

AGING AND DISABILITY SERVICES DIVISION (ADSD) SUBRECIPIENT REPORTING SCHEDULE

Revised November 2018

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

<p><u>Carson City Office:</u> <i>VACANT – Please contact your temporary GPS, or Kristi Martin kmartin@adsd.nv.gov</i></p>	<p><u>Elko Office:</u> Laurienne (Laurie) Riley (775) 753-1315 lriley@adsd.nv.gov</p>	<p><u>Las Vegas Office:</u> Danielle Cooper (702) 486-0852 dcooper@adsd.nv.gov Katrina Fowler (702) 486-3518 kfowler@adsd.nv.gov</p>	<p><u>Reno Office:</u> <i>VACANT – Please contact your temporary GPS, or Kristi Martin kmartin@adsd.nv.gov</i></p>
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REPORT/DOCUMENT	INSTRUCTIONS	DUE DATE
ACCEPTING, REQUESTING AND REPORTING FUNDS		
<p>Notice of Subaward (NOSA)</p> <hr/> <p>NOSA Incorporated Documents</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>Request for Funds and Financial Reporting (RFF-FR)</p> <p>Available with instructions at http://adsd.nv.gov/programs/grant/subawardincorporateddocs/</p>	<p>Email the completed RFF-FR with required back-up documentation to ADSDGrants@adsd.nv.gov 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>
PROGRAMMATIC REPORTING		
<p>Social Assistance Management System (SAMS)</p> <p><i>Or</i></p> <p>Monthly Group Reporting (Non-SAMS)</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 http://adsd.nv.gov/Programs/Grant/Reporting/GroupReporting/.</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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PROGRAMMATIC REPORTING (Continued)		
Evidence-Based Programming Report	<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 isdoucet@adsd.nv.gov and your assigned GPS.</p>	<p>10th calendar day of the month following the end of a reporting quarter.</p> <p>October 10 January 10 April 10 July 10</p>
Home Modification or Repair Report	<p>Excel spreadsheet submitted quarterly. Modifications and repair expenses are listed by date and type. <u>Click here for the reporting template.</u></p> <p>Email to Danielle Cooper at dcooper@adsd.nv.gov</p>	<p>10th calendar day of the month following the end of a reporting quarter.</p> <p>October 10 January 10 April 10 July 10</p>
Transportation Program Mileage Report	<p>Submit quarterly online at: http://adsd.nv.gov/Programs/Grant/Reporting/TransportationMileageReport/</p>	<p>10th calendar day of the month following the end of a reporting quarter.</p> <p>October 10 January 10 April 10 July 10</p>
<p>State Transportation (ST)</p> <p><i>For subrecipients that receive ST funding</i></p> <p><u>Download Form Online</u></p>	<p>Email to ADSDGrants@adsd.nv.gov</p>	<p>10th 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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<p>State Volunteer (SV)</p> <p><i>For subrecipients that receive SV funding</i></p> <p><i>Download Forms Online:</i></p> <p>Instructions</p> <p>Expense and Service Report</p> <p>Narrative Report</p>	<p>Email to ADSDGrants@adsd.nv.gov</p>	<p>10th calendar day of the month following the end of a reporting quarter.</p> <p style="text-align: center;"> October 10 January 10 April 10 July 10 </p>
<p>Volunteer Programs – Workers Compensation Insurance</p> <p><i>For subrecipients funded for Volunteer services. Coverage for volunteers under the State’s workers compensation insurance.</i></p> <p>Roster – 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>Volunteer Memorandum of Understanding (MOU)</p> <p>Sample MOU</p>	<p>Email a roster of the previous quarter’s volunteers as an Excel file to ADSDGrants@adsd.nv.gov and your assigned GPS.</p>	<p>10th calendar day of the month following the end of a reporting quarter.</p> <p style="text-align: center;"> October 10 January 10 April 10 July 10 </p>
<p>Title V, Senior Community Service Employment Program (SCSEP)</p> <p><i>For subrecipients that receive SCSEP funding</i></p>	<p>Quarterly Narrative Progress Report</p> <p>Download Form Online (.doc)</p>	<p>Email to Katrina Fowler at klfowler@adsd.nv.gov</p>
<p>SPARQ Data Entry</p> <p><i>Download Forms Online:</i></p> <p>Security Policy</p> <p>Attachment A</p> <p>Attachment B</p>	<p>Client and unit of service data are submitted online at https://www.sparq.doleta.gov/index.cfm</p>	<p>10th calendar day of the month following the end of a reporting quarter.</p> <p style="text-align: center;"> October 10 January 10 April 10 July 10 </p> <p>Due 30 days after the end of a quarter, or as otherwise indicated by ADSD.</p>

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