**TRIBAL AGING AND DISABILITY RESOURCE SPECIALIST ANNUAL UPDATE CHECKLIST**

As required in the ADRC Scope of Services Agreement, the ADRC shall annually review and submit information regarding the ADRC. Complete the steps listed below indicating with a checkmark when the item has been completed. Sign and submit this form by email or through DocuSign to your assigned regional quality specialist by January 1, 2023. The information to review and submit can be found on the Tribal ADRS Informational Page provided.

[ ]  Confirm that the Tribal Directory on SharePoint has been reviewed and all information is correct and current.

[ ]  Confirm that you have uploaded the organizational chart(s) on your Tribal ADRS information page, and it is correct and current.

[ ]  Confirm that you have reviewed the personnel section on your Tribal ADRS information page, and it is correct and current.

[ ]  Confirm that you have indicated the optional services section for all optional services that will be provided by the tribe during the contract year.

Thank you for reviewing and updating your Tribal ADRS Information. If you have any questions, please contact your assigned regional quality specialist.

I have completed the required checklist and certify that the information requested has been reviewed and updated as required.

Tribe Click or tap here to enter text.

Tribal ADRS Supervisor or Designee Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Signature Date