

FS 2013-01  
Uniform Program Registration Manual for Reviewers

SECTION				PAGE	STAKEHOLDER COMMENT	KDADS RESPONSE
				i	<u>4<sup>th</sup> paragraph.</u> We have had requests for the form in Spanish.	The AAA is responsible for establishing policy and procedures for its local registration system (FSM 2.5.2.B.) and for authorizing alternative formats of the KDADS Form UPR-001 (see Contents of Registration section on page 1). Translation into another language may be a feature of a local registration system which has Reviewers and data entry personnel who are adequately skilled in that language. Local registration systems without such capacity may rely on oral interpretation services for those who are limited English proficient.
				1	Will the state provide this electronic form to nutrition providers in as a word document?	Yes
				4	<u>General Requirements, 3<sup>rd</sup> paragraph.</u> What is the reason for not providing a pre-printed copy of last year's registration to the customer?	A new UPR must be completed annually and within 365 days of the previous UPR (FSM 2.5.2.K). It is an accuracy assurance and means to improve program statistical data.
				4	<u>Bottom of page.</u> This is a <u>new requirement</u> that each customer receives a copy of their completed form. How do visualize this happening?	This requirement appears in prior manuals issued by KDOA, it is not new.
				8	<u>Nutrition Risk Screen.</u> In the bar at the top add to the statement to clarify. <i>"This section <u>is required</u> for Congregate Meals and Nutrition Counseling. <u>It is NOT USED for III-B Assisted Transportation</u>"</i>	Thank you for your comment.
				8	<u>Nutrition Risk Screen.</u> Comment: We need this data for outcomes data to justify the need for funding but we have people now who think they do not need to complete it because they do not need Nutrition Counseling.	Policies and procedures established for each local registration system will address required actions for Reviewers when Review Criteria (such as found on pages 8 and 9) are not met.

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				8	<u>Key to household size</u> . Will the customer know how to answer the question on the form without the description of the Household Size provided on the form? The description is only in the manual.	Clarification has been added to the Manual
				10	<u>Release of Information</u> . ADD: <i>"I grant permission to make and use photographs, video or recordings of my participation for educational, news and promotion materials."</i>	The AAA is responsible for establishing policy and procedures for its local registration system (FSM 2.5.2.B.) and for authorizing alternative formats of the KDADS Form UPR-001 (see Contents of Registration section on page 1). A <u>separate</u> authorization statement to use and publish photographs may be a feature of an alternative format the AAA authorizes for use in its local registration system. It <u>must not</u> be combined with the Release of Information statement prescribed by KDADS. For clarity, the registration process must not be disrupted for those who do not consent to provide the written authorization. Legal counsel may be consulted for the authorization statement for such alternative formats.
				10	<u>Nutrition Risk Score</u> . Comment: This asks the Reviewer to do the scoring now. This score is figured by KAMIS during data entry and could be written in after data entry.	This is correct, and both options are recognized in the Manual.
				10	<u>Unmet Needs</u> . Is this required by our nutrition site managers/Reviewers? They have not been trained in this area.	Consult with the Area Agency for any training needed regarding its local registration system.
				11	<u>Participant Status</u> . How is the Reviewer going to determine if the person qualifies for any category below 60+ person from the information above? There is	Clarification has been added to the Manual.

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						nothing to show the applicant is a spouse, disabled residing, caretaker, volunteer, or disabled residing in a housing facility with congregate meal site and occupied mostly by 60+ persons?	