

State of Nevada  
Aging and Disability Services Division (ADSD)

## Legal Assistance – Monthly Report

### Instructions

This Legal Assistance report is to be submitted monthly per instructions in #3 below. Subrecipients have the option to use the ADSD Legal Assistance Monthly Report template or provide a report from their existing database with all the required information.

In addition, all ADSD subrecipients must complete the ADSD Quarterly Report which is available at: [ADSD Subawards – Quarterly Report](#). The quarterly report is due October 15, January 15, April 15, and July 15. The quarterly report provides areas for programs to provide narrative information.

Legal Assistance report:

1. The template can be found at <http://adsd.nv.gov/Programs/Grant/Reporting/Instructions/>.
2. Please complete all fields.
3. Report should be emailed to [ADSDGrants@adsd.nv.gov](mailto:ADSDGrants@adsd.nv.gov) and copied to Jennifer Richards ([jrichards@adsd.nv.gov](mailto:jrichards@adsd.nv.gov)) by the 10<sup>th</sup> of each month following the month of service. (i.e., July report is due August 10<sup>th</sup>)
4. Top Section
  - a. **Agency Name** – enter your agency name.
  - b. **Reporting Month** – enter the month for which you are reporting data.
  - c. **Subaward Number** – enter your ADSD subaward number. This is found on your most recent Notice of Subaward (NOSA) in the top right corner (Agency Ref #).
5. Section 1: Cases
  - a. For each Case type, report the total number of opened cases and cases on waitlist.
  - b. For each Case type, report the total number of closed cases for each type of case (advice, limited rep, or representation).
  - c. Case type definitions are included in the [Legal Assistance Service Specifications](#).
6. Section 2: Outreach
  - a. For each outreach event attended (or conducted) enter the name of the event, the date of the event, the total number of attendees, the total number of contacts you made directly, the subjects discussed and the location (city or county) of the event. If the event is virtual, input the location of the meeting organizer.
7. Section 3: Miscellaneous
  - a. Rejected Cases
    - i. Provide the number of contacts rejected, how many were referred to another provider and a list the agencies that you referred to in the “Referral Agencies” section.
  - b. Financial Value of Cases
    - i. Enter the total number of Closed cases in the first box.
    - ii. Enter the total value of the cases, which can include compensatory damages, statutory damages, attorney’s fees and costs, or estimated financial benefit to the client.
      1. Example 1: Legal Aid represents a tenant in an eviction case. Tenant successfully argues that he lawfully abated rent due to habitability issues and did not have to pay landlord rent and late fees. The financial benefit to the client is the amount of rent and late fees.
      2. Example 2: Debt collector attempts to complete a writ of execution or garnishment against client for \$1,000. Legal Aid assists the client to complete an affidavit of

State of Nevada  
Aging and Disability Services Division (ADSD)  
exemption because the client only receives government benefits. The financial benefit  
to the client is the amount debt collector was attempting to obtain, \$1,000.

8. Section 4: Demographics

a. Demographics

- i. Gender- Enter the number of contacts that identify as *Male, Female, or Other* in each box.
- ii. Poverty Status- Enter the number of contacts that are *At or Below Poverty, Above Poverty, or N/A* in each box.
- iii. Ethnicity- Enter the number of contacts that identify as *Hispanic or Latino, Non-Hispanic or Latino, or N/A* in each box.
- iv. Household Status- Enter the number of contacts that *Lives Alone, Lives with Others, or Lives in LTC Facility (Long Term Care Facility)* in each box.
- v. Race- Enter the number contacts for each category of race in each box.