitoring documentation needs. Early communication with service providers for necessary monitoring documentation is key.

Week 2: Document Compilation

Get a jumpstart on compiling documents and inserting comments within the *Document Request List* as the required materials are collected. Collaboration with service providers will be crucial to ensuring all documentation is thorough and complete.

Week 3: Questions

The CDA Program Monitoring team will meet with the AAA to review the upcoming monitoring activities and clarify any questions. This is a good time to complete the *Monitoring Schedule*.

Week 4: Final Submission

Finalize the pre-monitoring process by signing and emailing the *Monitoring Document Request List Certification*, and uploading all the pre-monitoring documents to FIFO.

4-Week Suggested Timeline for Managing Program Monitoring:

START

1

Week 1: Planning

- Assign Project Leads
- Complete CDA monitoring tools
- Review and identify document needs
- Reach out to service providers

2

Week 2: Document Compilation

- Insert Document Request List comments
- Begin to compile documents
- Address document needs and gaps
- Work with service providers on document needs

3

Week 3: Questions

- Meet with the CDA
- Continue to work with service providers on document needs
- Complete Monitoring Schedule

4

Week 4: Final Submission

- Sign Document Request List Certification
- Upload compiled documents to FIFO
- Email completed Document Request List Certification to the CDA: AAAMonitoring@aging.ca.gov

The document submission deadline is non-negotiable.

Questions? Don't wait, contact us here:



<https://aging.ca.gov>



AAAMonitoring@aging.ca.gov