

# AGING AND DISABILITY SERVICES DIVISION (ADSD) SUBRECIPIENT REPORTING SCHEDULE

Revised July 2018

**Please contact your assigned ADSD Grants and Projects Specialist (GPS) if you require assistance with a reporting item or need additional information.**

<p><b><u>Carson City Office:</u></b>  Elyse Jolly (775) 687-0520 <a href="mailto:elysejolly@adsd.nv.gov">elysejolly@adsd.nv.gov</a></p>	<p><b><u>Elko Office:</u></b>  Laurienne (Laurie) Riley (775) 753-1315 <a href="mailto:lriley@adsd.nv.gov">lriley@adsd.nv.gov</a></p>	<p><b><u>Las Vegas Office:</u></b>  Danielle Cooper (702) 486-0852 <a href="mailto:dcooper@adsd.nv.gov">dcooper@adsd.nv.gov</a>  Katrina Fowler (702) 486-3518 <a href="mailto:kfowler@adsd.nv.gov">kfowler@adsd.nv.gov</a></p>	<p><b><u>Reno Office:</u></b>  Judith (Judy) Ferrer (775) 687-0825 <a href="mailto:jferrer@adsd.nv.gov">jferrer@adsd.nv.gov</a></p>
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REPORT/DOCUMENT	INSTRUCTIONS	DUE DATE
<b>ACCEPTING, REQUESTING AND REPORTING FUNDS</b>		
<p><b>Notice of Subaward (NOSA)</b></p> <hr/> <p><b>NOSA Incorporated Documents</b></p>	<p>Mail or email the signed documents to the Grants and Projects Specialist (GPS) specified in the email that contained the NOSA.</p>	<p>Ten (10) days after receipt.</p>
<p><b>Request for Funds and Financial Reporting (RFF-FR)</b></p> <p>Available with instructions at <a href="http://adsd.nv.gov/programs/grant/subawardincorporateddocs/">http://adsd.nv.gov/programs/grant/subawardincorporateddocs/</a></p>	<p>Email the completed RFF-FR with required back-up documentation to <a href="mailto:ADSDGrants@adsd.nv.gov">ADSDGrants@adsd.nv.gov</a> and your assigned GPS.</p>	<p>Pre-Approved Advance Payments are due 15 days before the month of service.</p> <p>Reimbursements are due 15 days after the month or quarter of service.</p>
<b>PROGRAMMATIC REPORTING</b>		
<p><b>Social Assistance Management System (SAMS)</b></p> <p><i>Or</i></p> <p><b>Monthly Group Reporting (Non-SAMS)</b></p> <p>This reporting is applicable to programs funded with Older Americans Act, Independent Living Grant (ILG – FHN Tobacco Settlement), State Transportation and/or State Volunteer funds unless otherwise directed.</p>	<p>Record client and monthly service delivery data in SAMS.</p> <p>Programs that submit a monthly report of group service provision outside of SAMS, at the direction of ADSD and separately from reports listed below, must submit the information online at <a href="http://adsd.nv.gov/Programs/Grant/Reporting/GroupReporting/">http://adsd.nv.gov/Programs/Grant/Reporting/GroupReporting/</a>.</p>	<p>Input/submit monthly data by the 10th calendar day of the following month. <i>Example:</i> Input January's data by February 10th.</p>

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REPORT/DOCUMENT	INSTRUCTIONS	DUE DATE
<b>PROGRAMMATIC REPORTING (Continued)</b>		
<p><b>Evidence-Based Programming Report</b></p>	<p>Excel spreadsheet with cumulative data submitted quarterly. If the <u>ADSD-supplied form</u> is not used, the information reported must contain the same data elements.</p> <p>Email to Jeff Doucet at <a href="mailto:isdoucet@adsd.nv.gov">isdoucet@adsd.nv.gov</a> and your assigned GPS.</p>	<p>10<sup>th</sup> calendar day of the month following the end of a reporting quarter.</p> <p>October 10      January 10 April 10        July 10</p>
<p><b>Home Modification or Repair Report</b></p>	<p>Excel spreadsheet submitted quarterly. Modifications and repair expenses are listed by date and type. <u><a href="#">Click here for the reporting template.</a></u></p> <p>Email to Danielle Cooper at <a href="mailto:dcooper@adsd.nv.gov">dcooper@adsd.nv.gov</a></p>	<p>10<sup>th</sup> calendar day of the month following the end of a reporting quarter.</p> <p>October 10      January 10 April 10        July 10</p>
<p><b>Transportation Program Mileage Report</b></p>	<p>Submit quarterly online at: <a href="http://adsd.nv.gov/Programs/Grant/Reporting/TransportationMileageReport/">http://adsd.nv.gov/Programs/Grant/Reporting/TransportationMileageReport/</a></p>	<p>10<sup>th</sup> calendar day of the month following the end of a reporting quarter.</p> <p>October 10      January 10 April 10        July 10</p>
<p><b>State Transportation (ST)</b></p> <p><i>For subrecipients that receive ST funding</i></p> <p><u><a href="#">Download Form Online</a></u></p>	<p>Email to <a href="mailto:ADSDGrants@adsd.nv.gov">ADSDGrants@adsd.nv.gov</a></p>	<p>10<sup>th</sup> calendar day of the month following the end of a reporting quarter.</p> <p>October 10      January 10 April 10        July 10</p>

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## PROGRAMMATIC REPORTING (Continued)

<p><b>State Volunteer (SV)</b></p> <p><i>For subrecipients that receive SV funding</i></p> <p><i>Download Forms Online:</i></p> <p><a href="#">Instructions</a></p> <p><a href="#">Expense and Service Report</a></p> <p><a href="#">Narrative Report</a></p>	<p>Email to <a href="mailto:ADSDGrants@adsd.nv.gov">ADSDGrants@adsd.nv.gov</a></p>	<p>10<sup>th</sup> calendar day of the month following the end of a reporting quarter.</p> <p style="text-align: center;"> <span style="margin-right: 100px;">October 10</span> <span>January 10</span>  <span>April 10</span> <span>July 10</span> </p>
<p><b>Volunteer Programs – Workers Compensation Insurance</b></p> <p><i>For subrecipients funded for Volunteer services. Coverage for volunteers under the State’s workers compensation insurance.</i></p> <p><b>Roster</b> – create your own Excel file with separate columns for the volunteer’s first and last name. Please submit in alphabetical order by last name.</p> <p><a href="#">Volunteer Memorandum of Understanding (MOU)</a></p> <p><a href="#">Sample MOU</a></p>	<p>Email a roster of the previous quarter’s volunteers <b>as an Excel file</b> to <a href="mailto:ADSDGrants@adsd.nv.gov">ADSDGrants@adsd.nv.gov</a> and your assigned GPS.</p>	<p>10<sup>th</sup> calendar day of the month following the end of a reporting quarter.</p> <p style="text-align: center;"> <span style="margin-right: 100px;">October 10</span> <span>January 10</span>  <span>April 10</span> <span>July 10</span> </p>
<p><b>Title V, Senior Community Service Employment Program (SCSEP)</b></p> <p><i>For subrecipients that receive SCSEP funding</i></p>	<p>Quarterly Narrative Progress Report</p> <p><a href="#">Download Form Online (.doc)</a></p>	<p>Email to Katrina Fowler at <a href="mailto:klfowler@adsd.nv.gov">klfowler@adsd.nv.gov</a></p>
<p>SPARQ Data Entry</p> <p><i>Download Forms Online:</i></p> <p><a href="#">Security Policy</a></p> <p><a href="#">Attachment A</a></p> <p><a href="#">Attachment B</a></p>	<p>Client and unit of service data are submitted online at <a href="https://www.sparq.doleta.gov/index.cfm">https://www.sparq.doleta.gov/index.cfm</a></p>	<p>10<sup>th</sup> calendar day of the month following the end of a reporting quarter.</p> <p style="text-align: center;"> <span style="margin-right: 100px;">October 10</span> <span>January 10</span>  <span>April 10</span> <span>July 10</span> </p> <p>Due 30 days after the end of a quarter, or as otherwise indicated by ADSD.</p>

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## PROGRAMMATIC REPORTING (Continued)

<p><b>MIPPA – Reporting Template</b> <i>For MIPPA partners</i></p> <p><u><a href="#">Download Form Online</a></u></p>	<p>Email to Jeff Doucet at <u><a href="mailto:jsdoucet@adsd.nv.gov">jsdoucet@adsd.nv.gov</a></u></p>	<p>Due by the 10<sup>th</sup> calendar day of each month following the month of service.</p>
<p><b>State Health Insurance Assistance Program (SHIP)</b></p>	<p>Email to Wanda Brown at <u><a href="mailto:wbrown@adsd.nv.gov">wbrown@adsd.nv.gov</a></u></p> <p><b>and</b></p> <p>Kathryn Lopan at <u><a href="mailto:kalopan@adsd.nv.gov">kalopan@adsd.nv.gov</a></u></p>	<ul style="list-style-type: none"> <li>– Volunteer Coordinator's Monthly Activity Report due by the 5th of each calendar month following the month of service.</li> <li>– Annual Resource Report for Sub-State Areas due by May 1 for prior program year (April 1 - March 31).</li> <li>– Annual Strategic Plan for new program year (April 1 - March 31) due by January 15th.</li> <li>– Year End Progress Report for program year (April 1 - March 31) due by January 15th of that program year.</li> <li>– Mid-Term Progress Report due September 15 for period April 1 - August 30.</li> </ul>
<p><b>Senior Medicare Patrol (SMP)</b></p>	<p>Email to Kim Harney-Moore at <u><a href="mailto:kkharneymoore@adsd.nv.gov">kkharneymoore@adsd.nv.gov</a></u></p>	<ul style="list-style-type: none"> <li>– Volunteer Coordinator's Monthly Activity Report and OIG Performance Measures Report due by the 10th of each calendar month following the month of service.</li> <li>– Semi-Annual Progress Reports due to ACL December 30 for the period of June 1 – November 30, and June 30 for the period of December 1 – May 31.</li> </ul>