

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

Revised February 2021

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

<u>Carson City Office:</u>	<u>Elko Office:</u>	<u>Las Vegas Office:</u>	<u>Reno Office:</u>
Lisa Torres (775) 687-0553 <a href="mailto:ltorres@adsd.nv.gov">ltorres@adsd.nv.gov</a>	Laurienne (Laurie) Riley (775) 753-1315 <a href="mailto:lriley@adsd.nv.gov">lriley@adsd.nv.gov</a>	Katrina Fowler (702) 486-3518 <a href="mailto:kfowler@adsd.nv.gov">kfowler@adsd.nv.gov</a>	Alexandra (Alex) Crocket (775) 687-0825 <a href="mailto:acrocket@adsd.nv.gov">acrocket@adsd.nv.gov</a>

REPORT/DOCUMENT	INSTRUCTIONS	DUE DATE
<b>ACCEPTING, REQUESTING AND REPORTING FUNDS</b>		
<b>Notice of Subaward (NOSA)</b>	Upload the signed NOSA to the FTP server with all sections completed, as applicable. Send an email notification to your assigned Grants and Projects Specialist (GPS) when the documents have been uploaded.	Ten (10) days after receipt.
<b>Request for Reimbursement (RFR)</b>  Available with instructions at <a href="http://adsd.nv.gov/programs/grant/RFRinstructions">http://adsd.nv.gov/programs/grant/RFRinstructions</a>	Upload the completed RFR with required back-up documentation to the FTP server. Send an email notification to your assigned Grants and Projects Specialist (GPS) when the documents have been uploaded.	Pre-approved, monthly <b>advance</b> payment requests are due 15 days before the month of service.  <b>Reimbursement</b> requests are due 15 days after the month or quarter of service.
<b>PROGRAMMATIC REPORTING</b>		
<b>Social Assistance Management System (SAMS)</b>  <i>Or</i> <b>Monthly Group Reporting (Non-SAMS)</b>  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.	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 <a href="http://adsd.nv.gov/Programs/Grant/Reporting/GroupReporting/">http://adsd.nv.gov/Programs/Grant/Reporting/GroupReporting/</a> .	Input/submit monthly data by the 10th calendar day of the following month. <i>Example:</i> Input January's data by February 10th.

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## PROGRAMMATIC REPORTING (Continued)

<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 <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>October 10 January 10 April 10 July 10</p>
<p><b>Transportation Program Mileage Report</b></p>	<p>Submit quarterly online at: <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=5kCj5J64aE6OqhVE0nA5gMvWI50ViGpBobkYpeLWihNURUFJR0Y2TExRMU1PNzA0VEJZVzNQUVVMSSQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=5kCj5J64aE6OqhVE0nA5gMvWI50ViGpBobkYpeLWihNURUFJR0Y2TExRMU1PNzA0VEJZVzNQUVVMSSQIQCN0PWcu</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>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><u><a href="#">Volunteer Memorandum of Understanding (MOU)</a></u></p> <p><u><a href="#">Sample MOU</a></u></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>October 10 January 10 April 10 July 10</p>
<p><u><a href="#">Sample MOU</a></u></p>	<p>Email MOUs signed by volunteers to <a href="mailto:ADSDGrants@adsd.nv.gov">ADSDGrants@adsd.nv.gov</a> -or- mail to: ADSD, Attn: Kristi Martin 3320 W. Sahara, Suite 100 Las Vegas, NV 89102</p>	<p>Submit signed MOUs as volunteers join the program</p>

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## PROGRAMMATIC REPORTING (Continued)

### Title V, Senior Community Service Employment Program (SCSEP)

*For subrecipients that receive SCSEP funding*

<p>Quarterly Narrative Progress Report</p> <p><u><a href="#">Download Form Online (.doc)</a></u></p>	<p>Email to Katrina Fowler at <u><a href="mailto:klfowler@adsd.nv.gov">klfowler@adsd.nv.gov</a></u></p>	<p>30<sup>th</sup> calendar day of the month following the end of a reporting quarter.</p> <p>October 30 January 30 April 30 July 30</p>
<p>SPARQ Data Entry</p> <p><i>Download Forms Online:</i></p> <p><u><a href="#">Security Policy</a></u></p> <p><u><a href="#">Attachment A</a></u></p> <p><u><a href="#">Attachment B</a></u></p>	<p>Client and unit of service data are submitted online at <u><a href="https://www.sparq.doleta.gov/index.cfm">https://www.sparq.doleta.gov/index.cfm</a></u></p>	<p>Due 30 days after the end of a quarter, or as otherwise indicated by ADSD.</p>
<p><b>Nevada Assistive Technology Collaborative (NATC)</b></p>	<p>Email to John Rosenlund at <u><a href="mailto:jrosenlund@adsd.nv.gov">jrosenlund@adsd.nv.gov</a></u></p>	<ul style="list-style-type: none"> <li>– NATC Program Services data is due monthly with the Request for Reimbursement.</li> <li>– NATC Services Expense report is due monthly with the Request for Reimbursement.</li> <li>– NATC Device Inventory report is due Quarterly (applicable for Device Demonstration and Device Loan Programs).</li> </ul>
<p><b>MIPPA – Reporting Template</b></p> <p><i>For MIPPA partners</i></p> <p><u><a href="#">Download Form Online</a></u></p>	<p>Email to LaDonne Knighten at <u><a href="mailto:lknighten@adsd.nv.gov">lknighten@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>

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<p><b>State Health Insurance Assistance Program (SHIP)</b></p>	<p>Email to LaDonne Knighten at <a href="mailto:lknighten@adsd.nv.gov">lknighten@adsd.nv.gov</a></p> <p><b>and</b></p> <p>Kathryn Lopan at <a href="mailto:kalopan@adsd.nv.gov">kalopan@adsd.nv.gov</a></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 <a href="mailto:kkharneymoore@adsd.nv.gov">kkharneymoore@adsd.nv.gov</a></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>