

AGING AND DISABILITY SERVICES DIVISION (ADSD) GRANTEE REPORTING SCHEDULE

Revised April 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></p> <p>Elyse Jolly (775) 687-0520 elysejolly@adsd.nv.gov</p>	<p><u>Elko Office:</u></p> <p>Laurienne Riley (775) 753-1315 lriley@adsd.nv.gov</p>	<p><u>Las Vegas Office:</u></p> <p>Danielle Cooper (702) 486-0852 dcooper@adsd.nv.gov</p> <p>Katrina Fowler (702) 486-3518 klfowler@adsd.nv.gov</p>	<p><u>Reno Office:</u></p> <p>Judy Ferrer (775) 687-0825 jferrer@adsd.nv.gov</p>
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REPORT/DOCUMENT	INSTRUCTIONS	DUE DATE		
GRANT AWARD				
<p>Notification of Grant Award (NGA)</p> <p>Confidentiality Addendum (CA) <i>Applies to grantees that enter data into SAMS</i></p>	<p>Mail the signed originals to the Grants and Projects Specialist (GPS) specified in the email that contained the grant award.</p>	<p>Ten (10) days after receipt.</p>		
FISCAL-RELATED REPORTING / FORMS				
<p>Request for Funds (RFF)</p> <p>Aging Services RFFs are emailed with each NGA. That file must be used.</p> <p>If an RFF wasn't emailed – Discretionary or Disability Services RFF: Download Online</p>	<p>Follow ADSD's Policy (click to download from the website).</p> <p>Email the completed* RFF to ADSDGrants@adsd.nv.gov and your assigned GPS.</p> <p>*The RFF must be emailed with a signature. Typed "signatures" will not be accepted.</p>	<p>To receive timely advanced payments, Request for Funds should be emailed by the 10th calendar day of the month preceding the quarter requested.</p>		
<p>Quarterly Financial Report (QFR)</p> <p>Aging Services QFRs are emailed with each NGA.</p> <p>Disability Services QFR: Download Online</p>	<p>Follow ADSD's Policy (click to download from the website).</p> <p>Email the completed QFR 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> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">October 10 April 10</td> <td style="width: 50%; border: none;">January 10 July 10</td> </tr> </table> <p>You must submit a report for each grant you receive from ADSD, even if you did not spend any of the funding during the reporting period.</p>	October 10 April 10	January 10 July 10
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PROGRAMMATIC REPORTING		
Social Assistance Management System (SAMS) Or Monthly Group Reporting (Non-SAMS)	Record client and monthly service delivery data in SAMS. 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/ .	Input/submit monthly data by the 10th calendar day of the following month. <i>Example:</i> Input January's data by February 10th.
Evidence-Based Programming Report	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. Email to Jeff Doucet at jsdoucet@adsd.nv.gov and your assigned GPS.	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
Home Modification or Repair Report	Excel spreadsheet submitted quarterly. Modifications and repair expenses are listed by date and type. <u>Click here for the reporting template.</u> Email to Danielle Cooper at dcooper@adsd.nv.gov	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
Title III-C Nutrition Monthly Meal Cost Survey	Excel spreadsheet submitted monthly. Templates were emailed to programs. The same file should be used throughout the survey period (June 2017 – May 2018). Email to ADSDGrants@adsd.nv.gov	15 th calendar day of the following month.

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PROGRAMMATIC REPORTING (Continued)		
Transportation Program Mileage Report	Submit quarterly online at: http://adsd.nv.gov/Programs/Grant/Reporting/TransportationMileageReport/	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
State Transportation (ST) <i>For grantees that receive ST funding</i> <u>Download Form Online</u>	Email to ADSDGrants@adsd.nv.gov	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
State Volunteer (SV) <i>For grantees that receive SV funding</i> Download Forms Online: <u>Instructions</u> <u>Expense and Service Report</u> <u>Narrative Report</u>	Email to ADSDGrants@adsd.nv.gov	10 th calendar day of the month following the end of a reporting quarter. October 10 January 10 April 10 July 10
Volunteer Programs – Workers Compensation Insurance <i>For grantees funded for Volunteer services. Coverage for volunteers under the State’s workers compensation insurance.</i> 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. <u>Volunteer Memorandum of Understanding (MOU)</u> <u>Sample MOU</u>	Email a roster of the previous quarter’s volunteers as an Excel file to ADSDGrants@adsd.nv.gov and your assigned GPS. Email MOUs signed by volunteers to ADSDGrants@adsd.nv.gov -or- mail to: ADSD, Attn: Kristi Martin 1860 E. Sahara Avenue Las Vegas, NV 89104	12 th calendar day of the month following the end of a reporting quarter. October 12 January 12 April 12 July 12 Submit signed MOUs as volunteers join the program

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<p>Title V, Senior Community Service Employment Program (SCSEP) <i>For grantees that receive SCSEP funding</i></p>		
<p>Quarterly Narrative Progress Report <u>Download Form Online (.doc)</u></p>	<p>Email to Katrina Fowler at <u>klfowler@adsd.nv.gov</u></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>SPARQ Data Entry <i>Download Forms Online:</i> <u>Security Policy</u> <u>Attachment A</u> <u>Attachment B</u></p>	<p>Client and unit of service data are submitted online at <u>https://www.sparq.doleta.gov/index.cfm</u></p>	<p>Due 30 days after the end of a quarter, or as otherwise indicated by ADSD.</p>
<p>MIPPA – Reporting Template <i>For MIPPA partners</i> <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 grant year (April 1 - March 31). – Annual Strategic Plan for new grant year (April 1 - March 31) due by January 15th. – Year End Progress Report for grant year (April 1 - March 31) due by January 15th of that grant year. – Mid-Term Progress Report due September 15 for period April 1 - August 30.

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<p>Senior Medicare Patrol (SMP)</p>	<p>Email to Kim Harney-Moore at kkharneymoore@adsd.nv.gov</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.