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| Wolf logo.  **Tribal LTSS Program****Readiness Assessment** |
| **Tribal Needs and Infrastructure** |
| 1. **Does your Tribe have any of the following programs or departments? (circle all that apply)**
* Clinic or Health Center ● Community Health/Community Nurse
* Human/Social Services ● Housing ● Transportation
 |  Yes No |
| 1. **Do you know how many Elders your program is currently serving?**
 |  Yes No |
| 1. **Do you know what long-term care, waiver-like services your Tribe provides?**

This can be found by reviewing your Title VI services and comparing them to your state’s Medicaid waiver(s). That same process can be applied across different Tribal departments. |  Yes No |
| 1. **Have you clearly defined the need for long-term supports in your Tribe?**

Reviewed Elder Title VI survey results, talked to Elders/Elder council, met with clinic or other healthcare staff who may know about Elder support needs |  Yes No |
| 1. **Will a long-term support program be supported across different Tribal departments/areas?**A team effort is going to be necessary in order to make sure your program succeeds. Long-term care services and supports exist across many areas and will require coordination. In order to bring the best care and quality of life to your Elders, more than one Tribal department or agency will need to work with Aging/Title VI.
 |  Yes No |
| 1. **Does Leadership understand the Tribe’s needs and benefits related to long-term services and supports?**

Program-building staff have an important role in helping Leadership to understand your Elder’s needs, how long-term services help keep Elders in their homes and Tribal community as well as offering financial opportunities. |  Yes No |
| **External Relationships and Barriers** |
| 1. **Does your Tribe and/or program have a working relationship with local agencies (counties, state agencies, managed care organizations, etc.)?**Medicaid is a state managed program and any provider, Tribal or non-Tribal, will need a working relationship with state and county agencies. Depending on your state’s requirements and structure, Elders and their families may have to go through certain steps outside of the Tribal system. A good working relationship between the Tribal program and the state or local agencies will be important in helping to build your efforts and ensure the best experience for your Elders.
 |  Yes No |
| 1. **Have you identified potential state policies, procedures or statutes that would be barriers to your long-term services and supports program?**

Your state may have requirements or policies that were developed without consideration of Tribal providers and Tribal Elders as participants. Some state and local agencies are also unaware of federal provisions for Tribes as Medicaid providers and Tribal Elders as participants. You may find that your program will need to educate external agencies about special federal provisions, your Tribal culture and the impact on interacting with Elders.  |  Yes No |
| 1. **Do you know if your Elders are enrolled in Medicaid and/or Medicare?**

In order to effectively bill your long-term services and supports to state Medicaid programs, Elders who are eligible for Medicaid and long-term care supports must be enrolled in the appropriate programs. Medicare may also benefit your Elders by offering more options for care as well as providing reimbursements to Tribal providers for certain services and medications. |  Yes No |
| **Readiness for Building a New Program**  |
| 1. **Is now the right time for building a new program (i.e., it will not compete with other major projects currently being worked on by your Tribe)?**If your Tribe is currently experiencing multiple changes (new construction programs, major changes in Leadership or organization/department structure, multiple new grants or other Tribal wide projects), it may not be the ideal moment to begin building a whole new program. Trying to work on or introduce many changes at once can overwhelm everyone’s ability and willingness to take on this project.
 |  Yes No |
| 1. **Will Tribal Leadership support the efforts required to implement and sustain a long-term service and support program?**For your program to succeed, it is important that Leadership actively supports and advocates for Tribal long-term service and supports program. Leadership needs to understand the necessities of the program (e.g., Enrolling Elders in Medicaid Waivers, costs shares, inter-department coordination, barriers, opportunities, Leadership’s role) and be willing to provide the advocacy and resources required to implement the program.
 |  Yes No |
| **Time, Resources, Personnel** |
| 1. **Does your Aging program have the staff to begin a long-term service and support program?**

This includes managing the billing and payment reconciliation, research of services and coordination across departments, aiding Elders in enrollment and related tasks. |  Yes No |
| 1. **Will your Aging program or the Tribe provide sufficient staff with the necessary skills to build your program?**It is important to identify staff with the right skills and/or ability to learn to manage the new program. A good candidate(s) would have qualities such as:
* Good time management and organization skills
* Trusted by your community and Elders
* Is a licensed social worker or a CHR
 |  Yes No |
| **Sustainment of the Program** |
| 1. **Will your Tribe be able to measure and assess progress and make required changes to program processes?**To ensure a sustainable program, your Tribe will need to view the program build as a process rather than a means to immediate reimbursements. Your Tribe will need monitor the outcomes of your program by identifying key measurements such as Elder needs, program participation, enrollment outcomes, reimbursements and service costs and client outcomes (e.g. hospital transitions, nursing home diversions). This allows the Tribe to know whether the program is successful and to make changes when needed. In addition, part of the process is to identify further opportunities for community needs and quality/process improvement.
 |  Yes No |
| 1. **Will your Tribe be able to reinforce and support teamwork collaboration between departments?**To build a successful program, teamwork efforts and collaboration across departments need to be reinforced and assured. Leadership, project lead(s), department supervisors/leads should be willing and able to work with Aging and each other. Long-term service and supports are provided in more than one area of a Tribe and a strong program will require collaboration across divisions.
 |  Yes No |

**Organizational Readiness Score**

**If the number of Yes responses you've selected is: 12 – 15 out of 15:**

Your Tribe is at a good place to implement a long-term service and support program. As you begin the planning process, check back with this survey to monitor if any of your answers change. Watch for any items you answered “No” to as these are areas for potential work or improvement.

**If the number of Yes responses you've selected is: 9 - 11 out of 15**

Your answers show that your Tribe may not be ready on one-third to one-half of the elements needed to begin building a long-term service and support program. This decreases the chances that the program will be successful. Take some time to determine (1) if this is the appropriate time to begin building a new program and (2) address the areas where you may need to work on improving or resolving.

**If the number of Yes responses you've selected is: 1-8 out of 15**

Based on your responses, additional work is needed to raise your Tribe’s readiness for building this program. Consider performing additional research and enlisting help to determine the best process for your Tribe and possibly to help you implement your plan. Once you have completed that, answer the questions again to see what has changed/improved.