

**2.5 Uniform Program Registration Process**

**2.5.1 Purpose**

The Uniform Program Registration form (UPR-001) is required to achieve consistency of data collection to efficiently and effectively determine eligibility and manage services and programs, to provide the most equitable system to customers, and to collect required data for funding source reporting.

**2.5.2 Uniform Program Registration (UPR) Requirements**

- A. The UPR may be completed by the customer, either
  1. Individually, without assistance, or
  2. With face-to-face or telephone assistance from a UPR reviewer.
  
- B. The AAA must develop and implement a written policy and procedure to ensure customers wanting to register for services specified in Sections 2.5.2.B and 2.5.2.C can easily access, complete and return the UPR, either in paper or electronic format (e.g., by facsimile or other electronic media), and/or by telephone.
  
- C. As specified in Section 2.7.3, only persons who meet the qualifications, training and certification requirements may review the UPR.
  
- D. The UPR must be completed and data entered into the state identified database system for the following services, listed with funding source(s):
  - Congregate Meals
    - Older Americans Act (OAA) III C1
  - Congregate Meal- Illness Related Home Delivered
    - OAA III C2
  - Grab and Go Meals
    - OAA III C1 (with approved socialization opportunity)
    - OAA III C2 (AUAI is optional alternative)
  - Nutrition Counseling
    - OAA III C1 (for Congregate Meal customers)
    - OAA III D
  - Assisted Transportation
    - OAA III B
  
- E. Area Agencies on Aging (AAAs) and AAA contractors must develop and implement a written policy and procedure to ensure non-duplication of customer assessment and registration.
  
- F. The UPR must be completed pursuant to the UPR Instruction Manual, including appendices and updates, available on the KDADS Provider Website.

**KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES**

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**2.5.2 (cont.)**

- G. If a laptop computer is used while completing a registration in a customer's home, the customer's electricity must not be used to power the computer unless approved by the customer. The customer's phone line may only be used if the cost is not charged to him or her.
  
- H. Once determined eligible, the eligibility period is 365 days. Subsequently, a new UPR must be completed annually, and within 365 days of the previous UPR. The Kansas Department for Aging and Disability Services (KDADS) will not pay for meals or services that are provided to customers who have not been determined currently eligible for the program or service for which they have applied as specified in FSM Section 4.2.
  
- I. To initiate the KDADS automated billing process each month, data entry of all required forms must be completed by the 24th of the month following the month services were provided.